



**THE ASSOCIATION OF UNIT OWNERS OF FIRELIGHT MEADOWS
CONDOMINIUMS, INC.**

BOARD OF DIRECTORS MEETING

Firelight Board Meeting
Mon, Jul 19, 2021 6:00 PM - 7:00 PM (MDT)

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|---------------------------------------|---|---|
| Date: Monday, July 19, 2021 | Time: 6:00 p.m. Mountain Time | Location: Go to Meeting (Virtual meeting) |
|---------------------------------------|---|---|

| Agenda | | Presenter | Action |
|----------------------|---|-------------------|-------------------|
| Call to Order | | Karla | - |
| 6:00 | • Member Forum (new items for next agenda) | | - |
| 6:05 | • Minutes of June Board Meeting | Karla | Approve |
| | • Schedule next Board Meeting | All | - |
| New Business | | | |
| 6:10 | • Invasive Species Discussion | Karla | Discuss |
| Old Business | | | |
| 6:15 | • HOA Legal Representative | Carol | Discuss |
| 6:20 | • Landscaping Cost-Share Program – finalize application | Karla | Motion to approve |
| 6:30 | • HVAC System Research Update | Julie | Discuss |
| 6:40 | • Landscaping RFP 2022 | HPM – Scott, Mike | Discuss |
| 6:50 | • Exterior Lighting Project – next steps | Carol | Discuss |
| Reports | | | |
| 7:00 | • Financials | Carol | Review |
| | • Property Management Report | | Review |
| | ○ Paving | | |
| | ○ Irrigation | | |
| 7:05 | ○ Street signs | HPM – Dan, Mike | |
| 7:20 | • Rule & Parking Enforcement Reports | HPM – Derek | Review |
| Adjourn | | Karla | - |

Firelight Board Meeting
Tuesday, June 22, 2021, at 6:00 pm, MDT.

Meeting Minutes

Attendance

Board members present included Carol P., Hannah D., Karla Y., Julie B., Curt W. (via phone), and Jim D.; other owners present included Steve M. (via phone). Scott Hammond, Mike Palmer, Dan Lukas, Derek Weinrich (via phone), Seanna Farrow and Katie Coleman were present from Hammond Property Management (HPM).

Call to Order

Karla called the meeting to order at 6:03 pm.

Minutes

Julie motioned to approve the May meeting minutes; Carol seconded. All were in favor and the May meeting minutes were approved as presented.

Next Meeting

The next board meeting was scheduled for Tuesday, July 20, 2021, via conference call. The board will meet on July 22 to discuss for a budget meeting.

Items for next meeting

- Invasive species schedule
- 2022 landscaping RFP
- HVAC system update

HOA Legal Representative

Katie provided Carol with a list of recommendations regarding options for the HOAs legal counsel. Carol spoke with Jennifer Favre first who isn't currently taking clients; Jennifer recommended Margot Ogburn. Margot expressed interest in working with the Firelight Meadows HOA and has reasonable rates. Carol also contacted other potential attorneys as well, but believes Margot is a good fit. Carol will arrange a meeting with the board and Margot for the near future.

Paving Estimates

Mike obtained an estimate from Big Sky Asphalt, in addition to the estimate from APEX. Bis Sky Asphalt quoted \$18,080 for the remainder of the paving work needed at the chalets. Hannah motioned to hire Big Sky Asphalt using the available landscaping funds to move forward with the paving work; Carol seconded, and all were in favor. HPM will move forward with scheduling the work.

Landscaping Match Dollars Program

The group further discussed the landscaping match dollars program and discussed the logistics of owners arranging for landscaping upgrades. For incidentals and potential damage repairs needed from installing landscaping there should be a contingency to cover those costs split half and half between the owner and the HOA. Scott suggested a clause that states the unit owner installing upgrades be held liable for repair costs associated with damaged irrigation lines. Vendors being hired to do the landscaping should be board approved, and the board will also share a list of preferred contractors. HPM will draft a standard application for landscaping upgrades to streamline the process and share with the board in the next week for approval prior to the July board meeting.

HVAC Systems

Julie researched options for air conditioning. So far, she has spoken with Air Controls about different options, and regardless of forced air or air conditioning, the exterior would be affected by the installation and noise of the system. Julie will have estimates and more information to share at the next meeting.

Outdoor Lighting Project

Carol has been researching options and pricing for replacing the exterior lights of the chalets with fixtures that are dark sky compliant, shining downward. She had a demo of the fixture she chose mounted outside of her front door as an example. The project will include the replacement of the front and patio light fixtures of the chalets (estimated \$280/each), and the deck light fixtures of the condos (estimated \$140/each). Carol will have final estimates to share as soon as possible. After discussion, Julie motioned to approve the proposed fixtures and fund the project by special assessment. Hannah seconded the motion; all were in favor, none were opposed. Julie offered to share contact information of a master electrician in the area that may be able to help with the project.

Financials

The group discussed past due accounts receivable and what the standard operating procedure is for placing liens on unit owners. The board agreed that any unit owners that are 90+ days in arrears should have a lien filed against them. There was no other discussion.

Property Management Report

HPM has been working with Track Utilities on seeding the landscaping areas damaged by the fiber optics work in 2019. Gallatin Water Works continues to repair damaged irrigation areas and repairing zone valves from the fiber optics work. Aside from main-line repairs, there are dozens of irrigation heads that must be removed of silt and dirt.

There was a damaged water pipe reported that affected units C-3 and C-5 because of a drywall nail that was drilled into the shared piping during original construction. Buffalo Restoration was called to facilitate repair work, and at this time the total repair costs do not meet the HOA's insurance deductible, and the costs will be billed to the HOA as a building maintenance expense. This is the second time the condo spigots have caused damage to more than one unit. The group discussed solutions and motioned for HPM to bid the replacement and improvement of the 22 other condo building spigots, not to exceed \$10k; Hannah seconded the motion, and all were in favor.

The 'Firelight Drive' street sign was repaired and repainted. Many other signs need repair or replacement as well, including the STOP signs. HPM suggested the board consider sign upgrades being incorporated into a package deal. HPM will get estimates to share at the next meeting and look at different options for the material of the street signs – i.e., metal, or wood.

Rule and parking enforcement reports were included in the meeting packet.

Other Business

The board discussed the current situation with the water and sewer district and the campus' failing and antiquated water system. It would behoove the board to consider hiring a consultant that can discuss options with the group. Townhall meetings can be arranged to educate and inform owners prior to Firelight HOA potentially applying for a grant. Jim made a motion to support the formation of a public water and sewer district for the Firelight community; Curt seconded the motion, and all were in favor, none opposed.

The board asked HPM to remind the membership via the next newsletter of HPM's office and emergency contact numbers, with a suggestion that short term rental units post this information inside of their unit. It was noted that HPM holds the expectation for their on-call staff that any emergency calls received should be responded to via phone within 15 minutes of receiving the call.

Adjourn

Julie motioned to adjourn the meeting at 7:53 pm; Carol seconded.



Firelight Meadows Landscaping Cost Share Program 2021

Landscaping Installation Application

General Information:

- Allocation of 10% (\$5,000) of the Landscape Upgrade 2021 budget of \$50,000
- First-come-first-served basis for twenty (20) unit owners in good standing only
- \$250 allocation per unit (condo or chalet) per year; owner must spend a minimum of \$500 and will be reimbursed for half of the total up to \$250.
- Unit owner of record will be reimbursed \$250 after proof of purchases and inspection of satisfactory installation by Management.

Requirements for Landscaping Upgrades:

1. An approved professional installer must be hired for the installation of landscaping improvements and must be capable of handling any necessary repair work from incidentals or damage to the irrigation system; proof of General Liability insurance is required to be on file with Hammond Property Management.
2. The landscaping upgrades must be completed in 2021.
3. Funds may only be used toward perennial trees, shrubs, bushes – no annuals.
4. Landscaping cannot impede or reduce snow storage areas.
5. The board must approve the project in advance; an application must be submitted in writing with a **description, diagram(s), drawing, or photos** of proposed landscaping.
6. A 'Call 811' location is required prior to digging.

OWNER INFORMATION

Owner Name: _____

Unit Number: _____

Phone Number: _____

Email: _____

LANDSCAPING IMPROVEMENT

Proposed landscaping improvement(s) – specific type of shrub, tree, bush, etc. and locations:

***Please include with application a diagram(s), drawing, and/or photos of proposed landscaping.**

CONTRACTOR INFORMATION

Contractor/Company: _____

Phone Number: _____

Email: _____

***Contractor must be capable of facilitating any necessary repair work to the campus or irrigation as a result of the landscaping upgrade. The owner of record is financially responsible for any damage to the irrigation system; other incidentals will be split between the owner and the HOA at the discretion of the Firelight Board.**

By signing below, I _____, of unit _____, agree to adhere to the requirements listed within this document. I understand that any actions of this project that adversely affect the campus landscaping can be remedied by the Board of Directors at my expense.

Owner Signature

Date

INSURANCE DOCUMENTS

- Proof of Worker’s Compensation or Independent Contractor Exemption Certificate
- Proof of General Liability insurance to be on file with Hammond Property

BOARD APPROVAL

Board Member

Date



Firelight Meadows HOA

Managers' Report – July 19, 2021

- Chalets
 - Reattached fallen heat tape
 - Continued with cleanup throughout campus
 - Facilitated irrigation system repair with Gallatin Water Works
 - Adjusted irrigation clocks accordingly for dry areas
 - Replaced and repair broken sprinkler heads throughout campus
 - Repaired mainline irrigation break
 - Continued resupplying dog waste stations
 - Took inventory of the number of signs and posts needed for replacement

- Condos
 - Adjusted irrigation clocks as needed
 - Continued with cleanup throughout campus
 - Replaced and repair broken sprinkler heads throughout campus
 - Installed key lock box for crawlspace access
 - Reattach fallen heat tape
 - Replaced American flag
 - Repaired broken handrail
 - Secured electrical boxes to posts in parking lots
 - Communicated with Manhattan plumbing for hose bib replacements

- Compactor
 - Monitored owners for disposing of garbage improperly
 - Cleared trash out of the compactor area as needed

Firelight Rule Enforcement

| Unit | Date of Infraction | Category | Action Taken | Warning | Fine Issued | Notes |
|-------------------------|--------------------|----------------|--------------|---------|-------------|---|
| 297 Firelight Drive | 07/02/21 10:29 AM | Parking | | TRUE | | trailer |
| 120 Firelight Drive C10 | 07/01/21 3:43 PM | Charcoal Grill | | TRUE | | grill, fridge and wood kindling. 2nd offense. |
| 365 Firelight Drive | 07/01/21 3:41 PM | Other | | TRUE | | Workout equipment, bike/kayak in front yard. |
| 495 Firelight Drive | 07/01/21 3:39 PM | Charcoal Grill | | TRUE | | charcoal grill |
| 386 Candlelight Drive | 07/01/21 3:38 PM | Garbage | | TRUE | | garbage all over back of condo |
| 387 Candlelight Drive | 06/25/21 7:25 AM | Other | | TRUE | | Screen door broken Window coverings w/ patterns on FD/window |
| 509 Firelight Drive | 06/25/21 7:22 AM | Other | | TRUE | | screen window broken and door |
| 394 Candlelight Drive | 06/25/21 7:21 AM | Other | | TRUE | | screen window broken |
| 386 Candlelight Drive | 06/25/21 7:20 AM | Other | | TRUE | | screen window broken |
| 302 Candlelight Drive | 06/25/21 7:19 AM | Other | | TRUE | | screen window broken |

Firelight Parking Enforcement

| Vehicle | License Plate | Date | Time | Unit # | Location | Comments |
|----------|------------------------|----------|--------|---------------------|---------------------|---------------------------------------|
| Jeep | aale7190 | 07/06/21 | 745 am | | Overflow Parking | NO PERMIT |
| Nissan | Mississippi jcb0819 | 07/06/21 | 745 am | | Overflow Parking | NO PERMIT |
| Subaru | Idaho 8010 | 07/06/21 | 745 am | 441 | Neighboring drivewa | Invalid Pass/ old pass |
| Nissan | aalc9124 | 07/05/21 | 730 am | | Neighboring drivewa | 3-cars-wide |
| GMC | Oklahoma jvt479 | 07/05/21 | 730 am | 124 | Candlelight | Fire-lane |
| Subaru | North Carolina pkc7984 | 07/05/21 | 730 am | | Candlelight | NO PERMIT/camping |
| Toyota | c2d413 | 07/05/21 | 739 am | | Candlelight | NO PERMIT/camping |
| Subaru | na | 07/02/21 | 415 pm | 124 | Candlelight | No plates. |
| Toyota | cjd063 | 06/30/21 | 730 am | 115 | Neighboring drivewa | NO PERMIT |
| Subaru | Oregon 215fsy | 06/30/21 | 730 am | | Starlight | NO PERMIT |
| Toyota | aalc5626 | 06/30/21 | 730 am | | Starlight | NO PERMIT |
| Toyota | Wyoming 218819 | 06/30/21 | 730 am | | Overflow Parking | parled in grass; towed by best rate |
| GMC | Michigan omvq03 | 06/30/21 | 730 am | 116 | Neighboring drivewa | 3-cars-wide |
| Toyota | Wisconsin aey8400 | 06/28/21 | 4 pm | | Overflow Parking | NO PERMIT |
| Jeep | Tennessee 6w32n1 | 06/28/21 | 4 pm | 269 | Overflow Parking | Invalid Pass/ old pass |
| VW | 9F0 119 | 07/03/21 | 919 am | 251 | Neighboring drivewa | 2 cars parked in 1 space |
| Toyota | 6571816 | 06/28/21 | 745 am | | Neighboring drivewa | NO PERMIT |
| Toyota | db6177 | 06/28/21 | 745 am | 115 Starlight Drive | Starlight | Fire-lane |
| Toyota | 672879c | 06/28/21 | 745 am | | Candlelight | NO PERMIT/ Fire-lane |
| Jayco rv | Texas pll408 | 06/28/21 | 745 am | | Candlelight | RV |
| Subaru | Illinois b222954 | 06/26/21 | 545 am | 406 Firelight Drive | Firelight | Fire-lane |
| Lexus | 650002c | 06/23/21 | 845 am | | Neighboring drivewa | Blocking Neighbor; towed by best rate |