



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

BOARD OF DIRECTORS MEETING

Firelight Board Meeting  
Tue, Nov 16, 2021 6:00 PM - 7:30 PM (MST)

You can also dial in using your phone.

United States: [+1 \(224\) 501-3412](tel:+12245013412)

Access Code: 368-645-133

<b>Date:</b> Tuesday, Nov 16, 2021	<b>Time:</b> 6:00 p.m. Mountain Time	<b>Location:</b> Go to Meeting (Virtual meeting)
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Agenda	Presenter	Action
<b>Call to Order</b>	Karla	-
<b>6:00</b> • Member Forum (new items for next agenda)		-
<b>6:05</b> • Minutes of October Board Meeting	Karla	Approve
• Schedule Next Board Meeting	All	-
<b>New Business</b>		
<b>6:10</b> • Landscaping plan for 2022	All	Discuss
<b>Old Business</b>		
<b>6:20</b> • Short-term rental parking passes - cost	BOD	Discuss
<b>6:30</b> • Window screen replacement procedure (update)	Karla	Discuss
<b>6:40</b> • Dryer vent cleaning estimates	HPM	
<b>Reports</b>		
<b>6:50</b> • Property Management Report	HPM – Dan/Mike	Review
<b>7:00</b> • Rule & Parking Enforcement Reports	HPM – Derek	Review
<b>7:05</b> • Owner Communications	HPM – Seanna/Katie	Review
<b>Adjourn</b>	Karla	-

Firelight Board Meeting  
Tue, Oct 26, 2021 6:00 PM - 7:30 PM (MDT)

Meeting Minutes

**Attendance**

Board members in attendance included Karla Y., Carol P., Jim D., Julie B., Tom M., Hannah D., and Matt W. Owners present included Laura G., Dave S., and Pat K. Others present included Katie Coleman, Dan Lukas, Scott Hammond, Mike Palmer, Derek Weinrich and Seanna Farrow of Hammond Property Management.

**Call to Order**

Karla called the meeting to order at 6:02 pm.

**Minutes of August Meeting**

Hannah motioned to approve the minutes of the August 12 board meeting; Matt Walker seconded. All were in favor and the minutes were approved as presented.

**Next Board Meeting**

The next meeting was scheduled for Tues, November 16<sup>th</sup>, 2021, at 6:00 pm.

**Member Forum (New business for next meeting)**

- Landscaping plans for 2022. Any opportunity for big landscaping projects this year was missed, due to staffing shortages and supply and demand. Funds for 2021 may be able to be used to secure things for the next season. ADD TO AGENDA.

NEW BUSINESS

**Dryer vent cleaning**

Several Firelight units recently under contract to sell have inquired about dryer vent cleaning. Dryer vent cleaning was last scheduled through the HOA and budgeted for in 2018, and it was discussed scheduling this every 3-5 years. Carol commented that with the high occupancy as of late, the sooner we can schedule this to take place the better. HPM will reach out to contractors for estimates to have before the next meeting, and schedule this as soon as possible.

**Appoint Board Positions**

Board members were elected at the annual meeting, and positions were determined at this board meeting. Carol made a motion to appoint Hannah D. as a Member at Large, Karla Y. as the President, and Tom M. as a Member at Large; Matt seconded the motion, and all were in favor.

**Landscaping Request for Proposal – HPM**

HPM implores the board to take the RFP proposal seriously and send it out to contractors before spring of next year. There is a lot of hard work involved with the responsibilities of the landscaping contract, and HPM would like to see the work arranged for next year as soon as possible.

HPM would also like to bring to light what the campus is worth, and the need of the irrigation system repairs to take place. HPM isn't certain that the needs of the campus can be met by HPM's current staffing ability and asks that the board send out an RFP needs to go out to other service providers in the community.

The board needs to review the RFP and share it with contractors. An estimate for the landscaping needs was used for budgetary and planning purposes; however, that estimate may not reflect the current market. It's a good time to reach out to other service providers before the snow falls, and while the landscaping companies are not busy with other landscaping obligations. Before next meeting, this RFP should be put out to bid. *HPM will email the board who has been contacted about the HOAs landscaping needs. Karla will add in other contacts to call as well before Friday.*

**Short-term Rental Parking Passes**

The problem of short-term rental units not properly utilizing parking passes on campus was discussed. This is largely an issue of property managers not communicating with guests about the regulations and giving them parking passes. The president of another

HOA in Big Sky has been communicating with HOA's, including Firelight, about the effects of short-term rentals throughout the community and some solutions that might contribute to the greater good of the community.

Ultimately, the property managers of these units should need to pay for short-term parking passes in the hopes that this encourages the passes to be used properly. The board will discuss options with HPM. Something simple and on bright colored paper, similar to the passes of the Yellowstone Club, will be considered and costs will be discussed.

#### **Window Screen Replacement & Repair**

Per board direction, HPM recently notified all owners with damaged screens that they needed to replace or repair their window screens no later than Nov 30, at the owners' expense. Carol contacted the association's attorney, Margot Osborn, about the proper way to address window screen replacements throughout campus, and whether screens are considered a limited common element or a common element, which effects who is responsible for the costs.

Julie shared that she recently arranged for her sliding door screens, including all elements of the screen, and all but two other screens in her condo, to be repaired with Guy's Glass. The cost came to about \$400, including the pickup and return of the screens to and from the unit. Last year, Karla had contacted Guy's Glass about bulk pricing for screen replacement, which included the help of HPM removing and delivering all damaged screens to Guy's Glass. The board will seek further council from Margot regarding the financial responsibility of this matter. If it is an HOA responsibility, the board will need to discuss a process for reimbursing owners who have already paid for the repair costs out of pocket.

#### **Property Management Report – HPM**

The campus is in a good place regarding heat tape as we approach the winter season. HPM is working on the campus streets signs and will keep the BOD updated. Other highlights of the manager's report were included in the meeting packet.

#### **Rule & Parking Enforcement Reports**

Rule and parking enforcement reports were included in the meeting packet for review. Karla asked Derek to list units those units that aren't in compliance with window treatments and send notice as needed.

#### **New Procedure for Meetings**

Karla expressed that having meeting documents in to the HPM office at least in a week ahead of the meeting, along with owner communications, will allow the board time to prepare and review the meeting materials prior to the day of the meeting.

#### **Other Business**

Julie inquired about whether there is a specific list of trees and shrubs available to choose from when arranging landscaping upgrades through the cost-share application. Are there specific or recommended contractors available to help that can be included with the application? And is HPM available to facilitate the work to plant trees? Scott noted that yes, HPM can help facilitate this work. Line 3 of the application states that funds may only be used towards perennials shrubs, trees, no annuals – Karla noted that the most prominent throughout campus are choke cherries, evergreens, and aspens. The board would like to add a different component of cost share application for smaller plants, and owners' budgetary situations.

Julie inquired about the declarations as they pertain to the topic of bear proof cans. HPM contacted the county to confirm whether bear proof cans are required in Big Sky; the county declined making this a requirement due to the lack of manpower capable of enforcing the rule. Regardless, the county highly encourages residents to have bear proof cans and encourages HOA's and boards to incorporate this into their Rules and Regulations. Ultimately this requirement is up to the BOD. Karla doesn't believe the HOA should take on this expense, because owners have access to the compactor, and obtaining their own can is their responsibility. Matt noted that he recently made the change to a bearproof can, and his quarterly payments increased by about \$30.

#### **Adjourn**

The meeting adjourned at 7:20 pm.



## Firelight BOD Meeting 11.16.21

### Managers' Report

#### FLM Campus

- Continue to work with Beartooth signs and Signs by Designs for updated signage
- Took inventory of posts for signs
- Replaced worn out stop signs
- Marked damaged irrigation for repair in spring
- Working with electrician to repair two streetlights
- Installed delineators for snow removal
- Worked with Buffalo to obtain bids for dryer vent cleaning

#### Condos

- Turned off hose bibs before winter
- Turned on hallway heaters
- Ordered sample numbering for posts
- Continue to reattach electrical boxes to posts as needed

#### Chalets

- Ordered paint for line painting (Painting schedule will be weather dependent)
- Adjusted crawlspace heat throughout Chalets
- Tested power sources for Christmas lights

#### Compactor

- Contacted Republic make permanent repair to conduit under door to cover exposed wires
- Placed order for new signage on compactor enclosure

**Firelight Rule Enforcement Report - as of November 12, 2021**

<b>Unit</b>	<b>Date of Infraction</b>	<b>Category</b>	<b>Action Taken</b>	<b>Warning</b>	<b>Fine</b>	<b>Notes</b>
155 Aurora Lights Drive B07	11/10/21 10:44 AM	Garbage	First Warning	TRUE		flower pot containers/contents - need to break down in lawn area
155 Aurora Lights Drive B11	11/10/21 10:02 AM	Garbage	First Warning	TRUE		boxes and appliances stored in hallway common area
353 Firelight Drive	11/10/21 9:15 AM	Window Coverings	First Warning	TRUE		
405 Firelight Drive	11/10/21 9:15 AM	Garbage	\$100 Fine	TRUE		trash out on non trash day
509 Firelight Drive	11/10/21 9:14 AM	Other	First Warning	TRUE		hose on hose bib
387 Candlelight Drive	11/10/21 9:13 AM	Window Coverings	First Warning	TRUE		
509 Firelight Drive	11/10/21 9:13 AM	Window Coverings	First Warning	TRUE		
390 Firelight Drive	11/10/21 9:12 AM	Window Coverings	First Warning	TRUE		
80 Starlight Drive	11/10/21 9:11 AM	Window Coverings	First Warning	TRUE		
330 Firelight Drive	11/10/21 9:11 AM	Other	First Warning	TRUE		screen door off need to be put on are removed
303 Candlelight Drive	11/10/21 9:10 AM	Window Coverings	First Warning	TRUE		patio door window coverings
173 Candlelight Drive	11/10/21 9:09 AM	Other	First Warning	TRUE		hose on need to be removed
140 Candlelight Drive	11/10/21 9:08 AM	Other	First Warning	TRUE		screen door off track. air mattress and scrap board
368 Candlelight Drive	11/10/21 9:07 AM	Window Coverings	First Warning	TRUE		
386 Candlelight Drive	11/10/21 9:06 AM	Other	First Warning	TRUE		broken front door window
394 Candlelight Drive	11/10/21 9:06 AM	Window Coverings	First Warning	TRUE		
308 Firelight Drive	11/02/21 9:53 AM	Garbage	First Warning	TRUE		Carboard not broken down (Newman Restoration)
115 Starlight Drive	10/25/21 2:21 PM	Pets	First Warning	TRUE		pet waste
115 Starlight Drive	10/25/21 2:21 PM	Pets	First Warning	TRUE		pet tied up unattended
115 Starlight Drive	10/25/21 2:21 PM	Parking	First Warning	TRUE		parking a neighbor in their driveway
414 Firelight Drive	10/20/21 9:36 AM	Garbage		TRUE		big TV and other garbage in lawn. let them know if it ends up at compactor they will be fined and charged to have it removed
472 Firelight Drive	10/12/21 8:56 AM	Noise Violation	\$500 Fine	TRUE	Yes	
50 Firelight Drive D04	10/05/21 3:50 PM	Deck Storage	First Warning	TRUE		two grills dead plant

Firelight Parking Enforcement - as of November 12, 2021

Date	Time	Unit/Tag #	Location	Towing Deadline	Comments	Repeat Offender	BOOTED	TOWED	TOWED BY
11/10/21	6 am	106 Candlelight	Candlelight		trailer				
11/09/21	12 pm		Candlelight		NO PERMIT/ Fire-lane				
11/08/21	1215 pm		Overflow Parking		no tag				
11/01/21	815 am		Overflow Parking		boat				
10/28/21	830 am		Candlelight		Fire-lane				
10/23/21	6 am		Overflow Parking		multiple spots				
10/19/21	8 am	286 Candleligh	Overflow Parking		multiple spot/ trailer				
10/14/21	745 am		Firelight		NO PERMIT/ Fire-lane				
10/13/21	8 am		Candlelight		NO PERMIT/ Fire-lane				