



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

BOARD OF DIRECTORS MEETING

FLM BOD Meeting 2.8.22
Tue, Feb 8, 2022 6:00 PM - 8:00 PM (MST)

Please join my meeting from your computer, tablet or smartphone.

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Access Code: 666-581-125

Date: Tuesday, Feb 8, 2022	Time: 6:00 p.m. Mountain Time	Location: Go to Meeting (Virtual meeting)
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Agenda		Presenter	Action
Call to Order		Karla	-
6:00	• Member Forum (new items for next agenda)		-
6:05	• Minutes of January Board Meeting	Karla	Approve
6:10	• Schedule Next Board Meeting	All	-
New Business			
6:15	• Financial Update	Carol	-
6:20	• Condo Carpet Replacement	HPM	Discuss
6:25	• Condo Deck Staining	HPM	Discuss
6:30	• Concrete Pitting- Condos	HPM	Discuss
6:35	• Landscape RFP for 2022	Scott/HPM	Discuss
Old Business			
6:45	• Landscaping plan for 2022	All	Discuss
6:50	• Dryer vent cleaning schedule	Katie	-
6:55	• Shrub/tree Cost Share Program	Karla	-
Reports			
7:00	• Declaration/By-Law Re-write Update	Karla/Carol	-
7:10	• HLH Update	Jim D.	-
7:15	• Property Management Report	HPM – Dan/Mike	Review
7:20	• Rule & Parking Enforcement Reports	HPM – Derek	Review
7:25	• Owner Communications	HPM – Katie	Review
Adjourn	Karla		

Firelight Board Meeting

Tuesday, January 11, 2022 6:00 PM

Meeting Minutes

Attendance

Board members in attendance included, Karla Y., Carol P., Hannah D., Julie B., Matt W. and Tom M. Owners present included Michael L., Mary S., Greg H., Steven M., Sarah R., Dave S., Scott H., Bruce N., and Edward H. Others present included Katie C., Kati H., Dan L., Scott H., and Mike P. of Hammond Property Management.

Call to Order

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

Member Forum (New items for next meeting)

Julie mentioned there were cars speeding through campus despite speed limit signs. The board discussed how the local Police don't have the staff to monitor each campus, but it was suggested to find the parking pass linked to the repeat offenders. Scott, from Hammond, suggested posting a "Please be respectful to the speed limits" on their front door once the offenders are identified.

Minutes of November Board Meeting

Carol motioned to approve the minutes of the November 16th board meeting; Julie B. seconded. All were in favor and the minutes were approved as presented.

Next Board Meeting

The next meeting was scheduled for Tues, February 8th, 2022 at 6:00 pm.

NEW BUSINESS

Rental Impact Fees

A discussion was held regarding the possibility of passing on to applicable owners any increased fees associated with rentals. Although some BOD members were in favor, Margot Ogburn, legal counsel for the HOA, stated this was not an option at the time as the governing documents were written. However, Ogburn stated this topic was being addressed in the rewrite of the governing documents. Scott Hammond suggested surveying the owners regarding the issue in order to determine if this issue would pass or was worth putting more effort towards. Karla volunteered to come up with some questions for the survey.

Landscaping plan for 2022

Karla stated Doug Starz of Mountain Scapes, who did the FLM tree addition, requires a deposit of \$8,000 to purchase the trees as well as solidify that FLM is on his calendar for the 2022 season. Starz estimated 20 trees at just under \$20,000. The board will decide where these trees are to be distributed across campus. Carol confirmed FLM has money to fund this project. Carol made motion to approve the project, seconded by Matt. The motion passed.

Shrub/tree Cost Share Program

A discussion was held regarding an additional option of cost sharing on landscaping for smaller items such as bushes, shrubs, etc. that owners could plant themselves.

Carol motioned to approve the Shrub/Tree Cost Share Project for 2022; Matt seconded. The motion carried with no objections.

Updated Dues Payment Process

Doug Shanley gave FLM owners the option to pay quarterly dues in full by checking a box on the quarterly statement. Carol proposed a monthly ACH draft option, instead of paying quarterly. Owners would pay a fixed monthly fee. Carol proposed to offer owners to opt into a monthly draft system to help with money management.

OLD BUSINESS

Short-term Rental Parking Passes-Cost

The group discussed the ongoing issue of short-term rental parking and the amount of passes being printed by HPM, considering charging for these passes. Legal stated that the governing documents as written did not allow for this. The topic could also be addressed in the rewrite.

Window Screen Replacement Procedure

Karla suggested asking some of the owners with damaged and unsightly window screens to remove the screens during winter and/or until they had the resources to replace. Doing so would help to avoid fines to their account. The BOD realizes this is a difficult project to manage and conduct during winter and anticipates completion by late spring 2022.

Dryer Vent Cleaning Schedule

Coleman stated condos won't be done until spring 2022 due to the safety concerns with snow on roofs. Notice will be sent to owners and property management companies regarding unit access for this project. Buffalo restoration was still on board and prepared to begin on the 17th.

Fire Suppression Update

Palmer updated the group that IT&M conducted fire suppression systems inspections this year. They are a new contractor to FLM that HPM has worked with for many years. Inspections went smoothly with no major concerns and they will be the preferred contractor moving forward.

Roof Project Plan for 2022

Carol asked to keep this on the agenda and continue the discussion in an attempt to make a decision to present to the membership at the annual meeting. A discussion was held regarding how the cost would be divided among the owners. It was determined that legal would investigate to confirm.

REPORTS

Financial Report Y/E 2021

Carol stated the HOA was in a healthy position with nearly 2 million in liquid assets. For the end of year, expenses were up but offset due to areas that were underbudget, with total expenses being under budget by \$19,883. There was income from membership dues when units sell, parking and fine income of \$42,553.

Declaration/By-Law Re-Write Update

Carol stated Ogburn will have a rough draft of the rewrite for the board to review and discuss by the February meeting. The goal being to have a draft to present to owners by April for review prior to voting at 2022 Annual Meeting.

HLH Update

Matt stated HLH was going through the engineering process to determine what sort of upgrades would be done on the system

Property Management Report

The management report was included in the meeting packet. Dan reported he added all numbering for exterior electric outlet posts at condos. There are 4 missed handicap signs that will be installed as soon as available. Ice raking on buildings had started, and the roof shoveling contractor will be removing snow and ice as needed. Dan replaced flag and flag light.

Rule & Parking Enforcement Reports

Derek stated that residents had been moving vehicles well for snow removal.

Exterior Lighting Project

Carol reported the project should begin within the next few weeks. The entry lights at the chalets will be the first phase to be conducted with the back patios and condo patios/decks to be done when snow melts.

Other New Business for February Meeting

Condo carpet replacement, condo deck staining and asphalt pitting from drips, HPM to inspect privacy fences in need of repair. HPM requested Landscape RFP to be on the February agenda.

Owner Communications

Karla confirmed with Coleman no owner communication.

Adjourn

The meeting adjourned at 7:32pm.

**Firelight Meadows Owners Association
Profit & Loss Budget vs. Actual**

Accrual Basis

January 2022

	Jan 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Quarterly Assessment Income			
Chalet - Quarterly Assessment	150,824	150,824	0
Condo - Quarterly Assessment	99,280	99,280	0
Total Quarterly Assessment Income	250,104	250,104	0
Finance and Late Fee Charges	836	0	836
Parking Income	5,400	0	5,400
BAD DEBT INCOME	0	0	0
Fine Income for Violations	0	0	0
Total Income	256,340	250,104	6,236
Gross Profit	256,340	250,104	6,236
Expense			
General Common Expenses			
Insurance	10,885	11,333	(448)
Landscape and Sprinkler			
Landscape Management	0	0	0
Irrigation Maintenance	0	0	0
Landscape and Sprinkler - Other	0	0	0
Total Landscape and Sprinkler	0	0	0
Landscape Upgrades	0	0	0
Trash Removal			
Maintenance	0	0	0
Trash Removal - Other	1,228	3,875	(2,647)
Total Trash Removal	1,228	3,875	(2,647)
General Maintenance & Repairs	2,684	4,167	(1,483)
Snow Removal	23,650	23,650	0
Roof Snow Removal	200	13,867	(13,667)
Management Company	9,226	9,788	(562)
Parking Rule Enforcement	4,031	4,277	(245)
Accounting	1,476	1,476	(0)
Legal	0	1,667	(1,667)
Legal Reimbursed by Owner	(951)	0	(951)
Office Expense	135	300	(165)
Postage & Delivery	30	37	(7)
Bad Debt	0	0	0
Meeting Expense	0	0	0
Total General Common Expenses	52,595	74,437	(21,841)

**Firelight Meadows Owners Association
Profit & Loss Budget vs. Actual**

Accrual Basis

January 2022

	Jan 22	Budget	\$ Over Budget
Limited Common Expense - Chalet			
Chimney Cleaning - Chalet	0	0	0
Maintenance & Repair Chalet	0	0	0
Total Limited Common Expense - C...	0	0	0
Limited Common Expense - Condo			
Carpet Replacement	0	0	0
Condo Utilities - Building	0	1,600	(1,600)
Reimbursement SnowMelt Electric	0	0	0
Telephone Condo Fire Alarm Syst	365	440	(75)
Condo - Cleaning and Rugs	1,400	1,900	(500)
Fire Alarm System Monitoring	183	185	(2)
Fire Extinguisher Inspection	0	0	0
Maintenance & Repair Condo Only	0	38	(38)
Total Limited Common Expense - C...	1,949	4,163	(2,214)
Total Expense	54,544	78,600	(24,056)
Net Ordinary Income	201,796	171,504	30,291
Other Income/Expense			
Other Income			
Postage Income	0	0	0
Edward D Jones Interest Income	1,394	0	1,394
Savings Interest Income	5	0	5
Total Other Income	1,399	0	1,399
Other Expense			
Federal Income Tax on Interest	0	0	0
Water & Sewer Delinquent paid	0	0	0
Reserve Contribution	0	17,449	(17,449)
Total Other Expense	0	17,449	(17,449)
Net Other Income	1,399	(17,449)	18,848
Net Income	203,195	154,056	49,140

**Firelight Meadows Owners Association
Balance Sheet**

Accrual Basis

As of January 31, 2022

	<u>Jan 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Operating Bank Accounts	
1st Security Operating 3557	165,493
1st Security Money Market 1164	38,047
1st Security Petty Cash 3007	5,000
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Total Operating Bank Accounts	208,540
Reserve Bank Accounts	
American Bank 2739	147,234
Edward D Jones	1,757,991
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Total Reserve Bank Accounts	1,905,225
Total Checking/Savings	2,113,765
Accounts Receivable	
Accounts Receivable	83,499
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Total Accounts Receivable	83,499
Other Current Assets	
Prepaid Expenses	200
Prepaid Legal	1,000
Prepaid Insurance	20,856
Undeposited Funds	2,650
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Total Other Current Assets	24,706
Total Current Assets	2,221,969
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TOTAL ASSETS	2,221,969
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LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	17,700
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Total Accounts Payable	17,700
Other Current Liabilities	
Landscape Upgrades Payable	67,000
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**Firelight Meadows Owners Association
Balance Sheet**

Accrual Basis

As of January 31, 2022

	Jan 31, 22
Total Other Current Liabilities	<u>67,000</u>
Total Current Liabilities	<u>84,700</u>
Total Liabilities	84,700
Equity	
Reserve Fund Balance	
Reserve CondoCarpet Replace...	15,000
Reserve Fund Balance - Other	<u>1,822,555</u>
Total Reserve Fund Balance	1,837,555
Retained Earnings	96,520
Net Income	<u>203,195</u>
Total Equity	<u>2,137,270</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,221,969</u></u>



Firelight BOD Meeting 2.8.22

Managers' Report

FLM Campus

- Working with electrician to repair two streetlights
- Coordinating dryer vent cleaning with Buffalo Restoration
- Shoveled fire hydrants
- Coordinating RV space renewal with owners
- Coordinated exterior lighting project details with Grizzly Electric
- Contracted Ridgeline Roofing to shovel roofs

Condos

- Shoveled propane tanks
- Investigated common area leak in C building
- Cleaned dryer vent cap on roof of C building causing leak
- Ordered additional handicap stickers for electrical posts

Chalets

- Coordinated crawl space inspection for 330 Firelight Drive for moisture
- Investigated crawlspace vent concern at 65/73 Starlight

Make of Vehicle	License Plate	Date	Time	Unit/Tag Number	Location	Comments	BOOTED	TOWED	Office Notes	Warning Sent
Toyota	Texas nzw1185	02/01/22	6 am		Neighboring driveway	NO PERMIT/3 wide				
Volkswagen	657042c	01/27/22	5 am		Candlelight	NO PERMIT/ Fire-lane				
Ford	n448695	01/27/22	6 am		Candlelight	NO PERMIT/ Fire-lane				
Honda	wbm677	01/26/22	5 am		Candlelight	NO PERMIT/ Fire-lane				
Subaru	662833c	01/24/22	6 am		Candlelight	NO PERMIT/ Fire-lane				
Subaru	Michigan egq7079	01/22/22	9 am		Neighboring driveway	NO PERMIT				
Toyota	dgx930	01/22/22	9 am		Neighboring driveway	NO PERMIT				
GMC	del325	01/22/22	9 am		Candlelight	NO PERMIT/ Fire-lane				
Subaru	Washington bhj3416	01/22/22	9 am		Candlelight	NO PERMIT/ Fire-lane				
Subaru	Georgia crg1962	01/22/22	9 am		Neighboring driveway	NO PERMIT				
Subaru	Wyoming 32302	01/22/22	9 am		Neighboring driveway	NO PERMIT/3 wide				
Ford	California 65365h2	01/09/22	1245 pm		A-Building	Snow removal				
Toyota	Wyoming 320631	01/09/22	1245 pm		Overflow Parking	Snow removal				
Mitsubishi	Alberta cbz7712	01/09/22	1245 pm		C-Building	Snow removal				
Jeep	caw367	01/09/22	1245 pm		C-Building	Snow removal				
Volkswagen	NA	01/27/22	3:25pm	140 Candlelight Drive	Candlelight	No Parking Area			parked b/t intersection of candlelight & firelight all day, received a call from Travis	TRUE

Unit	Date of Infraction	Category	Action Taken	Warning Issued	Fine Issued	Notes
50 Firelight Drive D19	1/24/22 2:02PM	Window Coverings	First Warning	TRUE		Per Karla's email-flag as window covering is not approved
62 Candlelight Drive	1/12/22 2:22PM	Garbage	First Warning	TRUE		Large box thrown into compactor

Firelight Owner Communication

*There was much owner communication regarding access and scheduling of dryer vent cleaning, exterior lighting project, RV parking renewal/billing, and general day to day questions.

[EXTERNAL]

Hi Katie –

Are these meetings recorded somewhere that I can watch now? I am rarely available to attend these but am very interested in the content and participating at times?

Thank you,

Wayne Froboese

Unit 98

406-599-5186