

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

BOARD OF DIRECTORS MEETING

Feb 15, 2023, 6:00 – 8:00 PM (America/Denver) Please join my meeting from your computer, tablet or smartphone. <u>https://meet.goto.com/421895629</u>

You can also dial in using your phone. Access Code: 421-895-629 United States: +1 (872) 240-3412

Get the app now and be ready when your first meeting starts:

https://meet.goto.com/install

Date:Time:Wednesday6:00 p.m. Mountain TimeFebruary 15, 2023	Location: HPM Conference Room and Go To Meeting (Virtual meeting)
---	---

	Agenda	Presenter	Action	
Call to Ord	ler	Julie	-	
6:00	Member Forum (new items for next agenda)		-	
6:05	Minutes of January Board Meeting	Julie	Approve	
	Minutes of Executive Session	Julie	Approve	
6:10	Schedule Next Board Meeting	All	-	
New Busin	ess			
6:15	Financial Update	Carol	-	
Old Busine				
6:25	Roofing RFP Update	Carol	Discuss	
6:45	 Irrigation Update/ Landscape Maintenance Plan 	Mike	Discuss	
6:55	Water Sewer Update	Jim	Discuss	
Reports				
7:00	Property Management Report	HPM – Dan/Mike	Review	
7:05	Reported Roof Leaks	HPM	Review	
7:10	Rule & Parking Enforcement Reports	HPM - Derek	Review	
7:15	Owner Communications	HPM	Review	
Adjourn		Julie		

Firelight Board Meeting

Tuesday, January 10, 2023, 6:00 PM Meeting Minutes

Attendance

Board members in attendance included, Julie B., Carol P., Jim D., Matt W., Bob C. and Tom M. The owners present included, Kurt M., Sara B., Karen M., Karla Y. and Mike S., Ed H., Sarah R., Mary S., Becky B., Cackie B., Win R., Jeff G., Mark S., Rosalie R., Katie G., Michael D., Pat K., and Pierre T. Others present included Julie B., Dan L., Derek W., Mike P., and Scott H. of Hammond Property Management.

CALL TO ORDER

Julie B. called the meeting to order at 6:01 PM.

Minutes of November Board Meeting

Matt W. motioned to approve the minutes as presented of the November Board Meeting. Carol P. seconded. All were in favor and the minutes were approved with suggested edit.

Schedule Next Board Meeting

The next board meeting was scheduled for Wednesday, February 15, 2023, at 6:00 PM at the Hammond Property Management Conference Room. The February meeting will be held on a Wednesday to avoid conflicts with Valentine's Day.

NEW BUSINESS

Financial Update:

Carol P. presented the financial update. Financials in good standing. Funds were transferred from money market account to operating account to pay snow removal invoice and insurance. By February, the funds will be transferred. We were over budget as a result of insurance increase.

OLD BUSINESS

Roofing RFP Update:

Tabled till next month's meeting, providing time for new committee to meet. Will report next meeting.

Irrigation Update:

The proposal from Peak Water Services was recirculated to the Board, which was discussed at the last meeting for Phase 1 of the irrigation upgrade. The initial design to install tanks to eliminate stress on the existing well pumps. Phase 1 is the initial design and feasibility study. Project funding would come from reserves. Discussion was held.

Carol P. motion to engage Peak Water Service initial phase 1 irrigation upgrade up to \$20,000 retainer regarding the irrigation holding tank system including tie in with purple pipe while investigating funding and grant options. Bob C. seconded. All in favor, motion carried.

Water Sewer Update:

Jim D presented the update. Working with Gallatin County Commissioner office, we missed the December 1, 2023 deadline and next deadline is May 2024. Starting the process to approve signatures on petition next week. In the meantime, the Water Sewer District Board may be able to start working on funding applications and work with HLH. Discussion was held.

REPORTS

Declaration/By-Law Rewrite Update:

Margo cleaning up the draft documents with Board suggestions. The Board will review the draft. The Board would like to send out to ownership prior to Annual meeting. Discussion was held on timing of sending the draft to the ownership. Target communication to share draft with ownership is April.

Property Management Report:

Dan L. presented the manager's report, which was included in the meeting packet. Focusing on the highlights of the report, the new street signs are installed, dryer vent caps installed on condo buildings. We have two estimates coming to update the condo building wall heaters, the emergency lights in building D need to be replaced. SavaTree is scheduled for spring.

Rule & Parking Enforcement Reports:

Derek W. presented the highlights of rule enforcement report, which was inlcuded in the packet. Reminders for moving vehicles after snow events for snow removal. Both leaking hot tubs have been fixed or emptied.

The Board received the optional short-term parking program. A discussion was held. The Board welcomes feedback for the program to be discussed at the next meeting.

Jim D. motioned to approve the optional Short Term Rental parking program for temporary implementation. Matt W. seconded the motion. All were in favor and the motion carried.

Owner Communications:

Owner communications included in the packet were discussed. Upon discovering that Karla Y. and Hannah D. were not unit owners in Firelight Meadows, and after review of the applicable governing documents, it was determined that they were not eligible to be on the Board. Their ineligibility created two vacancies on the Board. Bob C. was appointed by the Board at the next Board meeting to fill one vacancy (for the unexpired term). The second vacancy will be filled by the Association at the next annual Association meeting

If you are interested in participating on the Board, please let Hammond Property Management know. There is a running list in the office.

Adjourn The meeting adjourned at 7:46 PM. **Accrual Basis**

As of January 31, 2023

	Jan 31, 23
ASSETS Current Assets Checking/Savings Operating Bank Accounts 1st Security Operating 3557 1st Security Money Market 1164 1st Security Petty Cash 3007	149,081 66 5,414
Total Operating Bank Accounts	154,561
Reserve Bank Accounts American Bank 2739 Edward D Jones	83,218 1,981,625
Total Reserve Bank Accounts	2,064,843
Total Checking/Savings	2,219,404
Accounts Receivable Accounts Receivable	131,125
Total Accounts Receivable	131,125
Other Current Assets Prepaid Legal	1,000
Total Other Current Assets	1,000
Total Current Assets	2,351,529
TOTAL ASSETS	2,351,529
LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable Accounts Payable	30,757
Total Accounts Payable	30,757
Other Current Liabilities Landscape Upgrades Payable	67,000
Total Other Current Liabilities	67,000
Total Current Liabilities	97,757

Firelight Meadows Owners Association Balance Sheet

Accrual Basis

As of January 31, 2023

	Jan 31, 23
Total Liabilities	97,757
Equity Reserve Fund Balance Reserve CondoCarpet Replace Reserve Fund Balance - Other	15,000 2,098,210
Total Reserve Fund Balance	2,113,210
Retained Earnings Net Income	<mark>(85,335)</mark> 225,898
Total Equity	2,253,773
TOTAL LIABILITIES & EQUITY	2,351,529

Firelight Meadows Owners Association Profit & Loss Budget vs. Actual

Accrual Basis

January 2023

	Jan 23	Budget	\$ Over Budget
Ordinary Income/Expense Income			
Quarterly Assessment Income Chalet - Quarterly Assessement Condo - Quarterly Assessment	185,232 120,560	185,232 120,560	0
Total Quarterly Assessment Income	305,792	305,792	0
Finance and Late Fee Charges	0	0	0
Membership Dues Parking Income Fine Income for Violations	0 8,600 0	0 0 0	0 8,600 0
Total Income	314,392	305,792	8,600
Gross Profit	314,392	305,792	8,600
Expense General Common Expenses Insurance	20,029	20,029	(0)
Landscape and Sprinkler Landscape Management Landscape Tree & Pesticides Irrigation Maintenance	0 0 0	0 0 0	0 0 0
Total Landscape and Sprinkler	0	0	0
Landscape Upgrades Trash Removal	0 4,386	0 4,167	0 220
General Maintenance & Repairs	190	4,167	(3,977)
Snow Removal	24,596	25,000	(404)
Roof Snow Removal	18,178	23,867	(5,689)
Management Company	10,082	10,082	0
Parking Rule Enforcement Accounting	4,405 1,602	4,405 1,602	(0) (0)
Legal - General	1,239	1,667	(428)
Legal - Water & Sewer Issues Office Expense	0 240	833 333	(833) (93)

Firelight Meadows Owners Association Profit & Loss Budget vs. Actual

Accrual Basis

January 2023

	Jan 23	Budget	\$ Over Budget
Postage & Delivery	30	42	(12)
Meeting Expense	0	167	(167)
Total General Common Expenses	84,977	96,360	(11,383)
Limited Common Expense - Chalet Chimney Cleaning - Chalet	0	0	0
Total Limited Common Expense - C	0	0	0
Limited Common Expense - Condo Carpet Replacement Condo Utilities - Building Reimbursement SnowMelt Electric	0 1,874 0	0 1,458 0	0 416 0
Telephone Condo Fire Alarm Syst Condo - Cleaning and Rugs Fire Alarm System Monitoring Fire Extinguisher Inspection Maintenance & Repair Condo Only	373 3,200 203 0 0	433 2,583 208 0 42	(60) 617 (5) 0 (42)
Total Limited Common Expense - C	5,650	4,725	925
Total Expense	90,627	101,085	(10,458)
Net Ordinary Income	223,765	204,707	19,058
Other Income/Expense Other Income Postage Income Edward D Jones Interest Income Savings Interest Income	50 1,969 114	0 0 0	50 1,969 114
Total Other Income	2,132	0	2,132
Other Expense Reserve Expenses Federal Income Tax on Interest Water & Sewer Delinquent paid Reserve Contribution	0 0 0 0	0 0 0 0	0 0 0 0
Total Other Expense	0	0	0
Net Other Income	2,132	0	2,132
Net Income	225,898	204,707	21,191



Firelight BOD Meeting 02.15.2023 Managers' Report

Routine Maintenance

- Installed Towing Signs for Best Rate
- Continue replacement of streetlights throughout campus
- Continue campus trash pick up
- Working with Matt Huggins at West Fork Utilities on potential irrigation upgrade
- Refill dog waste stations
- Snow removal for hydrants and propane tanks

Condos

- Monitored in wall heaters throughout buildings, acquiring estimates for replacement
- Contracted Ridgeline Roofing to shovel roof drip edge and valleys on all condo buildings
- Subcontractor working on shoveling roofs for multiple units with leaks
- Installing exit lights building D
- Fixed broken outlets in condo parking lots
- Checked laundry drainage for Building A

Chalets

- Working with plumber to fix Chalet hose bibs that were broken
- Shoveled multiple units with roof leaks
- Contracted Ridgeline Roofing to shovel roof valleys for preventative maintenance
- Removed large icicles
- Working on replacing heat tape on a few units
- Work with rental company for leak at 58 Candlelight
- ٠

Compactor

- Removed trash from compactor enclosure area- ongoing
- Reset power for compactor
- Continued snow removal for compactor area

Make of Vehicle	Date	Time	Unit/Tag Number	Location	Comments	Office Notes
Subaru	02/10/23		338 Firelight Drive	Neighboring driveway	Blocking Neighbor	Repeat offender, fine
Toyota	02/10/23		85 Aurora Lights Drive A18	A-Building	parked in handicap spot	Vehicle will be booted and towed if repeat offense
skyline van	02/09/23		85 Autora Lights Drive A18	A-Building	handicap spot	Venicie will be booled and towed in repeat offense
Jeep	02/08/23			Candlelight	NO PERMIT	
Toyota	02/07/23		359 Candlelight Drive	Neighboring driveway	NO PERMIT	
	02/07/23				NO PERMIT	
Dodge Subaru	02/07/23		352 Candlelight Drive	Neighboring driveway Candlelight	NO PERMIT	
	02/07/23		201 Open alle light Deises	0	NO PERMIT NO PERMIT	
Ford			221 Candlelight Drive	Neighboring driveway		
Toyota	02/07/23		224 Candlelight Drive	Neighboring driveway	NO PERMIT	
Honda	02/07/23			Candlelight	NO PERMIT	
/olkswagen	02/07/23		191 Candlelight Drive	Neighboring driveway	NO PERMIT	
Jeep	02/07/23		184 Candlelight Drive	Neighboring driveway	NO PERMIT	-
Гoyota	02/07/23		181 Candlelight Drive	Neighboring driveway	NO PERMIT	Owner reported vehicle does not belong to unit
Subaru	02/07/23			Candlelight	NO PERMIT	
Chevy	02/07/23			Candlelight	NO PERMIT	
leep	02/07/23			A-Building	NO PERMIT	
Subaru	02/07/23		495 Firelight Drive	Neighboring driveway	NO PERMIT	
Subaru	02/07/23			Overflow Parking	NO PERMIT	
Subaru	02/07/23	9 am		Overflow Parking	NO PERMIT	
Ford	02/07/23	9 am	398 Firelight Drive	Neighboring driveway	NO PERMIT	
Chevy	02/07/23	9 am	389 Firelight Drive	Neighboring driveway	NO PERMIT	Permit in middle console
Ford	02/07/23	9 am	353 Firelight Drive	Neighboring driveway	NO PERMIT	
Ford	02/07/23	9 am	120 Firelight Drive C12	C-Building	NO PERMIT	
Chevy	02/07/23	9 am		Overflow Parking	NO PERMIT	
GMC	02/07/23	9 am	155 Aurora Lights Drive B04	B-Building	NO PERMIT/ 2nd warning	
Dodge	02/07/23		Ŭ	B-Building	NO PERMIT/ 2nd warning	
Honda	02/03/23		207 Candlelight Drive	Neighboring driveway	Snow removal	
Honda	02/03/23	1 pm		Neighboring driveway	NO PERMIT/ 3 wide	
Ford	02/03/23		325 Firelight Drive	Overflow Parking	Snow removal	
KIA	02/03/23		50 Firelight Drive D05	D-Building	Snow removal	
Chevy	02/00/20		oo hindigin Enve Eoo	B-Building	Snow removal	
Saturn	01/30/23		116 Candlelight Drive	Neighboring driveway	Blocking Neighbor	
pox truck	01/25/23		The Gandlelight Drive	D-Building	No Parking Area/ no pass	
Chevy	01/23/23			C-Building	NO PERMIT	
Chevy	01/24/23			A-Building	NO PERMIT	
Nissan	01/24/23			Candlelight	NO PERMIT	
	01/24/23			•	NO PERMIT	
Toyota				Overflow Parking		
GMC	01/24/23		277 Candlelight Drive	Neighboring driveway	NO PERMIT	
Ford	01/24/23		221 Candlelight Drive	Neighboring driveway	NO PERMIT	
Ford	01/24/23		215 Candlelight Drive	Neighboring driveway	NO PERMIT	
_exus	01/24/23	130 pm		Candlelight	NO PERMIT	
GMC	01/24/23		496 Firelight Drive	Neighboring driveway	NO PERMIT	
leep	01/24/23		481 Firelight Drive	Neighboring driveway	NO PERMIT	
Foyota	01/24/23		456 Firelight Drive	Neighboring driveway	NO PERMIT	
Foyota	01/24/23			Overflow Parking	NO PERMIT	
Subaru	01/24/23			Overflow Parking	NO PERMIT	
oyota	01/24/23	130 pm		Overflow Parking	NO PERMIT	
leep	01/24/23	130 pm		Firelight	NO PERMIT / no plates	
ord	01/24/23	130 pm	313 Firelight Drive	Neighboring driveway	NO PERMIT	
Vissan	01/23/23	730 am		A-Building	parked in handicap spot/ no tag	
Jeep	01/11/23		1	Firelight	NO PERMIT/ Fire-lane	
Frailer	01/10/23		155 Aurora Lights Drive B18	B-Building	Trailer	
Ford	01/09/23			Neighboring driveway	Blocking Neighbor/ no tag	
Subaru		815 am	338 Firelight Drive	Neighboring driveway	Blocking Neighbor	

FIRELIGHT RULE ENFORCEMENT REPORT FEBRUARY							
Unit	Date of Infraction	Category	Action Taken	Warning I	Fine Issued	Notes	Comments
50 Firelight Drive D06	02/02/23 9:26 AM	Hallway storage	First Warning	TRUE		garbage in hall	
50 Firelight Drive D01	02/02/23 9:22 AM	Garbage	First Warning	TRUE		garbage in hall	
140 Candlelight Drive	01/30/23 8:55 AM	Garbage	First Warning	TRUE		overflowing	
489 Firelight Drive	01/30/23 8:49 AM	Garbage	First Warning	TRUE		overflowing	
447 Firelight Drive	01/30/23 8:48 AM	Garbage	First Warning	TRUE		overflowing out of trash can and extra trash can	
405 Firelight Drive	01/30/23 8:47 AM	Garbage	First Warning	TRUE		overflowing	
352 Candlelight Drive	01/23/23 9:29 AM	Garbage	First Warning	TRUE		garbage bag left next to front door	cleaning crew
130 Starlight Drive	01/23/23 9:28 AM	Garbage	First Warning	TRUE		Trash can not bear proof and recycling center on 191	
140 Candlelight Drive	01/17/23 9:10 AM	Garbage	First Warning	TRUE		trash out after trash day	
50 Firelight Drive D05	01/13/23 10:08 AM	Hallway storage	First Warning	TRUE		chair in hallway	
88 Starlight Drive	01/13/23 7:34 AM	Parking	First Warning	TRUE		Vehicle parked in street, school bus had difficulty passing	
155 Aurora Lights Drive B18	01/11/23 9:23 AM	Parking	First Warning	TRUE		trailer	

Firelight Roof Leaks 2022 - 2023

Unit/ Address	Date Reported	Leak Location	Follow Up Comments
173 Candlelight	12/12/22	Vent area	none, roof shoveled which stopped leak
192 Candlelight	12/27/22	Vent area kitchen, heat tape not working	roof shoveling scheduled 12/28
167 Candlelight	12/28/22	Master Bathroom	Roof shoveling scheduled for 12/28, NOTE: place plywood on hot tub
A13	01/11/23	outlet	Roof shoveling
167 Candlelight	01/11/23	drywall bubbling and electrical switches shocking owners	Grizzly Electric checked outlets and Rich Bennett checked moisture readings
406 Firelight	01/16/23	Front Entry; contacted by Go Big	Roof Shoveled 01/16/23
B12	01/16/23	kitchen	Roof Shoveled 01/16/23
328 Candlelight	01/16/23	Kitchen Fan	
156 Candlelight	01/18/23	master bedroom	Roof Shoveled 01/18
365 Firelight	01/18/23	master bedroom	reported by construction crew; roof shovel scheduled
A19	01/19/23	beam in living room	drywall damage, roof shovel scheduled
B18	01/20/23	leak	stay mt reporting, will send pictures, roof shoveled
173 Candlelight	01/30/23	continued from 12/12; from vent return	roof shovel vent area
D20	01/30/23	exterior wall above window	roof shoveled 1/31
B16	01/29/23	exterior wall	roof shoveled 01/29/23
B12	02/01/23	kitchen where vaulted meets flat; continued 01/16	roof shoveling scheduled; working on condos this week
229 CL	02/05/23	roof leak - kitchen window	roof shoveling requested
A11	02/06/23	window in kitchen	Already shoveled; crew will review and roof shoveling scheduled
191 CL	02/08/23	kitchen, above fridge adjacent to front door	roof shoveling, 02/08/23
B11	02/08/23	kitchen where vaulted meets flat	roof shoveling
A Building	02/08/23	first entry on the back - entry way	5 gallon bucket to catch leak; roof shoveling
B17	02/10/23	Master bedroom	roof shoveling scheduled

Owner Communications

From: Becky Brockie <rbrockie78@gmail.com>
Sent: Tuesday, January 10, 2023 8:05 AM
To: Julie Brown <julie.firelight@gmail.com>
Cc: Carol.Powell.Firelight <carol.powell.firelight@gmail.com>; Jim Dolan
<jdolanfirelighthoa@outlook.com>; Matt. BS FLM Pres Walker <mattwalker.flm@gmail.com>; Bob
Cundey BS <bob.cundey@gmail.com>; Tom Marino <tom.firelight@gmail.com>; Julie Burgess
<jburgess@hpmmontana.com>; Karla Yeager <karla19yeager@gmail.com>; mikesmartmt@gmail.com
Subject: Re: Thank you

[EXTERNAL]

Hello Julie and other Firelight Board Members:

Can you please tell me why my letter was not included in the board packet, although I do appreciate the notation of the letter, the general response recorded, as well as Mike Smart's letter?

I don't believe the issue of Karla Yeager's removal has been adequately and fully addressed. From the section quoted in the November 2022 minutes: "a Board member must be a Unit Owner or a person who has an ownership interest or is an officer, employee, **partner**, member or authorized agent in an entity owning a Unit." Nowhere in the bylaws are the terms officer, employee, partner, member, and authorized agent further defined. Because the bylaws lack clarity in defining these terms, Karla qualifies as a partner to serve, by its broad definition, and should have remained on the board as this is the only reason for her removal that has been provided to me directly or stated in the board's November 2022 minutes. The minutes do note that the board is acting on "advice of counsel." I am requesting a copy of this counsel.

I would also like to know how legal counsel advised the replacement of Karla Yeager as bylaws were not followed. I noted from the November 2022 minutes that a new board member is already in place. Per section 6 of the bylaws, "**The Unit Owners shall nominate and elect the directors,"** and a variety of voting should have been allowed to nominate a new board member: "Director positions shall be voted upon by **category by the Unit owners present at the meeting** in person, by proxy, or by written ballot."

There have been multiple violations of the bylaws in the replacement of Karla Yeager. First, owners did not nominate or elect Karla's replacement--the board provided no opportunity for this and took matters into its own hands instead of "Unit Owners." Additionally, owners not present at the November meeting never received an opportunity to submit a proxy or written vote. **Third, according to the minutes, owners present at the meeting did not vote either.** Per the minutes, "Carol P. nominated long time Firelight Resident Bob Cundy to the vacant Board Position. Julie B. seconded the motion. Discussion was held. The board voted unanimously, and the motion was carried." It appears the board held an election internally with only board members being allowed to nominate and vote. I do realize section 10 allows the board to fill a vacancy, but this feels flimsy when the board created its own vacancy using inapplicable bylaws as justification. If anything, the board needed to follow section 10 to remove Karla with 3/4 approval from owners, which did not happen.

I do realize you are all volunteers, but the board stripped my volunteer representative of her position and quoted bylaws to do so. The bylaws quoted as an explanation are not applicable as Karla qualifies as a partner of a unit owner since the bylaws neglect to more formally define this term. Additionally, the board also failed to follow the bylaws it claimed to be upholding when it replaced Karla Yeager with Bob Cundy.

I also noted from the minutes that the bylaws have been rewritten. When will unit owners receive a copy for review?

Becky Brockie

Owner of Unit C2