



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

**BOARD OF DIRECTORS MEETING**

**Firelight Monthly Board Meeting**

Mar 14, 2023, 6:00 – 8:00 PM (America/Denver)

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|   |   |  |
|---|---|--|
| <b>Date:</b><br>Tuesday, March 14, 2023 | <b>Time:</b><br>6:00 p.m. Mountain Time | <b>Location:</b><br>HPM Conference Room and Go To Meeting<br>(Virtual meeting) |
|---|---|--|

| Agenda               |  | Presenter      | Action  |
|----------------------|--|----------------|---------|
| <b>Call to Order</b> |  | Julie          | -       |
| <b>6:00</b>          | • Member Forum (new items for next agenda) |                | -       |
| <b>6:05</b>          | • Minutes of February Board Meeting        | Julie          | Approve |
| <b>New Business</b>  |  |                |         |
| <b>6:10</b>          | • Financial Update                         | Carol          | -       |
| <b>6:20</b>          | • Insurance                                | Carol          |         |
| <b>Old Business</b>  |  |                |         |
| <b>6:30</b>          | • Roofing Committee Update                 | Carol          | Discuss |
| <b>6:45</b>          | • Irrigation Update                        | Mike           | Discuss |
| <b>6:55</b>          | • Water Sewer Update                       | Jim            | Discuss |
| <b>Reports</b>       |  |                |         |
| <b>7:05</b>          | • Declaration/By-Law Re-write Update       | Carol          | -       |
| <b>7:10</b>          | • Property Management Report               | HPM – Dan/Mike | Review  |
| <b>7:15</b>          | • Rule & Parking Enforcement Reports       | HPM - Derek    | Review  |
| <b>7:20</b>          | • Roof Leak Report                         | HPM            | Review  |
| <b>7:25</b>          | • Owner Communications                     | HPM            | Review  |
| <b>Adjourn</b>       |  | Julie          |         |

**Firelight Board Meeting**  
Wednesday, February 15, 2023, 6:00 PM  
Meeting Minutes

**Attendance**

Board members in attendance included Julie Brown, Carol Powell, Jim Dolan, and Matt Walker. The owners present included Kurt Mueller, Sara Berkstresser, Karla Yeager, Sarah Rainwater, Mary Stiebler, Becky Brockie, Cackie Brosseau, Win R., Jeff Gill, Rosalie Roeder, and Katie Grice. Others present included Julie Burgess, Dan Lukas, Derek Weinrich, and Mike Palmer of Hammond Property Management.

CALL TO ORDER

Julie Brown called the meeting to order at 6:04 PM.

**Minutes of January Board Meeting**

***Walker motioned to approve the minutes as presented of the January Board Meeting. Powell seconded. All were in favor and the minutes were approved.***

**Minutes of Board Executive Session**

***Walker motioned to approve the minutes as presented of the Executive Session. Powell seconded. All were in favor and the minutes were approved.***

**Schedule Next Board Meeting**

The next board meeting is scheduled for Tuesday, March 14, 2023, at 6:00 PM at the Hammond Property Management Conference Room.

NEW BUSINESS

**Financial Update:**

Powell presented the financial update reviewing the balance sheet (\$154,561 in operating; \$2,064,843 in reserves). The parking for the RV lot income is not included in the budget, will make the update to the budget for next year with potential increase of rent.

A question was raised why the roof shoveling budget is under with the amount of snow removal this year. The roof shoveling companies have not submitted all the invoicing at this time.

OLD BUSINESS

**Roofing RFP Update:**

Powell reported the seven-member roofing committee held their first meeting. The committee is getting organized and working on the next steps to create an RFP package. Working with some building consultants, engineers and building envelope specialists to verify what is happening with heat loss and issues with the roofs of condos and chalets. The reason to do this is to ensure that we are doing our due diligence before we propose anything to the ownership. Palmer reiterates that no decisions have been made. Nothing has been decided yet.

The 2022-2023 Firelight Roof Leak reports included in the packet was reviewed. This year with the early snow with cold temperatures has been very problematic around Big Sky. The roof snow removal crews have been working on the active leaks. Preventative roof shoveling has started. However, these crews are very reactive to active leaks. Expect more snow shoveling to come.

There have been many roof leaks across Big Sky. None reported at complexes with cold roofs. The roofing committee will explore all options for roofing.

**Landscape Maintenance Plan:**

Palmer asked for the Board's thoughts on landscaping company for the upcoming summer. HPM will update the RFP and bid out the landscaping contract. Palmer pointed out that we have had trouble soliciting bids for the Firelight campus.

**Water Sewer Update:**

Nothing to report for the district creation.

Walker shared an email from West Fork Utilities, which was received prior to the meeting. West Fork Utilities completed two monitoring wells last week. They will be surveying the wells to measure the water table elevations over the next year to determine the groundwater flow direction. This work will not require any larger equipment or further snow removal. The findings of this study could potentially have a big impact on the future DEQ requirements for treatment.

REPORTS

**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 team has focused on the roof leaks and documenting leaks for spring repairs. We have two estimates for updating the condo building wall heaters. However, they will be continuing to work on estimates since they will not be the same size as existing. The emergency lights in building D will be installed. Heat tape at the condo building was checked. It is working but with the temperatures and ice, it can not maintain heat.

Palmer thanked the Firelight owners for their patience during the large snow event while removing snow. Firelight campus has a lot of real estate to store snow, we should not see snow exportation off campus. We may have to move to different areas on campus.

Road peeling to remove the road pack will be starting soon, weather permitting. This work will be conducted with a front-end loader and is included in the snow removal budget.

**Rule & Parking Enforcement Reports:**

Derek W. presented the highlights of rule enforcement report, which was included in the packet. Reminders for moving vehicles after snow events for snow removal. No one has utilized the optional short-term parking program temporarily initiated at the January meeting.

**Owner Communications:**

An owner followed up on her letter from the November meeting packet. Asking about the HOA dues and communication of roofing project. The HOA financials are shared with the ownership at the monthly meetings and budgets are reviewed and approved at the annual meeting. The roofing project has been discussed over the past two years and is still in the research stages. No decisions have been made at this time.

A discussion was held regarding the two recent vacancies on the Board. It was reiterated that 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. One board member 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. These members were given the opportunity to be added to the deed to their unit.

The current Board conducted an executive session to review, discuss, and ratify the Board Minutes during the time in which Karla Yeager and Hannah Damberg were on the Board.

The creation of the Water Sewer District petition, the signatures are currently in the verification process.

**Adjourn**

The meeting adjourned at 7:11 PM.

DRAFT

**Firelight Meadows Owners Association**  
**Balance Sheet**

**Accrual Basis**

As of February 28, 2023

|  | <u>Feb 28, 23</u>       |
|--|-------------------------|
| <b>ASSETS</b>                          |                         |
| <b>Current Assets</b>                  |                         |
| <b>Checking/Savings</b>                |                         |
| <b>Operating Bank Accounts</b>         |                         |
| 1st Security Operating 3557            | 121,185                 |
| 1st Security Money Market 1164         | 56                      |
| 1st Security Petty Cash 3007           | 5,414                   |
|  | <hr/>                   |
| <b>Total Operating Bank Accounts</b>   | 126,655                 |
| <b>Reserve Bank Accounts</b>           |                         |
| American Bank 2739                     | 83,345                  |
| Edward D Jones                         | 1,983,505               |
|  | <hr/>                   |
| <b>Total Reserve Bank Accounts</b>     | 2,066,851               |
|  | <hr/>                   |
| <b>Total Checking/Savings</b>          | 2,193,506               |
| <b>Accounts Receivable</b>             |                         |
| Accounts Receivable                    | 66,791                  |
|  | <hr/>                   |
| <b>Total Accounts Receivable</b>       | 66,791                  |
| <b>Other Current Assets</b>            |                         |
| Prepaid Legal                          | 1,000                   |
|  | <hr/>                   |
| <b>Total Other Current Assets</b>      | 1,000                   |
|  | <hr/>                   |
| <b>Total Current Assets</b>            | 2,261,297               |
|  | <hr/>                   |
| <b>TOTAL ASSETS</b>                    | <b><u>2,261,297</u></b> |
|  | <hr/>                   |
| <b>LIABILITIES &amp; EQUITY</b>        |                         |
| <b>Liabilities</b>                     |                         |
| <b>Current Liabilities</b>             |                         |
| Accounts Payable                       |                         |
| Accounts Payable                       | 9,996                   |
|  | <hr/>                   |
| <b>Total Accounts Payable</b>          | 9,996                   |
| <b>Other Current Liabilities</b>       |                         |
| Landscape Upgrades Payable             | 67,000                  |
|  | <hr/>                   |
| <b>Total Other Current Liabilities</b> | 67,000                  |
|  | <hr/>                   |
| <b>Total Current Liabilities</b>       | 76,996                  |
|  | <hr/>                   |

**Firelight Meadows Owners Association  
Balance Sheet**

**Accrual Basis**

As of February 28, 2023

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|                                       | <u>Feb 28, 23</u>              |
|---------------------------------------|--------------------------------|
| <b>Total Liabilities</b>              | 76,996                         |
| <b>Equity</b>                         |                                |
| <b>Reserve Fund Balance</b>           |                                |
| Reserve CondoCarpet Replace...        | 15,000                         |
| Reserve Fund Balance - Other          | <u>2,098,210</u>               |
| <b>Total Reserve Fund Balance</b>     | 2,113,210                      |
| <b>Retained Earnings</b>              | <b>(84,545)</b>                |
| <b>Net Income</b>                     | <u>155,636</u>                 |
| <b>Total Equity</b>                   | <u>2,184,301</u>               |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <u><u><b>2,261,297</b></u></u> |

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

**Accrual Basis**

January through February 2023

|  | Jan - Feb 23 | Budget  | \$ Over Budget |
|--|--------------|---------|----------------|
| <b>Ordinary Income/Expense</b>           |              |         |                |
| <b>Income</b>                            |              |         |                |
| <b>Quarterly Assessment Income</b>       |              |         |                |
| Chalet - Quarterly Assessment            | 185,232      | 185,232 | 0              |
| Condo - Quarterly Assessment             | 120,560      | 120,560 | 0              |
| <b>Total Quarterly Assessment Income</b> | 305,792      | 305,792 | 0              |
| <b>Finance and Late Fee Charges</b>      | 0            | 0       | 0              |
| <b>Membership Dues</b>                   | 0            | 0       | 0              |
| <b>Parking Income</b>                    | 10,600       | 0       | 10,600         |
| <b>Fine Income for Violations</b>        | 0            | 0       | 0              |
| <b>Total Income</b>                      | 316,392      | 305,792 | 10,600         |
| <b>Gross Profit</b>                      | 316,392      | 305,792 | 10,600         |
| <b>Expense</b>                           |              |         |                |
| <b>General Common Expenses</b>           |              |         |                |
| Insurance                                | 31,799       | 30,058  | 1,741          |
| <b>Landscape and Sprinkler</b>           |              |         |                |
| Landscape Management                     | 0            | 0       | 0              |
| Landscape Tree & Pesticides              | 0            | 0       | 0              |
| Irrigation Maintenance                   | 0            | 0       | 0              |
| <b>Total Landscape and Sprinkler</b>     | 0            | 0       | 0              |
| <b>Landscape Upgrades</b>                | 0            | 0       | 0              |
| <b>Trash Removal</b>                     | 8,200        | 8,333   | (133)          |
| <b>General Maintenance &amp; Repairs</b> | 2,716        | 8,334   | (5,617)        |
| <b>Snow Removal</b>                      | 49,193       | 50,000  | (807)          |
| <b>Roof Snow Removal</b>                 | 19,740       | 37,733  | (17,993)       |
| <b>Management Company</b>                | 20,164       | 20,164  | 0              |
| <b>Parking Rule Enforcement</b>          | 8,810        | 8,811   | (0)            |
| <b>Accounting</b>                        | 3,204        | 3,204   | (0)            |
| <b>Legal - General</b>                   | 2,536        | 3,333   | (798)          |
| <b>Legal - Water &amp; Sewer Issues</b>  | 0            | 1,667   | (1,667)        |
| <b>Office Expense</b>                    | 648          | 667     | (19)           |
| <b>Postage &amp; Delivery</b>            | 60           | 83      | (23)           |
| <b>Meeting Expense</b>                   | 0            | 333     | (333)          |

**Firelight Meadows Owners Association**  
**Profit & Loss Budget vs. Actual**  
January through February 2023

Accrual Basis

|  | Jan - Feb 23   | Budget         | \$ Over Budget |
|--|----------------|----------------|----------------|
| <b>Total General Common Expenses</b>         | 147,070        | 172,720        | (25,649)       |
| <b>Limited Common Expense - Chalet</b>       |                |                |                |
| Chimney Cleaning - Chalet                    | 0              | 0              | 0              |
| <b>Total Limited Common Expense - Chalet</b> | 0              | 0              | 0              |
| <b>Limited Common Expense - Condo</b>        |                |                |                |
| Carpet Replacement                           | 0              | 0              | 0              |
| Condo Utilities - Building                   | 1,874          | 2,917          | (1,043)        |
| Reimbursement SnowMelt Electric              | 0              | 0              | 0              |
| Telephone Condo Fire Alarm Syst              | 746            | 867            | (121)          |
| Condo - Cleaning and Rugs                    | 4,800          | 4,167          | 633            |
| Fire Alarm System Monitoring                 | 406            | 417            | (10)           |
| Fire Extinguisher Inspection                 | 0              | 0              | 0              |
| Maintenance & Repair Condo Only              | 0              | 83             | (83)           |
| <b>Total Limited Common Expense - Con...</b> | 7,826          | 8,450          | (624)          |
| <b>Total Expense</b>                         | 154,896        | 181,170        | (26,274)       |
| <b>Net Ordinary Income</b>                   | 161,496        | 124,622        | 36,874         |
| <b>Other Income/Expense</b>                  |                |                |                |
| <b>Other Income</b>                          |                |                |                |
| Postage Income                               | 50             | 0              | 50             |
| Edward D Jones Interest Income               | 3,849          | 0              | 3,849          |
| Savings Interest Income                      | 242            | 0              | 242            |
| <b>Total Other Income</b>                    | 4,140          | 0              | 4,140          |
| <b>Other Expense</b>                         |                |                |                |
| Reserve Expenses                             | 10,000         | 0              | 10,000         |
| Federal Income Tax on Interest               | 0              | 0              | 0              |
| Water & Sewer Delinquent paid                | 0              | 0              | 0              |
| Reserve Contribution                         | 0              | 0              | 0              |
| <b>Total Other Expense</b>                   | 10,000         | 0              | 10,000         |
| <b>Net Other Income</b>                      | (5,860)        | 0              | (5,860)        |
| <b>Net Income</b>                            | <b>155,636</b> | <b>124,622</b> | <b>31,014</b>  |





Firelight BOD Meeting 03.14.2023  
Managers' Report

Campus Wide

- Scheduled Annual Chimney Inspections and Clean starting in May
- Working with MountainScapes- tree order for spring
- Confirmed with SavaTree work in Spring
- Weekly Walkthroughs of condo buildings
- 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
- Beginning the process of pulling snowpack from roads and parking lots.

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
- Installed exit lights building D
- Shoveled access to propane meters
- Shoveled out dryer vents on roofs of all buildings.

Chalets

- Shoveled 2 units with roof leaks
- Contracted Clear Creek Development to shovel roof valleys for preventative maintenance
- Removed large icicles throughout campus

Compactor

- Removed trash from compactor enclosure area- ongoing
- Reset power for compactor (usually on cold mornings)
- Continued snow removal for compactor area
- Chipped ice area in and around compactor

**FIRELIGHT RULE ENFORCEMENT REPORT MARCH**

| Unit                        | Date of Infraction | Category | Action Taken  | Warning Issued | Notes                   | Comments                       |
|-----------------------------|--------------------|----------|---------------|----------------|-------------------------|--------------------------------|
| 448 Firelight Drive         | 03/13/23 10:13 AM  | Garbage  | First Warning | TRUE           | not proper trash can    |                                |
| 155 Aurora Lights Drive B11 | 02/27/23 7:40 AM   | Parking  | First Warning | TRUE           | trailer in parking area | Trailer did not belong to unit |

**FIRELIGHT PARKING ENFORCEMENT REPORT MARCH**

| Make of Vehicle | Date     | Time    | Unit/Tag Number            | Location             | Comments                        | Office Notes   |
|-----------------|----------|---------|----------------------------|----------------------|---------------------------------|--|
| BMW             | 03/02/23 | 2 pm    |                            | A-Building           | NO PERMIT/ 2nd warning          |  |
| Subaru          | 03/02/23 | 2 pm    |                            | Overflow Parking     | NO PERMIT                       |  |
| Chevy           | 03/02/23 | 2 pm    |                            | A-Building           | NO PERMIT                       |  |
| Dodge           | 03/01/23 | 9 am    |                            | Firelight            | Fire-lane/ no permit            |  |
| Subaru          | 03/01/23 | 9 am    |                            | Neighboring driveway | NO PERMIT                       |  |
| Chevy           | 02/27/23 | 245 pm  | 120 Firelight Drive C04    | C-Building           | Blocking Neighbor               |  |
| Honda           | 02/27/23 | 1035 am |                            | Starlight            | NO PERMIT / fire lane           |  |
| Audi            | 02/24/23 | 130 pm  |                            | Overflow Parking     | Snow removal                    |  |
| Chevy           | 02/24/23 | 130 pm  |                            | Overflow Parking     | NO PERMIT/ no plates            |  |
| Ford            | 03/23/23 | 850 am  |                            | Firelight            | Fire-lane                       |  |
| Ford            | 02/21/23 | 9 am    |                            | B-Building           | Snow removal / someone else tag | Towed  |
| Toyota          | 02/27/23 | 730 am  | 406 Firelight Drive        | Neighboring driveway | 3-cars-wide                     | parked three wide  |
| Ford            | 02/20/23 | 8 am    | 85 Aurora Lights Drive A03 | A-Building           | Snow removal                    | Vehicle needs to move or shovel around. They will be fined next. |
| Ford            | 02/20/23 | 8 am    | 85 Aurora Lights Drive A14 | A-Building           | Snow removal                    | Vehicle needs to move or shovel around. They will be fined next. |
| Ford            | 02/17/23 | 9 am    | 73 Starlight Drive         | A-Building           | Snow removal                    | Fine, will tow Monday  |

**Firelight Roof Leaks 2022 - 2023**

| <b>Unit/ Address</b> | <b>Date Reported</b> | <b>Leak Location</b>                                     | <b>Follow Up Comments</b>   |
|----------------------|----------------------|--|---|
| 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  |
| 338 FL               | 02/21/23             | Kitchen ceiling vent                                     | roof shoveled   |
| 337 FL               | 02/22/23             | kitchen ceiling vent                                     | leaking since 01/16, drywall damage, roof shoveled                          |
| 207 CL               | 03/13/23             |  | roof shoveling scheduled  |
| D Building           | 3/13/2023            | Entrance   | roof shoveling scheduled  |
| B Building           | 3/13/2023            | Entrance   | roof shoveling scheduled  |