



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

BOARD OF DIRECTORS MEETING

Firelight Monthly Board Meeting

May 16, 2023, 6:00 – 8:00 PM (America/Denver)

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

<https://meet.goto.com/808984349>

You can also dial in using your phone.

Access Code: 808-984-349

United States: [+1 \(571\) 317-3112](tel:+15713173112)

Date: Tuesday, May 16, 2023	Time: 6:00 p.m. Mountain Time	Location: HPM Conference Room and Go To Meeting (Virtual meeting)
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Agenda		Presenter	Action
Call to Order		Julie	-
6:00	• Member Forum (new items for next agenda)		-
6:05	• Minutes of April Board Meeting	Julie	Approve
6:10	• Schedule Next Board Meeting	All	
New Business			
6:15	• Insurance Updates	Carol / Ty Moline	Discuss
6:30	• Financial Update	Carol	Discuss
Old Business			
6:35	• Landscaping Committee Walkthrough	Committee	Discuss
6:40	• Roofing Committee Update	Committee	Discuss
6:55	• Irrigation Update	Mike	Discuss
Reports			
7:00	• Declaration/By-Law Re-write Update	Julie	-
7:05	• Property Management Report	HPM – Dan/Mike	Review
7:10	• Rule & Parking Enforcement Reports	HPM - Derek	Review
7:15	• Roof Leak Report	HPM -Julie	Review
7:20	• Owner Communications	HPM	Review
Adjourn		Julie	

Firelight Board Meeting
Tuesday, April 11, 2023, 6:00 PM
Meeting Minutes

Attendance

Board members in attendance included Julie Brown, Jim Dolan, Matt Walker, and Bob Cundey. The owners present included Ed Hawthorne, George and Cynthia Hearon, Sarah Rainwater, Rosalie Roeder, Pat Krause, Eric Lipton and Jeff Gill. Others present included Julie Burgess, Dan Lukas, Derek Weinrich, Mike Palmer and Scott Hammond of Hammond Property Management.

CALL TO ORDER

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

Minutes of March Board Meeting

Walker motioned to approve the minutes as presented of the March Board Meeting. Cundey seconded. All were in favor and the minutes were approved.

Schedule Next Board Meeting

The next board meeting is scheduled for Tuesday, May 16, 2023, at 6:00 PM at the Hammond Property Management Conference Room.

NEW BUSINESS

Landscaping Maintenance Contract:

Hammond Property Management received three bids from contractors. A discussion was held.

Walker motioned to approve the Precision Landscape bid. Cundey seconded. All were in favor of Precision Landscape for Summer 2023.

Landscaping Walkthrough Schedule:

Hammond Property Management will schedule a campus walk through with Board and Landscaping Committee in the beginning of May. The landscaping cost sharing program will be a continued option for owners.

OLD BUSINESS

Roofing Committee Update:

The Roofing Committee met April 10, 2023. The committee is finalizing documentation for the Request for Proposal (RFP). Working with different entities; roofing consultants, architect, engineers and building envelope specialists to develop the scope of work for the RFP. Palmer reiterates that no contractors have been enlisted. Hoping to have pricing on the design work for the May meeting.

Irrigation Update:

Palmer reported that Peak Water is close to submitting the recommendations report. The implementation of landscaping recommendations could be completed Fall 2023 at the earliest. The association has paid \$10,000 for the feasibility study, no additional payments will be made without Board approval.

HPM is cautiously hopeful that the work completed last fall, eliminating zones will provide improvements to the current system.

REPORTS

Declaration and By-Law Rewrite Update:

The HOA insurance is expiring April 24, 2023. The Declaration and By-Law update has been pushed to the May Meeting.

Property Management Report:

Lukas presented the manager's report, which was included in the meeting packet. Focusing on the highlights of the report. HPM has scheduled a large local drywall company along with painters to work on the interior damage from roof leaks this winter. Contractors are schedule for the spring to work on soffit and siding repairs.

HPM follow up with Four Corners Recycling, during the end of season they provide both a 8 yard and 5 yard bins to help with overflow issues. The two 5- yard receptacles will be on campus in the next few weeks.

Rule & Parking Enforcement Reports:

Derek W. presented the highlights of rule enforcement report, which was included in the packet. After the snow melts, enforcement will focus on spring clean up and patio storage.

Roof Leak Report:

The 2022-2023 Firelight Roof Leak reports included in the packet was reviewed.

Owner Communications:

No submissions this month.

A discussion was held regarding a recent sale of the CB lot in the Firelight tract. Hammond will reach out to the new owner.

Adjourn

The meeting adjourned at 7:08 PM.

Firelight Meadows Owners Association

Balance Sheet

Accrual Basis

As of April 30, 2023

	Apr 30, 23
ASSETS	
Current Assets	
Checking/Savings	
Operating Bank Accounts	
1st Security Operating 3557	161,982
1st Security Money Market 1164	10,046
1st Security Petty Cash 3007	5,414
Total Operating Bank Accounts	177,442
Reserve Bank Accounts	
American Bank 2739	83,487
Edward D Jones	1,991,289
Total Reserve Bank Accounts	2,074,777
Total Checking/Savings	2,252,219
Accounts Receivable	
Accounts Receivable	145,249
Total Accounts Receivable	145,249
Other Current Assets	
Prepaid Legal	1,000
Undeposited Funds	1,362
Total Other Current Assets	2,362
Total Current Assets	2,399,830
TOTAL ASSETS	2,399,830
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	304,604
Total Accounts Payable	304,604
Other Current Liabilities	
Landscape Upgrades Payable	62,000
Total Other Current Liabilities	62,000
Total Current Liabilities	366,604

**Firelight Meadows Owners Association
Balance Sheet**

Accrual Basis

As of April 30, 2023

	<u>Apr 30, 23</u>
Total Liabilities	366,604
Equity	
Reserve Fund Balance	
Reserve CondoCarpet Replacement	25,000
Reserve Fund Balance - Other	<u>2,088,210</u>
Total Reserve Fund Balance	2,113,210
Retained Earnings	(86,245)
Net Income	<u>6,261</u>
Total Equity	<u>2,033,226</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,399,830</u></u>

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

Accrual Basis

January through April 2023

	Jan - Apr 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Quarterly Assessment Income			
Chalet - Quarterly Assessment	370,464	370,464	0
Condo - Quarterly Assessment	241,120	241,120	0
Total Quarterly Assessment Income	611,584	611,584	0
Finance and Late Fee Charges			
Abated Interest & Penalties	(56)	0	(56)
Finance and Late Fee Charges - O...	0	0	0
Total Finance and Late Fee Charges	(56)	0	(56)
Membership Dues	1,000	0	1,000
Parking Income	10,600	0	10,600
Fine Income for Violations	0	0	0
Total Income	623,128	611,584	11,544
Gross Profit	623,128	611,584	11,544
Expense			
General Common Expenses			
Insurance	312,950	240,350	72,600
Landscape and Sprinkler			
Landscape Management	0	0	0
Landscape Tree & Pesticides	0	0	0
Irrigation Maintenance	0	10,000	(10,000)
Total Landscape and Sprinkler	0	10,000	(10,000)
Landscape Upgrades	0	0	0
Trash Removal	13,958	16,667	(2,709)
General Maintenance & Repairs	8,163	16,667	(8,504)
Snow Removal	98,386	100,000	(1,614)
Roof Snow Removal	103,499	41,600	61,899
Management Company	40,327	40,327	0
Parking Rule Enforcement	17,621	17,621	(0)
Accounting	6,407	6,407	(0)
Legal - General	7,424	6,667	757
Legal - Water & Sewer Issues	0	3,333	(3,333)
Office Expense	1,052	1,333	(282)
Postage & Delivery	120	167	(47)
Meeting Expense	0	667	(667)
Total General Common Expenses	609,906	501,806	108,101

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

Accrual Basis

January through April 2023

	Jan - Apr 23	Budget	\$ Over Budget
Limited Common Expense - Chalet			
Chimney Cleaning - Chalet	0	0	0
Total Limited Common Expense - C...	0	0	0
Limited Common Expense - Condo			
Carpet Replacement	0	0	0
Condo Utilities - Building	5,853	5,833	19
Reimbursement SnowMelt Electric	0	0	0
Telephone Condo Fire Alarm Syst	1,493	1,733	(240)
Condo - Cleaning and Rugs	8,184	7,333	851
Fire Alarm System Monitoring	813	833	(21)
Fire Extinguisher Inspection	0	0	0
Maintenance & Repair Condo Only	2,140	167	1,974
Total Limited Common Expense - C...	18,482	15,900	2,582
Total Expense	628,389	517,706	110,683
Net Ordinary Income	(5,261)	93,878	(99,139)
Other Income/Expense			
Other Income			
Postage Income	50	0	50
Insurance Claim Income	13,911	0	13,911
Edward D Jones Interest Income	11,633	0	11,633
Savings Interest Income	384	0	384
Total Other Income	25,977	0	25,977
Other Expense			
Reserve Expenses	10,000	0	10,000
Federal Income Tax on Interest	4,455	0	4,455
Water & Sewer Delinquent paid	0	0	0
Reserve Contribution	0	52,346	(52,346)
Total Other Expense	14,455	52,346	(37,891)
Net Other Income	11,522	(52,346)	63,868
Net Income	6,261	41,533	(35,271)



Firelight BOD Meeting 05.16.2023 Managers' Report

Campus Wide

- Working with Cu electric on campus streetlights
- Continue campus trash pick up
- Working with Matt Huggins at West Fork Utilities on potential irrigation upgrade
- Refill dog waste stations
- Charged irrigation system
- Acquired contractor for siding/soffit repairs (Beginning week of 5/15)
- Scheduled large drywall company and painter to work on interior roof leak repairs (2 weeks out)
- Worked with landscape committee to locate tree locations
- Began watering trees planted last fall
- Set up grill drop off area in overflow lot
- Removed damaged parking blocks and ordered replacements
- Applied first treatment to oil spill in overflow lot
- Confirmed with SavaTree for tree applications

Condos

- Weekly Walkthroughs of condo buildings
- Removed ash trays at the 4 buildings
- Monitored in wall heaters throughout buildings, gathering second estimate for replacement cost
- Checked all LED overhead lighting throughout buildings
- Scheduled remaining deck staining (mid July start date)

Chalets

- Repaired Stop sign after damage caused by vehicle
- Annual Chimney Cleans and Inspections
- Began repairs to 215 from roof leak
- Contracted CMS to repair the two roof valleys at 167
- Removed Christmas tree lights along Ousel Falls Rd.
- Replaced damaged garage trim on unit 381
- Inspected crawlspace moisture in 3 units attached to 330

Compactor

- Removed trash from compactor enclosure area (ongoing)
- Acquiring with electrician to have powerpack on compactor hardwired from 10 gauge to 8
 - This most likely caused the breaker to trip
- Monitored spring clean dumpster

FIRELIGHT RULE ENFORCEMENT REPORT MAY

Unit	Date of Infraction	Category	Action Taken	Warning Issued	Fine Issued	Notes
103 Starlight Drive	05/10/23 10:34 AM	Other	First Warning	TRUE		broken flower pots
224 Candlelight Drive	05/10/23 10:34 AM	Other	First Warning	TRUE		Christmas lights back tree
184 Candlelight Drive	05/10/23 10:33 AM	Other	First Warning	TRUE		Christmas lights back tree
116 Candlelight Drive	05/10/23 10:01 AM	Other	First Warning	TRUE		Christmas lights back tree
173 Candlelight Drive	05/10/23 9:50 AM	Other	First Warning	TRUE		spray painted boards on the wall need to paint back to right color
116 Candlelight Drive	05/08/23 5:02 AM	Garbage	First Warning	TRUE		garbage can overflowing
268 Candlelight Drive	05/05/23 9:06 AM	Garbage	First Warning	TRUE		pineapple, and cigarette butts
417 Firelight Drive	05/04/23 12:51 PM	Garbage	First Warning	TRUE		Christmas tree, and screed door
455 Firelight Drive	05/04/23 12:50 PM	Other	First Warning	TRUE		Christmas lights
465 Firelight Drive	05/04/23 12:50 PM	Other	First Warning	TRUE		Christmas lights
503 Firelight Drive	05/04/23 12:50 PM	Dog-waste	First Warning	TRUE		dog waste
504 Firelight Drive	05/04/23 12:49 PM	Garbage	\$300 Fine	TRUE	TRUE	cigarette butts, Christmas tree and snow is not a cooler
414 Firelight Drive	05/04/23 12:49 PM		First Warning	TRUE		cigarette butts and random trash
115 Starlight Drive	05/04/23 12:49 PM	Deck Storage	First Warning	TRUE		wood chips
338 Firelight Drive	05/04/23 12:49 PM		First Warning	TRUE		Christmas tree, charcoal grill
296 Firelight Drive	05/04/23 12:49 PM		First Warning	TRUE		fire pit
259 Candlelight Drive	05/04/23 12:49 PM	Dog-waste	First Warning	TRUE		dog waste
199 Candlelight Drive	05/04/23 12:47 PM		First Warning	TRUE		firewood, carpet, and dog poop
191 Candlelight Drive	05/04/23 12:47 PM	Dog-waste	First Warning	TRUE		dog waste
106 Candlelight Drive	05/04/23 12:47 PM		First Warning	TRUE		firewood, cigarette butts, and dog poop
124 Candlelight Drive	05/04/23 12:47 PM	Garbage	First Warning	TRUE		cigarette butts, and screen door
140 Candlelight Drive	05/04/23 12:47 PM	Garbage	First Warning	TRUE		straw in front yard, Christmas tree, and random wood
156 Candlelight Drive	05/04/23 12:47 PM	Garbage	First Warning	TRUE		cigarette butts front an back , sand bag, and screen
184 Candlelight Drive	05/04/23 12:46 PM	Dog-waste	First Warning	TRUE		dog waste
200 Candlelight Drive	05/04/23 12:46 PM	Charcoal Grill	First Warning	TRUE		charcoal grill
276 Candlelight Drive	05/04/23 12:46 PM	Garbage	First Warning	TRUE		cigarette butts
376 Candlelight Drive	05/04/23 12:46 PM		First Warning	TRUE		Christmas tree, Christmas loghts, wood chips,
386 Candlelight Drive	05/04/23 12:13 PM	Dog-waste	First Warning	TRUE		dog poop, plate, and cigarette butts
394 Candlelight Drive	05/04/23 12:06 PM	Garbage	First Warning	TRUE		cigarette butts
120 Firelight Drive C02	05/04/23 8:40 AM	Deck Storage	First Warning	TRUE		cooler and gas cans
120 Firelight Drive C08	05/04/23 8:26 AM	Deck Storage	First Warning	TRUE		garbage bag
50 Firelight Drive D08	05/04/23 8:25 AM	Deck Storage	First Warning	TRUE		cooler and see about hot tub cover they said they were getting one.
50 Firelight Drive D07	05/04/23 8:18 AM	Deck Storage	First Warning	TRUE		cooler and cigarette butts
85 Aurora Lights Drive A08	05/04/23 8:15 AM	Deck Storage	First Warning	TRUE		roof rack
85 Aurora Lights Drive A06	05/04/23 8:14 AM	Dog-waste	First Warning	TRUE		coolers an dog waste
85 Aurora Lights Drive A09	05/04/23 8:10 AM	Deck Storage	First Warning	TRUE		screen door off
85 Aurora Lights Drive A10	05/04/23 8:10 AM	Garbage	First Warning	TRUE		cigarettes butts
351 Candlelight Drive	05/02/23 1:06 PM	Garbage	First Warning	TRUE		Christmas tree
319 Candlelight Drive	04/28/23 8:25 AM		First Warning	TRUE		windows
155 Aurora Lights Drive B08	04/25/23 12:55 PM	Garbage	First Warning	TRUE		cigarette butter and other trash
345 Firelight Drive	04/20/23 9:51 AM	Garbage	First Warning	TRUE		Christmas Tree
85 Aurora Lights Drive A03	04/20/23 8:29 AM	Other	First Warning	TRUE		flat tire
199 Candlelight Drive	04/19/23 9:43 AM	Other	First Warning	TRUE		garage door paint.
229 Candlelight Drive	04/19/23 9:43 AM	Other	First Warning	TRUE		garage door paint
85 Aurora Lights Drive A17	04/18/23 1:24 PM	Garbage	First Warning	TRUE		threw trash in non appropriate dumpster
120 Firelight Drive C12	04/11/23 9:36 AM	Hallway storage	First Warning	TRUE		left in hall a week. need to be removed
173 Candlelight Drive	04/11/23 9:14 AM	RV Parking	First Warning	TRUE		not a proper spot
504 Firelight Drive	04/07/23 1:30 PM	Garbage	\$100 Fine	TRUE	TRUE	soda and ice cream left outside

FIRELIGHT PARKING ENFORCEMENT REPORT MAY

Make of Vehicle	Date	Time	Unit/Tag Numb	Location	Towing Dead	Comments
tear drop	05/04/23	12 pm		B-Building		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
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
D19	03/14/23	kitchen near window	roof shoveled
B13	03/15/23	master bedroom window, livingroom slider - walls damp and puddle forming in bedroom	roof shoveled
B4*	03/16/23	bedroom wall above baseboard; wall leak	Area shoveled around wall
A Building	03/17/23	Entrance hallway	discovered from A11 dishwasher; called unit's PM
A13	03/17/23	exterior wall	roof shoveled
D16	03/17/23	Master bedroom	roof shoveled
D6	03/17/23	Wall of master bedroom from D16	roof shoveled
406 FL	03/18/23	Entrance	roof shoveled
B17	03/21/23	Bedroom window	roof shoveled; drywall damage in pictures
170 FL	03/21/23	leak above kitchen window	roof shoveled
215 CL	03/21/23	Master bedroom closet - mold in carpet	roof shoveled;newman restoration 03/22 3:30
192 CL	03/23/23	Vent in kitchen	roof shoveled
D18	03/23/23	bedroom window wall	roof shoveled
A17	03/23/23	masterbedroom window	roof shoveled
B11	03/23/23	kitchen	roof shoveled
C14	03/26/23	bedroom ceiling and corner	roof shoveled
A20	03/26/23	guest bedroom	roof shoveled
A11	03/27/23	kitchen window	roof shoveled
215 CL	03/31/23	other bedroom and upstairs leak	roof shoveled
B15	04/01/23	multiple rooms	roof shoveled; multiple rooms
B16	04/03/23	kitchen window; recurring from January	roof shoveled
328 CL	04/03/23	kitchen entry way	mccarthy; substantial wall damage
191 CL	04/03/23	back patio door out let	roof shoveled
288 FL	04/03/23	loft closet	roof shoveled
353 FL	04/03/23	Kitchen	roof shoveled
496 FL	4/7/2023	Bedroom Closet	roof shoveled
A19	4/10/2023	Bedroom closet window	roof shoveled
327 CL	4/24/2023	Leak back near hot tub	roof shoveled
B16	4/24/2023	kitchen	roof shoveled
199 CL	4/24/2023		no snow, rain intrusion