



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

BOARD OF DIRECTORS MEETING

Firelight Monthly Board Meeting

Oct 10, 2023, 6:00 – 8:00 PM (America/Denver)

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

<https://meet.goto.com/978028165>

You can also dial in using your phone.

Access Code: 978-028-165

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

Date: Tuesday, Oct 10, 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 August Board Meeting	Julie	Approve
6:10	• Schedule Next Board Meeting	All	-
New Business			
6:15	• Financial Update	Carol	-
6:20	• Appoint Board Positions for 2024 terms	All	Motion
Old Business			
6:30	• Roof RFP Update	HPM	Discuss
6:45	• Landscaping Update	HPM	Discuss
6:55	• Water Sewer District Update	Board	
Reports			
7:00	• Declaration/By-Law Re-write Update	Carol	-
7:05	• Property Management Report	HPM – Dan/Mike	Review
7:10	• Rule & Parking Enforcement Reports	HPM	Review
7:15	• Window/Screen Replacement Project	HPM	Review
7:20	• Owner Communications	HPM	Review
Adjourn		Julie	

Firelight Board Meeting
Tuesday, August 1, 2023, 6:00 PM
Meeting Minutes

Attendance

Board members in attendance included Julie Brown, Matt Walker, Carol Powell, Jim Dolan, Bob Cundey and Tom Marino. The owners present included Karen Macklin, Becky Brockie, Ben & Maeve Clinton, Mary Stiebler, Cackie Brosseau, Gary Barr, Karla Yeager & Mike Smart, and Katie Grice. 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 May Board Meeting

Powell motioned to approve the minutes as presented of the June 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, October 10th, 2023, at 6:00 PM at the Hammond Property Management Conference Room. The Annual Meeting is scheduled for September 19, 2023, at the Big Sky Water Sewer Conference Room.

NEW BUSINESS

Financial Update:

Powell presented the financial update. The general maintenance line item, roof snow removal, legal fees and insurance are over budget. A discussion was held regarding the membership dues line item in the budget. This is a transfer fee for new owners which is currently \$400 for condo owners and \$600 for chalet owners. The board will consider making a change in new declarations and bylaws to increase this transfer fee.

Rules and Regulations:

A discussion was held regarding Rules and Regulations, which can be changed at the Board's discretion with a Board majority vote. Owners are responsible for renters' violations.

Annual Meeting Agenda Items:

Landscape Committee update, Water Sewer Signature Drive, Roof Update, Insurance and Declarations/Bylaws Rewrite update will be added to the Annual meeting agenda. The board will plan to meet with Peak Water prior to the annual meeting regarding the irrigation study and the new monitoring wells.

A discussion was held regarding the creation of the Water Sewer District. The county is requesting changes to the existing petition. More signatures are needed for the petition.

OLD BUSINESS

Roof Update:

Palmer updated the group on the roofing project, presenting the main issues with mechanical systems in the roof envelope of the condo buildings. The bathroom soffit vent terminations introduce heat and

moisture directly into the roof envelope at the heel of the roof. The dryer vent terminations introduce heat into the attic space above the insulated portion of the roof. The overall insulation is satisfactory. However, it is difficult to adequately insulate the truss heel since there is not enough space to add sufficient R-value. The HVAC specialist and roofing team are proposing the alteration of venting to reduce heat transfer to the roof. Rerouting bathroom fan venting termination will help reduce the heat loss and moisture. Insulating the dryer vent ducts will also help reduce the heat transfer through the roof envelope. The truss heel is too small to guarantee that heat transfer to the roof and ice damming can be completely prevented with the traditional roof envelope. The next step is to have the contractor complete a trial condo for bidding time and materials. The board agrees to move forward with the trial condo to estimates for time and materials.

The Chalet insulation varies greatly in phases. Both cellulose and fiberglass loose fill have been observed. Individual assessment of each attic space should be performed during the project. Kitchen venting is terminated into the soffit areas similar to the condo buildings which adds heat and moisture to the attic space contributing to ice damming. Kitchen fan could be removed entirely, and a range hood vent could be directly vented out the exterior wall.

The next steps will be to have HVAC contractor evaluate venting and dryer vents to determine pricing in the next weeks. The Roof Committee will meet to prepare summary and cost proposal for completing the ventilation work in condo buildings and several problematic chalets to be approved by Board of Directors. Complete modeling phase for roof systems with CMS and finalize design recommendations. Finalize RFP for distribution to contractors.

REPORTS

Declaration and By-Law Rewrite Update:

The attorney is working on the final draft for Board approval. After the Board approval the draft will be shared with ownership. The board hopes to send the rewrite out with the Annual Meeting packet. If the timing is an issue, there will be a Special Meeting at a later date.

Property Management Report:

Lukas presented the manager's report, which was included in the meeting packet. The exterior lights were installed for the second-floor condo buildings. Dead bushes were pulled from campus. The drywall repairs are almost completed from the winter roof leaks. Lukas is waiting on a bid from Four Corners Welding to cover the shed roofs over the meters by the condos. Lukas is also working with lock smith for the estimate of the condo doors.

The 330-irrigation zone affects the building of 330, 338, 346 and 354. The Board requests to wait before turning off the irrigation in that specific zone. The extensions were added to the down spout pipes.

Rule & Parking Enforcement Reports:

Weinrich presented the rules and parking enforcement report, which was included in the packet. There are still a few grills on campus, which are being monitored weekly. One vehicle was towed from campus. Parking rules will be included in the next newsletter.

Window Replacement:

Weinrich identified failed windows. Communications will be sent to owners.

Owner Email Communications:

An email in the meeting packet regarding patio cracks was discussed. After the Board met with the attorney, patios are limited common elements which was not portrayed accurately last meeting. Owners can reach out to Hammond Property Management; Yellowstone Structural Systems can assess the patios at owners expense.

Adjourn

The meeting adjourned at 7:47 PM.

DRAFT

**Firelight Meadows Owners Association
Balance Sheet**

Accrual Basis

As of September 30, 2023

	<u>Sep 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Operating Bank Accounts	
1st Security Operating 3557	117,609
1st Security Money Market 1164	30,102
1st Security Petty Cash 3007	5,414
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Total Operating Bank Accounts	153,125
Reserve Bank Accounts	
American Bank 2739	46,318
Edward D Jones	1,796,181
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Total Reserve Bank Accounts	1,842,499
	<hr/>
Total Checking/Savings	1,995,625
Accounts Receivable	
Accounts Receivable	53,996
	<hr/>
Total Accounts Receivable	53,996
Other Current Assets	
Prepaid Legal	1,000
	<hr/>
Total Other Current Assets	1,000
	<hr/>
Total Current Assets	2,050,621
	<hr/>
TOTAL ASSETS	2,050,621
	<hr/> <hr/>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	(12,750)
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Total Accounts Payable	(12,750)
Other Current Liabilities	
Landscape Upgrades Payable	62,000
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Total Other Current Liabilities	62,000
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Total Current Liabilities	49,250
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**Firelight Meadows Owners Association
Balance Sheet**

Accrual Basis

As of September 30, 2023

	<u>Sep 30, 23</u>
Total Liabilities	49,250
Equity	
Reserve Fund Balance	
Reserve CondoCarpet Replace...	25,000
Reserve Fund Balance - Other	<u>1,994,043</u>
Total Reserve Fund Balance	2,019,043
Retained Earnings	414
Net Income	<u>(18,086)</u>
Total Equity	<u>2,001,371</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,050,621</u></u>

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

Accrual Basis

January through September 2023

	Jan - Sep 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Quarterly Assessment Income			
Chalet - Quarterly Assessment	555,696	555,696	0
Condo - Quarterly Assessment	361,680	361,680	0
Total Quarterly Assessment Income	917,376	917,376	0
Finance and Late Fee Charges			
Abated Interest & Penalties	(56)	0	(56)
Finance and Late Fee Charges - Other	1,449	0	1,449
Total Finance and Late Fee Charges	1,393	0	1,393
Membership Dues	2,800	0	2,800
Parking Income	14,010	0	14,010
Fine Income for Violations	10,800	0	10,800
Total Income	946,379	917,376	29,003
Gross Profit	946,379	917,376	29,003
Expense			
General Common Expenses			
Insurance	295,116	240,350	54,766
Landscape and Sprinkler			
Landscape Management	63,750	65,000	(1,250)
Landscape Tree & Pesticides	36,287	60,000	(23,713)
Irrigation Maintenance	5,509	30,000	(24,491)
Total Landscape and Sprinkler	105,546	155,000	(49,454)
Landscape Upgrades	190	30,000	(29,810)
Trash Removal	35,085	37,500	(2,415)
General Maintenance & Repairs	160,186	37,500	122,686
Snow Removal	98,386	100,000	(1,614)
Roof Snow Removal	103,499	41,600	61,899
Management Company	90,736	90,736	0
Parking Rule Enforcement	39,647	39,647	(0)
Accounting	12,815	14,417	(1,602)
Legal - General	19,585	15,000	4,585
Legal - Water & Sewer Issues	0	7,500	(7,500)
Legal Reimbursed by Owner	(1,081)	0	(1,081)
Office Expense	1,886	3,000	(1,114)
Postage & Delivery	240	375	(135)
Meeting Expense	0	1,500	(1,500)
Total General Common Expenses	961,835	814,125	147,711
Limited Common Expense - Chalet			
Chimney Cleaning - Chalet	11,245	13,000	(1,755)
Total Limited Common Expense - Cha...	11,245	13,000	(1,755)

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

Accrual Basis

January through September 2023

	Jan - Sep 23	Budget	\$ Over Budget
Limited Common Expense - Condo			
Carpet Replacement	0	5,000	(5,000)
Condo Utilities - Building	12,615	13,125	(510)
Reimbursement SnowMelt Electric	0	1,487	(1,487)
Telephone Condo Fire Alarm Syst	3,365	3,900	(535)
Condo - Cleaning and Rugs	18,584	15,250	3,334
Fire Alarm System Monitoring	1,828	1,875	(47)
Fire Extinguisher Inspection	0	2,900	(2,900)
Maintenance & Repair Condo Only	7,802	375	7,427
Total Limited Common Expense - Con...	44,194	43,912	282
Total Expense	1,017,274	871,037	146,238
Net Ordinary Income	(70,896)	46,339	(117,235)
Other Income/Expense			
Other Income			
Postage Income	50	0	50
Insurance Claim Income	37,455	0	37,455
Edward D Jones Interest Income	28,472	0	28,472
Savings Interest Income	1,288	0	1,288
Total Other Income	67,265	0	67,265
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	104,692	(104,692)
Total Other Expense	14,455	104,692	(90,237)
Net Other Income	52,810	(104,692)	157,502
Net Income	(18,086)	(58,352)	40,266



Firelight Annual Meeting 10.10.2023
Managers' Report

❖ **Projects in progress**

- Ongoing window/screen condition reporting and communication to owners for replacement/repairs
- Working with Matt Huggins at West Fork Utilities on potential water system upgrade
- Upgrading door closures on condo buildings
- Working with 4CW to upgrade covers over gas meters on condo buildings
- Planting new trees throughout campus

❖ **Campus**

- Working to diagnose streetlight issues
- Fixed and replaced hanging and missing heat tape
- Working up proposal for continuous snow removal on roofs
- Facilitated Buffalo Restoration with continued work from winter roof leaks
- Final disposal of remaining grills.

❖ **Condos**

- Finishing staining on condo building decks as weather permits
- Coordinated annual fire suppression inspection.
- Turned on new wall heaters and locked temperature at 63
- Turned on crawl space heat
- Replaced light bulbs in entryways.
- Repaired damaged roof valleys.

❖ **Chalets**

- Replaced roof valleys on 330 Firelight
- Installed new rain gutter extensions
- Scheduling crawlspace heat adjustment
- Repaired internal drywall and paint caused by winter roof leaks
- Monitored crawlspace moisture in 132 Candlelight

❖ **Compactor**

- Removed trash from compactor enclosure area- ongoing
- Moved old power pack out of overflow parking



50 Meadow Village Drive, Ste 211, PO Box 161242, Big Sky, MT 59716

O: 406.995.7220 F: 406.660.4155

FIRELIGHT RULE ENFORCEMENT REPORT OCTOBER 2023

Unit	Date of Infraction	Category	Action Taken	Warning Issued	Notes
155 Aurora Lights Drive B06	10/04/23 1:32 PM	Charcoal Grill	\$300 Fine	TRUE	charcoal grill
115 Starlight Drive	10/04/23 11:28 AM	Deck Storage	First Warning	TRUE	canoe
302 Candlelight Drive	10/02/23 7:40 PM	Parking	First Warning	TRUE	four wheeler parked in driveway and ramps
302 Candlelight Drive	09/22/23 9:35 AM	RV Parking	First Warning	TRUE	parked in grass, blocking Neighbors driveway, an rv.
62 Candlelight Drive	09/22/23 9:26 AM	Propane Grill	\$500 Fine	TRUE	propane heater
155 Aurora Lights Drive B06	09/22/23 9:25 AM	Charcoal Grill	\$100 Fine	TRUE	charcoal grill
325 Firelight Drive	09/19/23 10:30 AM	Propane Grill	\$500 Fine	TRUE	combustible grill
62 Candlelight Drive	09/19/23 10:29 AM	Propane Grill	\$500 Fine	TRUE	propane heater
155 Aurora Lights Drive B06	09/18/23 2:29 PM	Charcoal Grill	First Warning	TRUE	charcoal grill
302 Candlelight Drive	09/12/23 8:47 AM	Parking	First Warning	TRUE	Let them know if they park in the neighbors driveway again. They will be fined.
325 Firelight Drive	09/07/23 10:32 AM	Propane Grill	\$500 Fine	TRUE	pellet grill
62 Candlelight Drive	09/07/23 10:32 AM	Propane Grill	\$500 Fine	TRUE	propane heater
130 Starlight Drive	09/06/23 8:26 AM	Garbage	First Warning	TRUE	garbage left out after pick up day. also pallet and bike rack
229 Candlelight Drive	09/01/23 2:40 PM	Other	\$300 Fine	TRUE	garage door needs to be painted.
325 Firelight Drive	09/01/23 2:40 PM	Deck Storage	\$500 Fine	TRUE	pellet grill.
62 Candlelight Drive	09/01/23 2:40 PM	Deck Storage	\$500 Fine	TRUE	propane heater
130 Starlight Drive	09/01/23 2:38 PM	Other	First Warning	TRUE	pallet and bike rack

FIRELIGHT PARKING ENFORCEMENT REPORT OCTOBER 2023

Make of Vehicle	Date	Time	Unit/Tag Number	Location	Comments
Dodge	10/03/23	6 am		Candlelight	NO PERMIT/ Fire-lane
Toyota	10/02/23	530 am		Firelight	NO PERMIT/ Fire-lane
Toyota with rv	09/22/23	9 am	302 Candlelight Drive	Overflow Par	rv / multiple spots
Nissan	09/20/23	8 am		Candlelight	Fire-lane
Chevy	09/19/23	930 am		B-Building	NO PERMIT
Honda	09/19/23	930 am		Candlelight	Fire-lane
Ford	09/18/23	830 am			NO PERMIT/ Fire-lane
Hyundai	09/16/23	6 am		Neighboring	3-cars-wide/ no permit
Ford	09/14/23	5 am		Neighboring	3-cars-wide/ no permit
Ford	09/14/23	5 am		Neighboring	NO PERMIT
Ford	09/14/23	5 am		Neighboring	NO PERMIT
Ford	09/14/23	5 am		Candlelight	Fire-lane
Toyota	09/13/23	9 am	116 Candlelight Drive	Neighboring	3-cars-wide
Subaru	09/11/23	4 pm	302 Candlelight Drive	Neighboring	Blocking Neighbor
	09/05/23	2 pm	304 Firelight Drive	Neighboring	trailer