

**Firelight Board Meeting**  
Tuesday, October 10, 2023, 6:00 PM  
Meeting Minutes

**Attendance**

Board members in attendance included Julie Brown, Matt Walker, Carol Powell and Tom Marino. The owners present included Becky Brockie, Mary Stiebler, Katie Grice, Nick Barrantes, Kurt Mueller, Todd Zimmerman, Jeff Gill, and Rosalie Roeder. Others present included Julie Burgess, Dan Lukas, and Mike Palmer of Hammond Property Management.

CALL TO ORDER

Julie Brown called the meeting to order at 6:07 PM.

**Minutes of August Board Meeting**

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

**Schedule Next Board Meeting**

The next board meeting is scheduled for Tuesday, November 28th, 2023, at 6:00 PM at the Hammond Property Management Conference Room

NEW BUSINESS

**Financial Update:**

Powell presented the financial update included in the meeting packet. Powell stated that one of the large past due accounts plans to pay at the end of the year. Invoices are still coming in from winter repairs. Hammond has been tasked with adding unit numbers to invoices for tracking purposes. A question was asked regarding the irrigation maintenance line item being under budget. This could be from the repairs and upgrades to the irrigation system last fall. A question was also asked regarding the increase to the budget to cover increased insurance deductibles. Powell will address offline. The board has engaged a new insurance agent which could potentially find a policy with lower deductibles.

**Appoint Board Positions for 2024 Term:**

Jim Dolan has resigned from the Board due to the sale of his unit, his term is up at the end of the year. The newly elected board members' Becky Brockie and Karen Macklin terms start January 1<sup>st</sup>.

***Powell nominated Board Member Elect, Becky Brockie to fill the vacant Board Position till the end of term. Walker seconded the nomination. All were in favor.***

Brown requested deferring the appointment of Board Positions till the November meeting. The Board was in favor. The Appointment of Board Positions will be added to the November agenda.

OLD BUSINESS

**Roof RFP Update:**

Palmer updated the group that the roof RFP is close to being finalized. The next step will be to send to contractors to bid. A question was asked regarding the RFP, the contractors will be bidding on both a traditional roof and cold roof.

**Landscaping Update:**

The HPM team worked with 811 locate for tree planting. The locates are completed and the landscapers plan to plant the trees next week.

A discussion was held regarding mulching the trails. The Hammond Property Management team will work on bids and recommendations for spring.

**Water Sewer District Update:**

The petitions to create the water sewer district are due to the county the first week of December. Please contact HPM to sign the petition.

REPORTS**Declaration and By-Law Rewrite Update:**

The Board has the final draft of the declaration and bylaw rewrite from the attorney. The Board will submit questions and comments to Powell by November 15, 2023. HPM will set calendar reminder for the Board.

**Property Management Report:**

Palmer presented the manager's report, which was included in the meeting packet. The condo deck staining is almost completed. HPM is working with an electrician for streetlight issues. The condo hall heaters have been set for the fall. Crawlspace heat for the Chalets and hose bibs will be turned off at the condos by the end of October.

HPM is also working on bids for the gas meter roofs at the condos and the condo doors.

**Rule & Parking Enforcement Reports:**

Burgess presented the rules and parking enforcement report, which was included in the packet. There is only one grill on campus, which is being monitored weekly.

**Window Replacement:**

Hammond will be sending communications to unit owners with failed windows. The window replacement project will be the focus of the next newsletter. Owner will have to the end of the year to communicate their replacement plan with HPM. HPM was instructed to include failed windows once monthly in the violation report which will be following the current fine structure.

**Adjourn**

The meeting adjourned at 6:57 PM.