



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

BOARD OF DIRECTORS MEETING

Firelight Monthly Board Meeting

Jan 9, 2024, 6:00 – 8:00 PM (America/Denver)

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

<https://meet.goto.com/650140661>

You can also dial in using your phone.

Access Code: 650-140-661

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

Date: Tuesday, January 9, 2024	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		Carol	-
6:00	• Member Forum (new items for next agenda)		-
6:05	• Minutes of November Board Meeting	Carol	Approve
6:15	• Schedule Next Board Meeting	All	-
New Business			
6:20	• Financial Update	Carol/ Karen	-
6:30	• Landscape Committee – Spring	Julie	
6:40	• Pet Policy	Board	
Old Business			
6:50	• Roof RFP Update	HPM	Discuss
7:00	• Water Sewer District Update	Board	
Reports			
7:15	• Declaration/By-Law Re-write Update	Carol	-
7:20	• Property Management Report	HPM – Dan/Mike	Review
7:25	• Rule & Parking Enforcement Reports	HPM	Review
7:30	• Owner Communications	HPM	Review
Adjourn		Carol	

Firelight Board Meeting
Tuesday, November 28, 2023, 6:00 PM
Meeting Minutes

Attendance

Board members in attendance included Julie Brown, Matt Walker, Carol Powell, Bob Cundy, Tom Marino, Becky Brockie and Karen Macklin. The owners present included Mary Stiebler, Sara Berkstresser, Nick Barrantes, Karla Yeager & Mike Smart, Jamie Anderson, Dave Shappee, and Rosalie Roeder. Others present included Derek Weinrich, Julie Burgess, Dan Lukas, Mike Palmer, and Scott Hammond of Hammond Property Management.

CALL TO ORDER

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

Minutes of October Board Meeting

Brockie motioned to approve the minutes as presented of the October 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, January 9th, 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. A discussion was held regarding the RV parking rental fees and criteria. Owners must be in good standing to rent spaces and in fairness to owners on the waitlist, one spot per owner.

Powell motioned to maintain the RV rental pricing and one spot per owner unless there is not a waitlist. Walker seconded. All were in favor and the motion passed.

Appoint Board Positions for 2024 Term:

Brown nominated Carol Powell for the President Position. The Board was in favor.

Powell nominated Julie Brown for Vice President. The Board was in favor.

Brown nominated Karen Macklin as Treasurer. The Board was in favor.

Brown nominated Becky Brockie as Secretary. The Board was in favor.

Tom Marion, Bob Cundey and Matt Walker are members at large.

Loss Control Report:

Powell meet with Risk Strategies for a campus walk through, their report was discussed. Main points were to improve the wildfire resilience of the buildings, remove vegetation growth from around transformers and electrical meters, resecure loose heat tape on roofs, storage of combustibles in the unsprinklered closets in condo buildings and conduct annual servicing of fire extinguishers.

Items stored on front stoops, patios, and decks:

The HOA has paid for patio items that have been damaged (hot tub covers, grills, etc.). A discussion was held regarding the financial responsibility of these items.

Powell motioned that the HOA will not be responsible for any items on the patios, decks, front entries, and driveways. Cundey seconded the motion. The motion did not pass and is tabled to revisit. Powell will research costs to the HOA.

Pet Policy:

A discussion was held regarding unleashed animals disturbing wildlife. A reminder will be sent in the upcoming newsletter. A discussion was also held regarding emotional support animals (ESA). ESA documentation is filed at the Hammond Property Management office.

OLD BUSINESS

Roof RFP Update:

Palmer updated the group that the roof RFP. The board's final edits were submitted. The board was in favor of sending the RFP to contractors for bid. The next step is to gather the pricing information from the contractors.

Water Sewer District Update:

Macklin reported the signatures for the Gallatin County petition have been collected and will be submitted next week. The district is on track for the spring election.

REPORTS

Declaration and By-Law Rewrite Update:

Powell reported the board edits are halfway done. The next step will be to meet with Margot for final document to share with ownership.

Property Management Report:

Lukas presented the manager's report, which was included in the meeting packet. A contractor has been enlisted to work on removing the roof snow this winter after each snow event to prevent the issues from last winter. The contractor will also work on the propane covers at the condo buildings. The trees have been planted. Streetlights have been repaired, there is one of Firelight Drive that will be repaired in spring. Hammond will work on estimates graveling for the pathways on campus.

A discussion was held regarding the semi-annual maintenance of crawlspace heaters. The heaters will be set at the low setting. The spring visual check will be discontinued. Fall inspections will continue to make sure the crawlspace heaters are operational. The Board was in agreement with this change.

Rule & Parking Enforcement Reports:

Weinrich presented the rules and parking enforcement report, which was included in the packet. The campus has been quiet for the shoulder season. One car was towed that was parked in a neighbors driveway.

Window Replacement:

Hammond will be sending communications to unit owners with failed windows. The window replacement project information is in the upcoming newsletter. HPM was instructed to include failed windows once monthly in the violation report which will be following the current fine structure.

Owners Communication:

A discussion was held regarding a sewage backup at 346 Firelight due to the investigation of 330 Firelight crawlspace water. The incident occurred while digging up the curb stops at the 330 building. Communications with Peak Water for payment are in the works. Peak Water is waiting on payment for the investigation work for the leak at 330 Firelight which was directed by engineer working for Nationwide Insurance. Powell will reach out to Nationwide for payment of the investigation work. The board agreed to reimburse Peak Water before year end and work with Nationwide for reimbursement.

A discussion was held regarding the vapor barrier for 330 Firelight. Treasure State Restoration will install the vapor barrier the first week of December.

Adjourn

The meeting adjourned at 7:55 PM.

DRAFT

Firelight Meadows Owners Association

Balance Sheet

Accrual Basis

As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
Operating Bank Accounts	
1st Security Operating 3557	161,245
1st Security Money Market 1164	30,140
1st Security Petty Cash 3007	5,414
Total Operating Bank Accounts	196,799
Reserve Bank Accounts	
American Bank 2739	46,693
Edward D Jones	1,798,680
Total Reserve Bank Accounts	1,845,372
Total Checking/Savings	2,042,171
Accounts Receivable	
Accounts Receivable	56,843
Total Accounts Receivable	56,843
Other Current Assets	
Prepaid Legal	1,000
Total Other Current Assets	1,000
Total Current Assets	2,100,015
TOTAL ASSETS	2,100,015
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Landscape Upgrades Payable	51,971
Total Other Current Liabilities	51,971
Total Current Liabilities	51,971
Total Liabilities	51,971
Equity	
Reserve Fund Balance	
Reserve CondoCarpet Replacem...	25,000
Reserve Fund Balance - Other	1,994,043
Total Reserve Fund Balance	2,019,043
Retained Earnings	414
Net Income	28,587
Total Equity	2,048,044
TOTAL LIABILITIES & EQUITY	2,100,015

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

Accrual Basis

January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Quarterly Assessment Income			
Chalet - Quarterly Assessment	740,928	740,928	0
Condo - Quarterly Assessment	482,240	482,240	0
Total Quarterly Assessment Income	1,223,168	1,223,168	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	5,000	0	5,000
Parking Income	14,010	0	14,010
Fine Income for Violations	10,500	0	10,500
Total Income	1,254,071	1,223,168	30,903
Gross Profit	1,254,071	1,223,168	30,903
Expense			
General Common Expenses			
Insurance	295,116	240,350	54,766
Landscape and Sprinkler			
Landscape Management	76,500	65,000	11,500
Landscape Tree & Pesticides	36,287	60,000	(23,713)
Irrigation Maintenance	7,359	30,000	(22,641)
Total Landscape and Sprinkler	120,146	155,000	(34,854)
Landscape Upgrades	190	30,000	(29,810)
Trash Removal	46,556	50,000	(3,444)
General Maintenance & Repairs	272,920	50,000	222,920
Snow Removal	149,740	150,000	(260)
Roof Snow Removal	103,499	41,600	61,899
Management Company	120,981	120,981	0
Parking Rule Enforcement	52,863	52,863	(0)
Accounting	17,620	19,222	(1,602)
Legal - General	24,355	20,000	4,355
Legal - Water & Sewer Issues	0	10,000	(10,000)
Legal Reimbursed by Owner	(1,081)	0	(1,081)
Office Expense	2,398	4,000	(1,602)
Postage & Delivery	330	500	(170)
Meeting Expense	0	2,000	(2,000)
Total General Common Expenses	1,205,634	946,516	259,118
Limited Common Expense - Chalet			
Chimney Cleaning - Chalet	11,245	13,000	(1,755)
Total Limited Common Expense - Chalet	11,245	13,000	(1,755)

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

January through December 2023

Accrual Basis

	Jan - Dec 23	Budget	\$ Over Budget
Limited Common Expense - Condo			
Carpet Replacement	0	5,000	(5,000)
Condo Utilities - Building	16,588	17,500	(912)
Reimbursement SnowMelt Electric	0	1,487	(1,487)
Telephone Condo Fire Alarm Syst	4,504	5,200	(696)
Condo - Cleaning and Rugs	23,384	19,000	4,384
Fire Alarm System Monitoring	2,438	2,500	(62)
Fire Extinguisher Inspection	324	2,900	(2,576)
Maintenance & Repair Condo Only	21,952	500	21,452
Total Limited Common Expense - Condo	69,189	54,087	15,102
Roof Project (new account)	2,253	0	2,253
Total Expense	1,288,321	1,013,603	274,718
Net Ordinary Income	(34,250)	209,565	(243,815)
Other Income/Expense			
Other Income			
Postage Income	100	0	100
Insurance Claim Income	44,522	0	44,522
Edward D Jones Interest Income	30,970	0	30,970
Savings Interest Income	1,700	0	1,700
Total Other Income	77,292	0	77,292
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	209,383	(209,383)
Total Other Expense	14,455	209,383	(194,928)
Net Other Income	62,837	(209,383)	272,220
Net Income	28,587	182	28,405



Firelight Meeting 1.9.24
Managers' Report

- ❖ Projects in progress
 - Ongoing window/screen condition reporting and communication to owners for replacement/repairs
 - Working with Mike McCarthy for roof snow removal as needed
 - Scheduled Williams plumbing for main sewer line leak in D building
 - Will have Buffalo Restoration clean area after repair
 - Scheduled electrician for broken overhead lights at Building D (units 19-20)
- ❖ Campus
 - Upgraded all streetlights to brighter 4K bulbs
 - Sanded Entrances as needed
 - Picked up broken delineators
 - Replaced broken cross walk sign hit by car
- ❖ Condos
 - Cleaned out any combustible materials from hallway closets
 - Completed Mountain Alarm fire Panel inspection
 - Completed annual fire suppression inspection
 - Adjusted closure mechanisms on condo doors
 - Added insulation to the attic above B15
 - Responded and mitigated a fire suppression leak in D17/D7
 - Reinforced soft spot on flooring in D Building
 - Replaced missing shingles on shed roof
- ❖ Chalets
 - Checked functionality of GFI's in unit garages
 - Repaired broken exterior GFI outlets for heat tape
 - Repaired/replaced inoperable heat tape
 - Repaired Soffit at 199 Firelight
 - Sanded steep driveways on Starlight
 - Repairing leak with condensation issue with failed bathroom venting in 504 Firelight
- ❖ Compactor
 - Removed trash from compactor enclosure area- ongoing
 - Completed routine compactor maintenance
 - Placed signage for Christmas Tree disposal



FIRELIGHT RULE ENFORCEMENT REPORT JANUARY 2024

Unit	Date of Infraction	Category	Action Taken	Fine Issued	Notes
85 Aurora Lights Drive A04	01/08/24 12:31 PM	Pets	First Warning		dog waste in yard
319 Candlelight Drive	01/02/24 9:55 AM	Other	Third Warning	\$300	windows sitting outside
448 Firelight Drive	01/02/24 9:55 AM	Garbage	First Warning		open/ over filled trashcan
319 Candlelight Drive	12/28/23 8:15 AM	Other	First Warning		windows sitting outside
296 Firelight Drive	12/28/23 8:14 AM	Other	First Warning		wood pile in Driveway for multiple days
319 Candlelight Drive	12/18/23 8:30 AM	Other	Second Warning	\$100	windows sitting on side of the unit
319 Candlelight Drive	12/04/23 7:59 AM	Other	First Warning		windows siting next to house
79 Starlight Drive	12/04/23 7:58 AM	Garbage	First Warning		garbage overflowing
50 Firelight Drive D09	12/04/23 7:58 AM	Charcoal Grill	First Warning		charcoal grill
140 Candlelight Drive	12/01/23 8:43 AM	Garbage	First Warning		pumpkins
434 Firelight Drive	12/01/23 8:43 AM	Garbage	First Warning		pumpkins

FIRELIGHT PARKING ENFORCEMENT REPORT JANUARY 2024

Make of Vehicle	Date	Unit/Tag Number	Location	Towed	Comments
Ford	01/02/24		Firelight		NO PERMIT/ Fire-lane
Chevy	12/26/23		Firelight		NO PERMIT/ Fire-lane
Honda	12/26/23		Firelight		NO PERMIT/ Fire-lane
Jeep	12/22/23		Firelight		NO PERMIT/ Fire-lane
Ford	12/19/23		Firelight		NO PERMIT/ Fire-lane
BMW	12/12/23		B-Building	Towed	Snow removal
Nissan	12/12/23		B-Building	Towed	Abandoned Vehicle
Volkswagen	12/11/23	85 Aurora Lights Drive A02	A-Building		Snow removal
Dodge	12/11/23	85 Aurora Lights Drive A03	A-Building		Snow removal
Honda	12/11/23		B-Building		Snow removal
Honda	12/11/23		B-Building		Snow removal
Ford	12/11/23		Overflow Parking		Snow removal
Toyota	12/11/23		A-Building		Snow removal
Jeep	12/11/23		Overflow Parking		Snow removal
Jeep	12/11/23		Overflow Parking		Snow removal
Toyota	12/11/23		C-Building		Snow removal
Toyota	12/11/23		C-Building		Snow removal
BMW	12/11/23		B-Building		Snow removal
Toyota	01/07/24		Firelight		NO PERMIT/ Fire-lane
Ford	12/05/23	120 Firelight Drive C12	C-Building		NO PERMIT
BMW	12/05/23		C-Building		NO PERMIT
Honda	12/05/23	85 Aurora Lights Drive A03	A-Building		NO PERMIT
Ford	12/05/23		A-Building		NO PERMIT
Audi	12/05/23	155 Aurora Lights Drive B04	B-Building		NO PERMIT
Nissan	12/05/23		B-Building		NO PERMIT
Chevy	11/28/23		B-Building		NO PERMIT
Subaru	11/23/23		Firelight		NO PERMIT/ Fire-lane
Subaru	11/23/23		Firelight		NO PERMIT/ Fire-lane
Trailer	11/21/23	94 Candlelight Drive	Neighboring driveway		trailer
Volkswagen	12/27/23	85 Aurora Lights Drive A02	A-Building		Snow removal
Ford	12/27/23	85 Aurora Lights Drive A14	A-Building		Snow removal
Chevy	12/27/23	85 Aurora Lights Drive A03	A-Building		Snow removal
Chevy	12/27/23	288 Firelight Drive	A-Building		Snow removal
Ford	12/27/23	115 Starlight Drive	Overflow Parking		Snow removal
Toyota	12/13/23	120 Firelight Drive C10	C-Building		Snow removal
Jeep	12/13/23	308 Firelight Drive	Overflow Parking		Snow removal