



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

BOARD OF DIRECTORS MEETING

Firelight Monthly Board Meeting

Feb 13, 2024, 6:00 – 8:00 PM (America/Denver)

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

<https://meet.goto.com/327417397>

You can also dial in using your phone.

Access Code: 327-417-397

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

Date: Tuesday, February 13, 2024	Time: 6:00 p.m. Mountain Time	Location: HPM Conference Room and Go To Meeting (Virtual meeting)
--	---	--

Agenda		Presenter	Action
Call to Order		Carol	-
6:00	• Member Forum (new items for next agenda)		-
6:05	• Minutes of January 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	
Old Business			
6:40	• Roof RFP Update	HPM	Discuss
6:55	• Water Sewer District Update	Board	
Reports			
7:10	• 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	• Window Condition Update	HPM	Review
7:35	• Owner Communications	HPM	Review
Adjourn		Carol	

Firelight Board Meeting
Tuesday, January 9, 2024, 6:00 PM
Meeting Minutes

Attendance

Board members in attendance included Carol Powell, Julie Brown, Matt Walker, Bob Cundy, Tom Marino, Becky Brockie and Karen Macklin. The owners present included Mary Stiebler, Sara Berkstresser, Karla Yeager & Mike Smart, Alicia Pearson, Cackie Brosseau, Jeff Brauer, Luis Barrantes, Matt Seely, Michael Lawler, and Nick Barrantes. Others present included Derek Weinrich, Julie Burgess, Dan Lukas, and Mike Palmer of Hammond Property Management.

CALL TO ORDER

Carol Powell called the meeting to order at 6:02 PM.

Minutes of November Board Meeting

Powell motioned to approve the minutes as presented of the November Board Meeting. Brown seconded. All were in favor and the minutes were approved.

Schedule Next Board Meeting

The next board meeting is scheduled for Tuesday, February 13th, 2024, 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. The 2023 budget was over due to roof leak repairs and roof snow removal. The HOA placed liens on two units, one of the units is in the process of paying outstanding dues. Powell and the board will research high interest savings account options.

Landscape Committee:

Brown is planning to schedule a meeting in the next 30-60 days with the committee in preparation for spring. They will focus on shrubs, edging and pathways. The committee will also evaluate the overall street appeal (including the buildings in need of attention after the removal of dead trees and shrubs). Lastly, the committee will incorporate the loss control report from Risk Management for fire mitigation suggestions.

Pet Policy:

There have been several complaints about unleashed pets and pet waste. There was a discussion regarding signage on campus. Hammond will research signage options and send suggestions to the board. Hammond will also explore options for bear proof pet waste receptacles.

OLD BUSINESS

Roof RFP Update:

Palmer updated the group that the roof RFP. The deadline to submit bids was January 5th. All four contractors submitted bids. Hammond is working on compiling the information. The Board and roofing committee is meeting next week to review. More information will be shared with ownership during a townhall informational meeting.

Water Sewer District Update:

Macklin reported the petition signatures passed. The County Commissioners Meeting on January 23, 2024, will be reviewing the request to form a water sewer district. Information will be coming for attendance information and information to submit letters of support.

The next step after the Commissioners Meeting will be to communicate the ballot vote in May.

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

Powell reported the board will be meeting next week to review declarations, bylaws, and rules.

Property Management Report:

Palmer discussed the water pressure event that occurred January 6th, 2024. A fire pump turned on and charged the system creating a pressure spike in the domestic water. Hammond Property Management and Peak Water responded. Several units had leaks. The C and D buildings and Candlelight Drive were most affected. Hammond coordinated clean up and checked several unoccupied units. Peak Water and West Fork Utilities are monitoring usage very closely. Buffalo Restoration has equipment in 5 units. Hammond Property Management will send the final report to the Board.

Lukas presented the manager's report, which was included in the meeting packet. Mountain Alarm conducted a full inspection of the fire suppression alarms at the condo buildings. They suggested updating the alarm system in the next few years. Hammond will follow up on pricing new units. Hammond responded to a fire suppression leak at D17, which was due to original construction nail penetrating the fire suppression pipe. IT&M repaired the fire suppression system, Buffalo Restoration mitigated moisture, and Dependable Paint repaired drywall damage. The GFI issue with heat tape is being repaired. Shingles were replaced on shed roofs at the condo buildings. A soft spot at the bottom of the stairs was repaired in the D building. A broken duct is in the process of being repaired at 504 Firelight.

Rule & Parking Enforcement Reports:

Weinrich presented the rules and parking enforcement report, which was included in the packet. Two vehicles were towed. During snow season, vehicles must be moved regularly to allow for adequate snow removal.

Owners Communication:

The board has responded to owner communications.

A discussion was held regarding the condition of the playground. The landscape committee will include in their walk-around. Hammond will research options and connect with Big Sky Community Organization for the park and trails. A brief history of the playground was discussed. Several years ago, the Board removed exercise items and hazardous items.

Adjourn

The meeting adjourned at 7:04 PM.

**Firelight Meadows Owners Association
Balance Sheet**

Accrual Basis

As of January 31, 2024

	<u>Jan 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Operating Bank Accounts	
1st Security Operating 3557	282,751
1st Security Money Market 1164	30,152
1st Security Petty Cash 3007	5,414
	<hr/>
Total Operating Bank Accounts	318,318
Reserve Bank Accounts	
American Bank 2739	46,822
Edward D Jones	1,799,893
	<hr/>
Total Reserve Bank Accounts	1,846,714
Total Checking/Savings	2,165,032
Accounts Receivable	
Accounts Receivable	156,096
	<hr/>
Total Accounts Receivable	156,096
Other Current Assets	
Prepaid Legal	1,000
	<hr/>
Total Other Current Assets	1,000
Total Current Assets	2,322,127
	<hr/>
TOTAL ASSETS	2,322,127
	<hr/> <hr/>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	57,047
	<hr/>
Total Accounts Payable	57,047
Other Current Liabilities	
Landscape Upgrades Payable	51,971
	<hr/>
Total Other Current Liabilities	51,971
Total Current Liabilities	109,018
	<hr/>

**Firelight Meadows Owners Association
Balance Sheet**

Accrual Basis

As of January 31, 2024

	<u>Jan 31, 24</u>
Total Liabilities	109,018
Equity	
Reserve Fund Balance	
Reserve CondoCarpet Replacem...	25,000
Reserve Fund Balance - Other	<u>1,994,043</u>
Total Reserve Fund Balance	2,019,043
Retained Earnings	(62,019)
Net Income	<u>256,086</u>
Total Equity	<u>2,213,110</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,322,127</u></u>

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

Accrual Basis

January 2024

	Jan 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Quarterly Assessment Income			
Chalet - Quarterly Assesment	207,808	207,773	35
Condo - Quarterly Assessment	136,080	136,075	5
Total Quarterly Assessment Income	343,888	343,848	40
Finance and Late Fee Charges	0	0	0
Membership Dues	0	0	0
Parking Income	7,200	0	7,200
Fine Income for Violations	0	0	0
Total Income	351,088	343,848	7,240
Gross Profit	351,088	343,848	7,240
Expense			
General Common Expenses			
Insurance	0	25,000	(25,000)
Landscape and Sprinkler			
Landscape Management	0	0	0
Landscape Tree & Pesticides	39,197	40,000	(803)
Irrigation Maintenance	0	0	0
Total Landscape and Sprinkler	39,197	40,000	(803)
Landscape Upgrades	0	0	0
Trash Removal	1,339	4,333	(2,995)
General Maintenance & Repairs	8,653	8,333	320
Snow Removal	25,580	25,580	0
Roof Snow Removal	0	20,000	(20,000)
Management Company	10,082	10,384	(302)
Parking Rule Enforcement	4,405	4,537	(132)
Accounting	1,730	1,730	0
Legal - General	0	1,917	(1,917)
Legal - Water & Sewer Issues	0	833	(833)
Legal Reimbursed by Owner	0	0	0
Office Expense	267	350	(83)
Postage & Delivery	31	43	(12)
Meeting Expense	0	167	(167)
Total General Common Expenses	91,284	143,209	(51,925)
Limited Common Expense - Chalet			
Chimney Cleaning - Chalet	0	0	0

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

Accrual Basis

January 2024

	Jan 24	Budget	\$ Over Budget
Total Limited Common Expense - Ch...	0	0	0
Limited Common Expense - Condo			
Carpet Replacement	0	417	(417)
Condo Utilities - Building	0	1,550	(1,550)
Telephone Condo Fire Alarm Syst	380	450	(70)
Condo - Cleaning and Rugs	0	2,075	(2,075)
Fire Alarm System Monitoring	243	219	24
Fire Extinguisher Inspection	0	254	(254)
Maintenance & Repair Condo Only	3,203	292	2,911
Total Limited Common Expense - Co...	3,826	5,256	(1,430)
Roof Project (new account)	1,348	0	1,348
Total Expense	96,457	148,464	(52,008)
Net Ordinary Income	254,631	195,383	59,248
Other Income/Expense			
Other Income			
Service Charge Water & Sewer	0	0	0
Postage Income	100	0	100
Insurance Claim Income	0	0	0
Edward D Jones Interest Income	1,213	0	1,213
Savings Interest Income	142	0	142
Total Other Income	1,455	0	1,455
Other Expense			
Reserve Expenses	0	0	0
Federal Income Tax on Interest	0	0	0
Water & Sewer Delinquent paid	0	0	0
Reserve Contribution	0	58,200	(58,200)
Total Other Expense	0	58,200	(58,200)
Net Other Income	1,455	(58,200)	59,655
Net Income	256,086	137,183	118,902



Firelight Meeting Managers' Report 2.13.24

- ❖ 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 electrician for broken overhead lights at Building D (units 19-20)
 - Obtaining bids for Fire Alarm Panel replacements
 - Communicating with BSCO regarding paths
 - Working with Blue Bird Plumbing and Buffalo Restoration to move water heaters for water mitigation

- ❖ Campus
 - Sanded Entrances as needed
 - Replaced dog waste bags
 - Monitored flooded units due to pressure surge
 - Continued updating and repairing heat tape issues
 - Ordered new fire lane signs

- ❖ Condos
 - Monitored crawl space for moisture after water events
 - Repaired main sewer line leak in D building - Contracted Buffalo Restoration clean area after repair
 - Investigated moisture issue in D1
 - Contracted Dave's Lock and Key to install new door locking mechanisms
 - Checked buildings dryer vent caps for proper ventilation
 - Completed mitigation on D17/D7 after fire suppression leak
 - Continued snow removal on propane shed roofs
 - Checked hallway fans (need upgraded)

- ❖ Chalets
 - Checked functionality of GFI's in unit garages
 - Contracted Williams Plumbing to clear blockage of main sewer pipe after backup
 - Contracted Buffalo restoration to mitigate properties after sewage backup
 - Sanded steep driveways on Starlight
 - Repairing leak with condensation issue with failed bathroom venting in 504 Firelight
 - Acquiring cost for patio divider replacements
 - Communicated with ownership regarding discontinued refractory panels in fireplaces

- ❖ Compactor
 - Removed trash from compactor enclosure area- ongoing



FIRELIGHT RULE ENFORCEMENT REPORT FEBRUARY 2024

Unit	Date of Infraction	Category	Action Taken	Warning Issued	Notes
464 Firelight Drive	02/05/24 10:27 AM	Garbage	First Warning	TRUE	garbage overflowing and out of trash can
85 Aurora Lights Drive A06	01/08/24 12:31 PM	Pets	First Warning	TRUE	a few dog poops in yard
85 Aurora Lights Drive A04	01/08/24 12:31 PM	Pets	First Warning	TRUE	dog poop bags on deck

FIRELIGHT PARKING ENFORCEMENT REPORT FEBRUARY 2024

Make of Vehicle	Date	Unit/Tag Number	Location	Towed	Comments
Ford	02/06/24		A-Building		Snow removal
Ford	02/06/24		A-Building		Snow removal
Ford	02/06/24		A-Building		Snow removal
Ford	02/06/24		A-Building		Snow removal
Toyota	02/06/24		A-Building		Snow removal
Volvo	02/06/24		A-Building		Snow removal
BMW	02/06/24		B-Building		Snow removal
Subaru	02/06/24		Overflow Parking		Snow removal/ no pass
Chevy	02/06/24		Overflow Parking		Snow removal/ no pass
Chevy	02/06/24		Overflow Parking		Snow removal
Jeep	02/06/24		Overflow Parking		Snow removal
Honda	02/06/24		C-Building		Snow removal/ no pass
Ford	02/06/24		D-Building		Snow removal
Honda	02/06/24		D-Building		Snow removal/ no pass
GMC	02/02/24		Starlight		NO PERMIT/ NO PARKING AREA
Jeep	01/30/24		Firelight		NO PERMIT/ Fire-lane
Toyota	01/25/24	85 Aurora Lights Drive A10	Neighboring driveway		Blocking Neighbor
Jeep	01/22/24		C-Building		Snow removal
Subaru	01/19/24		A-Building		Snow removal
Ford	01/19/24		A-Building		Snow removal
Honda	01/19/24		A-Building		Snow removal
Ford	01/19/24		A-Building		Snow removal
BMW	01/19/24		B-Building		Snow removal
acura	01/19/24	124 Candlelight Drive	Neighboring driveway		Snow removal
Dodge	01/19/24		Overflow Parking		Snow removal
Chevy	01/19/24		Overflow Parking		Snow removal/ no pass
Subaru	01/19/24		Overflow Parking		Snow removal/ no permit
Toyota	01/19/24		Overflow Parking		Snow removal
Subaru	01/10/24		Starlight		NO PERMIT/ Fire-lane
Toyota	01/04/24	406 Firelight Drive	Firelight		Fire-lane