

© 2014 Buckskin Heights Road Association
2014 Annual Meeting Minutes
Buckskin Heights Road Association
August 19, 2014

4:00 pm at the Mary Ann Long's Basement Garage, 8220 Gray Squirrel Ct

Board Members:

Present: Dan Glanz, Eric Warrington, Sue Weber, John Appelman, Terry Schuyler

Association Members: 17 lots were represented by end of meeting.

Quorum present (min. 10 lots)? Yes

Proceedings

Meeting called to order at 4:10 p.m. by Eric Warrington, President

1. Welcome – Attendance and review Agenda

The Proposed Meeting Agenda was reviewed by Eric Warrington and roll was called by Terry Schuyler. 17 lots were present and quorum was met to proceed with remainder of meeting.

Proposed Meeting Agenda

1. Welcome; attendance; review agenda
2. Review of the Board- approved 2013 Annual Meeting Minutes
3. Treasurer's report
4. Road grading and road conditions
5. Gate report
6. Update on Community Wildfire Protection Plan (CWPP) by Dan Glanz
7. Open floor for additional BHRA- related items
8. Nomination and election of BHRA board members
9. Authorize Board to approve 2014 annual meeting minutes
10. Set date for next year's meeting
11. Adjourn

2. Adoption of Minutes from the 2013 Meeting

The 2013 Annual Meeting minutes had been previously adopted by the BOD. The minutes were handed out to all present. Eric asked if there were any questions- none offered.

3. Treasurer's Report

Sue Weber handed out and reviewed the BHRA Treasurer's Report. It consisted of 1) the audited 2013 expenditures/income report details, Audited by Paul Hesson and Dan Glanz, and 2) the Board-approved 2014 budget and updated actual expenditures/income.

Sue Weber reviewed the line items on the 2014 budget update and balance sheet highlighting the major expenditures, which are Improvements with Road Base and Annual Maintenance (grading costs). She indicated that the new figures including an unexpected income from back dues for delinquent member.

- 54 Loads budgeted, plus homeowners personal load purchases and differences in cost versus expected costs.
- Grant income from the Colorado State Forest \$4,400 for fire mitigation work.
- Good shape with respect to dues – 64/66 paid. No liens filed yet.
- Cash flow loss minimal – close to budget. .

- Still have a \$5000 emergency fund in savings-
- Question was asked about reason for emergency savings fund. Dan reminded that it has been used for emergency snow removal and gate repairs etc.
- Question about next year's Grader Operator budget. Eric mentioned Steve will be grading full time for his day job and should be even more available this year for regular maintenance. Discussions are underway about whether we will need more or less budget next year for grading. Currently budgeted for \$750 per month ~ 10 hrs per month. Steve uses his hours according to need depending on whether new base consumes hours of grading – other hours used for ditch work, etc.
- Members applauded Sue's efforts as Treasurer

**Buckskin Heights Road Association Treasurer's Report for FY2013
With Approved 2014 Budget
January 16, 2014**

EXPENSE/INCOME SUMMARY						NOTES
A	B	C	D	E	F	
Category	2012 Actual	Approved 2013 Budget	2013 Actual	2013 Difference (Actual-Budget)	Approved 2014 Budget	
Bank Fees	\$6	\$5	\$28	\$23	\$15	
Gate Maintenance	\$155	\$200	\$28	(\$172)	\$100	
Grader Operator	\$10,165	\$9,300	\$9,450	\$150	\$9,325	Budgeted Grader Operator Expenditure
Grant Expense	\$0	\$0	\$0	\$0	\$0	Reflects grader operator contract valid through September 2014; assumes fuel remains below \$4.40/gal)
Insurance	\$1,091	\$1,150	\$1,076	(\$74)	\$1,100	
Legal/Financial	\$398	\$100	\$80	(\$20)	\$100	
Mailings	\$171	\$150	\$216	\$66	\$100	
Miscellaneous	\$0	\$0	\$0	\$0	\$0	Budgeted Road Base Expenditure
Road Base	\$14,025	\$13,430	\$13,200	(\$230)	\$11,275	About 41 loads of recycled asphalt @ \$275/load (2013=56(48+8HO), 2012=51, 2011=33(25+8HO), 2010=43, 2009=55, 2008=52]
Homeowner Road Base	\$0	\$0	\$0	\$0	\$0	
Signs & Culverts	\$0	\$0	\$0	\$0	\$0	
Supplies	\$33	\$50	\$0	(\$50)	\$50	
Expense Subtotal	\$26,044	\$24,385	\$24,078	(\$307)	\$22,065	
Dues & Late Fees	\$23,952	\$22,400	\$22,010	(\$390)	\$22,050	Budgeted Dues Income
Interest	\$5	\$5	\$3	(\$2)	\$3	Assumes 63 of 66 properties pay \$350 annual dues (3 chronic delinquencies; no foreclosure delinquencies)
Grant Income	\$0	\$0	\$0	\$0	\$0	
Remote Control Sales	\$90	\$0	\$32	\$32	\$0	
Homeowner Road Base	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	Cash Flow Losses in 2012 & 2013...
Income Subtotal	\$24,047	\$22,405	\$22,045	(\$360)	\$22,053	...were offset by substantial checking balances from previous years, which included several foreclosure settlements. Net cash flow balance for 2014 is targeted to be near \$0.
Cash Flow Balance	(\$1,997)	(\$1,980)	(\$2,033)	(\$53)	(\$12)	

ASSET SUMMARY						NOTES
A	B	C	D	E	F	
Category	2012 Ending Balance	Budgeted 2013 Ending Balance	2013 Actual Ending Balance	2013 Difference (Actual-Budget)	Budgeted 2014 Ending Balance	
Checking Balance	\$3,633	\$1,650	\$1,598	(\$52)	\$1,586	Budgeted Checking Ending Balance...
Savings Balance	\$5,029	\$5,034	\$5,032	(\$2)	\$5,035	...for 2014 (\$1,586) is the 2013 ending balance (\$1,598) plus the net budgeted 2014 cash flow loss (\$12). It includes \$750 for January grader operator contract; \$100 for January mailings; \$300 to avoid bank fees; and a \$436 margin of error.
Total Assets	\$8,663	\$6,684	\$6,630	(\$54)	\$6,621	

Fiscal Year 2013 Data Respectfully Submitted for Audit by:

Suzanne Weber
Suzanne Weber, Treasurer August 2011 - December 2013
February 17, 2014
Date

Fiscal Year 2013 Data Audited and Approved by:

Dan Glanz
Dan Glanz, BHRA Member
Paul Hesson
Paul Hesson, BHRA Member
2/17/14
Date

© 2014 Buckskin Heights Road Association
Buckskin Heights Road Association
Annual Meeting Budget Update
August 17, 2014

EXPENSE/INCOME SUMMARY						
A	B	C	D	E	F	G
Category	2013 Actual	Approved 2014 Budget	2014 Actual To Date	2014 To Date Difference (Actual-Budget)	2014 Projected Expenses & Income 8/18/14 to 12/31/14	2014 Projected Total Expense & Income
Bank Fees	\$28	\$15	\$14	(\$1)	\$0	\$14
Gate Maintenance	\$28	\$100	\$163	\$63	\$0	\$163
Grader Operator	\$9,450	\$9,325	\$6,000	(\$3,325)	\$3,325	\$9,325
Grant Expense	\$0	\$0	\$4,400	\$4,400	\$0	\$4,400
Insurance	\$1,076	\$1,100	\$0	(\$1,100)	\$1,100	\$1,100
Legal/Financial	\$80	\$100	\$46	(\$54)	\$30	\$76
Mailings	\$216	\$100	\$105	\$5	\$0	\$105
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0
Road Base	\$13,200	\$11,275	\$8,410	(\$2,865)	\$5,670	\$14,080
Homeowner Road Base	\$0	\$0	\$0	\$0	\$2,200	\$2,200
Signs & Culverts	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$50	\$5	(\$45)	\$30	\$35
Expense Subtotal	\$24,078	\$22,065	\$19,143	(\$2,922)	\$12,355	\$31,498
Dues & Late Fees	\$22,010	\$22,050	\$24,670	\$2,620	\$140	\$24,810
Interest	\$3	\$3	\$1	(\$2)	\$1	\$2
Grant Income	\$0	\$0	\$4,400	\$4,400	\$0	\$4,400
Remote Control Sales	\$32	\$0	\$112	\$112	\$0	\$112
Homeowner Road Base	\$0	\$0	\$2,200	\$2,200	\$0	\$2,200
Other	\$0	\$0	\$0	\$0	\$0	\$0
Income Subtotal	\$22,045	\$22,053	\$31,383	\$9,330	\$141	\$31,524
Cash Flow Balance	(\$2,033)	(\$12)	\$12,241			\$27

Budgeted Grader Operator Expenditure...
 ...reflects grader operator contract valid through September 2014 and assumes fuel remains below \$4.40/gal.

Budgeted Road Base Expenditure
 About 54 loads of recycled asphalt @\$261/load [2013=56(48+8HO), 2012=51, 2011=33(25+8HO)] Projected (\$14,080) includes unexpected \$2,670 delinquent dues payment. Homeowner will purchase 8 additional loads (\$2,200)

Budgeted & Projected Dues Income
 Budgeted assumed 63 of 66 properties pay \$350 annual dues (3 chronic delinquencies; no foreclosure delinquencies). Actual includes unexpected \$2,670 delinquent dues payment. 2 properties are currently delinquent (97% compliance); liens not yet filed.

Cash Flow Loss...
 ...in 2013 (\$2,033) was offset by substantial checking balance from 2012, which included several foreclosure settlements. Net cash flow balance for 2014 is targeted to be near \$0.

ASSET SUMMARY						
A	B	C	D	E	D	E
Category	2013 Actual Ending Balance	Budgeted 2014 Ending Balance	2014 Actual To Date Balance			2014 Projected Ending Balance
Checking Balance	\$1,598	\$1,586	\$13,837			\$1,625
Savings Balance	\$5,032	\$5,035	\$5,034			\$5,034
Total Assets	\$6,630	\$6,621	\$18,871			\$6,659

Projected Checking Ending Balance...
 ...for 2014 (\$1,625) is the 2013 ending balance (\$1,598) plus the net projected 2014 cash flow balance (\$27). It includes \$750 for January grader operator contract; \$100 for January dues mailings; \$300 to avoid bank fees; and a \$475 margin of error.

Sue Weber called for a vote and all agreed to accept the Treasurer's report as written. Motion was seconded and membership approved the Treasurer's report as presented.

4. Road Grading & Road Conditions

Eric Warrington presented the road report.

- 62 total loads (including 8 private loads)
- 21 of the 62 still to come, 6- Wood Chuck, 6- Raccoon, 7 –below gate and 2 on Otter internal where the water often puddles around the corner.
- Thanks to Chuck Pettee and Paul Hesson for helping to get more funds for more drops (assisted in working the delinquent funds back).

Questions and Issues

- Question was raised about lack of maintenance on Gray Squirrel. Never seen GS so bad- ditch down middle of road. "Robbing peter to pay Paul" - can use member input where possible to change distribution.
- Question should we be spending less on road base and more on ditches and culvert?
- Heavy rain has shown where work is needed based on water flow paths.
- Many suggestions on how individual spots could be approved.
- Eric Warrington agreed that more emphasis could be placed on interior roads this year.
- Dan Glanz mentioned based on other comments that volunteer efforts could be used better since Steve generally spends more hours than he is paid for.
- Coordination of volunteer efforts needs to be managed as not everyone has the same ideas on how the road work should progress. No decisions were made on how to accomplish this.
- Steve Bucknum not present to report any further details

5. Gate Report

Eric Warrington gave the gate report:

- Gate was damaged presumably by being struck by a vehicle, and fixed twice this year. Not sure what the specific causes have been – possibly getting caught on trailer.
- Eric noted that the gate code is changing Sept. 1. Combos are changing but the remotes will still operate as usual.
- Sue mentioned that there are more remote controls.
- Can change batteries without wiping out code memory.
- Batteries will need to be replaced, likely this year.
- Greg Nelson started paint job on gate and Eric finished it – applause.
- Somebody broke bolts – maybe an electrical contractor bent it.

6. Update on Community Wildfire Protection Plan (CWPP)

Dan Glanz gave a quick update.

- Nice thing about this year is it rained a lot- reduced fire danger
- Workshop this spring in conjunction with Red Stone with State Forest Service and volunteer fire department- good workshop – all day- discussed grant opportunities as well as their work with chipping and cutting. Good BHRA participation
- 12-13 participated in cutting slash, (~350 hrs logged) for chipping with grant money. Paul will be administering second half of the grant- likely chipping this spring will use rest of funds. We need to bring in another volunteer group to fulfill grant requirements. Lots of people also did a lot of mitigating that was not accounted for in the grant- should plan on adding all labor for next year totals.
- Chipping up to 12 inches diameter permissible for chipper. Easier on chipper the larger the product.
- Thinning and crown spacing- ladder fuel reduction works best. Break up continuity
- Paul mentioned some of the Beatle kill trees are beginning to fall on road.
- Original grant was for a fuel break along Woodchuck.
- Paul publicly applauded Dan for his participation and efforts. Dan encouraged others to participate.
- Paul mentioned piles ~140 yds on road right away near Andrew Mason at end of Otter. Some of the chipping for this slash can come out of the grant. It is mixed with large logs. We can't use too much of the budget to fully eliminate this pile though.

7. Open Floor for Road Association Related Items

- Multiple properties have been selling and been a while since property lines were drawn. Old stakes are not necessarily lining up with new surveys. The old overlay is based off new GPS surveys. One neighbor noticed the situation as part of their sale of property. Road is not always the center of the easement etc.
- Kathy thanked sue for new website - applause
- Mr. Shropshire stated they are abandoning their property – owned since 1974, and other lot since 1979. Not going to build so will be donating to community foundation of Weld County or selling. Some discussion around the possibility that he might or could donate some portion to the BHRA.
- Question was asked: could we publish a list of lot owners like a HOA. Kathy Merlo mentioned there is a place to upload your personal information on the Big Tent site. See Kathy to get on the site if you have not already. Big Tent replaced Airset and was helpful during the High Park Fire evacuation.
- Pam Robertson was bit by a rattlesnake last week. Suggested that those who may be periodically driving fast may have an emergency and should not be lectured for driving fast

8. Nominations for BHRA Board

- Board vacancies available – 3 openings. Sue Weber nominated Chuck Pettee. Paul Hesson nominated Bob Faris, with Bob's permission. Terry Schuyler was nominated by Steve Brown. Paul Hesson moved that nominations cease.
- Sue motioned that we cast a unanimous open ballot .
- All three were approved by unanimous vote. New Board Members for 2015 will be Terry Schuyler, Bob Faris, and Chuck Pettee

9. Authorize Board to approve 2014 annual meeting minutes

Sue motioned to Authorize Board to approve annual meeting minutes for 2014 and beyond. This allows our Meeting minutes to be uploaded to website for Realtor and other use. All members can view. Motion seconded. Approved unanimously.

10. Next Meeting:

- The 2015 Annual meeting will be held on Sunday, Aug. 30, 2015 at 4:00 pm. Location TBD. Agreed by unanimous vote.

11. Meeting Adjourned at 5:30 pm.