

## **Buckskin Heights Road Association 2017 Annual Meeting Minutes**

Sunday, August 20, 2017 • 3pm

Fr Don Willette's Pole Barn, 13729 Raccoon Dr

### **ATTENDANCE**

Road Association Board Members: Paul Hesson, President; Airn Hartwig, Vice President; John Niesel, Secretary; Sue Weber, Treasurer; Allan Heese and Kevin Stewart, At Large

Road Association Members: 21 properties were represented.

### **CALL TO ORDER**

The meeting was called to order at 3:00 pm by President Paul Hesson.

Secretary John Niesel recorded property owners who were in attendance. At the beginning of the meeting, 19 properties were represented, exceeding the minimum of 10 properties necessary for a quorum.

Agenda for this meeting:

1. Call to Order; welcome; attendance; review agenda
2. Review of the Board-approved 2016 Annual Meeting Minutes
3. Treasurer's Report
4. Road Report
  - A. Work done to date
  - B. Future work to be done
5. Discussion of possible dues increase: The BHRA Board of Directors unanimously recommends a \$50 increase in annual dues to \$400/year, starting in 2018.
6. Fire Committee Report – Community Water Tank Project Update
7. Open floor for additional BHRA-related items
8. Nomination and election of BHRA board members
9. Set date for next year's meeting
10. Adjourn

### **REVIEW OF MINUTES**

The Association members were asked if there were any questions or concerns with the 2016 Annual Meeting Minutes. None were noted.

### **TREASURER'S REPORT:**

1. Treasurer Sue Weber reviewed the Treasurer's Report for FY2016 (attached). The report was audited by Association members David Gaudio and Allan Heese. A copy of the report was provided to all members in attendance.
2. Treasurer Weber reviewed the Annual Meeting Budget Update, dated August 20, 2017 (attached). Less pending expenses, approximately \$12,500 remains to be budgeted for 2017 road maintenance. 65 of 67 properties are current on their annual dues.
3. A motion was made to approve the Treasurer's report. The motion passed.

## **ROAD REPORT**

### **WORK DONE TO DATE:**

- Vice President Airn Hartwig reported on the most recent grading and material drops, including the effectiveness-to-date of the crushed concrete. This decision and others regarding 2017 road maintenance was guided by the results of the community survey from earlier in the year. Certain materials were used where they might best stand up to local road conditions.
- Vice President Hartwig shared how a conscious effort was made to complete more frequent gradings than in recent years. The road is seeing more traffic than in the past, and wash-boarding appears more quickly after grading. Culverts and other drainage areas have not been maintained, so some have clogged completely. The result has been water erosion on top of the roadway. Efforts have been made to re-open some of the culverts.

### **FUTURE WORK TO BE DONE:**

- Vice President Hartwig shared that the budget will allow for one more grading of Otter Road, and for approximately 18 tandem dump truck loads of material to be dropped (the trucking contractor does not want to use his drop-bottom semi-trucks due to the wear and tear experienced on Otter, as well as the difficulty in attempting to turn around his large trucks). Some of the material should be allocated for roads above the gate that have experienced serious erosion.
- Questions and concerns about the road, road materials, and future work were raised by members in attendance.
- Vice President Hartwig handed out and explained a chart that compared expenditures in 2016 to expenditures for YTD2017 (attached).

## **DISCUSSION OF POSSIBLE DUES INCREASE**

1. President Hesson presented the unanimous Board proposal to raise annual dues by \$50, effective for FY2018, which was sent to all members 30 days in advance of the annual meeting. Per the BHRA Bylaws, passage of a dues increase requires a 2/3 majority of property owners present at the annual meeting.
2. Resident John Appelman motioned for a change to the Bylaws that would require a mail-in ballot for any dues increase, and also requiring a 2/3 majority of those responding to pass. The motion was seconded.
  - A. Comments in favor of the amendment:
    - More property owners would have a say in a dues increase.
  - B. Comments not in favor of the amendment:
    - In the past it was impossible to pass an increase in road dues because of many property owners who did not reside on the mountain, and did not care how poor the condition of the road was.
  - C. A standing-count vote on the motion was 5 in favor, 11 opposed. The motion failed.
3. Resident Greg Nelson renewed the Board motion to increase annual dues by \$50 for FY2018 and all subsequent years. His motion was seconded.
  - A. Vice President Airn Hartwig proposed an amendment to the motion that would require the Board to grade lower Otter Road a minimum of four times annually, and grade interior roads a minimum of two time annually. A standing-count vote on the amendment was 5 in favor, 11 opposed. The amendment failed.

- B. A standing-count vote on the main motion to increase dues \$50 to \$400 annually was 13 in favor, 4 opposed. The main motion carried.
4. Property Owner Sena Hitt-Laustsen proposed that the Board should hold two of the bi-monthly meetings on a weekend to accommodate Association members who cannot attend the weeknight meetings. The Board was agreeable to the proposal.

**FIRE COMMITTEE REPORT:** Allan Heese provided an update on the Community Water Tank Project.

1. The location of the water tank easement is adjacent to Otter Road, just inside the west electric gate, on the Huntsman property. The BHRA Board President and Treasurer signed an easement agreement with the Huntsmans.
2. The Committee is currently researching the cost of 2,500 to 3,000 gallon tank. The purpose of the tank is to provide a water fill resource for first responders. Allan Heese reiterated that the tank will be funded with voluntary contributions. The next step is to determine the soil depth at the proposed location.

**OPEN FLOOR FOR ADDITIONAL BHRA-RELATED ITEMS:** No open items were presented.

#### **NOMINATION AND ELECTION OF BHRA BOARD MEMBERS**

1. Election was by paper ballot until each candidate received a majority of votes cast:
  - Paul Hesson was elected to the BHRA Board of Directors.
  - Darin Johnson was elected to the BHRA Board of Directors.
  - David Gaudio was elected to the BHRA Board of Directors.
2. The six-member BHRA Board of Directors for 2017-2018 will thus consist of David Gaudio, Airn Hartwig, Paul Hesson, Darin Johnson, Kevin Stewart and Sue Weber. The Board, as per the Bylaws, will meet within 30 days to elect officers from among their members.

**SET DATE FOR NEXT YEAR'S ANNUAL MEETING:** The 2018 BHRA Annual Meeting will be held on Sunday, August 19, 2018, at time and location to be determined.

#### **ADJOURN**

President Paul Hesson motioned to adjourn the meeting at 5:20 pm. The motion passed.

Respectfully submitted,

John Niesel, Secretary  
Buckskin Heights Road Association

## Buckskin Heights Road Association Annual Meeting Budget Update August 20, 2017

### EXPENSE/INCOME SUMMARY

### NOTES

A	B	C	D	E	F	G
Category	2016 Actual	2017 Approved Budget	2017 Actual* To Date	2017 Budget Remaining (Budget- Actual)	2017 Projected Expenses & Income 8/20/17 to 12/31/17	2017 Projected Total Expense & Income
Bank Fees	\$6	\$10	\$3	\$7	\$3	\$6
Emergency Expenses	\$1,200	\$0	\$300	(\$300)	\$0	\$300
Gate Maintenance	\$374	\$150	\$219	(\$69)	\$0	\$219
Grader Operator	\$7,860	\$10,000	\$6,818	\$3,183	\$3,000	\$9,818
Grant Expense	\$9,915	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,155	\$1,200	\$0	\$1,200	\$1,200	\$1,200
Legal/Financial	\$22	\$50	\$10	\$40	\$40	\$50
Mailings	\$82	\$100	\$110	(\$10)	\$0	\$110
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0
Road Base	\$15,647	\$15,000	\$5,073	\$9,927	\$9,500	\$14,573
Homeowner Road Base	\$2,095	\$0	\$0	\$0	\$0	\$0
Signs & Culverts	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$100	\$93	\$7	\$0	\$93
Other	\$0	\$0	\$0	\$0	\$0	\$0
<b>Expense Subtotal</b>	<b>\$38,356</b>	<b>\$26,610</b>	<b>\$12,626</b>	<b>\$13,984</b>	<b>\$13,743</b>	<b>\$26,369</b>
Dues & Late Fees	\$22,990	\$23,100	\$22,885	\$215	\$215	\$23,100
Emergency Income	\$1,735	\$0	\$0	\$0	\$0	\$0
Interest	\$2	\$2	\$1	\$1	\$1	\$2
Grant Income	\$9,915	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$128	\$100	\$0	\$100	\$100	\$100
Homeowner Road Base	\$2,095	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0
<b>Income Subtotal</b>	<b>\$36,865</b>	<b>\$23,202</b>	<b>\$22,886</b>	<b>\$316</b>	<b>\$316</b>	<b>\$23,202</b>
<b>Cash Flow Balance</b>	<b>(\$1,491)</b>	<b>(\$3,408)</b>	<b>\$10,260</b>			<b>(\$3,167)</b>

#### Budgeted Grader Operator Expense

The actual proportion of the \$25,000 total budgeted for grader operator and road base will be determined by the Board in response to road and weather conditions

#### Budgeted Road Base Expense

Previous practice: 2016=53 15 ton loads of recycled asphalt @\$335, 2015=64, 2013=56, 2012=51, 2011=33, 2010=43, 2009=55, 2008=52

#### Budgeted Dues Income

Assumes 66 of 67 properties pay \$350 annual dues

#### Cash Flow Gain/Loss

Our targeted cash flow gain/loss is \$0 each year. However, we can sustain a negative cash flow in 2017 because we carried over almost \$4,000 in unspent 2016 grading/roadbase funds.

### ASSET SUMMARY

A	B	C	D	E	F	G
Category	2016 Actual Ending Balance	Budgeted 2017 Ending Balance	2017 Actual To Date Balance			2017 Projected Ending Balance
Checking Balance	\$3,914	\$506	\$17,407			\$747
Savings Balance	\$5,001	\$5,003	\$5,002			\$5,004
<b>Total Assets</b>	<b>\$8,915</b>	<b>\$5,509</b>	<b>\$22,408</b>			<b>\$5,751</b>

#### Budgeted Checking Ending Balance...

...for 2017 is the 2016 ending balance (\$3,914) plus the net projected 2017 cash flow balance. The target (about \$700) should allow about \$50 for January mailings, plus \$150 margin of error and the \$500 newly required deposit to avoid bank fees.

\* Includes \$2,600 estimated for June  
2017 road base trucking expenditure

# Buckskin Heights Road Association Treasurer's Report for FY2016

With Approved 2017 Budget

January 10, 2017

## EXPENSE/INCOME SUMMARY

## NOTES

A	B	C	D	E	F
Category	2015 Actual	2016 Approved Budget	2016 Actual	2016 Difference (Actual-Budget)	2017 Approved Budget
Bank Fees	\$0	\$0	\$6	\$6	\$10
Emergency Expense	\$0	\$0	\$1,200	\$1,200	\$0
Gate Maintenance	\$402	\$150	\$374	\$224	\$150
Grader Operator	\$5,933	\$5,334	\$7,860	\$2,526	\$10,000
Grant Expense	\$2,475	\$0	\$9,915	\$9,915	\$0
Insurance	\$1,126	\$1,150	\$1,155	\$5	\$1,200
Legal/Financial	\$70	\$100	\$22	(\$78)	\$50
Mailings	\$185	\$200	\$82	(\$118)	\$100
Miscellaneous	\$0	\$0	\$0	\$0	\$0
Road Base	\$13,065	\$20,000	\$15,647	(\$4,353)	\$15,000
Homeowner Road Base	\$0	\$0	\$2,095	\$2,095	\$0
Signs & Culverts	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$50	\$0	(\$50)	\$100
Other	\$0	\$0	\$0	\$0	\$0
<b>Expense Subtotal</b>	<b>\$23,255</b>	<b>\$26,984</b>	<b>\$38,356</b>	<b>\$11,372</b>	<b>\$26,610</b>
Dues & Late Fees	\$24,925	\$22,750	\$22,990	\$240	\$23,100
Emergency Donations	\$0	\$0	\$1,735	\$1,735	\$0
Interest	\$2	\$1	\$2	\$1	\$2
Grant Income	\$2,475	\$0	\$9,915	\$9,915	\$0
Remote Control Sales	\$274	\$96	\$128	\$32	\$100
Homeowner Road Base	\$0	\$0	\$2,095	\$2,095	\$0
Other	\$0	\$0	\$0	\$0	\$0
<b>Income Subtotal</b>	<b>\$27,675</b>	<b>\$22,847</b>	<b>\$36,865</b>	<b>\$14,018</b>	<b>\$23,202</b>
<b>Cash Flow Balance</b>	<b>\$4,420</b>	<b>(\$4,137)</b>	<b>(\$1,491)</b>	<b>\$2,646</b>	<b>(\$3,408)</b>

### Budgeted Grader Operator Expenditure

The actual proportion of the \$25,000 total budgeted for grader operator and road base will be determined by the Board in response to road and weather conditions, with input from the road advisory committee

### Budgeted Road Base Expenditure

Previous practice: 2016=53 15 ton loads of recycled asphalt @\$335, 2015=64, 2013=56, 2012=51, 2011=33, 2010=43, 2009=55, 2008=52

### Budgeted Dues Income

Assumes 66 of 67 properties pay \$350 annual dues

## ASSET SUMMARY

A	B	C	D	E	F
Category	2015 Ending Balance	2016 Budgeted Ending Balance	2016 Actual Ending Balance	2016 Difference (Actual-Budget)	2017 Budget Ending Balance
Checking Balance	\$5,370	\$1,233	\$3,914	\$2,681	\$506
Savings Balance	\$5,036	\$5,037	\$5,001	(\$36)	\$5,003
<b>Total Assets</b>	<b>\$10,406</b>	<b>\$6,270</b>	<b>\$8,915</b>	<b>\$2,645</b>	<b>\$5,509</b>

### Budgeted Checking Ending Balance...

...for 2017 is the 2016 ending balance (\$3914) plus the net budgeted 2017 cash flow balance. The target should allow about \$50 for January mailings, plus \$300-500 margin of error.

Fiscal Year 2016 Data Respectfully Submitted for Audit by:

Suzanne Weber 1/11/17  
Suzanne Weber, Treasurer September 2016-Present Date

Paul Hesson 1/16/17  
Paul Hesson, Treasurer September 2015-16 Date

Fiscal Year 2016 Data Audited and Approved by:

David Gaudio 1/28/17  
David Gaudio, BHRA Resident Date

Allan Heese 1/28/17  
Allan Heese, BHRA Resident Date

## Summary of Road Expenditures 2016 and YTD 2017

Presented at Annual Meeting of the Buckskin Heights Road Association on August 20, 2017 by Airn Hartwig, Vice President

Month	Task	Cost	Total (YTD)
May 2016	Recycled Asphalt Purchase	4,033.27	4,033.27
May 2016	Arthur Trucking	4,675.00	8,708.27
May 2016	Foster Grading	2,730.00	11,438.27
May 2016	JR Grading	450.00	11,888.27
Aug 2016	Recycled Asphalt Purchase	3,538.93	15,427.20
Aug 2016	Arthur Trucking	3,400.00	18,827.20
Aug 2016	Foster Grading	3,120.00	21,947.20
Dec 2016	Foster Grading	1,040.00	22,987.20
Dec 2016	Andrew Michler (ditch clean up)	467.50	23,454.70
April 2017	Foster Grading	1,105.00	1,105.00
May 2017	JR Grading	825.00	1,930.00
May 2017	JR Grading	900.00	2,830.00
June 2017	Material (asphalt/concrete)	2,472.78	5302.78
June 2017	Foster Grading	1,430.00	6732.78
June 2017	Arthur Trucking	<b>Est- 2600.00</b>	9332.78
Aug 2017	JR Grading	600.00	9932.78
Aug 2017	Gate Repair (Bob Faris)	140.00	10,072.78