

Buckskin Heights Road Association

2019 Annual Meeting Minutes

Friday, August 23, 2019 • 7pm

MaryAnne Long's Garage, 8220 Gray Squirrel Ct

ATTENDANCE:

Road Association Board Members Present: David Gaudio, President; Luke McOmie, Secretary; Sue Weber, Treasurer; Glenn Heeney and Paul Hesson, Members at Large

Road Association Board Members Absent: Allan Heese, Vice President

Road Association Members Present: Owners of 25 properties were physically present.

CALL TO ORDER & WELCOME: The meeting was called to order at 7:00 pm by President David Gaudio. Secretary Luke McOmie recorded property owners who were in attendance. Owners of 25 properties were physically present, exceeding the minimum of 10 properties necessary for a quorum. President David Gaudio welcomed all in attendance and opened the meeting with thanks to:

- Rick Stahl for doing propane pricing research, shared on GroupsIO;
- The 2018-19 Board for their service last year; and
- Community residents for the hard work they have done on various projects over the last year.

AGENDA: The agenda was approved as distributed 30 days prior to the annual meeting:

- Call to Order; Welcome; Attendance; Review Agenda
- Review of the Board-Approved 2018 Annual Meeting Minutes
- Treasurer's Report
- Road Report – Work Done to Date, Recommended Future Work to be Done
- Action on Proposed Road Work Bylaws Amendment
- Discussion of Proposed Board-Recommended Dues Increase
- Fire Committee Report
- Open floor for Additional BHRA-Related Items
- Nomination and Election of BHRA Board Members
- Set Date for Next Year's Meeting
- Adjourn

REVIEW OF MINUTES: The Association members were asked if there were any questions or concerns with the Board-approved 2018 Annual Meeting Minutes posted online. None were noted.

TREASURERS REPORT:

1. Treasurer Sue Weber reviewed the current status of the budget ("BHRA Expense & Income Summary, August 23, 2019" attached). Two properties are in arrears for 2019 dues; one property is likely to be paid; the other is a long-term delinquency.
2. The "Buckskin Heights Road Association Treasurer's Report for FY2018" (attached) was independently audited by Linda Bilsing and Denise Jackson and approved without qualifications (audit report attached).
3. Sue reviewed the "Grading/Roadbase Expenditure Overview" handout and the "Roadwork Done by Successive BHRA Boards" handout (attached). These handouts were referenced several times in the subsequent discussion of Vice President Allan Heese's Road Report (attached).
4. A motion was made by Greg Nelson to approve the various Treasurer's and Auditors' reports. The motion was seconded and approved.

ROAD REPORT:

1. Board Member-at-Large Glenn Heeney reviewed Vice President Allan Heese's written Road Report (attached) for the membership. Allan Heese has done great work this last year; amazing detail was provided for work completed. This is the first time we have had this level of detail to show where our money is going.
2. Positive discussion about Justin Foster's grading and road base spreading work followed. The current Board recommends up to 3 additional gradings in 2019 to the incoming Board: Aug/September, October and December. There is money remaining in the 2019 budget for this future work.
3. Airn Hartwig recommended that the Board direct Foster to implement superelevated camber where possible on curves on steep sections of the road (i.e., banking curves higher on the outside edge). A discussion about resident driving habits included concerns about speed, especially around curves. A suggestion was made to put a "Private Road/No Outlet" sign at the bottom of the hill, and to reduce the speed limit to 15 mph.
4. A motion was made by Greg Nelson to approve the Vice President's Road Report. The motion was seconded and approved.

PROPOSED ROAD WORK RECORDS AMENDMENT TO BYLAWS: Sue Weber read the "Proposed Road Work Amendment" to the Bylaws (attached), as distributed with the annual meeting agenda. A motion was made by Sue Weber to approve the amendment as presented. The motion was seconded and approved unanimously.

BOARD RECOMMENDED DUES INCREASE: A motion was made by President David Gaudio to recommend to the entire membership that we increase the annual dues in 2020 by \$50 from \$400 to \$450/year. It was seconded, discussed and approved by a show of hands by a substantial majority of those present. As required by the *Bylaws*, Article V, Section 1, a mail poll of the entire membership will now be conducted within the next 60 days. If a simple majority of the membership responding to the mail poll approve the change, the dues increase will go into effect in 2020.

1. In discussion, David Gaudio explained the reasons behind the request for the dues increase:
 - The cost of maintaining the road, both for materials and work, has increased;
 - Additional work is required on the upper roads for reasons of safety and emergency access; without this dues increase, the condition of lower Otter Rd – which everyone uses and upon which our property values depend – will deteriorate.
 - Maintaining acceptable road condition enhances our property values; reduces vehicle maintenance costs; and provides quicker access to emergency services;
 - Our original \$75 annual dues in 1973 adjusted for inflation is now \$443.
2. Greg Nelson raised the perennial issue of switching to a usage model of payment, where members would pay variable dues depending on their usage impact on the road, i.e., imposing higher dues for more residents/property; more vehicles/property; more trips/resident; use of less efficient and/or heavier vehicles; more visitors/property; higher speeds/resident; etc. Paul Hesson pointed out that this complex model is not in use by any common interest community like ours in Colorado; all continue to use a membership model like ours in which residents pay for resources owned in common based on membership, not usage intensity. Sue Weber pointed out that we have 97% compliance with our historical dues procedures; we shouldn't fix what isn't broken. She and others pointed out that the administrative effort to monitor and track usage would be a nightmare to implement, even if it were economically, technologically and legally feasible. The consensus of the group after discussion, once again, was that changing our membership model of dues assessment to a usage model is undesirable.

LONG-RANGE PLAN: Member at Large Paul Hesson discussed the “BHRA Long-Range Plan,” which was available on the BHRA website and distributed at the meeting (attached). It describes the current state of the roads; summarizes the goals; and identifies guiding principles and practices that this and previous Boards have used over time to assess and maintain the roads. It does not constrain the actions of future boards, but will provide a basis for enhanced decision-making as it is revised and updated by future boards.

FIRE COMMITTEE REPORT: Fire Committee Coordinator Andrew Michler gave a breakdown and report of the status of fire preparedness on the roads and around homes in our community. We don’t have any wildfire mitigation grants at this time – it would be great if we could work together to find money and work cutting and cleaning. Work that was done 10 years ago has already grown back over. Andrew would like to reassess and restart the efforts to get folks on the committee and do the work. The Fire Committee can sponsor “Fire Wise” discussions to help folks understand how to protect their properties.

OPEN FLOOR: Several new residents inquired about:

1. The possibility of installing a post office cluster box at the foot of Otter Rd. This would be costly, require property we do not own to install, and would negatively impact the economic viability of the Masonville Post Office, which the majority of attendees opposed.
2. How to find an insurance carrier and negotiate reasonably-priced homeowner’s insurance. Several residents with recent experience offered one-on-one guidance after the meeting to navigate this difficult issue.
3. The experience others have had in switching to Polar Gas, which is currently offering the best price to residents of Buckskin Heights.

NOMINATION AND ELECTION OF BHRA BOARD MEMBERS: The floor was opened to nominations for open seats on the BHRA Board for 2019-20. David Gaudio (start new 2nd term), Glenn Heeney (start new 2nd term, having served 1 year in a replacement 1st term) and Pam Robinson (start new 1st term) were unanimously elected to fill these positions. Allan Heese (second year of a 1st term), Luke McOmie (second year of a 1st term), and Sue Weber (second year of a 2nd term) are the carry-over members of the new 2019-20 board.

DATE FOR NEXT YEAR'S MEETING: The Board concurred with the consensus of those present that the **2020 annual meeting should be held on Friday, August 21, 2020 at 6:30pm**; social time will begin at 6pm; location TBA. This year’s Friday evening meeting time resulted in nearly 50% higher participation (25 properties) than the 2018 Sunday afternoon meeting time (17 properties).

ADJOURNMENT: A motion to adjourn was approved at 9:05pm.

Respectfully submitted,

Luke McOmie, Secretary

BHRA EXPENSE & INCOME SUMMARY • August 23, 2019

A	B	C	D	E	F	G	H
Category	2018 Actual	2019 Approved Budget	2019 Actual Expenses & Income to Date	2019 Budget Over (Under) to Date	2019 Expected Remaining Expenses & Income	2019 Projected Total Expense & Income	2019 Projected Over (Under) Budget
Bank Fees	\$67	\$0	\$12	\$12	\$0	\$12	\$12
Emergency Expenses (Snow)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gate Maintenance	\$0	\$500	\$24	(\$476)	\$0	\$24	(\$476)
Grant Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,237	\$1,190	\$0	(\$1,190)	\$1,220	\$1,220	\$30
Legal/Financial	\$10	\$50	\$10	(\$40)	\$40	\$50	\$0
Mailings	\$142	\$150	\$107	(\$43)	\$0	\$107	(\$43)
Miscellaneous	\$207	\$0	\$327	\$327	\$0	\$327	\$327
Signs & Culverts	\$0	\$0	\$1,239	\$1,239	\$0	\$1,239	\$1,239
Supplies	\$0	\$400	\$0	(\$400)	\$50	\$50	(\$350)
Other (Fire Mitigation)	\$361	\$0	\$252	\$252	\$0	\$252	\$252
Roadbase Homeowner	\$2,431	\$0	\$4,056	\$4,056	\$0	\$4,056	\$4,056
Road Base	\$13,900	\$19,400	\$19,194	(\$206)	\$0	\$19,194	(\$206)
Road Grader Operator	\$10,049	\$14,000	\$8,460	(\$5,540)	\$5,535	\$13,995	(\$5)
BHRA ROAD EXPENSE SUBTOTAL	\$23,949	\$33,400	\$27,654	(\$5,746)	\$5,535	\$33,189	(\$211)
Expense Subtotal	\$28,404	\$35,690	\$33,682	(\$2,008)		\$40,527	\$4,837
Dues & Late Fees	\$27,200	\$26,400	\$26,875	\$475	\$530	\$27,405	\$1,005
Emergency Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$2	\$2	\$1	(\$1)	\$0	\$1	(\$1)
Grant Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$128	\$100	\$48	(\$52)	\$0	\$48	(\$52)
Other (Fire Mitigation/Miscellaneous)	\$361	\$0	\$556	\$556	\$56	\$612	\$612
Road Base Homeowner Reimburse	\$2,431	\$0	\$4,534	\$4,534	\$0	\$4,534	\$4,534
Income Subtotal	\$30,121	\$26,502	\$32,014	\$5,512		\$32,600	\$6,098
Checking Cash Flow Balance	\$1,717	(\$9,188)	(\$1,669)			(\$7,928)	

NOTES

Increase gate damage coverage to \$10K as of 7/1/19

Website renewal/maintenance

10 loads: Woodchuck asphalt@405

53 loads: Otter 41 asphalt@\$335, Raccoon 12 concrete@\$375)

Planned: Aug 14hr \$2015, Oct 12hr \$1760, Dec 12hr \$1760

Woodchuck roadbase contributions (\$478 unused in 2019)

BHRA ASSET SUMMARY

A	B	C	D	E	F	G	H
Category	2018 Actual Ending Balance	2019 Budgeted Ending Balance	2019 Actual Balance to Date			2019 Projected Ending Balance	
BHRA Checking Balance	\$10,260	\$1,072	\$8,590			\$2,332	
BHRA Savings Balance	\$5,004	\$5,006	\$5,005			\$5,005	
Total Assets	\$15,264	\$6,078	\$13,595			\$7,337	

(\$2,332 minus Woodchuck 2020 carryover of \$478 = \$1,854)

Buckskin Heights Road Association Treasurer's Report for FY2018

With Approved 2019 Budget • January 14, 2019

EXPENSE/INCOME SUMMARY

NOTES

A	B	C	D	E	F
Category	2017 Actual	2018 Approved Budget	2018 Actual	2018 Difference Over (Under)	2019 Approved Budget
Bank Fees	\$3	\$10	\$67	\$57	\$0
Emergency Expense	\$300	\$0	\$0	\$0	\$0
Gate Maintenance	\$1,030	\$1,000	\$0	(\$1,000)	\$500
Grant Expense	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,311	\$1,350	\$1,237	(\$113)	\$1,190
Legal/Financial	\$48	\$75	\$10	(\$65)	\$50
Mailings	\$140	\$150	\$142	(\$8)	\$150
Miscellaneous	\$0	\$0	\$207	\$207	\$0
Signs & Culverts	\$0	\$0	\$0	\$0	\$0
Supplies	\$234	\$200	\$0	(\$200)	\$400
Other (Fire Expense)	\$60	\$0	\$361	\$361	\$0
Road Grader Operator	\$10,263	\$19,000	\$13,900	(\$5,100)	\$14,000
Road Base	\$8,185	\$10,150	\$10,049	(\$101)	\$19,400
BHRA ROAD EXPENSE TOTAL	\$18,448	\$29,150	\$23,949	(\$5,201)	\$33,400
Expense Subtotal	\$21,574	\$31,935	\$25,973	(\$5,962)	\$35,690
Dues & Late Fees	\$23,665	\$26,400	\$27,200	\$800	\$26,400
Emergency Donations	\$0	\$0	\$0	\$0	\$0
Interest	\$2	\$2	\$2	(\$1)	\$2
Grant Income	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$48	\$48	\$128	\$80	\$100
Homeowner Road Base Reimburse	\$0	\$0	\$2,431	\$2,431	\$0
Other (Fire Reimburse)	\$60	\$0	\$361	\$361	\$0
Income Subtotal	\$23,775	\$26,450	\$30,121	\$3,671	\$26,502
Cash Flow Balance	\$2,201	(\$5,485)	\$4,148		(\$9,188)


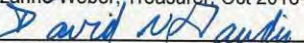
Budgeted Road Expense...
 ...includes \$10,260 carryover from 2018.
 Avg cost of 2018 delivered road base was \$315/concrete, \$335/asphalt
 \$19,400 = ~58 loads asphalt = ~62 loads concrete
 2018: 31 loads (18 concrete, 13 asphalt)
 (Homeowners reimbursed about 7 delivered loads)

Budgeted Dues Income...
 ...assumes 66 of 67 properties pay \$400 annual dues

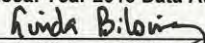
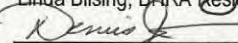
ASSET SUMMARY

A	B	C	D	E	F
Category	2017 Actual Ending Balance	2018 Budgeted Ending Balance	2018 Actual Ending Balance	2018 Difference Over (Under)	2019 Budgeted Ending Balance
Checking Balance	\$7,349	\$1,864	\$10,260	\$8,396	\$1,072
Savings Balance	\$5,002	\$5,004	\$5,004	(\$1)	\$5,006
Total Assets	\$12,351	\$6,868	\$15,264		\$6,078

Budgeted Checking Ending Balance...
 ...for 2019 is the 2018 ending balance plus the net budgeted 2019 cash flow balance. The target of about \$1,000 allows for \$500 minimum balance plus \$50 for January mailings, plus \$300-500 margin of error.

Fiscal Year 2018 Data Respectfully Submitted for Audit by:

 Suzanne Weber, Treasurer, Oct 2018-Present

 David Gaudio, Treasurer, Sept 2017-Sept 2018

Date
 April 6, 2019
 4/6/19

Fiscal Year 2018 Data Audited and Approved by:

 Linda Bilsing, BHRA Resident

 Denise Jackson, BHRA Resident

Date
 April 26, 2019
 4-26-19

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Buckskin Heights Road Association
P.O. Box 352, Masonville, CO 80541

Report on the Financial Statements

We have audited the bank statements, check register, Quicken reports, Expense/Income Summary, and Asset Summary of Buckskin Heights Road Association as of December 31, 2018.

BHRA's Board of Directors Responsibility for the Financial Statements

The Board is responsible for the preparation and fair presentation of these statements, and management of them to be free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we perform the audit to obtain reasonable assurance about whether the statements are free of material misstatement.

The procedures we have performed include but are not limited to: 1) reviewing invoices, receipts and deposits of the organization; 2) reviewing the check register, bank statements, and BHRA Property Owner Records, comparing the three for consistency; 3) reviewing expenses for reasonableness as to their use; 4) confirming all bank statements had notations that they had been reviewed; and 5) confirming the beginning and ending cash balance in the checking and savings accounts match the Asset Summary report.

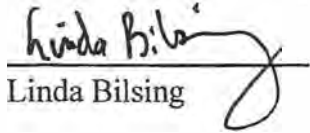
Conduct of Audit

We conducted our audits in accordance with auditing standards generally accepted in the United States of America, specifically those defined by the Association of International Certified Professional Accountants (AICPA). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. **An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.** An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

Opinion

In our opinion, the statements referred to previously present fairly, in all material respects, the financial position and cash flows of Buckskin Heights Road Association as of December 31, 2018, in conformity with generally accepted accounting principles in the United States of America.

Both Linda Bilsing and Denise Jackson are residents of Buckskin Heights Road Association and have performed this audit free of charge.


Linda Bilsing


Denise Jackson

April 26, 2019

Buckskin Heights Road Association Grading/Roadbase Expenditure Overview, 2011-Present

	2011	2012	2013	2014†	2015‡	2016	2017	2018†	2019†	Notes
Annual Dues Per Property	\$300	\$350	\$350	\$350	\$350	\$350	\$400	\$400	\$400	33% increase since 2011***
Total Dues Income	\$20,032	\$23,952	\$22,010	\$24,670	\$24,925	\$22,900	\$23,665	\$27,200	\$27,325	36% increase since 2011†
Homeowner Donations for Road Base	\$1,680	\$0	\$0	\$2,200	\$0	\$2,095	\$0	\$2,431	\$4,534	
TOTAL	\$21,712	\$23,952	\$22,010	\$26,870	\$24,925	\$24,995	\$23,665	\$29,631	\$31,859	
Checking Carryover to Following Year	\$5,635	\$3,633	\$1,598	\$952	\$5,370	\$3,914	\$7,349	\$10,260	TBD	
Approximate Cost of One Load of Road Base*	\$220	\$275	\$236	\$253	\$304	\$335	\$546	\$335	\$353	60% increase since 2011
Approximate Number of Loads of Road Base Applied	33	51	56	64	43	53	15	38	83	48 mean loads/year since 2011
Expenditures for Grading/Ditchwork	\$11,559	\$10,165	\$9,450	\$9,950	\$5,933	\$7,860	\$9,028	\$13,900	\$13,995	21% increase since 2011
Expenditures for Road Base	\$7,258	\$14,025	\$13,200	\$16,217	\$13,065	\$17,743	\$8,185	\$10,049	\$19,194	72% increase 2017-19 over 2011
TOTAL	\$18,817	\$24,190	\$22,650	\$26,167	\$18,998	\$25,603	\$17,213	\$23,949	\$33,189	
Snow Removal Expenditure (\$1,400 in 2007; \$0 in 2008-10)	\$0	\$155	\$250	\$0	\$0	\$1,200	\$300	\$0	\$0	
Average Cost for One Grade** with No Road Base	\$750	\$750	\$750	\$750	\$1,470	\$1,600	\$1,190	\$1,560	\$1,760	20% increase since 2015‡
Average Cost for One Grade** Spreading Road Base	\$750	\$750	\$750	\$750	\$3,055	\$2,800	\$2,210	\$2,925	NA	

†2014, 2015, 2018-19 dues income increased from delinquency resolution; 2019 also from added property

‡Resident grader operator until early 2015 (Bucknum); Foster since 2015.

*Dirt/gravel road base used up to 2011; recycled asphalt 2012-16; both concrete & asphalt in 2017-19.

**2019 grader operator cost is \$135/hr

***The \$75 dues paid in 1973 has the same buying power as \$443 in 2019

Roadwork Done By Sucessive BHRA Boards of Directors By Season, 2014-15 to Present

BHRA Board of Directors	Fall	Winter	Spring	Summer	TOTALS
2014-2015 Board Appelmann, Carroll, Weber-T Faris-VP, Pettee-P, Schuyler-S	2014 Sept Bucknum boxgrader 1day Oct Bucknum boxgrader 1day Nov Bucknum boxgrader 1day Dec Bucknum box grader 1day Carryover \$952	2015 Jan Bucknum boxgrader 1day Feb Bucknum boxgrader 1day	2015 May RoadRunner motorgrader 1day	2015 Aug Foster motorgrader 2days Aug 43 loads recycled asphalt	2014-2015 Grading 9days 43 loads road base
2015-2016 Board Faris-VP, Pettee-P, Schuyler-S, Gonzalez-S, Hesson-T, Willette-P	2015 Carryover \$5,370	2016	2016 Apr Campbell boxgrader/ditchwork 1.5days May Campbell boxgrader 0.5days May Foster motograder 2.5days	2016 Aug Foster motorgrader 3days Aug 28 loads recycled asphalt	2015-2016 Grading 7.5days 53 loads road base
2016-2017 Board Gonzalez/Niesel-S, Hesson-P, Willette/Heese Hartwig-VP, Stewart, Weber-T	2016 Dec Michler ditchwork 1day Dec Foster motorgrader 1day Carryover \$3,914	2017	2017 Apr Foster motorgrader 1day May Campbell boxgrader/ditchwork 1.5days	2017 Jun Campbell boxgrader/ditchwork 0.5days Jul Foster motorgrader 1day Aug Campbell boxgrader/ditchwork 1day Jul 5 loads crushed oncrete Jul 10 loads asphalt	2016-2017 Grading 7days 15 loads road base
2017-2018 Board Hartwig-VP, Stewart, Weber-S Gaudio-T, Hesson, Johnson-P	2017 Oct Foster motorgrader 2days Dec Foster motorgrader 1day Oct 7 loads crushed concrete Carryover \$6,114	2018	2018 May Foster motorgrader 4.5days May Foster ditchwork 4.5days May 6 loads crushed concrete	2018 Aug Foster motorgrader 2.5days Aug 12 loads crushed concrete Aug 13 loads recycled asphalt	2017-2018 Grading/ditchwork 14.5days 38 loads road base
2018-2019 Board Gaudio-P, Hesson, Johnson/Heeney Heese-VP, McOmie-S, Weber-T	2018 Sept Foster motorgrader 1.5 days Carryover \$10,260	2019	2019 Apr Foster motorgrader 1.5days Apr 20 loads church milled asphalt	2019 Jul Foster motorgrader 4days Jul 51 loads asphalt, 12 loads concrete	2018-2019 Grading/ditchwork 7days 83 loads road base
2019-2020 Board Heese-VP?, McOmie-S?, Weber-T? -----, -----, -----	2019 RECOMMENDED Aug/Sept Foster motorgrader 1day Oct Foster Motorgrader 1 day Dec Foster motorgrader 1 day Carryover \$1,774+\$478 Woodchuck				

WORK COMPLETED JULY 9-11, 2019

DATE	# OF LOADS	LOCATION OF MATERIAL DROP		TONS THIS SECTION	TYPE *	LENGTH OF DROP (FT)	LENGTH PER LOAD **	APPROX TRUCK CYCLE TIME ***
		GENERAL DESCRIPTION/LANDMARK	DISTANCE FROM BOTTOM OF ROAD					
07/09/19	12	FIRST TWO SHARP CURVES ABOVE WATER TANK	(MM .8-36') TO (MM .9 + 180')	178.48	R	720	60	1+15
07/09/19	5	SHARP CURVE ABOUT 1/4 MILE BELOW DRIVEWAY @ 10330 OTTER	(MM 1.3 + 195') TO (MM 1.4 - 20')	76.54	R	312	62.4	1+20
07/09/19	8	SHARP CURVE AND STRAIGHT RUN ABOVE WINDMILL HOUSE	(MM 1.2 - 100') TO (MM 1.3 - 70")	150.43	R	530	53	1+20
07/10/19	2				R			
07/10/19	5	IN FRONT OF DRIVEWAY@ 10330 OTTER	(MM 1.4 + 130') TO (MM 1.5 + 60')	77.05	R	450	90	1+25
07/10/19	8	BIG MEADOW 'S' CURVE	(MM 2.8-340') TO (MM 2.9 -60')	122.19	R	640	80	1+30
07/10/19	8	RACCOON DR, APPROX 300 YDS SOUTH OF RACCOON CT TO RACCOON CT	(MM .3 +30') TO (MM .4 + 220')	121.86	C	710	88.75	1+50
07/10/19	4	RACCOON DR, FROM "NEW" CULVERT TO GRAY SQUIRREL	(MM .6 +300') TO (MM .7 + 248')	60.35	C	480	120	1+50
07/11/19	1	WEST SIDE SECURITY GATE	MM 3.3	14.98	R	110	110	N/A
07/11/19	1	CURVE EAST OF 13003 WOODCHUCK		155.44	R	120	120	2 hrs + 20 min to 2 hrs + 40 min, depending on where on Woodchuck / Fox CT, truck turn arounds, and truck staging
07/11/19	1	140' ABOVE FOX CT ROAD SIGN			R	110	110	
07/11/19	3	BETWEEN 13311 AND 13312 WOODCHUCK			R	309	103	
07/11/19	1	700' NORTH OF 13312 WOODCHUCK			R	100	100	
07/11/19	2	CURVE / LOW SPOT AT CULVERT 100' SOUTH OF 13408 WOODCHUCK			R	200	100	
07/11/19	1	CURVE 280' N. OF 13408 WOODCHUCK			R	115	115	
07/11/19	1	FOX COURT NEAR END ABOVE PWR POLE			R	140	140	

LEGEND / NOTES: 1) 63 Total Loads, 957.32 Total Tons of Material = 15.2 Ton per Average Load

2) Weather: Heavy downpour on Monday (7/8) before material placed on road, during grading of Otter Rd. This may have made material delivered damp on first day or two. During material drop on Tuesday through Thursday, weather was 85-95 degrees in afternoons, slight breeze.

* Type: R = Recycled Asphalt Road Base; C = Crushed Concrete Road Base (1" minus)

** Length per load depends on variables such as actual quantity per loads, thickness and width of drop. The last two were controlled by contractor as he was preading with general direction from me which was given as 4-5 inches and condition of road at that location (exposed rock, etc.)

*** Cycle time is time between same truck's consecutive arrival's at drop point. Highly variable due to variety of factors such as pit location, traffic between pit and drop point, location of drop point (e.g. Lower Otter versus end of Raccoon), staging and sequencing of trucks at drop point, etc.

LOAD ALLOCATION FOR WORK DONE JULY 9-11, 2019

© 2019 Buckskin Heights Road Association

DATE	QTY (TONS)	COST/TON	LOAD COST		
9-Jul	14.22	12.5	\$ 177.75	14.22	
9-Jul	13.85	12.5	\$ 173.13	13.85	
9-Jul	14.30	12.5	\$ 178.75	14.30	
9-Jul	14.62	12.5	\$ 182.75	14.62	
9-Jul	14.99	12.5	\$ 187.38	14.99	
9-Jul	15.38	12.5	\$ 192.25	15.38	
9-Jul	15.49	12.5	\$ 193.63	15.49	
9-Jul	15.70	12.5	\$ 196.25	15.70	
9-Jul	13.78	12.5	\$ 172.25	13.78	
9-Jul	15.26	12.5	\$ 190.75	15.26	
9-Jul	15.23	12.5	\$ 190.38	15.23	
9-Jul	15.66	12.5	\$ 195.75	15.66	178.48
9-Jul	16.39	12.5	\$ 204.88	16.39	
9-Jul	14.06	12.5	\$ 175.75	14.06	
9-Jul	15.27	12.5	\$ 190.88	15.27	
9-Jul	15.35	12.5	\$ 191.88	15.35	
9-Jul	15.47	12.5	\$ 193.38	15.47	76.54
9-Jul	13.80	12.5	\$ 172.50	13.80	
9-Jul	15.11	12.5	\$ 188.88	15.11	
9-Jul	14.44	12.5	\$ 180.50	14.44	
9-Jul	15.30	12.5	\$ 191.25	15.30	
9-Jul	16.08	12.5	\$ 201.00	16.08	
9-Jul	15.37	12.5	\$ 192.13	15.37	
9-Jul	13.73	12.5	\$ 171.63	13.73	
9-Jul	15.25	12.5	\$ 190.63	15.25	
DAY'S TOTAL	374.10	12.5	\$ 4,676.25		
10-Jul	15.69	12.5	\$ 196.13		
10-Jul	16.04	12.5	\$ 200.50	16.04	
10-Jul	15.31	12.5	\$ 191.38	15.31	150.43
10-Jul	15.76	12.5	\$ 197.00		
10-Jul	14.95	12.5	\$ 186.88	14.95	
10-Jul	14.47	12.5	\$ 180.88	14.47	
10-Jul	14.95	12.5	\$ 186.88	14.95	
10-Jul	15.23	12.5	\$ 190.38	15.23	
10-Jul	15.96	12.5	\$ 199.50	15.96	
10-Jul	15.45	12.5	\$ 193.13		
10-Jul	15.24	12.5	\$ 190.50		
10-Jul	14.47	12.5	\$ 180.88		
10-Jul	15.96	12.5	\$ 199.50	15.96	77.05
10-Jul	15.30	12.5	\$ 191.25	15.3	
10-Jul	14.50	12.5	\$ 181.25	14.5	
10-Jul	15.32	12.5	\$ 191.50		
10-Jul	15.46	12.5	\$ 193.25		
10-Jul	14.91	12.5	\$ 186.38		
10-Jul	16.10	12.5	\$ 201.25	16.1	
10-Jul	15.27	12.5	\$ 190.88	15.27	
10-Jul	14.65	12.5	\$ 183.13	14.65	
10-Jul	15.64	12.5	\$ 195.50		
10-Jul	15.09	12.5	\$ 188.63		
10-Jul	14.71	12.5	\$ 183.88		
10-Jul	16.25	12.5	\$ 203.13	16.25	
10-Jul	15.26	12.5	\$ 190.75	15.26	
10-Jul	14.86	12.5	\$ 185.75	14.86	122.19
DAY'S TOTAL	412.80	12.5	\$ 5,160.00		
11-Jul	16.07	12.5	\$ 200.88	16.07	
11-Jul	15.12	12.5	\$ 189.00	15.12	
11-Jul	15.00	12.5	\$ 187.50	15.00	
11-Jul	15.58	12.5	\$ 194.75	15.58	
11-Jul	16.30	12.5	\$ 203.75	16.30	
11-Jul	15.29	12.5	\$ 191.13	15.29	
11-Jul	15.54	12.5	\$ 194.25	15.54	
11-Jul	14.97	12.5	\$ 187.13	14.97	
11-Jul	16.47	12.5	\$ 205.88	16.47	
11-Jul	15.10	12.5	\$ 188.75	15.10	155.44
11-Jul	14.98	12.5	\$ 187.25	14.98	14.98
DAY'S TOTAL	170.42	12.5	\$ 2,130.25		

OTTER ROAD, FIRST TWO SHARP CURVES ABOVE WATER TANK

SHARP CURVE ~1/4 MILE BELOW 10330 DW

OTTER ROAD, SHARP CURVE AND STRAIGHT RUN ABOVE WINDMILL HOUSE

IN FRONT OF DRIVEWAY AT 10330 OTTER ROAD

BIG MEADOW 'S' CURVE

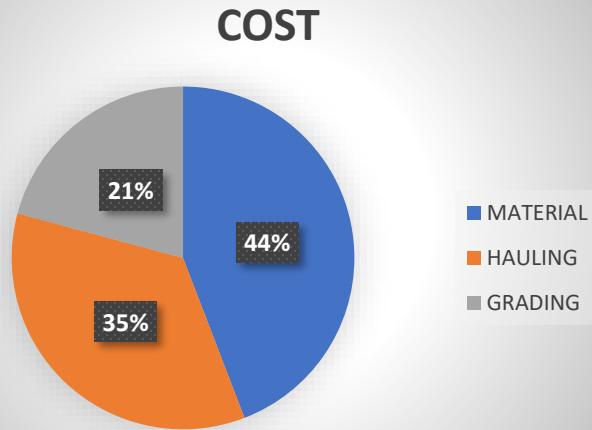
WOODCHUCK DRIVE / FOX COURT

RACCOON DRIVE SOUTH OF RACCOON COURT
 RACCOON FROM 'NEW' CULVERT TO GRAY SOUJIRREL

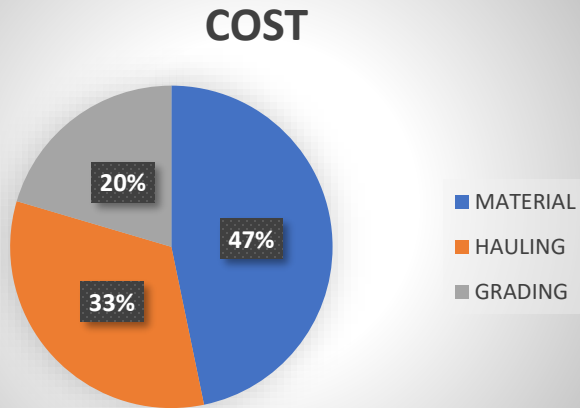
GATE

PROJECT COST ALLOCATION BY -- MATERIAL VS HAULING VS GRADING

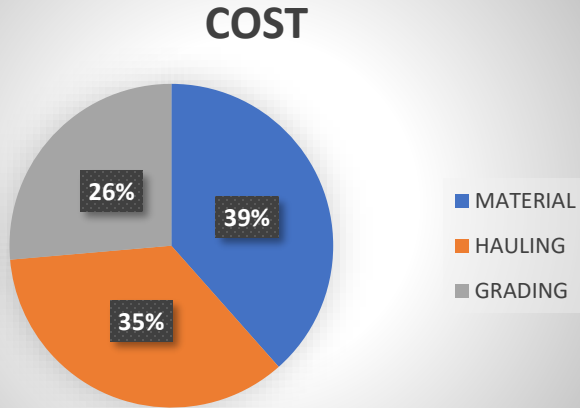
PROJECT TOTAL		
ITEM	COST	% OF TOTAL
MATERIAL	\$ 12,409.27	44.2%
HAULING	\$ 9,841.50	35.0%
GRADING	\$ 5,850.00	20.8%
	\$ 28,100.77	



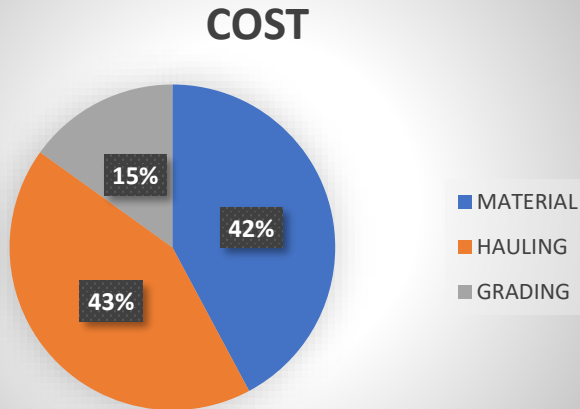
OTTER ROAD		
ITEM	COST	% OF TOTAL
MATERIAL	\$ 8,032.48	46.7%
HAULING	\$ 5,640.00	32.8%
GRADING	\$ 3,510.00	20.4%
	\$ 17,182.48	



RACCOON DRIVE		
ITEM	COST	% OF TOTAL
MATERIAL	\$ 2,361.90	38.5%
HAULING	\$ 2,160.00	35.2%
GRADING	\$ 1,620.00	26.4%
	\$ 6,141.90	



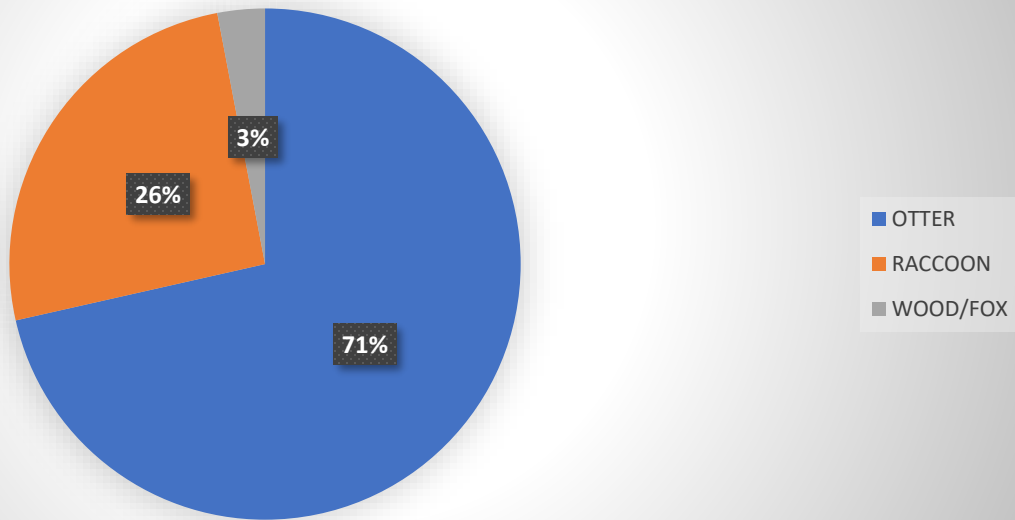
WOODCHUCK DRVE/FOX COURT		
ITEM	COST	% OF TOTAL
MATERIAL	\$ 2,014.89	42.2%
HAULING	\$ 2,041.50	42.7%
GRADING	\$ 720.00	15.1%
	\$ 4,776.39	



TOTAL BHRA COST ALLOCATION BY -- WORK AREA

WORK AREA	COST	% OF TOTAL
OTTER	\$ 17,182.48	71.5%
RACCOON	\$ 6,141.90	25.5%
WOOD/FOX	\$ 720.00	3.0%
	\$ 24,044.38	

% OF TOTAL



Note: This reflects cost against BHRA General Dues, only. Not included is \$4,056.39 paid through special donations by residents of Woodchuck Drive and Fox Court.

APPROVED ROAD WORK RECORDS AMENDMENT TO THE BHRA BYLAWS • August 2019

Justification: We need to keep complete records of work done on the road each year in order to make good decisions based on best practice for the future. In addition, our auditors have requested that better documentation of actual work completed on the road be filed with our financial records. This amendment clarifies the record-keeping that will ensure that both worthy goals are met. **Approved** changes in the current Bylaws (<http://buckskinheights.org/BHRA-Bylaws-4-30-18-Copyright.pdf>) are highlighted in yellow below.

Article II. Board of Directors

Section 1. Duties. . . .

Section 2. Depository. . . .

Section 3. Annual Audit. . . .

Section 4. Meetings. . . .

Section 5. Quorum. . . .

Section 6. Expenditure of Funds.

- a. The Board of Directors shall have authority to commit the Association to contracts only to the extent of resources in, or reasonably expected to be in, the treasury by the next annual meeting. Additional expenses will require the approval of a majority of the memberships. {Change approved 8/12/78}
- b. Capital expenditure authorization (other than normal maintenance and operating expenses) shall require a mail ballot sent to all property owners. The expenditure shall be approved if two thirds (2/3) of those *responding* vote for approval. {Change approved 11/17/96}
- c. Expenditure of emergency funds shall be made, as deemed necessary, at the discretion of the Board. {Change approved 8/17/03}
- d. Work on Association roads must be specifically authorized in advance by the Board of Directors. If the Board authorizes use of equipment, the Board pays for operating expenses but no maintenance of equipment. {Change approved 8/8/87}
- e. Invoices for road materials, grading, ditch and other work on the road shall be approved in writing by the Vice President before payment by the Treasurer. Such written approval in conjunction with the original invoice shall together provide complete information on who did the work; the date and specific location(s) of the work; a description of the work completed, including equipment, time spent and cost breakdown of the work and materials; and (if applicable) the kind, amount and specific location(s) of road materials applied. The written approval from the Vice President shall be attached to the original invoice by the Treasurer and be included in the annual audit. {Change approved 8/23/19}

Article III. Officers

Section 1. Officers. . . .

Section 2. Duties of the President. . . .

Section 3. Duties of the Vice President. The Vice President shall monitor the condition of the roads, ditches, culverts, gates, etc. of the Association; and arrange for equipment and/or operators and work parties, if needed, to perform maintenance and/or improvements for the facilities of the Association; and keep written records of the specific work done during his (or her) tenure of office. He (or she) is not responsible for snow removal, private driveways or properties. Before contracting for equipment and/or operators and/or work parties, he (or she) shall assure funds are adequate by conferring with the President or Treasurer or both. The Vice President, in the absence of or disability of the President, shall act in his (or her) stead. {Change approved 8/23/19}

Section 4. Duties of the Secretary. . . .

Section 5. Duties of the Treasurer. The Treasurer shall by January 31st of each year issue notices of dues and be responsible for the collection thereof; maintain the books of account of the Association, deposit funds of the Association received by him (or her) in the name of the Association and disburse said funds at the direction of the Board of Directors and shall report on the financial condition of the Association at the regular meeting of the Board of Directors and at the annual meeting and special meetings of the Association and shall perform other duties as may be requested by the Board of Directors.

Section 6. Duties of the Members at Large. . . .

Buckskin Heights Road Association Long Range Plan August 2019

Mission: The mission of the Buckskin Heights Road Association is to maintain and improve the mountain roads of Buckskin Heights for the use of the members, their families and other invitees. The mission shall be executed by an unpaid Board of Directors elected by the membership of the organization. The Board shall execute their duties in a transparent manner to promote the health, civic and general welfare of its members. The Board of Directors shall be responsible for the stewardship of the funds of the organization.

Vision: The residents of Buckskin Heights share the beautiful scenery, magnificent vistas, and serenity of our neighborhood. The beauty of Buckskin Heights is enhanced by the abundant wildlife, deer, turkeys, bobcats, bears, cougars, fox, and coyotes, as well as numerous small game and birds. The residents enjoy freedom from excessive restrictive regulation that is all too often found in home owners' associations. Our shared values give the residents of Buckskin Heights a strong sense of community, cooperation and respect for our neighbors' quiet enjoyment of the environment. The residents of Buckskin Heights recognize mountain living means sacrificing the comforts of the roads found in city living. Smiles and hand waves are typical as we travel washboard roads that many would find as a serious inconvenience. Recognizing these tradeoffs, our mountain roads will be maintained to standards appropriate to our environment, our values, and consistent with the funding of membership dues.

About Us:

The Buckskin Heights property owners met at the Klies cabin in the summer of 1973 to discuss the formation of the Buckskin Heights Road Association (BHRA). This effort was successful, and the Association was formed. The Bylaws were constructed to guide the actions of the newly formed organization.

In 1976 the Association filed Bylaws with the Colorado Secretary of State to acquire a nonprofit corporation status with the designation of Buckskin Heights Road Association Inc.

Prior to the formation of the organization each property owner had an agreement with the developer, John Anderson, to maintain the road. These agreements required each property owner to pay seventy-five dollars per year for road maintenance. Some of these agreements were recorded on the property titles, but most were not. The seventy-five-dollar dues were also the dues recorded in the initial Bylaws. It is interesting to note that the \$75 compounded by the labor department cost of living data since 1973 would equal dues of \$443 in 2019 dollars. Currently Association dues are \$400 for each property.

The current governing documents of the Association – Grant of Easement, Dedicated Access, Constitution & Bylaws – may be viewed on www.buckskinheights.org

Environment: Annual Budget of \$27,000 with approximately \$25,000 for road maintenance and improvement

Total of 9.4 Miles of Road to Maintain, Serving 52 Houses and 15 Vacant Properties:

- Otter Road to the gate
Mileage 3.3 2 houses, 6 vacant properties
- Otter Road gate to the end
Mileage 2.2 23 houses, 3 vacant properties
- Otter Ct
Mileage 0.1 1 house, 0 vacant properties
- Woodchuck Dr
Mileage 1.3 8 houses, 3 vacant properties
- Fox Ct
Mileage 0.1 1 house, 0 vacant properties
- Raccoon Dr
Mileage 0.8 5 houses, 2 vacant properties
- Raccoon Ct
Mileage 0.4 2 houses, 1 vacant properties
- Wolverine Ct
Mileage 0.3 5 houses, 0 vacant properties
- Grey Squirrel Ct
Mileage 0.9 5 houses, 0 vacant properties

Road Maintenance Costs in 2019:

- Recycled Asphalt \$13/ton; crushed concrete \$13/ton
- Trucking cost for 15-ton load averaged \$156, which varies with distance traveled
- In 2019, recycled asphalt cost an average of \$335/load delivered to Lower Otter Rd, \$405/load delivered to Woodchuck; crushed concrete cost \$375/load delivered to Raccoon Rd; overall average \$353/load of either material.
- Cost to grade the roads is \$135 per hour

Pros and Cons of Different Materials: It should be noted that all material types are adversely affected by excessive speed and this is the most important factor leading to deterioration of the road surface.

Packed Recycled Asphalt Paving

Pros: Few if any washboards, good melting qualities, no dust, pleasant driving surface, resists erosion caused by wind and water, durable if applied properly (adequate thickness), grading is not required and more funds can be spent on materials.

Cons: Potholes become a problem and are difficult to repair with grading, repair may require another application of material.

Loose Recycled Asphalt Paving

Pros: Easily reworked with grading to repair washboard, good melting qualities, minimum dust.
Cons: Susceptible to washboarding, susceptible to water and wind erosion.

Road Base

Pros: Similar to loose recycled, but more dust and less melting properties.

Cons: Susceptible to washboarding, susceptible to water and wind erosion, increased dust over other products, reduced melting properties.

Crushed Concrete

Pros: Good compaction for a good driving surface, less washboarding than loose recycled or road base, easily reworked with grading.

Cons: Dust is a problem, quality may be an issue as material can be contaminated with porcelain and granite, subject to wind and water erosion, but less than road base.

Assessment of the Roads in 2019:

Otter Road to the Intersection of Woodchuck

Drive: This is the road that everyone uses and has been the priority for maintenance and historically this section has consumed the majority of the budget. This section is in good condition, but the high usage creates potholes and washboard that must be addressed frequently. Drainage is generally good, but some erosion /washouts of the edges has occurred. wind erosion is a problem. A variety of materials have been used to varying degrees of success.

Otter Road from the Woodchuck Intersection to the End:

This section is a real mixed bag, with the first third being in relatively good condition and has been improved by property owners in 2014 and 2016 with over 10 loads of recycled asphalt. This section of road has also received four loads of crushed concrete in 2017 and four more in 2018. The middle third has numerous drainage problems and is in need of removing the berm build up on the outside edge of the road as well as needed additional material. The final stretch of this section is in very poor condition and will require reconstruction in the future.

Woodchuck Dr: Property owners on this road provided funding for five loads of recycled asphalt in 2018 and ten loads in 2019; BHRA applied 7 loads of recycled asphalt in 2018. Ditch improvement and grading were also undertaken by BHRA to support this homeowner-funded work. The road is now mostly in acceptable condition.

Raccoon Dr: Two loads of crushed concrete were laid down at the end of Raccoon in 2018. Ditch work and crowning were done in 2018 which resulted in a relative improvement in drainage. However, mud on the road surface is now a serious problem and appears to be the result of well-intentioned work done in 2018. This problem was partially addressed with the application of crushed concrete in 2019 and will be continued in the future.

Wolverine Ct: Work was performed in 2017 to correct a ditch problem that had caused a deep rut on the road surface. In addition to correcting the ditch drainage, a load of crushed concrete was spread on the problem area. Future maintenance work will be on an as-needed basis.

Raccoon Ct: This road is in very poor condition and will require work over multiple years to bring the road to acceptable standards. This road currently provides access to two home owners and is relatively long making significant resource allocation a challenge.

Grey Squirrel Ct: In many sections the road is lower than the side of the road causing drainage problems. Severe rock outcrops will need to be addressed, in particular on the very tight s-curve. Grading this road is difficult and the rocks turned up as a result is a serious problem.

Fox Ct: To be determined.

Otter Ct: To be determined.

Goals:

- It shall be the five-year goal of the Association to have all of the major roads (Otter, Woodchuck, Raccoon) assessed as acceptable. Priority will be given to the portion of Otter Road that all residents use. Tributary roads will require additional time to become acceptable (see criteria below).
- Conduct open and transparent Board meetings at least every two months and encourage the participation of the membership.
- Maintain the roads with recycled asphalt according to recommended practices (Appendix A). Develop recommended practices for use of crushed concrete as we gain more experience with this material.
- Implement road improvements that provide for the safety and welfare of the membership.
- Provide the membership with up to date plans and status via the web site and Groups IO.
- Assist property owners who voluntarily fund the improvement of interior roads.

Criteria for Assessing the Roads: The assessment of the roads is subjective and seldom will all of the factors be positive for an acceptable rating. Mountain roads by their very nature will not be the same quality as those that are constructed in the flat lands. Multiple factors determine if the road is assessed as acceptable:

1. Shape of the road: Road surface is crowned or slanted to drain to a ditch; ditches are adequate to drain the expected volume of water.
2. Surface of the road free of rock outcrops.

3. Surface of the road free of washboard and potholes.
4. Road material adequate to prevent muddy condition.
5. Driving surface not lower than the side of the road.
6. No washouts.

Annual Planning Process:

Each year at the first Board meeting of the calendar year and in conjunction with establishing the annual budget a road maintenance plan will be developed in accordance with established policies and objectives. Membership input will be an important component of this process. Typically, resources will not provide for all of the identified needs and prioritization will be required. The Association Vice President will report at the annual meeting of the membership the progress in executing the plan.

APPENDIX A

Recommended Practices for BHRA Road Maintenance with Recycled Asphalt (Bob Faris, VP 2006-10, 2014-16)

1. The Vice President is the project manager for road maintenance. The Vice President needs to coordinate the timing of the grader, trucking, and material selection; decide which sections of the road should be graded; mark the road where material application should be done; be on site for material application; and be able to direct and supervise grader operation.
2. Use of recycled asphalt (RAP) when applied properly and in the correct season will give a stable, low dust and long-lasting road requiring much less ongoing maintenance than using road base.
3. Use of road base on our road has been ineffective primarily due to wind/water erosion combined with the steep grade resulting in high dust, rough rocks and loss of traction. There is almost no consolidation of this material to create a stable road.

4. Apply the RAP in a single lane, rather than across the entire road, and contour the application so there is more depth in the center. This will keep more of the material on the road where it can consolidate and reduce the inevitable migration of material over the side of the road.
5. Apply RAP when temperatures will be hot, preferably in the 90s, to hasten the consolidation of the material before it is lost over the side of the road. This is especially important where there is a steep grade.
6. RAP density is around 3,000 pounds per cubic yard and has about 15% compaction. With a spread load of around 10' width, this will give ~80-100 linear feet of application with a typical depth of 3" on a tandem truck load. Using the cross-gate belly dump will give ~130-170 linear feet.
7. The best longevity of the RAP on our road has been when it was applied over bare rock surfaces and not over gravel. The original road was very solid with large and stable rocks. These provide good adhesion for the RAP and give a very stable final result. The biggest problem areas of the application of the RAP has been in places that were previously treated with road base. These areas cause more contamination of the RAP and do not allow as favorable adhesion to the road, resulting in a much looser final road surface.
8. The cost of hauling material above the gate is significantly higher, due to the additional distance.
9. The quality of RAP is highly variable. Choosing the source of the material is vital for a successful project. The material should be personally inspected before it is purchased.
10. We have always used a motor grader with angled moldboards to maintain the road, with the exception of the period between 2000, when our grader was sold, and spring of 2015. During those years a box grader was used and there was a significant loss of road material because the material is flat graded and not returned to the middle of the road during grading.
11. A grader operator with a large amount of experience in maintaining steep mountain roads is the best resource in keeping our road in good shape.
12. Grading should be done in a manner to pull the material from the side of the road and back to the center. This is not done to crown the road, but rather to minimize loss of material into the ditches.
13. Trying to pull material out of the ditch back onto the road will only result in contamination of the RAP along with a large amount of rocks.
14. Grading the road when the soil moisture is low will give poor results and pull up many rocks. Spring rains in May and monsoonal flow in August are ideal.
15. Trying to remove all the washboards, especially when the temperature is not very high, will often cause damage to the RAP and can pull up sections of the road, along with rocks.
16. Never grade the road when it is frozen, because it will cause road damage.
17. When planning which sections of the road to address, prioritize road condition as well as number of residents affected.