

Buckskin Heights Road Association 2021 Annual Meeting Minutes

Friday, August 20, 2021 at the Arnold/Schneider Property, 12628 Otter Rd and by Zoom

ATTENDANCE: 21 properties represented in person or on Zoom (quorum of 13 satisfied); 2 represented by proxies; 23 total properties eligible to vote

Road Association Board Members Present:

Glenn Heeney, President; Allan Heese, Vice President; Luke McOmie, Secretary; Pam Robinson, Treasurer; and David Gaudio & Dan McQueen, Directors at Large

Other Association Properties Present:

Abbott, Appelmann, Arnold/Schneider, Dolph, Gariglietti/Lawrence, Hartwig, Hesson, Jacobson, Kiessling/Michler, Longo, Lowe, McGowan, Reynolds, Torrey, Weber,

Proxies: Jandrew (Airn Hartwig), Faris/Bilsing (McOmie)

CALL TO ORDER & WELCOME: The meeting was called to order at 6:45pm by President Glenn Heeney; he welcomed those in attendance and thanked Mary Arnold for hosting the meeting. Secretary Luke McOmie recorded the property owners in attendance (see above).

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

REVIEW OF MINUTES: The Association members were asked if there were any questions or concerns with the Board-approved 2020 Annual Meeting Minutes posted online. None were noted.

TREASURERS REPORT:

1. Treasurer Pam Robinson and Bookkeeper Sue Weber reviewed the current status of the budget ("BHRA Budget Update 8-20-20" attached).
 - We have only one long-term delinquency; 66 of 67 properties (98%) are paid in full.
 - A motion was made by Glenn Heeney to approve the Treasurer's report as presented. The motion was seconded and approved.
2. The "Buckskin Heights Road Association Treasurer's Report for FY2020" was independently audited by Linda Bilsing and Jodi Abbott and approved by them without qualifications (attached).

ROAD REPORT:

1. VP Allan Heese reviewed the "2021 Annual Meeting Road Report" (attached).
 - A. He thanked those who removed snow in March (Arnold, Dolph, Heeney, Hingtgen, Jacobson, Jandrew, Lazarowicz, McGowan, McQueen, Michler) and worked on culvert/road maintenance (Abbott, Dolph, Heeney, Hintgen, Lowe, McGowan, Thompson).
 - B. He reported on the importance of keeping culverts and ditches clear. He and David Smith are working on a GIS project that will map key features of the 11 miles of our roads – location and maintenance timing for ditches, culverts, road markers, materials applied, etc.
 - C. Summary of work accomplished to date of meeting, 2021:
 - Culvert cleanouts and maintenance (extensions) on Woodchuck, near Road Marker 4; Wolverine, near end of road; and Raccoon, near 13450 Raccoon
 - Material Placement -- Small load near 13512 Otter Road, 3-4 Loads on Raccoon between intersection of Raccoon/Gray Squirrel and end of Raccoon
 - Two gradings
 - D. Work Plan for remainder of 2021;
 - Gray Squirrel -- Planned for week of August 23; repair major washouts near end of road; culvert cleanout near end of road
 - Fox Court -- Planned for week of August 23; repair significant washout at culvert
 - Entire Road System – Tentatively scheduled end of September or early October (dependent on contractor schedule); grading and material placement, spreading, compacting at several priority potential locations.

2. Topics addressed by the community included:
 - A. The cost and effectiveness of the materials applied (recycled asphalt versus dirt/gravel roadbase), grading practices (frequency and possibility of pulling rocky roadbase off roadside) and the great value of neighborhood volunteers was addressed by John Appelman, Airn & Matt Hartwig, Paul Hesson, Kieffer Jacobson, Michael Lowe, and Max McGowan.
 - B. Allan Heese addressed some misconceptions and explained the current practice of the Board.
 - C. Sue Weber noted that some road markers need to be repaired or replaced.
 - D. Eric Dolph proposed that the Association investigate the financial possibility of purchasing, insuring, operating and maintaining our own equipment to maintain the road. Airn Hartwig suggested that equipment rental might be more cost effective. Brian Abbott and Sue Weber suggested that the Board form an *ad hoc* committee this year to develop actual cost/benefit analyses of various options. Gianna Gariglietti offered her insurance expertise to this project.

CONSIDERATION OF DUES INCREASE FOR 2022:

After a brief discussion, the proposal to increase dues by \$50 from \$450 to \$500/year was defeated (11 yes, 12 no).

FIRE COMMITTEE REPORT:

1. Andrew Michler, chair of the Fire Committee, reported that after last year's devastating Cameron Peak Fire (17 BHRA houses destroyed), we need to remove dead trees and branches near road, especially on upper Otter Rd. Living trees encroaching on Woodchuck also need attention.
 - A. Glenn Heene reported that the county worked on Raccoon (tree removal, erosion control, replanting); Max McGowan reported that tree removal mistakes were made.
 - B. Airn Hartwig pointed out that any call for volunteers should go beyond GroupsIO since not all residents participate.
 - C. Brian Abbot, Eric Dolph and Luke McOmie and others have trees that can be transplanted.
 - D. Glenn Heene reported that there are several waddles available on Woodchuck to help with erosion control.

2. Andrew Michler pointed out that fire restoration and keeping the forest healthy should be our next priority.

OPEN FLOOR FOR ADDITIONAL BHRA-RELATED ITEMS:

1. Max McGowan reported that the concrete truck that rolled over on Raccoon damaged the road. Glenn Heene will contact the company to arrange possible restitution.
2. Paul and Jo Hesson lost their house to the Cameron Peak Fire after 42 years of ownership and 25 years of residency on the mountain; they are selling their property and will no longer be members of the Association. They expressed their respect and love for the community. Members expressed the desire to have them continue to work with the Board and Association in some manner.

ELECTION OF NEW BHRA BOARD MEMBERS:

The floor was opened to nominations for the three open seats on the BHRA Board. Glenn Heene, (starting new 2nd term, 2021-23) and Brian Abbot and Sue Weber (both starting new 1st terms, 2021-23) were nominated and unanimously elected to fill these positions. Dan McQueen (second year of a 1st term, 2020-22) and Allan Heese and Luke McOmie (both in the second year of a 2nd term, 2020-22) are the carry-over members of the 2021-22 board.

DATE FOR NEXT YEAR'S MEETING: David Gaudio made a motion to set next year's annual meeting date for the evening of Friday August 19, 2022. The motion was seconded and **approved**.

ADJOURNMENT: Glenn Heene made a motion to adjourn the meeting at 8:42pm. The motion was seconded and **approved**.

Respectfully submitted,
Luke McOmie, Secretary

BHRA EXPENSE & INCOME SUMMARY • August 20, 2021

A	B	C	D	E	F	G	H
Category	2020 Actual	2021 Approved Budget	2021 Actual Expenses & Income to Date	2021 Budget Over (Under) to Date	2021 Expected Remaining Expenses & Income	2021 Projected Total Expense & Income	2021 Projected Over (Under) Budget
Bank Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Emergency Expense	\$24	\$0	\$2,025	\$2,025	\$0	\$2,025	\$2,025
Gate Maintenance	\$0	\$170	\$0	(\$170)	\$170	\$170	\$0
Grant Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,186	\$1,240	\$0	(\$1,240)	\$1,240	\$1,240	\$0
Legal/Financial	\$556	\$100	\$61	(\$39)	\$39	\$100	\$0
Mailings	\$165	\$165	\$104	(\$61)	\$61	\$165	(\$0)
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Signs	\$94	\$150	\$0	(\$150)	\$150	\$150	\$0
Supplies	\$0	\$100	\$99	(\$1)	\$1	\$100	\$0
Fire Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Road Base Homeowner	\$478	\$0	\$0	\$0	\$3,950	\$3,950	\$3,950
Road Ditches & Culverts	\$360	\$1,000	\$1,372	\$372	\$0	\$1,372	\$372
Road Grader Operator	\$8,958	\$10,500	\$5,166	(\$5,334)	\$5,334	\$10,500	\$0
Road Base	\$18,060	\$21,000	\$0	(\$21,000)	\$21,200	\$21,200	\$200
<i>BHRA Road Expense Subtotal</i>	<i>\$27,377</i>	<i>\$32,500</i>	<i>\$6,538</i>	<i>(\$25,962)</i>	<i>\$26,534</i>	<i>\$33,072</i>	<i>\$200</i>
Expense Subtotal	\$29,880	\$34,425	\$8,826	(\$25,599)		\$40,971	\$6,546
Dues & Late Fees	\$30,940	\$30,150	\$30,410	\$260	\$0	\$30,410	\$260
Emergency Donations	\$200	\$0	\$2,175	\$2,175	\$0	\$2,175	\$2,175
Interest	\$1	\$1	\$0	(\$1)	\$1	\$1	\$0
Grant Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$144	\$0	\$0	\$0	\$0	\$0	\$0
Homeowner Road Base Reimburse	\$0	\$0	\$3,950	\$3,950	\$0	\$3,950	\$3,950
Fire Reimburse	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income Subtotal	\$31,285	\$30,151	\$36,535	\$6,384		\$36,536	\$6,385
Checking Cash Flow Balance	\$1,405	(\$4,274)	\$27,709			(\$4,435)	

NOTES

*Expected expenses should leave at least \$500 in projected ending balance

Budget: 67 properties @\$450 = \$30,150
(Dues total includes Otter donations \$450, Raccoon donations \$100; see below for separate donations)

Woodchuck \$2,100; Otter \$1350; Unspecified \$500

BHRA ASSET SUMMARY

A	B	C	D	E	F	G	H
Category	2020 Actual Ending Balance	2021 Budgeted Ending Balance	2021 Actual Balance to Date			2021 Projected Ending Balance	
BHRA Checking Balance	\$5,211	\$937	\$32,920			\$776	
BHRA Savings Balance	\$5,006	\$5,007	\$5,006			\$5,007	
Total Assets	\$10,217	\$5,944	\$37,926			\$5,783	

*Target is \$500 to avoid bank fee

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Buckskin Heights Road Association Treasurer's Report for FY2020
 With **APPROVED** 2021 Budget • January 28, 2021

EXPENSE/INCOME SUMMARY

NOTES

A	B	C	D	E	F
Category	2019 Actual	2020 Approved Budget	2020 Actual	2020 Difference Over (Under)	2021 PROPOSED Budget
Bank Fees	\$12	\$10	\$0	(\$10)	\$0
Emergency Expense	\$1,485	\$0	\$24	\$24	\$0
Gate Maintenance	\$339	\$150	\$0	(\$150)	\$170
Grant Expense	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,247	\$1,250	\$1,186	(\$64)	\$1,240
Legal/Financial	\$10	\$450	\$556	\$106	\$100
Mailings	\$194	\$150	\$165	\$15	\$165
Miscellaneous	\$327	\$200	\$0	(\$200)	\$0
Road Signs & Accessories	\$230	\$600	\$94	(\$506)	\$150
Office Supplies	\$22	\$20	\$0	(\$20)	\$100
Fire Expense	\$252	\$0	\$0	\$0	\$0
Road Base Homeowner	\$4,056	\$0	\$478	\$478	\$0
Road Culverts & Ditchwork	\$1,009	\$800	\$360	(\$440)	\$1,000
Road Grader Operator	\$10,340	\$10,000	\$8,958	(\$1,043)	\$10,500
Road Base	\$20,777	\$19,000	\$18,060	(\$940)	\$21,000
BHRA Road Expense Subtotal	\$32,126	\$29,800	\$27,377	(\$2,423)	\$32,500
Expense Subtotal	\$40,301	\$32,630	\$29,880	(\$2,750)	\$34,425
Dues & Late Fees	\$26,925	\$29,700	\$30,940	\$1,240	\$30,150
Emergency Donations	\$1,705	\$0	\$200	\$200	\$0
Interest	\$2	\$2	\$1	(\$1)	\$1
Grant Income	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$128	\$128	\$144	\$16	\$0
Homeowner Road Base Reimburse	\$4,534	\$0	\$0	\$0	\$0
Fire Reimburse	\$516	\$0	\$0	\$0	\$0
Miscellaneous	\$40	\$0	\$0	\$0	\$0
Income Subtotal	\$33,849	\$29,830	\$31,285	\$1,455	\$30,151
Cash Flow Balance	(\$6,452)	(\$2,800)	\$1,405		(\$4,274)

2020 Parliamentarian for bylaws review \$500

Fire Expenses/Income in 2019 were managed from the Wildfire Mitigation account. Income came entirely from donations from the community. The account was closed in 2019.

Budgeted Road Expense...
 ...includes \$5,211 carryover from 2020.
 Avg cost of delivered road base in 2020 was \$330-\$360/load

Budgeted Dues Income...
 ...assumes 67 of 68 properties pay \$450 annual dues

ASSET SUMMARY

A	B	C	D	E	F
Category	2019 Actual Ending Balance	2020 Budgeted Ending Balance	2020 Actual Ending Balance	2020 Difference Over (Under)	2021 Budgeted Ending Balance
Checking Balance	\$10,260	\$1,072	\$5,211	\$4,139	\$937
Savings Balance	\$5,004	\$5,006	\$5,006	\$0	\$5,007
Total Assets	\$15,264	\$6,078	\$10,217		\$5,944

Budgeted Checking Ending Balance...
 ...for 2021 is the 2020 ending balance plus the net budgeted 2021 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 2020 Data Respectfully Submitted for Audit by:

Suzanne Weber
 Suzanne Weber, Treasurer, October 2018-20

3/3/21
 Date

Pamela Robinson
 Pamela Robinson, Treasurer, October 2020-Present

3-03-2021
 Date

Fiscal Year 2020 Data Audited and Approved by:

Linda Bilow
 BHRA Resident

6/1/2021
 Date

Jodi Atkinson
 BHRA Resident

6/1/2021
 Date

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 Treasurer's Report; Audit Summary; expense invoices and authorizations; income receipts; and bank statements and check register of Buckskin Heights Road Association as of **December 31, 2020**.

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 Membership Roster, comparing the three for consistency; 3) reviewing expenses for reasonableness as to their use; 4) confirming all invoices 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

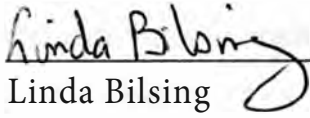
We conducted our audits in accordance with auditing standards generally accepted in the United States of America, specifically those defined by the Association of International Certified Professional Accountants (AICPA). Those standards require that we plan and perform the audit to obtain reasonable 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, 2020, in conformity with generally accepted accounting principles in the United States of America.

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


Linda Bilsing


Jodi Abbott

June 1, 2021
Date

2021 ANNUAL MEETING ROAD REPORT

Presented by Allan Heese, BHRA Vice President

- I. Thank you to all who provided volunteer labor and use of personal equipment for road repairs, culvert cleanouts, etc.

- II. Work accomplished to Date of meeting, 2021
 - a. Culvert cleanouts and maintenance (extensions)
 - i. Woodchuck, near Road Marker 4
 - ii. Wolverine, near end of road
 - iii. Raccoon, near 13450 Raccoon
 - b. Material Placement
 - i. Small Load near 13512 Otter Road
 - ii. 3-4 Loads on Raccoon between intersection of Raccoon/Gray Squirrel and end of Raccoon
 - c. Gradings – Two

- III. Work Plan for remainder of 2021
 - a. Gray Squirrel
 - i. Planned for week of August 23
 - ii. Repair major washouts near end of road
 - iii. Culvert cleanout near end of road
 - b. Fox Court
 - i. Planned for week of August 23
 - ii. Repair significant washout at culvert
 - c. Entire Road System – Selected locations
 - i. Tentatively scheduled end of September/early October (dependent on contractor schedule)
 - ii. Grading
 - iii. Material placement/Spreading/Compacting
 - iv. Several Potential locations