



BUCKSKIN HEIGHTS ROAD ASSOCIATION

2016 MINUTES

Board & Association Minutes with Summary of Board Membership

Buckskin Heights Road Association • 2015-16 Board Members (Status July 2016)

Name	Term & Year Elected	Status
Faris, Bob, Vice President*	1 st term 2014	Serving through Aug 2016
Pettee, Chuck, President ***†	1 st term 2014	Serving through Aug 2016
Schuyler, Terry, Secretary**	1 st term 2012, 2 nd term 2014	Serving through Aug 2016
Gonzalez, Robert, At Large	1 st term 2015	Serving through Aug 2017
Hesson, Paul, Treasurer	1 st term 2015	Serving through Aug 2017
Willette, Fr Don, At Large/President†	1 st term 2015	Serving through Aug 2017

- * Indicates a board member whose 1st term is ending, but is eligible for a second 2-year term
 ** Indicates a board member whose 2nd term is ending, and is ineligible for another 2-year term
 *** Indicates a board member who resigned prior to end of 1st term and is ineligible for election
 † Willette elected President after Pettee resigned

Buckskin Heights Road Association • 2016-17 Board Members (Status Jan 2017)

Name	Term & Year Elected	Status
Gonzalez, Robert, At Large* → Niesel, John†	1 st term 2015	Serving through Aug 2017
Hesson, Paul, President*	1 st term 2015	Serving through Aug 2017
Willette, Fr Don, Secretary†/At Large → Heese, Allan††	1 st term 2015	Serving through Aug 2017
Hartwig, Airn, Vice President	1 st term Aug 2016	Serving through Aug 2018
Stewart, Kevin, At Large	1 st term Aug 2016	Serving through Aug 2018
Weber, Sue, Treasurer	1 st term Aug 2016	Serving through Aug 2018

- * Indicates a board member whose 1st term is ending, but is eligible for a second 2-year term
 † Niesel completed Gonzalez' term; Niesel was elected Secretary, Willette became At Large
 †† Heese subsequently completed Willette's term, At Large

**Buckskin Heights Road Association
Meeting Minutes for January 2016**
Monday, January 11, 2016

No minutes were recorded at the January 11, 2016 meeting of the Board.

**Buckskin Heights Road Association
Meeting Minutes for April 2016**
Wednesday, April 20, 2016

No minutes were recorded at the April 20, 2016 meeting of the Board.

***The budget information on the next two pages is the
only information available from those two Board meetings.***

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Buckskin Heights Road Association Treasurer's Report for FY2015

With Proposed 2016 Budget

1/11/2016

EXPENSE/INCOME SUMMARY

A	B	C	D	E	F
Category	2014 Actual	2015 Approved Budget	2015 Actual	2015 Difference (Actual-Budget)	2016 Proposed Budget
Bank Fees	\$17	\$20	\$0	(\$20)	\$0
Gate Maintenance	\$163	\$150	\$402	\$252	\$150
Grader Operator	\$9,950	\$9,325	\$5,933	(\$3,393)	\$6,600
Grant Expense	\$4,400	\$5,600	\$2,475	(\$3,125)	\$0
Insurance	\$1,108	\$1,140	\$1,126	(\$14)	\$1,150
Legal/Financial	\$90	\$50	\$70	\$20	\$100
Mailings	\$112	\$50	\$185	\$135	\$200
Miscellaneous	\$0	\$0	\$0	\$0	\$0
Road Base	\$14,085	\$11,440	\$13,065	\$1,625	\$19,500
Homeowner Road Base	\$2,132	\$0	\$0	\$0	\$0
Signs & Culverts	\$0	\$0	\$0	\$0	\$0
Supplies	\$5	\$100	\$0	(\$100)	\$50
Expense Subtotal	\$32,061	\$27,875	\$23,255	(\$4,620)	\$27,750
Dues & Late Fees	\$24,670	\$22,750	\$24,925	-\$2,175	\$23,100
Interest	\$2	\$2	\$2	(\$0)	\$1
Grant Income	\$4,400	\$5,600	\$2,475	(\$3,125)	\$0
Remote Control Sales	\$145	\$0	\$274	\$274	\$100
Homeowner Road Base	\$2,200	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Income Subtotal	\$31,417	\$28,352	\$27,675	(\$677)	\$23,201
Cash Flow Balance	(\$644)	\$477	\$4,420	\$3,943	(\$4,549)

NOTES

No minutes taken at the January 11, 2016 Board Meeting

Budgeted Grader Operator Expenditure
 About 45 hrs grading plus 4 mobilizations

Budgeted Road Base Expenditure
 About 65? loads of recycled asphalt @ \$300?/load [2015=44?, 2014=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 (1 chronic delinquency; no foreclosure delinquencies)

Cash Flow Balance...
 ...for 2016 is targeted to maintain a budgeted \$700-\$800 ending checking balance.

ASSET SUMMARY

A	B	C	D	E	F
Category	2014 Ending Balance	2015 Budgeted Ending Balance	2015 Actual Ending Balance	2015 Difference (Actual-Budget)	2016 Budgeted Ending Balance
Checking Balance	\$952	\$1,429	\$5,370	\$3,941	\$821
Savings Balance	\$5,035	\$5,037	\$5,036	(\$1)	\$5,037
Total Assets	\$5,986	\$6,466	\$10,406	\$3,940	\$5,858

Budgeted Checking Ending Balance...
 ...for 2016 is the 2015 ending balance (\$5,370) plus the net budgeted 2016 cash flow balance. It should include \$50 for January mailings; \$300 to avoid bank fees; and a margin of error to reach target of \$700-\$800.

Fiscal Year 2015 Data Respectfully Submitted for Audit by:

Fiscal Year 2015 Data Audited and Approved by:

Suzanne Weber, Treasurer September 2011 - August 2015

BHRA Member

Paul Hesson, Treasurer September 2015-Present

BHRA Member

Date

**Buckskin Heights Road Association
Budget Update
4/20/2016**

No minutes taken at the April 20, 2016 Board Meeting

EXPENSE/INCOME SUMMARY

NOTES

A	B	C	D	E	F	G
Category	2015 Actual	2016 Approved Budget	2016 Actual To Date	2016 Budget Remaining (Budget-Actual)	2016 Projected Expenses & Income 4/20/16 to 12/31/16	2016 Projected Total Expense & Income
Bank Fees	\$0	\$0	\$3	(\$3)	\$0	\$3
Gate Maintenance	\$402	\$150	\$0	\$150	\$26	\$26
Grader Operator	\$5,933	\$5,334	\$1,560	\$3,774	\$4,400	\$5,960
Emergency Expenses	\$0	\$1,200	\$1,200	\$0	\$0	\$1,200
Grant Expense	\$2,475	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,126	\$1,150	\$0	\$1,150	\$1,150	\$1,150
Legal/Financial	\$70	\$100	\$12	\$88	\$88	\$100
Mailings	\$185	\$200	\$34	\$166	\$166	\$200
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0
Road Base	\$13,065	\$20,000	\$0	\$20,000	\$20,000	\$20,000
Homeowner Road Base	\$0	\$0	\$0	\$0	\$0	\$0
Signs & Culverts	\$0	\$0	\$0	\$0	\$0	\$0
supplies	\$0	\$50	\$0	\$50	\$50	\$50
Expense Subtotal	\$23,255	\$28,184	\$2,809	\$25,375	\$25,880	\$28,689
Dues & Late Fees	\$24,925	\$22,750	\$17,500	\$5,250	\$4,900	\$22,400
Interest	\$2	\$1	\$0	\$1	\$0	\$0
Grant Income	\$2,475	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$274	\$96	\$48	\$48	\$0	\$48
Homeowner Road Base	\$0	\$0	\$0	\$0	\$0	\$0
Emergency Donations	\$0	\$1,200	\$1,635	(\$435)	\$0	\$1,635
Other	\$0	\$0	\$0	\$0	\$0	\$0
Income Subtotal	\$27,675	\$24,047	\$19,183	(\$4,864)	\$4,900	\$24,083
Cash Flow Balance	\$4,420	(\$4,137)	\$16,375	(\$30,239)	(\$20,980)	(\$4,606)

Grader Operator Expenditure...

Jan-Mar 2015--2 Bucknum gradings; May 2015--1 Road Runner grading, 3/4 lower road, 9.5hr= \$1,378; Aug 2015--1 Justin Foster Dirt grading/spread base, 22hr=\$3,055; Dec15/Jan16-- 1 Foster Dirt grading, ??hr=\$1,560 paid in Jan16

Road Base Expenditure

2016=about 67 loads at \$300/load.
[2015=43, 2014=64(54+10HO), 2013=56(48+8HO), 2012=51, 2011=33(25+8HO), 2010=43, 2009=55, 2008=52]

Dues Income

In 2015, 66 of 67 properties (62 of 63 owners) paid \$350 in full, 99% compliance. In 2016, now expecting only 64 of 67 properties to pay in full.

Cash Flow Gain/Loss...

We aim to have a cash flow gain/loss of \$0 each year. However, we can sustain a significant negative cash flow loss in 2016 because we carried over about \$4,500 in unspent 2015 grading/roadbase funds.

ASSET SUMMARY

A	B	C	D	E	F	G
Category	2015 Actual Ending Balance	Budgeted 2016 Ending Balance	2016 Actual To Date Balance			2016 Projected Ending Balance
Checking Balance	\$5,370	\$1,233	\$21,309			\$764
Savings Balance	\$5,036	\$5,037	\$5,471			\$5,472
Total Assets	\$10,406	\$6,270	\$26,780			\$6,465

Projected Checking Ending Balance...

We now need a minimum checking ending balance of about \$700 to cover expenses in January (no grading in January; \$100 for January mailings; \$300 to avoid bank fees; and \$300 margin of error).

Buckskin Heights Road Association Board of Directors Meeting, June 21, 2016
Pettee's house, 7:00 pm

Attendance: Rob Gonzalez, Terry Schuyler, Paul Hesson, Chuck Pettee

Minutes: The minutes of the previous meeting were not available.

Treasurers Report:

Recent Expenditures:

Barker Construction Asphalt	\$ 4,033.27
Arthur Trucking	\$ 4,675.00
Foster Dirt Grading	\$ 2,730.00
J.R. Campbell Grading	\$ 450.00
Chipping	\$ 4,815.00

The Community Wildfire Grant will reimburse the chipping expenditure shortly.

Remaining balances:

Road base application and spreading	\$ 10,000.00
Grading apart from road base application	\$ 3,645.00

After discussion, the Board adopted a recommendation that, if the anticipated July/August recycled application is not planned until August, there should be a grading only in July. The Board understands and accepts the payment the mobilization fee for said grading.

Terry will ask for recommendations from the Larimer County Engineer on maintenance for our roads.

Solicitation of donations from residents to replace emergency funds spent on snow removal this past winter was very successful. An extra \$557.69 was donated. A motion was seconded, and passed to move that \$571.69 from the emergency fund to operating funds,

Fire Committee:

Paul reported that the Fire Committee is working on a plan to place water storage facilities at one or more places within the Buckskin Heights community. These water facilities will help firefighters by eliminating the long drive down and back up the mountain to resupply water trucks. A problem in the planning is that, in order to establish a facility, an entity has to have authority to enter into an agreement, such as a lease of land, for that purpose. The Board agreed that BHRA would be a logical choice. However, the Board does not have that authority. That would require an amendment of the bylaws. See Annual Meeting agenda Item #10 below.

Annual Meeting Preparation:

The Board accepted Fr. Don's offer to use his garage for the annual meeting this year.

The Annual Meeting agenda will be that same as last year except for items #5 and #10. These are modified as follows.

Item #5 – Road Association Dues.

The Board will recommend that dues be raised by \$75, to \$425 per year. Then, the Board will suggest a motion concerning the dues with a second be raised from the floor to begin discussion.

Additionally, the Board will ask for discussion of how materials and grading funds should be allocated above and below the gate.

Item #10 – Bylaws amendment.

The Board will make a motion at the Annual Meeting to amend Section 6. a. of the bylaws by adding the following language.

The Board of Directors shall also have authority to enter into long term lease agreements for the purpose of wildfire protection. Lease payments will not be more than One (1) dollar per year. Additional expenditures will require the approval of a majority of the memberships.

Board Officer Positions:

Chuck Pettee resigned as President of the Board but will remain a Board member until his property is sold. The Board approved Fr. Don Willett as President and Terry Schuyler as Secretary.

Meeting Adjourned.

Buckskin Heights Road Association 2016 Annual Meeting Minutes

Sunday, August 21, 2016 • 4pm

Fr Don Willette's Pole Barn, 13729 Raccoon Dr

ATTENDANCE:

Board Members: Fr Don Willette, President; Paul Hesson, Treasurer; Bob Gonzalez, Secretary.

Association Members: 24 properties were represented by the end of the meeting.

CALL TO ORDER: President Don Willette called the annual meeting of the Buckskin Heights Road Association to order at 4:05pm. Secretary Rob Gonzalez read the roll. Willette declared that a quorum (minimum of 10 properties) was present, and welcomed the association members. The proposed agenda was reviewed and approved as follows:

1. Welcome; attendance; review agenda
2. Review of the Board-approved 2015 Annual Meeting Minutes
3. Treasurer's report
4. Road grading and road conditions
 - A. Discussion about how road base and grading funds should be allocated above and below the gate
 - B. Vote on Board recommendation to increase annual road dues by \$75 to \$425/year
5. Gate report
6. Update on Community Wildfire Protection Plan (CWPP) by Paul Hesson
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 2015 annual meeting minutes were approved and amended by the Board of Directors on September 15, 2015 and April 20, 2016 respectively, in accordance with the **Bylaws** (Article II, Section 1, Part J), and posted on the association website. The minutes were briefly reviewed. No concerns were raised by the membership.

TREASURER'S REPORT:

1. Treasurer Paul Hesson reviewed the ***Buckskin Heights Road Association Grading/Roadbase Expenditure Overview, 2011-16*** handout (attached). No questions were raised.
2. Hesson noted that the audited ***Buckskin Heights Road Association Treasurer's Report for FY 2015*** was in the handout (attached). No questions were raised.
3. Hesson reviewed the ***Buckskin Heights Road Association Budget Update, August 1, 2106*** handout (attached) as follows:
 - 66 of 67 (98.5%) of the properties are in compliance with road dues; another lien has been filed on the one long-term delinquent property.
 - Our major expenditures are for insurance, grading, and road base materials (recycled asphalt); other operating expenses are low.

- We spent \$1,200 from our \$5,000+ emergency fund on snow removal in midwinter. Residents donated \$1,735 to cover this expense; the \$535 excess was retained as income in the checking account and will be used to for road maintenance this year.
 - BHRA serves as a fiscal agent for the Buckskin Heights Fire Committee. They received a Forest Service wildfire mitigation grant of \$10,000 for chipping cleared slash on individual properties and along the road easements with property owner permission. \$5,915 has been spent to date on chipping; some additional chipping is yet to be done. All expenses associated with this project will be reimbursed to BHRA by the end of the grant period.
4. No additional budget-related questions were raised. The Treasurer's reports were approved as presented.

REPORT ON ROAD GRADING & ROAD CONDITIONS:

1. Vice President Bob Faris' **BHRA 2016 Road Report** handout (attached) was read aloud. Several members expressed support for the report and the condition of the road; others criticized the state of the road and expressed opinions that aggregate dirt/gravel should be used instead of recycled asphalt and that a box grader be used instead of a more expensive motorgrader to maintain the road.
2. A motion was made by Terry Schuyler, and seconded by Rick Stahl, that the Board President be directed to form a standing committee to meet with the Vice President regularly during the year to provide advice about the best use of BHRA funds to maintain the road. In discussion, suggestions were made to reduce speed of drivers on the road; seek research on best practice for maintaining roads like ours; conduct online surveys of residents for feedback on specific issues; use alternative materials and grading methods to maintain the road; take advantage of favorable weather for grading; seek long-term solutions rather than quick fixes; and create a long-term plan for maintaining the road above and below the gate, and budget for it. A show-of-hands vote on the motion was 12 in favor, 12 against. The motion failed.
3. President Don Willette committed himself to creating an advisory committee consisting of at least 3 property owners from each of the major interior roads (Woodchuck, Otter and Raccoon) to meet with the President and Secretary to consider these ideas in accordance with the **Bylaws** (Article III, Section 2). Willette stated that the meetings of this group, as is the case with all meetings of the Board of Directors, will be open to the community. Initial volunteers for this advisory group consist of JR Campbell (Woodchuck), Rick Stahl (Otter) and Darin Johnson (Raccoon).
4. A motion by the Board of Directors to increase the road association dues by \$75, from \$350 to \$425 was discussed from a variety of viewpoints. A show-of-hands vote on the motion was 14 in favor, 10 against. The motion failed.

NOMINATION AND ELECTION OF BHRA BOARD MEMBERS: Bob Faris was nominated for a second 2-yr term. Airn Hartwig, Kevin Stewart and Sue Weber were nominated for new 2-yr terms. Successive paper ballot votes were taken with results as follows:

- Faris 4, Hartwig 13, Stewart 2, Weber 4. Airn Hartwig was elected to the Board of Directors.
- Faris 4, Stewart 11, Weber 7. No election.
- Faris 2, Stewart 15, Weber 6. Kevin Stewart was elected to the Board of Directors.
- Faris 3, Weber 17, Invalid 2. Sue Weber was elected to the Board of Directors.

The six-member Buckskin Heights Board of Directors for 2016-17 thus consists of Rob Gonzalez, Airn Hartwig, Paul Hesson, Kevin Stewart, Sue Weber and Don Willette.

FIRE COMMITTEE REPORT: Paul Hesson noted that the community had more than fulfilled its obligation for 400 hours of cost-sharing work to secure the entire \$10,000 Forest Service grant. Julie Weaver won the raffle for a \$250 brush cutter donated by **Mac Equipment** in Loveland. Hesson displayed “Water Source Here” signs now posted around the community identifying 6 cisterns containing 10,000 gallons of water available to fire fighters in case of emergency.

NEXT ANNUAL MEETING: The 2017 annual meeting will be held on Sunday, August 20, 2017 at a time and location to be determined.

ADJOURNMENT: The meeting was adjourned at 6:40pm.

Respectfully submitted,

Rob Gonzalez, Secretary

Buckskin Heights Road Association Grading/Roadbase Expenditure Overview, 2011-16

	2011	2012	2013	2014†	2015†‡	Actual or Projected 2016	Notes
Annual Dues Per Property	\$300	\$350	\$350	\$350	\$350	\$350	17% Increase 2011-16
Total Dues Income	\$20,032	\$23,952	\$22,010	\$24,670	\$24,925	\$23,100	15% Increase 2011-16
Homeowner Donations for Road Base	\$1,680	\$0	\$0	\$2,200	\$0	\$0	
TOTAL	\$21,712	\$23,952	\$22,010	\$26,870	\$24,925	\$23,100	
Checking Carryover to Following Year	\$5,635	\$3,633	\$1,598	\$952	\$5,370	\$1,131	
Approximate Cost of One Load of Road Base*	\$220	\$275	\$235	\$255	\$300	\$310	41% Increase 2011-16
Approximate Number of Loads of Road Base Applied	33	51	56	64	43	56	
Expenditures for Grading	\$11,559	\$10,165	\$9,450	\$9,950	\$5,933	\$9,140	
Expenditures for Road Base	\$7,258	\$14,025	\$13,200	\$16,217	\$13,065	\$17,508	
TOTAL	\$18,817	\$24,190	\$22,650	\$26,167	\$18,998	\$26,648	
Snow Removal Expenditure (Note: \$1,400 in 2007; \$0 in 2008-10)	\$0	\$155	\$250	\$0	\$0	\$1,200	
Average Cost for One Grade** with No Road Base	\$750	\$750	\$750	\$750	\$1,470	\$1,600	113% Increase 2011-16 (Doubled+)
Average Cost for One Grade** with Spread 25-30 Loads of Road Base	\$750	\$750	\$750	\$750	\$3,055	\$2,800	275% Increase 2011-16 (Tripled++)

†2014-15 income increased due to foreclosure settlements and resolution of long-standing delinquencies

‡We lost our resident grader operator in early 2015. To reduce grading/road base costs, board continues to seek multiple bids on grading, road base & trucking

*Dirt/gravel road base used in 2011, recycled asphalt 2012-present

**2015-16 grader operator cost is \$135/hr plus \$195 mobilization fee

Buckskin Heights Road Association Budget Update August 1, 2016

EXPENSE/INCOME SUMMARY

NOTES

A	B	C	D	E	F	G
Category	2015 Actual	2016 Approved Budget	2016 Actual To Date	2016 Budget Remaining (Budget- Actual)	2016 Projected Expenses & Income 8/1/16 to 12/31/16	2016 Projected Total Expense & Income
Bank Fees	\$0	\$0	\$3	\$3	\$0	\$3
Gate Maintenance	\$402	\$150	\$26	\$124	\$0	\$26
Grader Operator	\$5,933	\$5,334	\$4,740	\$594	\$4,400	\$9,140
Emergency Expenses	\$0	\$0	\$1,200	\$1,200	\$0	\$1,200
Grant Expense	\$2,475	\$0	\$5,915	\$5,915	\$0	\$5,915
Insurance	\$1,126	\$1,150	\$0	\$1,150	\$1,150	\$1,150
Legal/Financial	\$70	\$100	\$12	\$88	\$0	\$12
Mailings	\$185	\$200	\$82	\$118	\$50	\$132
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0
Road Base	\$13,065	\$20,000	\$8,708	\$11,292	\$8,800	\$17,508
Homeowner Road Base	\$0	\$0	\$0	\$0	\$0	\$0
Signs & Culverts	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$50	\$0	\$50	\$0	\$0
Expense Subtotal	\$23,255	\$26,984	\$20,686	\$6,298	\$14,400	\$35,086
Dues & Late Fees	\$24,925	\$22,750	\$22,930	\$180	\$170	\$23,100
Interest	\$2	\$1	\$1	\$0	\$1	\$2
Grant Income	\$2,475	\$0	\$4,815	\$4,815	\$1,100	\$5,915
Remote Control Sales	\$274	\$96	\$96	\$0	\$0	\$96
Homeowner Road Base	\$0	\$0	\$0	\$0	\$0	\$0
Emergency Donations	\$0	\$0	\$1,735	\$1,735	\$0	\$1,735
Other	\$0	\$0	\$0	\$0	\$0	\$0
Income Subtotal	\$27,675	\$22,847	\$29,577	\$6,730	\$1,271	\$30,848
Cash Flow Balance	\$4,420	(\$4,137)	\$8,891			(\$4,239)

Grader Operator Expense

Projected expenses for the rest of the year include \$2,800 for grading and spreading roadbase in August, plus \$1,600 for one additional grading without roadbase before the end of the year

Road Base Expense

2016=about 56 loads @\$310/load
2015=43 @\$300; 2014=64(54+10HO) @\$255;
2013=56 @\$235; 2012=51 @\$275;
2011=33(25+8HO) @\$220; 2010=43 @\$210

Dues Income

In 2016, 66 of 67 properties (62 of 63 owners) paid dues at \$350/yr, 99% compliance.

Cash Flow Gain/Loss

Our targeted cash flow gain/loss is \$0 each year. However, we can sustain a significant negative cash flow in 2016 because we carried over about \$4,500 in unspent 2015 grading/roadbase funds.

ASSET SUMMARY

A	B	C	D	E	F	G
Category	2015 Actual Ending Balance	2016 Budgeted Ending Balance	2016 Actual To Date Balance			2016 Projected Ending Balance
Checking Balance	\$5,370	\$1,233	\$14,296			\$1,131
Savings Balance	\$5,036	\$5,037	\$5,000			\$5,002
Total Assets	\$10,406	\$6,270	\$19,296			\$6,133

Projected Ending Balances

We now need a minimum checking ending balance of about \$1,000 to cover expenses in January and to avoid low balance bank fees.

© 2022 Buckskin Heights Road Association
Buckskin Heights Road Association Treasurer's Report for FY2015
 With 2016 Budget Approved November 25, 2015

EXPENSE/INCOME SUMMARY

NOTES

A	B	C	D	E	F
Category	2014 Actual	2015 Approved Budget	2015 Actual	2015 Difference (Actual-Budget)	2016 Approved Budget
Bank Fees	\$17	\$20	\$0	(\$20)	\$0
Gate Maintenance	\$163	\$150	\$402	\$252	\$150
Grader Operator	\$9,950	\$9,325	\$5,933	(\$3,393)	\$5,334
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Miscellaneous	\$0	\$0	\$0	\$0	\$0
Road Base	\$14,085	\$11,440	\$13,065	\$1,625	\$20,000
Homeowner Road Base	\$2,132	\$0	\$0	\$0	\$0
Signs & Culverts	\$0	\$0	\$0	\$0	\$0
Supplies	\$5	\$100	\$0	(\$100)	\$50
Expense Subtotal	\$32,061	\$27,875	\$23,255	(\$4,620)	\$26,984
Dues & Late Fees	\$24,670	\$22,750	\$24,925	\$2,175	\$22,750
Interest	\$2	\$2	\$2	(\$0)	\$1
Grant Income	\$4,400	\$5,600	\$2,475	(\$3,125)	\$0
Remote Control Sales	\$145	\$0	\$274	\$274	\$96
Homeowner Road Base	\$2,200	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Income Subtotal	\$31,417	\$28,352	\$27,675	(\$677)	\$22,847
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Budgeted Grader Operator Expenditure
 About 36 hrs grading (\$130/hr) plus 3 mobilizations (\$195/trip)

Budgeted Road Base Expenditure
 About 65 loads of recycled asphalt @ \$300/load [2015=44?, 2014=64, 2013=56, 2012=51, 2011=33, 2010=43, 2009=55, 2008=52]

Budgeted Dues Income
 Assumes 65 of 67 properties pay \$350 annual dues

Cash Flow Balance
 ...for 2016 should be targeted to maintain a budgeted \$600 ending checking balance.

ASSET SUMMARY

A	B	C	D	E	F
Category	2014 Ending Balance	2015 Budgeted Ending Balance	2015 Actual Ending Balance	2015 Difference (Actual-Budget)	2016 Budgeted Ending Balance
Checking Balance	\$952	\$1,429	\$5,370	\$3,941	\$1,233
Savings Balance	\$5,035	\$5,037	\$5,036	(\$1)	\$5,037
Total Assets	\$5,986	\$6,466	\$10,406	\$3,940	\$6,270

Budgeted Checking Ending Balance...
 ...for 2016 is the 2015 ending balance (\$5,370) plus the net budgeted 2016 cash flow balance. The target should be about \$600 -- \$50 for January mailings; \$300 to avoid bank fees; and a \$250 margin of error.

Fiscal Year 2015 Data Respectfully Submitted for Audit by:

Fiscal Year 2015 Data Audited and Approved by:

Suzanne Weber
 Suzanne Weber, Treasurer September 2011 - August 2015

Mary Anne Long 02-18-16
 Mary Anne Long Date

Paul Hesson
 Paul Hesson, Treasurer September 2015-Present

Pam Robinson 02/18/16
 Pam Robinson Date

2/18/16
 Date

BHRA 2016 Road Report

A Brief History

Buckskin Heights roads have been in existence for more than 50 years. I have driven this road for over 37 years and have seen many changes in the methods used for road upkeep. The maintenance of the road in the late 70's consisted of dragging a plate behind a pickup truck to level the base and knock out loose rocks. Volunteers walked behind and tossed the larger rocks over the side. Once a year or so a road grader made a pass over the main road. Occasionally, a few loads of road base were applied to fill the larger potholes.

In 2000, the road association purchased a grader. An operator from the Larimer County Road and Bridge Dept. was hired to work the grader on an as needed basis in his spare time. Usually this was every month or so during the summer months and not in the winter months. We started using recycled asphalt pavement (RAP) around 2001 and the delivered cost of material was less than \$10/ton. RAP was used exclusively until around 2010.

Around 2010, we started cutting material costs by using a local supply of road base for a couple of years. Also in 2010, the association sold the grader. One of our local residents purchased a box end grader and was contracted to grade the road and spread road material until he moved in Spring 2015.

Since 2015, we have used Foster Dirt and Construction to spread recycled asphalt and grade the road. This operator has proved an invaluable asset and is very experienced working steep mountain roads. The grader that is used has a 10' moldboard that is fully adjustable from the cab. That allows great maneuverability, while still having the ability to accurately contour our road material. The delivered cost of RAP is now over \$20/ton.

The road below the gate and some portions of Otter above the gate were graded in favorable weather in December 2015. The first RAP application and grading was planned for and performed in May to coincide with spring rains. A second RAP application and grading was planned for and performed in August during the monsoonal flow. Unlike the era when the road association owned our grader and we had an operator that would come up on short notice, the grader scheduling must now be done several weeks in advance and we can't always have perfect weather conditions for the grades. We can, however, look at historical weather patterns for the best opportunities.

We need to be very careful in the selection of not only materials and timing, but the equipment and operators as well. The improper selection of any of these will degrade the long term quality of the road, as we have seen in the past.

Road Materials

The primary portion of our road maintenance budget is the annual application of road material. The decision was made to use only RAP, rather than other types of road base, due to a number of factors:

1. Lower cost
2. Superior cohesive and adhesive properties
3. Less erosion in heavy rains
4. Better dust suppression
5. More rapid snow and ice melting

The plastic flow of the RAP, especially when there is high tar content and a higher concentration of fines, can create a road surface similar to paving. An example is the section about a mile below the

gate that was done in May. By changing the supplier of the asphalt, careful application with an experienced grader operator and having a stable subsurface consisting of rock and old recycled asphalt, we were able to obtain excellent results. This is an area that is relatively flat and should last a long time.

The application of RAP over dirt or other loose material will improve the quality of the road, but will not give as good of a result due to contamination of the new material and less stability of the overall road, causing movement within the topping material.

Several years ago, road base was used, rather than RAP. Road base is an aggregate of rock and dirt. The cost is higher than RAP and is used for many county road projects. It is not well suited for our mountain road. There is a high degree of erosion from wind and rain, as well as vehicle erosion that causes loss of the dirt/dust that makes up much of the material. This leaves only rocks behind and a rough, dusty road. An example is the curved section through the meadow above the new smooth asphalt section. It is the tan colored area made up of many rocks.

Comparing these areas, we have empirically shown that the material of choice for our road is RAP.

Road Maintenance Equipment

Performing monthly grading regardless of road condition, and with the wrong type of equipment, has resulted in a major loss of our workable road material. A box end grader does not pull material to the center of the road and re-contour it, but rather just scrapes the material down. The material eventually ends up off the road and is unrecoverable. In the short term, after monthly grades with the box end grader, the road seems to be fairly nice. However, we were continually losing the expensive material that has been put down over many years.

Grading the road does nothing to improve the long-term quality of the road, but only offers a very short term improvement to the surface smoothness. After grading, this temporary relief from the washboards will typically last from one day to a few weeks. Every time the road is graded, regardless of equipment, we have a long-term loss of road material.

Current Road Maintenance Practices

Two years ago, our BOD changed the way the road was managed and we are starting to see marked improvement of the workable material in the road below the gate. We shifted the emphasis from monthly grading to a more long-term solution. Within our budget, we were able to improve areas of road that will now last several years with little or no maintenance needed.

In May and August this year, about 740 tons of RAP were added to the road below the gate over the course of 5 days. The placement of RAP needs to be done during the hot summer months to maximize the binding of the material to a stable base. Again, the placement of the material was carefully planned to the areas that would provide the most benefit in the long term for road improvement, for the majority of the residents.

In addition, some of the property owners on Upper Otter paid for another 80 tons of RAP, similar to what residents along Woodchuck did last year. Thank you to the property owners who are providing additional funding for road projects!

Starting in May, we have reduced hauling costs by using a cross-gate belly dump truck. This truck is able to carry 25 tons of material per load vs. the 15 tons in a tandem dump we have used in the past.

The per hour cost is \$105/hr, compared to \$85/hr for the tandem loads. This results in a 35% reduction in hauling costs. We added a second 25 ton truck for the August spreading. We had a problem with an inexperienced driver of the second truck and he put the truck in the ditch at the steep curve on his first trip up the hill. We pulled him out of the ditch and replaced the driver for the second day of the project. While this was unfortunate, the smaller trucks have run off of our road a number of times in the past due to driver inattention. I would continue to recommend the use of these trucks, where we have adequate turnarounds in the lower section, because not only do we have a significant haul cost reduction, the spread of the material is much better.

The unreliability of obtaining RAP in quantity from the City of Fort Collins crushing yard necessitated a change in supplier. We are now using Barker Construction and there is no problem obtaining the RAP and the quality is much better, although at a higher cost. With the budget we had available, we were able to spread about 4000 linear feet of the asphalt this year. This is somewhat less than last year due to some uneven areas that required a thicker application.

Just like any paved road, we will need to eventually rework these areas, but hopefully that won't be for years. The cost per linear foot is about \$4 and our recycled asphalt total will end up being slightly below the budgeted amount.

If we were to apply RAP from the pavement up to the gate, our cost would be around \$74,000. To treat the entire 9.8 miles of our roads would cost over \$200,000. That cost would probably be quite a bit more since the haul time is significantly greater in the farther reaches of our road system.

Obviously, with our finite resources, we need to carefully plan the placement of material that will do the most good for the most number of our property owners. The areas that need regular work are the steeper sections, especially when combined with a curve in the road. These show accelerated wear and rapid appearance of washboards and potholes. The main problem is from excessive speed, especially with 2WD vehicles. It just takes one vehicle going up the road spinning tires to cause washboards and potholes. The Whale Rock Road Association in Rist Canyon has banned the use of 2WD vehicles, but that probably wouldn't be acceptable for our community. Just be aware of your speed and if your vehicle is hopping up the road, you are part of the problem.

Since the last annual meeting, the road has been graded 3 times. The BOD had budgeted a total of \$5,334 for the grading portion, not inclusive of the asphalt spreading. During the May grade, the road above the gate on Upper Otter and branches off of Upper Otter were graded where material was available. We also allocated \$450 for a local resident to work some of those branches with his box end grader as a trial. However, as described earlier, this is not the right equipment for the job.

The May and August grades were combined with spreading RAP in order to not incur an additional mobilization charge for the grader. Not including the August grading, we have used \$4,065 of the budgeted amount. The August grading has not been billed yet, but will be around \$1,400, for a total somewhat over the amount that was budgeted for grading for the year. From December 2015 to May 2016, we spent \$1,528 on Upper Otter and its branches, including grading and hauling of a tandem load of RAP. We also spent additional money for grading Upper Otter in August. No money was spent on the Woodchuck road section.

It has been suggested that we use water trucks and rollers during the grading. With an unlimited budget this might be worth trying and it may or may not increase the longevity of a grading. Certainly, though, it would reduce the amount of available funds from the limited pool available to maintain our road.

Gate Report

Our gate continues to operate well, with some issues caused by vehicle damage. In the spring, the gate vertical support was hit at least once by a vehicle and was bent. This subsequently damaged the actuator. Paul Hesson and I were able to gain access to the lower gate support system by using a powered saw to cut out a bent securing rod. I straightened the support post and removed the damaged actuator. By rebuilding the actuator and realigning the proximity switches, I was able to repair it, rather than replace it, saving the \$600 replacement cost. The total cost of repair came to \$26. Stainless bolts were used after tapping the base support to secure the access panels. This will make future gate maintenance much easier. Since the repair, the support post has been hit at least once again, but it hasn't affected the gate operation. This is the reason the gate, when closed, is not even.

I have been asked to run for an additional term on the BOD and have agreed. My background includes a Masters degree in Civil Engineering and a Chemistry degree. I have served 3 terms over the last 10 years or so as vice president of the road association and know the planning required both from the budgeting aspects, as well as the execution of the road projects. I'm sorry I wasn't able to make the annual meeting, but after spending 7 full days this last year directly supervising the road maintenance and many other days planning and coordinating the projects, I couldn't afford to miss any time from my business, which is done primarily on weekends.

Respectfully submitted,
Bob Faris
Vice President BHRA

**Buckskin Heights Road Association
Meeting Minutes for September 2016**

Wednesday, September 14, 2016

Weber's Residence, Otter Rd

ATTENDANCE:

Paul Hesson, Sue Weber, Airn Hartwig, Kevin Stewart, Bob Ferris

CALL TO ORDER:

Once everyone arrived at the Weber residence at ~7:15pm the officer's meeting began. We declared that a quorum of 4 active members were present.

REVIEW OF ROLE OF VP:

Bob Ferris read the job description of vice president from the bylaws. Bob also reviewed "best Practices for BHRA Road Maintenance," describing about 10 days of work per year needed from the VP.

REVIEW OF ALL ROLES OF BOARD MEMBERS: Descriptions of every position of the board were read from the bylaws by Sue.

ELECTION OF OFFICERS:

President: Paul Hesson

Vice President: Kevin Stewart

Secretary: Airn Hartwig

Treasurer: Sue Weber

At Large: Fr. Don Willette, Rob Gonzalez

ADVISORY COMMITTEE:

Upper Otter- Rick Stahl

Woodchuck- Jerry Ray (JR) Campbell

Raccoon- Darin Johnson

---Role of Committee---

Help Board of Directors gain knowledge of the conditions of the roads above the gate, develop recommendations for the 2016/2017 budget year and develop a long term plan for the roads in Buckskin Heights.

REVIEW OF MEETING MINUTES:

2016 Annual meeting minutes accepted.

ACTIONS:

Dust control- The board agreed to research the use of dust control to stabilize Otter road. Determine cost, environmental impact and uses. Further discussion will be needed to determine if this option will be used in the future.

Wash Board removal- Kevin has offered to try removing wash boarding from small sections of the road with his equipment in an attempt to find more affordable options for maintaining the road below the gate.

Professional Review- We will have a review of Otter Rd done by a professional grading/consulting company in an attempt to research options and find what is best for the steep grade and soil types of Otter Rd.

Funds Ratio- It was decided the board would have a serious conversation with the advisory committee and possibly use an online survey to decide what percentage of our annual budget will be used for the interior roads/below the gate. In the past priority has started with “most used” and fanning out to the less used, which has left some residents having more damaged roads on their commute, and the feeling of being ignored. We hope a long term plan beyond just the 2016/2017 budget will be a better solution for these concerns.

TREASURER’S REPORT:

Sue shared the treasurer report with the board and it was approved. See attached for report.

FUTURE MEETING SCHEDULE:

In an effort to be more active than previous Board of Directors and have a more open line of communication to the community, we have decided to have bi-monthly meetings that are open to the whole community. We have a flexible schedule of the second week of Nov, Jan, Mar, May, July, Sep 2016. The regular Annual meeting will be in August as usual. Official dates will be announced closer to each meeting. We really encourage everyone to come to meetings as they are less formal than the annual meeting and allow opinions and concerns to be voiced.

Respectfully submitted,
Airn Hartwig, Secretary

Buckskin Heights Road Association Budget Update September 14, 2016

EXPENSE/INCOME SUMMARY

NOTES

A	B	C	D	E	F	G
Category	2015 Actual	2016 Approved Budget	2016 Actual To Date	2016 Budget Remaining (Budget- Actual)	2016 Projected Expenses & Income 9/15/16 to 12/31/16	2016 Projected Total Expense & Income
Bank Fees	\$0	\$0	\$3	\$3	\$0	\$3
Gate Maintenance	\$402	\$150	\$50	\$100	\$0	\$50
Grader Operator	\$5,933	\$5,334	\$7,860	\$2,526	\$0	\$7,860
Emergency Expenses	\$0	\$0	\$1,200	\$1,200	\$0	\$1,200
Grant Expense	\$2,475	\$0	\$9,915	\$9,915	\$0	\$9,915
Insurance	\$1,126	\$1,150	\$0	\$1,150	\$1,150	\$1,150
Legal/Financial	\$70	\$100	\$12	\$88	\$0	\$12
Mailings	\$185	\$200	\$82	\$118	\$50	\$132
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0
Road Base	\$13,065	\$20,000	\$13,048	\$6,952	\$3,400	\$16,448
Homeowner Road Base	\$0	\$0	\$0	\$0	\$0	\$0
Signs & Culverts	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$50	\$0	\$50	\$0	\$0
Expense Subtotal	\$23,255	\$26,984	\$32,169	\$5,185	\$4,600	\$36,769
Dues & Late Fees	\$24,925	\$22,750	\$22,930	\$180	\$170	\$23,100
Interest	\$2	\$1	\$1	\$0	\$1	\$2
Grant Income	\$2,475	\$0	\$4,815	\$4,815	\$5,100	\$9,915
Remote Control Sales	\$274	\$96	\$128	\$32	\$0	\$128
Homeowner Road Base	\$0	\$0	\$0	\$0	\$2,095	\$2,095
Emergency Donations	\$0	\$0	\$1,735	\$1,735	\$0	\$1,735
Other	\$0	\$0	\$0	\$0	\$0	\$0
Income Subtotal	\$27,675	\$22,847	\$29,609	\$6,762	\$7,366	\$36,975
Cash Flow Balance	\$4,420	(\$4,137)	(\$2,560)			\$206

Grader Operator Expense

Road Base Expense

2016=about 57 loads @\$310/load
2015=43 @\$300; 2014=64(54+10HO) @\$255;
2013=56 @\$235; 2012=51 @\$275;
2011=33(25+8HO) @\$220; 2010=43 @\$210

Dues Income

In 2016, 66 of 67 properties (62 of 63 owners) paid dues at \$350/yr, 99% compliance.

Cash Flow Gain/Loss

Our targeted cash flow gain/loss is \$0 each year. However, we can sustain a significant negative cash flow in 2016 because we carried over about \$4,500 in unspent 2015 grading/roadbase funds.

ASSET SUMMARY

A	B	C	D	E	F	G
Category	2015 Actual Ending Balance	Budgeted 2016 Ending Balance	2016 Actual To Date Balance			2016 Projected Ending Balance
Checking Balance	\$5,370	\$1,233	\$7,185			\$5,576
Savings Balance	\$5,036	\$5,037	\$5,000			\$5,002
Total Assets	\$10,406	\$6,270	\$12,185			\$10,578

Projected Ending Balances

We now need a minimum checking ending balance of about \$1,000 to cover expenses in January and to avoid low balance bank fees.

Buckskin Heights Road Association

From: sender@lists.bigtent.com on behalf of Buckskin Heights Community Group
<no_reply@lists.bigtent.com>
Sent: Tuesday, September 27, 2016 8:43 AM
To: 'Announcements'
Subject: News from the board



Thanks to Airn for publishing the summary of our recent board meeting. This will be done after each of our semi-monthly board meetings. For those who wish to see the complete board minutes go our web site www.buckskinheights.org and follow the documents link.

In other news Rob Gonzales tendered his resignation and the board has appointed John Niesel to fill the remaining one year term. I am sure John will be an excellent addition to the board.

The advisory road committee has been established(see below). I encourage all of our members to contact the committee member representing your road to voice your opinions, ideas and concerns.

BHRA Advisory Road Committee

The objectives of the committee shall be:

Develop short term recommendations for 2015/2016 budget year

Develop recommendations for 2016/2017 budget year

Develop a long range plan for the road, to include alternatives and related costs.

The committee will make written recommendations to the Board of Directors in a timely manner.

The committee shall be comprised of:

Rick Stahl Chairman

J.R. Campbell

Darin Johnson

Terry Schuyler

Kevin Stewart

President Road Assoc ad-hoc member

Secretary Road Assoc ad-hoc member

The President Paul Hesson, and Secretary Airn Hartwig will attend the advisory committee meetings to hear deliberations, be available to answer questions, and participate in discussion. They will not take part in making recommendations.

The committee chairman shall schedule open meetings and publish time and place.

Paul Hesson

**Buckskin Heights Road Association
Meeting Minutes for November 2016**

Tuesday, November 9, 2016
Weber's Residence, Otter Road

ATTENDANCE

Present: Airn Hartwig, Paul Hesson, John Niesel, Kevin Stewart, Sue Weber

Absent: Fr. Don Willette

Four community members were also present:

Allen Heese

Ruth Heese

Kathy Hingten

Mary Ann Long

CALL TO ORDER

The meeting was called to order at 7:10 pm.

It was declared that a quorum of five active members were present.

Paul Hesson reviewed the agenda for this meeting:

1. Election of Officers
2. Treasurer's Report
3. Advisory Committee update
4. Fall grading
5. Pothole patching
6. Research of alternatives to recycled asphalt

ELECTION OF OFFICERS

Kevin Stewart shared with the Board that current demands on his time will prevent him from devoting the time required by the Vice President position.

Airn Hartwig resigned as Secretary, and formally offered to perform the duties of Vice President. Her appointment to the position was approved by the Board.

John Niesel resigned as a Member-At-Large, and formally offered to perform the duties of Secretary. His appointment to the position was approved by the Board.

Kevin Stewart was appointed as a Member-At-Large.

TREASURER'S REPORT

Sue Weber reviewed the Budget Update report, dated November 9, 2016 (see attached for the Treasurer's Report). The report shows a remaining balance of \$3924 available from the 2016 dues and 2015 carry-over balance.

ADVISORY COMMITTEE UPDATE

Paul Hesson shared the results of the first meeting of the Advisory Committee, which met on Monday, November 7, 2016.

After the Board heard input from the community members in attendance, the Board voted to accept the Advisory Committee's recommendations.

FALL GRADING

The Board agreed to arrange for the grading/scraping of Otter Rd as soon as possible by approaching Jerry Campbell to see if he is able to do so. If time and weather permits, Jerry might be asked to work on roads above the gate as well.

POTHOLE PATCHING

The Board discussed the need for patching potholes in the existing recycled asphalt that has hardened, and the inability to grade those areas with a hardened surface.

The Board discussed having Jerry Campbell spread one load of recycled asphalt over the potholes on lower Otter Rd.

RESEARCH OF ALTERNATIVES TO RECYCLED ASPHALT

The Board discussed findings and thoughts on the benefits and detriments of applying a binder/dust suppressant chemical to areas of the road that contain fine sediment.

The Board agreed to proceed with further investigation into conducting such a test in 2017, with Airn tasked with collecting more information and data on the binder/dust suppressants that are available.

The meeting adjourned at 8:30 pm.

Respectfully submitted,
John Niesel, Secretary

Buckskin Heights Road Association Budget Update 11/9/2016

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Emergency Expenses	\$0	\$0	\$1,200	\$1,200	\$0	\$1,200
Grant Expense	\$2,475	\$0	\$9,915	\$9,915	\$0	\$9,915
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