



BUCKSKIN HEIGHTS ROAD ASSOCIATION

2019 MINUTES

Board & Association Minutes with Summary of Board Membership

Buckskin Heights Road Association • 2018-19 Board Members (Status July 2019)

Name	Term & Year Elected	Status
Gaudio, David, President*	1 st term Aug 2017	Serving through Aug 2019
Hesson, Paul, At Large**	1 st term Aug 2015, 2 nd term Aug 2017	Serving through Aug 2019
Johnson, Darin, At Large*	1 st term Aug 2017	Serving through Aug 2019
Heese, Allan, Vice President	1 st term Aug 2018	Serving through Aug 2020
McOmie, Luke, Secretary	1 st term Aug 2018	Serving through Aug 2020
Weber, Sue, Treasurer	1 st term Aug 2016, 2 nd term Aug 2018	Serving through Aug 2020

* 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

Buckskin Heights Road Association • 2019-20 Board Members (Status July 2020)

Name	Term & Year Elected	Status
Heese, Allan, Vice President*	1 st term Aug 2018	Serving through Aug 2020
McOmie, Luke, Secretary*	1 st term Aug 2018	Serving through Aug 2020
Weber, Sue, Treasurer**	1 st term Aug 2016, 2 nd term Aug 2018	Serving through Aug 2020
Gaudio, David, President	1 st term Aug 2017, 2 nd term August 2019	Serving through Aug 2021
Heeney, Glenn, At Large	1 st term Aug 2019	Serving through Aug 2021
Robinson, Pam, At Large	1 st term Aug 2019	Serving through Aug 2021

* 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

BHRA Board Meeting
Meeting Agenda & Minutes Monday, January 14, 2019
Allan Heese's Residence, 13003 Woodchuck Dr • 7pm

Attendance:

Board Members: David Gaudio, Allan Heese, Paul Hesson, Luke McOmie, Sue Weber
Property Owners: Jodi & Brian Abbott, Dan & Kelly McQueen, Mary Arnold & Gary Schneider

Call to Order: 7:00pm by President David Gaudio with welcome to neighbors.

Approval of Agenda:

Executive Session
Secretary's Report
Treasurer's Report
Road Report

Executive Session: Discussion of erosion problem on Otter Rd near gate.

Secretary's Report: Sue moved to confirm email approval of the minutes of the October 18, 2018 meeting. Seconded and approved.

Treasurers Report: See attached.

- Paul moved to approve the end-of-the-year financial data for the 2018 audit report, and the proposed budget for 2019; and to ask Linda Bilising and Denise Jackson to perform the 2018 audit. The motion was seconded and approved after discussion.
- David will contact Bob Faris to see if he can determine the approximate cost of replacing the gate if it were rendered unusable in the future.

Road Report: Allan reported that the \$33,400 (2019 dues plus \$10,260 carryover) expected road budget for next year will allow us to pay for the normal gradings we have had in the past few years, plus a significantly greater number of loads of road base than last year when we were concentrating on drainage/shaping the roads, including the main upper Otter roads. Allan anticipates one (or two?) late winter and/or early spring grading, big project to grade/spread road base in June/July, and 2 additional gradings in late summer and late fall. There was a consensus regarding the fifth grading as soon as possible weather permitting and the ground is not frozen. Woodchuck residents are already talking about donating funds for extra homeowner-reimbursed road base. The status of the church recycled asphalt project is unknown – Sue will try to find out more for the next meeting. We expect to use Justin Foster throughout 2019 for all gradings. Paul proposed to organize the mile marker project. Eroded section on lower Otter Rd near the windmill house will be repaired after the ground thaws.

New Business:

- Darin Johnson has not been able to attend board meetings this year (new job, new baby). Luke will check with him to see if he wishes to continue as a board member. If not, ask Glenn Heeney who all approve would be a good choice.
- Luke proposed – and other board members encouraged – to investigate a camera system on the gate to document any damage.

Adjournment: Paul moved to adjourn at 9:15pm. Seconded and approved.

Respectfully submitted,
Luke McOmie

Buckskin Heights Road Association Treasurer’s Report

Sue Weber – January 14, 2019

1. Checking account balance to date	=	\$10,259.89
Pending Expenses	=	\$0.00
Pending Deposits	=	\$1,200.00
Checking Available	=	\$11,459.89
Savings account balance to date	=	\$5,003.90
TOTAL AVAILABLE	=	\$16,463.79

2. **2018 Dues:** 66 of 67 properties (63 of 64 owners) were paid in full in 2018; 1 property owner long-term delinquent. Total Dues Income for 2018 to date = \$27,200 were paid, \$800 more than the \$26,400 we budgeted.

3. **2018 Completed Property Sales** (18% changeover in one year!):

- Carroll property on 14296 Otter was sold to Steven & Sherri Stinnett on 2/23/18
- Klijewski property on 13221 Otter was sold to Traci Reynolds on 3/2/18
- Lincoln property on 13408 Woodchuck was sold to Luke McOmie & Melanie Johnson on 5/1/18
- Campbell property on 13498 Woodchuck was sold to Robert Wessel & Elizabeth (Lulu) Tupper on 5/18/18
- Campbell property on 3724 Woodchuck was sold to Ryan Green on 5/21/18
- Bailey property on 8001 Wolverine was sold to Aaron Kerst on 9/12/18
- Willette property on 13729 Raccoon Dr was sold to Daniel & Kelly McQueen on 9/20/18
- Pope property on 3504 Raccoon was sold to Ruppelt then Dawn Coleman & Glenn Franklin on 9/21/18
- Hillier property at 13382 Otter sold to Klawiter then Keifer Jacobson on 10/5/18
- Huntsman property on 4525 Woodchuck was sold to Peggy & Brett Kinsey on 10/12/18
- Morrill Property on Woodchuck (no Larimer address) sold to Gregory Pugh (Reho BH LLC) on 11/15/18
- Campbell property on 3721 Woodchuck was sold to Brian & Jodi Abbott on 11/21/18

4. **BHRA Budget Update & Audit Report** for December 31, 2018 is attached.

5. **Insurance coverage for gate:** Should we consider increasing the amount of property damage coverage for the gate, currently at \$5,000?

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 Under (Over)	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:

Fiscal Year 2018 Data Audited and Approved by:

Suzanne Weber, Treasurer, Sept 2018-Present Date

Linda Bilsing, BHRA Resident Date

David Gaudio, Treasurer, Sept 2017-Aug 2018 Date 4

Denise Jackson, BHRA Resident Date

BHRA Board Meeting

Meeting Agenda & Minutes Monday, Feb 18th 2019

Allan Heese's Residence, 13003 Woodchuck Dr.

7pm

Attendance: David Gaudio, Allan Heese, Paul Hesson, Luke McOmie, Sue Weber, Glen Heeney

Call to Order: 7:00pm by President David Gaudio

Approval of Agenda:

- Secretary's Report
- Treasurer's Report
- Road Report
- Executive Session

Secretary's Report: Luke discusses lost notes from last meeting 1/14/19. Board will work to rebuild; Luke will send meeting notes the night of the meeting. Sue moves to confirm email vote to approve Glenn Heeney as a new at-large board member upon the resignation of Darin Johnson on January 26, 2019. Seconded and approved.

Treasurers Report (attached): Sue reports that dues for 15 properties are paid; \$200 in Homeowner Road Base for Woodchuck came in. We have about \$16,500 in checking after deposits, 12 out of 67 properties sold last year. All the water tank bills soon will be paid; there is still an outstanding bill from Arthur Trucking that may come in, but it should be less than the \$516 balance in the account. Paul moves that the money from the fire account be moved to the main BHRA checking account, as planned from the inception of the project. Luke 2nds. Sue explains the budget update report. Sue reports that Bob Farris estimates that the insurance property damage coverage needed would be under \$2,500. That seems low, given the number of times the gate opens and closes each day. Let's get it appraised next time we talk to the insurance people and see how much it would cost to bump damage coverage up to \$10K. GoDaddy trying to charge for the hosting (\$500) unexpected. Luke will send Sue the information WIX. Luke will help with tech; Sue is going to do the content.

Road Report: We expect to have \$33,400 total to spend this year on the road – \$1,750 reserve, 4 gradings (\$1,700 per grading), big project in June = ~48-60 loads (350\$ a load) of materials & Allan may have new cheaper resources for 1/3 of cost for road base but needs to investigate it (quality, etc). There was a consensus regarding a fifth grading as soon as possible weather permitting and the ground is not frozen. There was agreement that a grading trade-off with 4-5 loads of material was acceptable. We all agree that the washboard is really bad. Woodchuck work will happen at the same time as the large project, but might need to use a different grader on Woodchuck since we can use a smaller grader. Currently have \$2,600 in road base reimbursement money committed from Woodchuck property owners. Justin Foster and Allan will work together to determine when we can first grade, David will work with Foster when Allan is out of town. There might be materials available from church (again).

Executive Session: Erosion Problem East of the Gate.

Adjournment – Sue moves / Paul 2^{nds}.

Respectfully, submitted
Luke McOmie

Buckskin Heights Road Association Treasurer's Report

Sue Weber – February 18, 2019

Checking account balance to date	=	\$15,587.89
Pending Expenses	=	-\$110.51
Pending Deposits	=	\$1,032.00
Checking Available	=	\$16,509.38
Savings account balance to date	=	\$5,004.12
TOTAL AVAILABLE	=	\$21,513.50

1. **Dues:** 66 of 67 properties (63 of 64 owners) were paid in full in 2018; 1 property owner long-term delinquent. So far in 2019, 15 properties are paid (\$6,000), with \$150 in general donations, and \$200 in Woodchuck homeowner payments.
2. **2019 Completed Property Sales:** None, so far
3. **Fire Mitigation checking account balance** to date = \$515.92
Will reimburse Allan Heese \$251.92 for fire hose. \$50.00 to be paid to BHRA for Kinsey added insurance. Another outstanding bill from Arthur Trucking, but no luck in getting an invoice.
We need to close this account and settle with BHRA.
4. **BHRA Budget Update** for February 18, 2019 is attached.
5. **Insurance coverage for gate:** Should we increase the amount of property damage coverage for the gate (currently \$5,000)? See email from Bob Faris, which indicates "no."

BHRA EXPENSE & INCOME SUMMARY • 2/18/19

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	\$0	\$0	\$0	\$0	\$0
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)	\$0	\$0	(\$1,190)
Legal/Financial	\$10	\$50	\$0	(\$50)	\$0	\$0	(\$50)
Mailings	\$142	\$150	\$22	(\$128)	\$0	\$22	(\$128)
Miscellaneous	\$207	\$0	\$0	\$0	\$0	\$0	\$0
Signs & Culverts	\$0	\$0	\$87	\$87	\$0	\$87	\$87
Supplies	\$0	\$400	\$0	(\$400)	\$0	\$0	(\$400)
Other (Fire Mitigation)	\$361	\$0	\$0	\$0	\$0	\$0	\$0
Road Grader Operator	\$10,049	\$14,000	\$0	(\$14,000)	\$0	\$0	(\$14,000)
Road Base	\$13,900	\$19,400	\$0	(\$19,400)	\$0	\$0	(\$19,400)
BHRA ROAD EXPENSE SUBTOTAL	\$23,949	\$33,400	\$0	(\$33,400)	\$0	\$0	(\$33,400)
Expense Subtotal	\$25,973	\$35,690	\$133	(\$35,557)		\$133	(\$35,557)
Dues & Late Fees	\$27,200	\$26,400	\$6,150	(\$20,250)	\$0	\$6,150	(\$20,250)
Emergency Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$2	\$2	\$0	(\$2)	\$0	\$0	(\$2)
Grant Income	\$0	\$0	\$32	\$32	\$0	\$32	\$32
Remote Control Sales	\$128	\$100	\$0	(\$100)	\$0	\$0	(\$100)
Other (Fire Mitigation)	\$361	\$0	\$0	\$0	\$0	\$0	\$0
Road Base Homeowner Reimburse	\$2,431	\$0	\$200	\$200	\$0	\$200	\$200
Income Subtotal	\$30,121	\$26,502	\$6,382	(\$20,120)		\$6,382	(\$20,120)
Checking Cash Flow Balance	\$4,148	(\$9,188)	\$6,250			\$6,250	

NOTES

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	\$15,588			\$16,510	
BHRA Savings Balance	\$5,004	\$5,006	\$5,004			\$5,004	
Total Assets	\$15,264	\$6,078	\$20,592			\$21,514	

Buckskin Heights Road Association

Meeting Agenda & Minutes for May 23 2019

Weber Residence • 7pm

Attendance:

Board Present: Allan Heese, Paul Hesson, Sue Weber, Glen Heeney, Luke McOmie

Board Absent: David Gaudio

Community Members: Pam Robinson, Dick Dickson, Mary Anne Long

Call to Order: The meeting was called to order at 7:05pm.

Agenda: The agenda was approved as modified:

- Secretary's Report – Approval of Minutes
- Treasurer's Report
- Road Report
 - Lower Otter Road
 - Drainage Issue on Arnold Property at Gate
 - Raccoon, Gray Squirrel
 - Woodchuck
- Gate Report
- Fire Committee Report
- Other
 - Long-Range Plan
 - Security Cameras
 - Road Markers
 - Invitation to Hilltop to join BHRA

Minutes: Glen Heeney moved to confirm the email approval of the Minutes of the February 28, 2019 meeting, which are already posted online. The motion was seconded and approved.

Treasurers Report: The written Treasurer's report (attached) was distributed to the board and public in attendance.

- The data in the report was reviewed.
- Paul Hesson moved to increase the insurance coverage for gate damage from \$5,000 to \$10,000 at an additional cost of \$30/year. The motion was seconded and approved.
- The audit of 2018 financial by Linda Bilsing and Denise Jackson was completed and approved without qualifications.
- VP Allen Heese and Treasurer Sue Weber have worked on new procedures for paying grader and road base invoices. Email/paperwork filed with the Treasurer will be used to document materials purchased, location applied, grading locations, etc. Sue and Allan will formalize this requirement with a Bylaws amendment designed to require the VP and Treasurer to track the who, where, what, when of the road work done each year, which has not been documented systematically in the past.
- The Grading/Road base Expenditure Overview 2011-Present table was reviewed (attached)
- The Roadwork Done by Successive BHRA Boards of Directors table was reviewed(attached)
- Luke McOmie moved to accept the Treasurer's reports. The motion was seconded and approved.

Road Report:

General

- Several sections of the road are a mess due to moisture. Raccoon and Grey Squirrel are very bad shape, clearly in border-line if not actually dangerous condition for much of the winter months. Members of the community are concerned about the topsoil that was brought up by the ditchwork done last spring. It created a crown for drainage, but the previous Board did not have the resources to cap it with stabilizing material. Now the moisture has nearly destroyed the crowning work and many parts of the road are just mud holes: moisture on dirt = mud; extra traffic on Raccoon is making it nearly impossible to pass through to properties. Road has been rutted due to the agricultural operation bringing in many large loads of water and other supplies for their goats; in the past, this agricultural property owner has contributed additional money to road for base and repairs, so perhaps that could happen again. There is also a problem with drainage from a Raccoon Dr property owner's driveway (see Raccoon/Gray Squirrel discussion below).
- Meadow S-curve below the gate and the fatal drop-off section above the Mini Cooper house has wash boarding as does the big curve above the Windmill house. Below the Windmill house is a washout; Allan Heese, Glen Heeney and Keifer Jacobson did some volunteer work to correct that problem – thank you! The steep double curve above water tank is deeply wash-boarded; and the road next to the parking/turnaround area above the sign is also muddy and needs attention. From the turn below the sign to the road has been slimy, but the coarse road base from the church has helped.
- Plan for summer work was to bring in road base and do the work in June due to the warm/good weather but Foster can't schedule us until the week after the 4th of July (8th-12th).
- Allan Heese handed out a tentative Plan/Schedule for July 2019 (attached as modified); he also presented photos of where the work will be done. The plan assumes 80-90' feet of road base 3-5" deep per 15-ton load of material.
- Discussion about materials – strengths and weaknesses – ensued; we will seek advice from the pros. Allan has scheduled a consultation with Foster for his recommendations.

Raccoon/Gray Squirrel Discussion

- Dick Dickson asked if we can get "crushed rock" to provide stability for the dangerously muddy parts of Raccoon. He has used limestone to hold and bind except it is very expensive. Glen Heeney's experience says that 2B sized crushed rock will work the best, instead of the recycled asphalt. Allan will look around for additional sources for coarser material (crushed rock = \$50 a ton or \$750/load vs \$8 a ton or \$120/load for asphalt). Allan will do some research to determine what we can use, perhaps a coarser grade of crushed concrete to stabilize Raccoon. There was concern about the concrete having rebar/wire in it.
- Pam Robinson pointed out that last year at the annual meeting the board said that \$10K was unspent and then current board members thought the 2018 road work wasn't done yet. Sue Weber pointed out that it turned out to be too late to spend it on more road base after the annual meeting, so the money was carried over to this year and is included in the work plan for this year. Mary Anne Long's husband kept Raccoon in shape for 20 years without pay and now that it isn't being done (last 12 years); it has gotten progressively messier and now there is an urgent need to fix the road there. Mary Anne Long said that 8-10 years ago she repaired pot holes but now the road is messed up beyond what she or others can do to fix it.
- Everybody agreed that the Raccoon ditchwork, while recommended by the county consultant last year, created this new problem when the resulting dirt added to crown the road was not topped with materials to stabilize it. Paul Hesson recommended that we allocate \$5K this year for Raccoon due to the danger the mud has posed to residents over the winter months, increasing the \$3.8K that is currently in Allan's plan to \$5K this year. Paul suggested that the problem is severe enough that we should probably plan a 3-year program at \$5K per year. Allan is concerned that if we do 1/3 a year, the other 2/3's is still going to be a problem that a new board will inherit. Mary Anne and Pam agreed that this is the real problem because it will just get worse.

- Allan Heese pointed out that Raccoon and the meadow S-curve are both muddy, but Raccoon is clearly the worst. Successive boards historically have had to make choices with how to spend limited resources; now we need to correct a situation that was created with the best intentions – needed ditchwork – but was left unfinished in a way that resulted in very unsafe driving conditions when wet during the winter and other times of the year. Even if we cannot do it all this year, we must get started and see how much improvement we can make with our current resources.
- Allan Heese pointed out that a Raccoon property owner's south drive way has no ditches and contributes to Raccoon's drainage problems; his north drive way is blocking off a culvert, another part of the problem. Dick Dixon pointed out that the culvert is set so low that silt fills it up every time it rains. Raccoon/Gray Squirrel residents will talk to this property owner about possible solutions.
- Allan said he will reallocate 4 loads to Raccoon in his current plan if the board supports it; there was general support for the change. Paul made a motion that we allocate 12 loads instead of 8 loads for the Raccoon project this year, due to the current long-term dangerous driving conditions; that we investigate the best coarse material for that area; and that Allan will work with residents to mark the optimal places to spread the loads. Allan moved to amend the motion to include asking Raccoon property owner to do the work that he can do on his land/driveway to help. The amended motion was seconded and approved.
- Sue Weber made a motion that we accept the newly modified project plan based upon new information agreed upon during this meeting. The motion was seconded and approved.

Drainage Problem at Arnold Property East of the Gate:

- Allan recommended that we use Andrew Michler to clean out the silt that has been building up. He will talk to Mary about the new plan.

Gate Report: No damage for the last few months – yay!

Fire Committee Report: Andrew Michler is the new Fire Committee coordinator.

Other:

- Paul is leading an effort to create a long-range plan that include best practice principles for maintaining the road. The plan is goal based, rather than focused on specific situations. Sue recommends that we publish it to inform folks of what we should be trying to do in the long run. The discussion about the long-range plan was tabled for later discussion.
- Luke McOmie will talk to Bob Faris about the preexisting solar system at the gate – does it have a 110v output? – as a source of power for possible security camera installation near the gate.
- Paul Hesson has all the materials for the road marker project and wants to do the project June 2nd. We need neighbors to help – 2 mileage wheel walkers (maybe use the quad), 1 post driver and 1 to hang the markers. Paul will solicit volunteers by phone.
- Hilltop broadband volunteer BHRA membership? Can they contribute yearly? David Gaudio should be the one to reach out to them.

Executive Session: Discussion about delinquent dues.

Adjournment: Paul Hesson moved to adjourn the meeting at 9:30pm. The motion was seconded and approved.

Respectfully submitted,

Luke McOmie, Secretary

Buckskin Heights Road Association Treasurer's Report

Sue Weber – May 23, 2019

1. Checking account balance to date	=	\$32,840.04
Pending Expenses	=	\$0.00
Pending Deposits	=	\$0.00
Checking Available	=	\$32,840.04
Savings account balance to date	=	\$5,004.39
TOTAL AVAILABLE	=	\$37,844.43

- Dues:** 66 of 67 properties (63 of 64 owners) were paid in full in 2018; 1 property owner long-term delinquent. So far in 2019, 59 properties are paid or partially paid, with \$1,950 in Woodchuck homeowner road base donations. We added another member to BHRA, Michael Fallon & Tami Faith with about 388 acres west and below the gate that crosses Otter Rd.
- 2019 Completed Property Sales:**

 - 4/22/19 – Gary & Kathleen Dorsey (north of Otter Woodchuck intersection) to Gianna Gariglietti & Leroy Lawrence
- 2019 Pending Property Sales:**

 - Joseph & Dorothy Fucetola (4532 Otter Rd)
 - Thomas & Janine Brown (12727 Otter Rd)
 - Chris & Samantha Tanner (12724 Otter Rd)
 - Sena Hitt-Laustsen & Darin Johnson (13717 Raccoon Dr)
 - Greg Pugh/REHO BH LLC (13409 Woodchuck Dr)
 - Alicia Cook (Lower Otter Rd near lower gate)
- BHRA Budget Update** for May 23, 2019 is attached.
- Insurance coverage for gate:** Should we increase the amount of property damage coverage for the gate, currently \$5,000 at annual cost of \$30, to \$10,000 for an annual cost of \$75?
- Audit of 2018 Financial Records** was completed and approved without qualifications by Linda Bilsing and Denise Jackson on April 26, 2019.
- New process for approval and payment of road work invoices** has been formalized by VP Allan Heese and treasurer Sue Weber.

BHRA EXPENSE & INCOME SUMMARY • 5/23/19

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)	\$500	\$524	\$24
Grant Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,237	\$1,190	\$0	(\$1,190)	\$1,235	\$1,235	\$45
Legal/Financial	\$10	\$50	\$10	(\$40)	\$40	\$50	\$0
Mailings	\$142	\$150	\$29	(\$121)	\$121	\$150	(\$0)
Miscellaneous	\$207	\$0	\$311	\$311	\$0	\$311	\$311
Signs & Culverts	\$0	\$0	\$87	\$87	\$0	\$87	\$87
Supplies	\$0	\$400	\$0	(\$400)	\$400	\$400	\$0
Other (Fire Mitigation)	\$361	\$0	\$252	\$252	\$0	\$252	\$252
Roadbase Homeowner	\$2,431	\$0	\$0	\$0	\$1,950	\$1,950	\$1,950
Road Base	\$13,900	\$19,400	\$1,000	(\$18,400)	\$19,000	\$20,000	\$600
Road Grader Operator	\$10,049	\$14,000	\$2,015	(\$11,985)	\$12,000	\$14,015	\$15
BHRA ROAD EXPENSE SUBTOTAL	\$23,949	\$33,400	\$3,015	(\$30,385)	\$31,000	\$34,015	\$615
Expense Subtotal	\$28,404	\$35,690	\$3,740	(\$31,950)		\$38,986	\$3,296
Dues & Late Fees	\$27,200	\$26,400	\$23,790	(\$2,610)	\$3,212	\$27,002	\$602
Emergency Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$2	\$2	\$0	(\$2)	\$0	\$1	(\$1)
Grant Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$128	\$100	\$64	(\$36)	\$0	\$64	(\$36)
Other (Fire Mitigation/Miscellaneous)	\$361	\$0	\$516	\$516	\$56	\$572	\$572
Road Base Homeowner Reimburse	\$2,431	\$0	\$1,950	\$1,950	\$0	\$1,950	\$1,950
Income Subtotal	\$30,121	\$26,502	\$26,320	(\$182)		\$29,589	\$3,087
Checking Cash Flow Balance	\$1,717	(\$9,188)	\$22,581			(\$9,398)	

NOTES

Add \$45 to double gate damage coverage to \$10K, to start June 1, 2019 (prorated) and continue in 2020?

Website renewal/maintenance

Woodchuck roadbase expenditures

Woodchuck roadbase contributions

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	\$32,840			\$862	
BHRA Savings Balance	\$5,004	\$5,006	\$5,004			\$5,005	
Total Assets	\$15,264	\$6,078	\$37,844			\$5,867	

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

	2011	2012	2013	2014†	2015‡	2016	2017	2018†	Actual or Projected 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		36% increase since 2011
Homeowner Donations for Road Base	\$1,680	\$0	\$0	\$2,200	\$0	\$2,095	\$0	\$2,431		
TOTAL	\$21,712	\$23,952	\$22,010	\$26,870	\$24,925	\$24,995	\$23,665	\$29,631		
Checking Carryover to Following Year	\$5,635	\$3,633	\$1,598	\$952	\$5,370	\$3,914	\$7,349	\$10,260		
Approximate Cost of One Load of Road Base*	\$220	\$275	\$236	\$253	\$304	\$335	\$546	\$264		20% increase since 2011
Approximate Number of Loads of Road Base Applied	33	51	56	64	43	53	15	38		44 mean loads/year since 2011
Expenditures for Grading/Ditchwork	\$11,559	\$10,165	\$9,450	\$9,950	\$5,933	\$7,860	\$9,028	\$15,135		31% increase since 2011
Expenditures for Road Base	\$7,258	\$14,025	\$13,200	\$16,217	\$13,065	\$17,743	\$8,185	\$10,049		38% increase since 2011
TOTAL	\$18,817	\$24,190	\$22,650	\$26,167	\$18,998	\$25,603	\$17,213	\$25,184		
Snow Removal Expenditure (\$1,400 in 2007; \$0 in 2008-10)	\$0	\$155	\$250	\$0	\$0	\$1,200	\$300	\$0		
Average Cost for One Grade** with No Road Base	\$750	\$750	\$750	\$750	\$1,470	\$1,600	\$1,190	\$1,560		108% increase since 2011
Average Cost for One Grade** Spreading Road Base	\$750	\$750	\$750	\$750	\$3,055	\$2,800	\$2,210	\$2,925		290% increase since 2011

†2014, 2015 and 2018 income increased due to foreclosure settlements and/or resolution of long-standing delinquencies

‡Resident grader operator until early 2015 (Bucknum) and briefly in 2017 (Campbell). Foster since 2015.

*Dirt/gravel road base used up to 2011; recycled asphalt 2012-16; both concrete& asphalt in 2017-18.

**2018 grader operator cost is \$130/hr plus \$195 mobilization fee

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

Roadwork Done By Successive 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 concrete Jul 10 loads asphalt	2016-2017 Grading 7daysdays 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 14hrs Apr 20 loads church asphalt	2019 PLANNED Jun/Jul Foster motorgrader 3-4days Aug/Sept Foster motorgrader 1day Oct Foster Motorgrading 1 day Dec? Foster motorgrading 1 day? Jun-Aug 45-65 loads recycled asphalt	2018-2019 Grading/ditchwork 6-7days 65-85 loads road base
2019-2020 Board Heese-VP, McOmie-S, Weber-T,,	2019 RECOMMENDED TO NEXT BOARD Nov/Dec Foster motorgrader 1day Carryover \$860				

2019 PLANNED/RECOMMENDED

Total Approximate Available	\$34,000	
Grading/Ditchwork		
Apr Foster motorgrading 14hrs	\$2,015	Foster motorgrader \$130/hr + \$195 mobilization
Jul Foster motorgrading 50hrs	\$6,700	
Aug Foster motorgrading 14hrs	\$2,015	
Oct Foster motorgrading 12hrs	\$1,760	
Dec? Foster motorgrading 12hrs	\$1,760	
Total Grading	\$14,250	
Road Base		
Church asphalt 20 loads @\$50/load	\$1,000	
Jul roadbase 46 loads @ \$400/load	\$18,400	
?Aug roadbase ?? loads @ \$???/load	\$???	
Total Road Base	\$19,400	
Total Expended/Budgeted	\$33,650	
Reserve/Carryover		

TENTATIVE PLAN / SCHEDULE FOR JULY 2019 ROAD PROJECT

DATES: JULY 8 - 12

ASSUMPTIONS

MATERIAL	RECYCLED ASPHALT
COST PER LOAD	\$400 on average
SOURCE	FORT COLLINS CRUSHING OPERATON (PRIMARY) BARKER CONSTRUCTION, FORT COLLINS (SECONDARY) KAUFMAN MATERIALS, LOVELAND (SECONDARY)
GRADING COMPANY	FOSTER
HAULING COMPANIES	ARRANGED BY FOSTER
DEPTH OF MATERIAL	3-5 INCHES
COVERAGE PER LOAD	12' WIDE X 80' LONG

BHRA FUNDED PROJECTS

ROAD BASE DOLLARS	\$ 18,400.00	
ANTICIPATED # OF LOADS	46	May increase # of loads if budget and contractors' schedules allow.
GRADING DOLLARS	\$ 6,700.00	
ANCTICIPATED # OF HOURS	50 (10 HRS / DAY FOR 5 DAYS)	

	Original	Adopted	
1 Water Tank Curves	9	34	All non-Raccoon Sites
2 Windmill House to short of Mini Cooper House	14	0	
3 Mini Cooper Driveway	4	0	
4 S-Curve Meadow	8	0	
5 Tanner-Brown Curve	3	0	
6 Raccoon: Wolverine to Raccoon Court	4	6	
7 Raccoon: Just below Gray Squirrel	4	6	
TOTAL	46	46	

WOODCHUCK RESIDENTS FUNDED PROJECT

ROAD BASE DOLLARS	\$ 1,950.00	
ANTICIPATED # OF LOADS	4	May increase if more residents pay into the pot.

GRADING DOLLARS INCLUDED IN BHRA FUNDED PROJECT
 NOTE: Grading on Woodchuck will likely be done by skid steer versus large grader so as not to negatively impact work being done by large grader.

AREAS OF WORK	DESCRIPTION	# LOADS
	TBD	TBD

Buckskin Heights Road Association
Meeting Agenda & Minutes for July 23, 2019
Heese Residence, 13003 Woodchuck Dr • 7pm

Attendance

Board: David Gaudio (President), Allan Heese (VP), Luke McOmie (Secretary), Sue Weber (Treasurer), Paul Hesson & Glenn Heeney (At Large)
Community: Dan McQueen, Linda Bilsing

Call to Order: The meeting was called to order at 7:00pm.

Agenda: The agenda was approved as modified:

Secretary's Report: Confirm approval of May 23, 2019 minutes

Treasurer's Report

Road Report: Recent work completed on Otter, Raccoon, Woodchuck

Gate Report

Other

- Fire Committee Report
- Prepare for annual meeting
- Possible dues increase
- Hilltop tower possible road dues

Secretary's Report: A motion was made by Paul Hesson to confirm the email approval of minutes from May 23, 2019. The motion was seconded and approved.

Treasurers Report:

- The Treasurer's Report (attached) shows that we have assets of \$42,262.86 at this time; however, big road bill will soon come in for July work.
- Sue Weber reviewed the attached BHRA Expenses & Income Summary for July 23, 2019. We increased the property insurance for the gate with no increase in price this year.
- A motion was made by Sue Weber that the Board include the proposed *Road Work Records Amendment to the Bylaws* (attached) in the annual meeting mailing with a recommendation from the Board that it be approved by the membership at the annual meeting on August 23, 2019. The motion was seconded and approved.
- A motion was made by Allan Heese to approve that the Board recommend to the membership an increase in the 2020 road dues of \$50, to a total of \$450. The motion was seconded and approved. Wear and tear on the road has increased due to more traffic on the road; in addition, the cost of materials has also increased significantly since the last dues increase in 2017. Finally, we demonstrated this year that when more money is available to spend on the road, we can make significant improvements in the condition of the road, which protects our vehicles and increases everyone's property value.
- We will ask Bob Faris to reset the gate code on September 1. Luke McOmie will attend to learn how to work/program the gate.

- A motion was made by Sue Weber to approve the revised annual meeting notice (attached). The motion was seconded and approved.
- A motion was made by Luke McOmie to approve the Treasurer's report. The motion was seconded and approved.

Road Report:

- Allan Heese presented current road report (attached), which includes the 2019 work completed and location of material drops. The report is very well done – good records and detail!
- Allan is going to check data and financial balances to see if we can do another grading. Justin Foster lowered truck rates to 80\$ this year, but there will be an increase next year.
- Raccoon culvert work was done by Andrew Michler, assisted by volunteers Glenn Heeney and Dan McQueen. Thank you!
- A motion was made by David Gaudio to accept the road report. The motion was seconded and approved.

Gate Report: None

Fire Committee Report: None

Other:

- Discussion about organizing the upcoming annual meeting.
- Long Range Plan Discussion – Paul Hesson added updated discussion/planning about Raccoon Rd, reflecting recent driving hazard concerns and recent road work completed. He will send out a draft for review before presenting the plan at the annual meeting.
- A motion was made by Luke McOmie to table further consideration of security cameras near the gate until we learn more about the changing privacy legalities. The motion was seconded and approved. Luke will continue to research these issues for the Board.
- David Gaudio will follow up with Hilltop to see if they will pitch in to help with road dues.

Executive Session: None

Adjournment: A motion was made by Luke McOmie to adjourn the meeting at 9:20pm. The motion was seconded and approved.

Respectfully submitted,

Luke McOmie, Secretary

Buckskin Heights Road Association Treasurer’s Report

Sue Weber – July 23, 2019

1. Checking account balance to date	=	\$37,258.22
Pending Expenses	=	\$0.00
Pending Deposits	=	\$0.00
Checking Available	=	\$37,258.22
Savings account balance to date	=	\$5,004.64
TOTAL AVAILABLE	=	\$42,262.86

- Dues:** In 2018, 66 of 67 properties (63 of 64 owners) were paid in full; 1 property owner long-term delinquent. So far in 2019, 66 of 68 properties (63 of 65 owners) are paid or partially paid, with \$4,534 in Woodchuck homeowner road base donations. In 2019, we added another member to BHRA, Michael Fallon & Tami Faith with about 388 acres west and below the gate that crosses Otter Rd.
- 2019 Completed Property Sales:**

 - 4/22/19 – Gary & Kathleen Dorsey (north of Otter Woodchuck intersection) to Gianna Gariglietti & Leroy Lawrence
 - 5/31/19 -- Joseph & Dorothy Fucetola (4532 Otter Rd) to Michael Fallon & Tami Faith
 - 6/13/19 – Sena Hitt-Laustsen & Darin Johnson (13717 Raccoon Dr) to Justin & Matthew Wilson
 - 7/2/19 – Greg Pugh/REHO BH LLC (13409 Woodchuck Dr) to Erik Dolph
 - 7/3/19 -- Alicia Cook (Lower Otter Rd near lower gate) to Brian & Audrey Ludwig
 - 7/10/19 -- Chris & Samantha Tanner (12724 Otter Rd) to John & Brittany Woods
- 2019 Properties for Sale:**

 - Thomas & Janine Brown (12727 Otter Rd)
 - Jon Miller & Susan McNally (13735 Otter Rd)
- BHRA Budget Update** for July 23, 2019 is attached.
- Insurance coverage for gate:** The property damage coverage for the gate was increased from \$5,000 to \$10,000 for an annual cost of \$30, to be applied in November when the policy is renewed.
- New process for approval and payment of road work invoices and road work record-keeping** has been formalized in a proposed Bylaws amendment (over), proposed by Sue Weber (Treasurer) and Allan Hesse (Vice President).

MOTION: That the Board include the proposed *Road Work Records Amendment to the Bylaws* in the annual meeting mailing with a recommendation from the Board that it be approved by the membership at the annual meeting on August 23, 2019.

BHRA EXPENSE & INCOME SUMMARY • 7/8/19

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	\$40	(\$460)	\$0	\$40	(\$460)
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	\$85	(\$65)	\$50	\$135	(\$15)
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	\$0	\$0	\$4,534	\$4,534	\$4,534
Road Base	\$13,900	\$19,400	\$1,000	(\$18,400)	\$18,800	\$19,800	\$400
Road Grader Operator	\$10,049	\$14,000	\$2,015	(\$11,985)	\$12,500	\$14,515	\$515
BHRA ROAD EXPENSE SUBTOTAL	\$23,949	\$33,400	\$3,015	(\$30,385)	\$31,300	\$34,315	\$915
Expense Subtotal	\$28,404	\$35,690	\$4,981	(\$30,709)		\$42,175	\$6,485
Dues & Late Fees	\$27,200	\$26,400	\$26,825	\$425	\$500	\$27,325	\$925
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	\$31,964	\$5,462		\$32,520	\$6,018
Checking Cash Flow Balance	\$1,717	(\$9,188)	\$26,983			(\$9,655)	

NOTES

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

Website renewal/maintenance

11 loads @ \$400 Woodchuck roadbase expenditures
 47 loads @ \$400 (3 Raccoon loads \$1200 emergency funds?)
 Jul, Aug & Oct gradings (Dec grading \$1760 emergency funds?)

Woodchuck roadbase contributions

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	\$37,258			\$604	
BHRA Savings Balance	\$5,004	\$5,006	\$5,005			\$5,005	
Total Assets	\$15,264	\$6,078	\$42,263			\$5,609	

PROPOSED 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. Proposed 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. . . .

2019 WORK COMPLETED (as of 7/23/19)

MON TH	DAYS	COST	Spent to Date	BUDGET REMAINING	
JANUARY				\$ 33,400.00	
APRIL	4/2 - 4/3	\$ 2,015.00 see comment	\$ 2,015.00	\$ 31,385.00	<p>WORK COMPLETED: James Foster, Justin's dad, graded above the water tank/sign for two days, Tue 4/2/19 through Wed 4/3/19, starting at 8am both days, finishing later in the afternoon on Tuesday than on Wednesday. James started grading up Otter Rd from the water tank/sign area on Tuesday, and moved up the road through the saddle area by the end of the day. On Wednesday, he graded from that point up to the intersection of Otter and Raccoon, with attention to the holes at the gate and the curve on Otter above Brown/Tanner. On Wednesday afternoon, he touched up Coulson's work at the bottom of the road, especially at the depression to the immediate west of the mailboxes, where Coulson had spread that load of asphalt too far up the road.</p>
	4/1 - 4/2	\$ 1,000.00	\$ 3,015.00	\$ 30,385.00	<p>Coulson Excavating milled parking lot at Masonville Church and hauled and spread material at lower end of Otter Road. total of 20 loads of 15 ton each for 300 tons total, @ \$50 per load. 15 Tons at Fort Collins price of \$8/ton would have cost \$120 for material alone, plus ~\$200 /load for hauling.</p>
JUNE	15-Jun	\$ 1,015.00	\$ 4,030.00	\$ 29,370.00	<p>Install new culvert on Raccoon: Michler Backhoe, Heeney/Mcqueen on Shovels</p>
JULY	7/6-7/7	\$ 595.00	\$ 4,625.00	\$ 28,775.00	<p>Ditch and culvert washout repair along Woodchuck Drive</p>
	7/8 - 7/11				<p>Grading and material drop along sections of Otter Rd, Raccoon Dr, Woodchuck Dr,</p>

DRAFT 7/23/19

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')		R	720	60	1+15.
07/09/19	5	SHARP CURVE ABOUT 1/4 MILE BELOW DRIVEWAY AT 10330 OTTER RD	(MM 1.3 + 195') TO (MM 1.4 - 20')		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")		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')		R	450	90	1+25
07/10/19	8	BIG MEADOW 'S' CURVE	(MM 2.8-340') TO (MM 2.9 -60')		R	640	80	1+30
07/10/19	8	RACCOON DR, APPROX 300 YDS SOUTH OF RACCOON CT TO RACCOON CT			C	710	88.75	1+50
07/10/19	4	RACCOON DR, FROM "NEW" CULVERT TO GRAY SQUIRREL			C	480	120	1+50
07/11/19	1	WEST SIDE SECURITY GATE	MM 3.2		R	110	110	N/A
07/11/19	1	CURVE EAST OF 13003 WOODCHUCK			R	120	120	2+20 to 2+30, 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 & 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 X (est) 15 Ton / Load = 945 Tons Total Material (est)

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 arrivals at drop point. Highly variable due to variety of factors such as pit location, traffic between pit and drop point,

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

BUCKSKIN HEIGHTS ROAD ASSOCIATION 2019 ANNUAL MEETING

When: Friday, August 23, 2019 at 7 pm *(Note day/time change this year!)*

Where: Mary Anne Long’s Garage, 8220 Gray Squirrel Ct
Please bring a lawn chair and a copy of this Agenda. Before the meeting, please review the Board-approved 2018 Annual Meeting Minutes linked from <http://buckskinheights.org/documents.html>

Plus: Socializing starts at 6:30 pm
Please bring a snack/dish to share if you like; and your own drink.

MEETING AGENDA

1. Call to Order; welcome; attendance; review agenda
2. Review of the Board-approved 2018 Annual Meeting Minutes
3. Treasurer's report
4. Road Report -- Work done to date, recommended future work to be done
5. Action on **Proposed Road Work Records Amendment** to the *Bylaws* (over)
6. Discussion of Board recommended dues increase of \$50 to \$450/year
(Note: Original annual dues of \$75 in 1973 are equal to \$443 in 2019 dollars)
7. Fire Committee Report – Updates on Community Water Tank & *GroupsIO* Emergency Communication System Replacement
8. Open floor for additional BHRA-related items
9. Nomination and election of BHRA board members
10. Set date for next year's meeting
11. Adjourn

CURRENT BHRA BOARD MEMBERS

David Gaudio** President
 Allan Heese* Vice President
 Luke McOmie* Secretary
 Sue Weber*** Treasurer
 Paul Hesson**** At Large
 Glenn Heeney** At Large

* One more yr to serve in a 1st term
 ** 1st 2-yr term ending; eligible for re-election to a second 2-yr term
 *** One more yr to serve in a 2nd term
 **** 2nd term ending; ineligible for re-election

NOTE:
GATE CODE CHANGE
 On Sunday, September 1, the combinations will change.
 (Combinations sent to members in good standing)
 Remote controls will continue to open the electronic gate.

PROPOSED 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. Proposed 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. . . .

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)


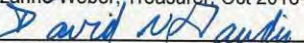
Budgeted Road Expense...
 ...includes \$10,260 carryover from 2018.
 Avg cost of 2018 delivered road base was \$315/concrete, \$335/asphalt
 \$19,400 = ~58 loads asphalt = ~62 loads concrete
 2018: 31 loads (18 concrete, 13 asphalt)
 (Homeowners reimbursed about 7 delivered loads)

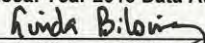
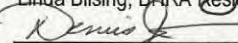
Budgeted Dues Income...
 ...assumes 66 of 67 properties pay \$400 annual dues

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 Date: April 6, 2019

 David Gaudio, Treasurer, Sept 2017-Sept 2018 Date: 4/6/19

Fiscal Year 2018 Data Audited and Approved by:

 Linda Bilsing, BHRA Resident Date: April 26, 2019

 Denise Jackson, BHRA Resident Date: 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.

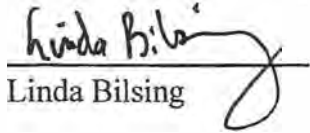
Conduct of Audit

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				

2019 WORK COMPLETED As of Aug 4, 2019

MONTH	DAYS	COST	Spent to Date	BUDGET REMAINING	STARTING AMOUNT AVAILABLE					
JANUARY				\$ 33,400.00						
					WORK COMPLETED: Foster graded above the water tank/sign for two days, Tue 4/2/19 through Wed 4/3/19, starting at 8am both days, finishing later in the afternoon on Tuesday than on Wednesday. He started grading up Otter Rd from the water tank/sign area on Tuesday, and moved up the road through the saddle area by the end of the day. On Wednesday, he graded from that point up to the intersection of Otter and Raccoon, with attention to the holes at the gate and the curve above 12727 Otter. On Wednesday afternoon, he touched up Coulson's work at the bottom of the road, especially at the depression to the immediate west of the mailboxes, where Coulson had spread that load of					
APRIL	4/2 - 4/3	\$ 2,015.00	\$ 2,015.00	\$ 31,385.00						
APRIL	4/1 - 4/2	\$ 1,000.00	\$ 3,015.00	\$ 30,385.00	Coulson Excavating milled parking lot at Masonville Church and hauled and spread material at lower end of Otter Road. Total of 20 loads of 15 ton each for 300 tons total (estimated), @ \$50 per load. 15 Tons at Fort Collins price of \$10/ton would have cost \$120 for material					
JUNE	6/15	\$ 1,009.28	\$ 4,024.28	\$ 29,375.72	Install new culvert on Raccoon: Michler Backhoe, Heeney/Mcqueen on Shovels Ditch clean out and culvert washout repair along Woodchuck Drive by Micheler					
JULY	7/6-7/7	\$ 595.00	\$ 4,619.28	\$ 28,780.72						
JULY	7/8 - 7/11	\$ 24,044.38	\$ 28,663.66	\$ 4,736.34	Grading prior to material delivery, purchase and delivery of 53 loads of material on Otter Rd and Raccoon Dr (see Mat Loc and Load Alloc sheets) and spreading and grading of delivered material. Also includes 8 hrs of skidsteer time for spreading material (purchased by extra donations by Woodchuck Dr/Fox Ct residents) on					
JULY	7/11	\$ 4,056.39	\$ 28,663.66	\$ 4,736.34	10 loads recycled asphalt purchased by special donations of Woodchuck & Fox residents. No cost to BHRA for material purchase or delivery, cost of spreading (\$720) paid from BHRA general funds (included in above).					
		Woodchuck Dr/Fox CT Special Donations								
AUGUST										
SEPTEMBER										
OCTOBER										
NOVEMBER										
DECEMBER										

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

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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

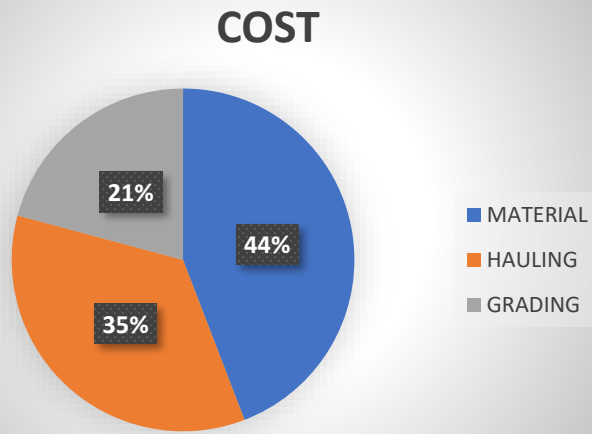
WOODCHUCK DRIVE / FOX COURT

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

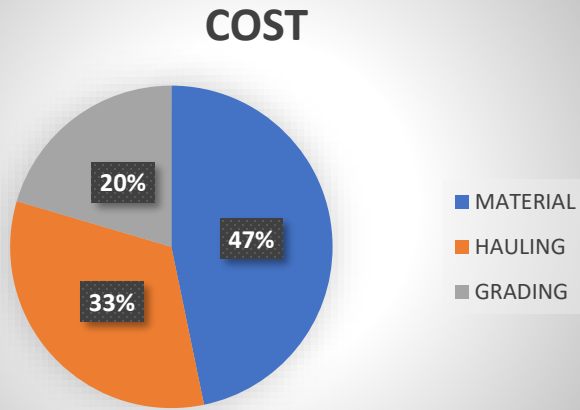
GATE

PROJECT COST ALLOCATION BY -- MATERIAL VS HAULING VS GRADING

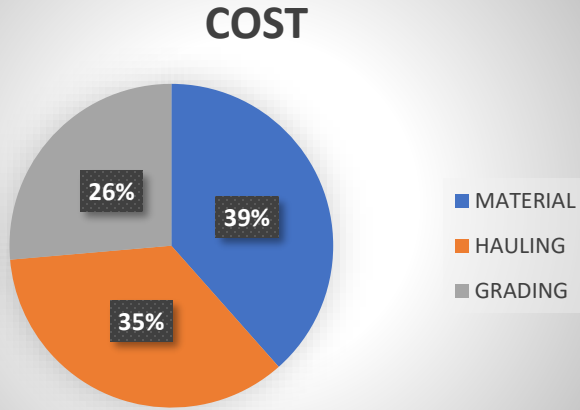
PROJECT TOTAL		
ITEM	COST	% OF TOTAL
MATERIAL	\$ 12,409.27	44.2%
HAULING	\$ 9,841.50	35.0%
GRADING	\$ 5,850.00	20.8%
	\$ 28,100.77	



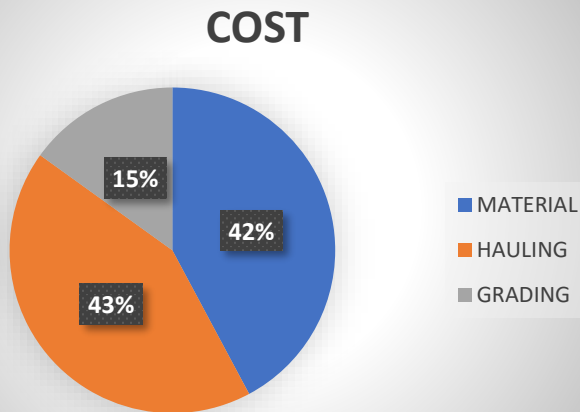
OTTER ROAD		
ITEM	COST	% OF TOTAL
MATERIAL	\$ 8,032.48	46.7%
HAULING	\$ 5,640.00	32.8%
GRADING	\$ 3,510.00	20.4%
	\$ 17,182.48	



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	

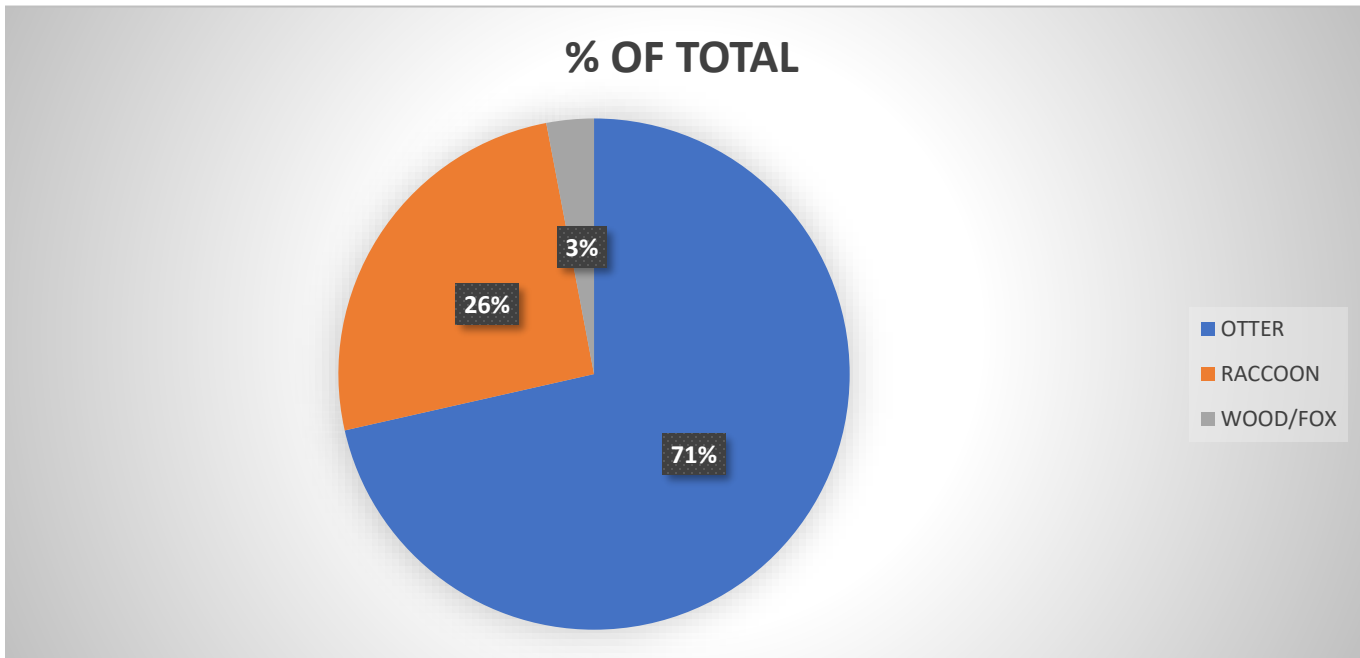


WOODCHUCK DRVE/FOX COURT		
ITEM	COST	% OF TOTAL
MATERIAL	\$ 2,014.89	42.2%
HAULING	\$ 2,041.50	42.7%
GRADING	\$ 720.00	15.1%
	\$ 4,776.39	



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	



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.

Buckskin Heights Road Association
Transitional & Regular Meeting Minutes for September 17, 2019
Weber Residence, 13236 Otter Rd • 7pm

Attendance:

Board Present: David Gaudio, Allan Heese, Glenn Heeney, Luke McOmie, Pam Robinson, Sue Weber
Community Members: Jim & Kathy Hingtgen, Paul Hesson

Call to Order: The transitional meeting was called to order at 7:00pm

Agenda: The agenda was approved as distributed:

Transitional Meeting:

Election of Board Members for 2019-20

Regular Board Meeting:

Secretary's Report

Treasurer's Report

Road Report: Recent work completed on Otter, Raccoon, Woodchuck, etc

Gate Report

Other

- Road marker discussion
- Road berm discussion
- Fire issues

Election of Board Officers for 2019-20: After discussion, Sue Weber nominated David Gaudio as president, Allan Heese as vice president, Luke McOmie as secretary, Sue Weber as treasurer, and Glenn Heeney and Pam Robinson as at-large members. This slate of officers was elected unanimously.

Adjournment of Transitional Meeting: A motion was made by Sue Weber to adjourn the transitional meeting at 7:10pm. The motion was seconded and approved.

Call to Order for Regular Board Meeting: The regular board meeting was immediately called to order at 7:10pm.

Secretary's Report: A motion was made by Allan Heese to confirm the email approval of minutes from July 23, 2019 and to approve the annual meeting minutes from August 23, 2019. The motion was seconded and approved.

Treasurer's Report:

- Treasurer Sue Weber reviewed the Treasurer's Report (attached). We have \$8,579.45 in our checking account and \$5,004.90 in the emergency savings account, with \$255.00 in pending expenses, for a total of \$13,329.35 available.
- The new BHRA *Bylaws* amendment describing procedures for approval and payment of road work invoices and road work record-keeping was approved by the membership at the annual meeting, and has been implemented by Sue Weber (Treasurer) and Allan Heese (Vice President). Updated *Bylaws* will be filed with Larimer County when liens are files and posted on the website.
- A motion was made by David Gaudio to approve the Treasurer's report. The motion was seconded and approved.

Road Report

- Allan Heese reported that there are concerns about the area at gate for fire trucks to pass/turn/work. Andrew Michler did 3 hours of work (grading and ditchwork) to mitigate the problems identified by fire department after the last small wildfire down at the S-curve meadow.
- Future work: Allan reported that we had planned 3 potential gradings coming up, but only two are likely. Allan and Foster are working on a schedule for upcoming work. Next grading is happening soon (within the next week); there will be 1 more grading, probably in November. We will be paying to mobilize the grader/equipment in both directions up the Buckhorn, which may make the grading(s) more expensive than we anticipated.
- There was general discussion about how to spend the remaining funds towards fixing various roads, material, equipment. We spent about 1/6 of our annual budget on Raccoon Dr this summer to remediate safety issues. There was concern about applying road base this time of the year due to lack of heat (asphalt) and water (concrete). There was also concern about grading the upper roads due to lack of material on those parts of the road. We would ideally like to set a set a fixed number of hours/cost point for the remaining work this year.
- There was discussion about emergency vehicle being able to pass each other, and turn around at the gate and at the ends of each road.
- Paul Hesson recommended that we put down some material at the 3.8 road marker north of the Wood's driveway.
- Kathy Hingtgen asked if we review the condition of the road to determine where the material and work is going to be done. Allan pointed out that the Board generally reviews the priority areas at meetings and in conversations – often with residents – between meetings, but that it is the function of the VP to determine what/where we do the work, spend the money, etc, within Board-determined parameters.
- David Gaudio made a motion to spend up to \$4,000 for 2 upcoming gradings. It was seconded and approved.
- Luke McOmie will follow up with the local fire department to see if we can get support for Firewise.
- David Gaudio made a motion to accept the road report. It was seconded and approved.

Gate Report: No issues with gate since last meeting. The ability to change the codes needs to be redundant. Currently Paul Hesson deals with the physical lock; Bob Faris does the necessary work on the electronic lock. David Gaudio made a motion to accept the gate report. It was seconded and approved.

Other:

- **Road Marker Discussion:** The board discussed replacing the current 1/10th markers with markers with greater aesthetic value as recommended by Kathy and Jim Hingtgen. The replacement of markers for Otter Rd & Raccoon Dr would be paid by Kathy and Jim Hingtgen. The board voiced concerns around all markers being the same; we hope eventually to have markers on all the roads. We should create a community map of where the 1/10th markers are so that residents can use them in emergency situations; Sue Weber pointed out that they should be reflective for nighttime visibility. Paul Hesson opposed the replacement proposal, as he had expended much effort to implement the installation of the current markers economically and unobtrusively, with the help of Glenn Heeney and others. A motion was made to accept the proposal to replace the current markers with purchased markers as proposed by Kathy and Jim Hingtgen. It was seconded but not approved.
- **Berm Discussion:** The board and community members discussed various ways to shape the road on curves, including crowns, berms, super-elevation, etc. There was general agreement to continue to allow Foster to shape road as they think best, given their expertise/experience and the conditions in each location.
- **Recent Fire-Related Issues:** The possibilities of allowing the community to hook up to the community water tank at the gate, and mapping the location of water sources were raised. All these issues should be left to the Fire Committee.

Executive Session: None

Adjournment: A motion was made by Luke McOmie to adjourn the meeting at 9:20pm. The motion was seconded and approved.

Respectfully submitted,

Luke McOmie, Secretary

Buckskin Heights Road Association Treasurer's Report

Sue Weber – September 17, 2019

- | | | |
|--|---|-------------|
| 1. Checking account balance to date | = | \$8,579.45 |
| Pending Expenses | = | -\$255.00 |
| Pending Deposits | = | \$0.00 |
| Checking Available | = | \$8,324.45 |
| Savings account balance to date | = | \$5,004.90 |
| TOTAL AVAILABLE | = | \$13,329.35 |
2. **Dues:** In 2019, 66 of 68 properties (63 of 65 owners) are paid or partially paid, with \$4,534 in Woodchuck homeowner road base donations. Notice that liens will be filed have been sent to 2 property owners with delinquent dues.
 3. **2019 Completed Property Sales:**
 - 4/22/19 – Gary & Kathleen Dorsey (north of Otter Woodchuck intersection) to Gianna Gariglietti & Leroy Lawrence
 - 5/31/19 -- Joseph & Dorothy Fucetola (4532 Otter Rd) to Michael Fallon & Tami Faith
 - 6/13/19 – Sena Hitt-Laustsen & Darin Johnson (13717 Raccoon Dr) to Justin & Matthew Wilson
 - 7/2/19 – Greg Pugh/REHO BH LLC (13409 Woodchuck Dr) to Erik Dolph
 - 7/3/19 -- Alicia Cook (Lower Otter Rd near lower gate) to Brian & Audrey Lodwig
 - 7/10/19 -- Chris & Samantha Tanner (12724 Otter Rd) to John & Brittany Woods
 4. **2019 Properties for Sale:**
 - Thomas & Janine Brown (12727 Otter Rd)
 - Jon Miller & Susan McNally (13735 Otter Rd)
 5. **BHRA Budget Update** for September 17, 2019 is attached.
 6. **New procedures for approval and payment of road work invoices and road work record-keeping** were approved by the membership at the annual meeting, and have been implemented by Sue Weber (Treasurer) and Allan Heese (Vice President). Updated *Bylaws* will be filed with Larimer County when liens are files and posted on the website.

BHRA EXPENSE & INCOME SUMMARY • September 17, 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	\$150	(\$0)	\$0	\$150	(\$0)
Miscellaneous	\$207	\$0	\$327	\$327	\$0	\$327	\$327
Signs & Culverts	\$0	\$0	\$1,239	\$1,239	\$0	\$1,239	\$1,239
Supplies	\$0	\$400	\$16	(\$384)	\$50	\$66	(\$334)
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)	\$5,790	\$14,250	\$250
BHRA ROAD EXPENSE SUBTOTAL	\$23,949	\$33,400	\$27,654	(\$5,746)	\$5,790	\$33,444	\$44
Expense Subtotal	\$28,404	\$35,690	\$33,741	(\$1,949)		\$40,841	\$5,151
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	\$96	(\$4)	\$0	\$96	(\$4)
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	\$32,062	\$5,560		\$32,648	\$6,146
Checking Cash Flow Balance	\$1,717	(\$9,188)	(\$1,679)			(\$8,194)	

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, plus \$255 for Sept ditchwork near gate

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	\$8,579			\$2,066	
BHRA Savings Balance	\$5,004	\$5,006	\$5,005			\$5,005	
Total Assets	\$15,264	\$6,078	\$13,584			\$7,071	

(\$2,066 minus Woodchuck carryover of \$478 = \$1,588)

Buckskin Heights Road Association
Special Meeting Minutes • Buckhorn Church
December 13, 2019 • 6:30pm

Attendance:

Board Present: David Gaudio, Glenn Heeney, Luke McOmie, Pam Robinson, Sue Weber

Community Members: A total of 17 properties were represented

Call to Order: The special meeting was called to order at 6:30pm by President David Gaudio, who declared a quorum was present. The call for the meeting is attached.

Agenda: Paul Hesson moved to approve the agenda as distributed. The motion was seconded and approved.

Introduction of Guests: President David Gaudio introduced Lola Fehr, a registered professional parliamentarian and member of the National Association of Parliamentarians, and guest of Sue Weber, Pam Robinson and Paul Hesson, among others.

Presentation/Q&A by Petitioners: Rick Stahl estimated that he would need about 35-45min for his presentation. He distributed a handout “Email Rebuttal to Sue Weber” (attached). He explained that petitioners requested this special meeting of the Association to “argue the validity/methodology/transparency of the bylaws change, Article V, Dues (April 13, 2018).” He asserted that:

- Agendas for three open board meetings at which proposed amendment was discussed were not published ahead of time. No open discussion or special meeting about the proposed bylaws amendment was held. *BigTent* and email announcements were inadequate. The use of the term “mail poll” for the actual mail ballot was incorrect.
- The wording of the proposed 2018 dues change bylaws amendment was intentionally misleading – the ballot highlighted the “mail poll” aspect of the proposed bylaws change, but not the change from 2/3 vote to majority vote. Furthermore, a “poll” usually refers to a general preference, not a vote. He believes the change allowed fewer members to have control of dues changes. Live discussion, which did not happen in this case, is necessary to be sure that the rights of all members are protected.

Jennifer Appelman expressed a red flag concern that there was no discussion in the minutes of board meetings about the change from 2/3 vote to majority; she stated that we need to be sure Robert’s Rules are being followed. John Appelman stated that this is a “podunk” road association; the discussion/process for Bylaws amendments should not be so confusing.

Airn Hartwig stated that past president Darin Johnson thought a mail ballot should be required. She agreed to the proposal, but she felt that some board members at the time the amendment was proposed had a political agenda. She agrees with the mail ballot, but favors a 2/3 vote. The amendment adoption process was very misleading; the board was not up front and honest.

Greg Nelson thought the whole process was misleading and rushed.

Rick Stahl pointed out that technology to describe changes in a document has changed. The process used in the recent major changes to the bylaws (2013-2015) – bubble comments, side-by-side presentation – was better and clearer.

In answer to a question by Paul Hesson about whether he (Hesson) deliberately intended to mislead the community, Rich Stahl stated that he believes that Hesson did not clarify the 2018 dues amendment as done in the past.

Stahl remains concerned that non-resident property owners aren't being fairly represented by the board and are seen differently from resident members. All members should have equal weight. He asserted that 2/3 vote on all issues including dues changes has been the norm since the establishment of the Association. He believes that a committee should be used to draft changes to Bylaws, not individuals; there should have been a special meeting to vote on the proposed bylaws amendment.

David Gaudio pointed out that any change in the Bylaws has always, and still does, requires a 2/3 vote, and that the 2/3 vote process required by the Bylaws was used to adopt the 2018 dues change bylaws amendment.

Eric Dolph inquired if those attending the last August 2019 annual meeting who voted to recommend the dues increase were represented in the vote to increase the dues. David Gaudio pointed out that if those attending and voting at the 2019 annual meeting returned a ballot in the subsequent mail poll, their votes were counted in the majority vote results (61% yes/39% no of those responding).

Presentation/Q&A by Board: Sue Weber distributed a handout “Summary of Materials Prepared for the Special Meeting of the Association” (attached). Weber asserted that:

- The phrase “mail poll” questioned by Stahl is the exact phrase used in our Bylaws to indicate a vote by mail; thus, there was no “intention to mislead” by using the word “poll” instead of “vote” or “ballot” to adopt the dues change amendment. Weber further noted that Parliamentarian Lola Fehr recommended that we change “mail poll” to “mail ballot” in our Bylaws to clarify the language.
- A 2/3 vote for dues changes has not always been the standard of the Association, e.g., from 1997-2008 the Bylaws required a majority vote to rescind dues increase determined by the board. There is nothing in Robert’s Rules to suggest that financial decisions require a 2/3 vote.
- The intent of having a professional parliamentarian review the entire process of adopting the dues change amendment was to determine if any of the boards’ actions were in violation of our Bylaws or Robert’s Rules of Order. The parliamentarian’s objective opinion was that the board followed all the requirements of our current Bylaws and Robert’s Rules in adopting the dues change amendment. In any case, the parliamentarian pointed out that the time to raise methodology concerns over the vote was actually 1½ years ago, not today.

Sue Weber then reviewed the background for the 2018 bylaws dues amendment:

- At the 2018 annual meeting, the then-existing method of dues change at an annual meeting was criticized as unfair, in that as few as 7 people out of a quorum of 10 could change the

dues. A bylaws amendment proposed at that meeting by John Appelman would have required a mail ballot with a 2/3 vote; it failed decisively (5 yes/11 no) due to the opposite concern, that the majority could be unfairly “held hostage” by as few as 23 non-residents members (out of 68 total property owners) – or as few as 15 responding in a typical mail poll – who do not know the state of the road or how it affects property values.

- Members of the board at that time responded to the dissatisfaction with both methods by proposing a 2-step process that (1) gathers the recommendation of mostly residents who know the road and attend an annual meeting; followed by (2) giving all members –residents and non-residents – equal voice in a mail “poll” (i.e., “vote”) of the entire membership.
- Advanced notice of this proposed bylaws change was given through three open board meetings with public; postings on BigTent and email with exact wording of the proposed amendment requesting comments; and a ballot and information sheet with the exact wording of the proposed amendment sent to all members with a 30-day opportunity for consideration. (It was also discussed at a fourth executive meeting with public minutes posted.) The results were reported on BigTent, the BHRA website and in the June 2019 Board minutes.
- Sue Weber re-capped the methodology used to vote on the subsequent dues increase after the 2019 annual meeting; 90% of the responding ballots were in favor of the change.

Greg Nelson questioned if there was adequate opportunity for dissent in this mail poll process. Sue Weber pointed out that if you voted “no” on the mail ballot, you have had your say. David Gaudio also pointed out that speaking out on *BigTent* (now *GroupsIO*) is another way to reach out and speak your mind. Weber suggested that that perhaps some of these concerns could be addressed by having the cons of a Bylaws change summarized as well as the pros.

Jennifer Appelman asked whether there had been consideration of a separate mail vote to change from a 2/3 to a majority vote. Sue Weber showed her the actual Bylaws amendment ballots where the “2/3 vote” language was crossed out and the replacement “majority vote” language was stated 6 times on the ballot and justification. The dues change vote was a separate vote the following year.

Rick Stahl pointed out 90% response of ballots returned for the dues change vote is not 90% of the total membership. He further asserted that several people didn’t get their ballots in time, indicating that 30 days is not enough time and recommended that the Bylaws be amended to 60 days to respond.

Rick Stahl correctly pointed out that the first mention of a “mail(ing) poll” in the Bylaws was in 1991-96, not 1974 as previously stated by Sue Weber.

Greg Nelson questioned if there was a quorum for mail votes in the Bylaws; there is not and there should be since you cannot force people to vote.

Sue Weber pointed out that the agenda is not usually included in minutes; the agenda topics become the headings in the minutes.

Rick Stahl moved to take a short recess. The motion was seconded. It was not approved.

Parliamentary Questions:

Parliamentarian Lola Fehr congratulated the groups for their good humor and asserted that our issues are solvable. The terminology “poll” is unusual, but you can do almost anything under Robert’s Rules. However, Robert’s Rules guarantee three things: (1) the right to attend meetings with advance notice; (2) the right to run for office; and (3) the right to debate. Anything that threatens these principles must have a 2/3 vote to protect the rights of the minority to participate. Traditionally, bylaws amendments take a 2/3 vote. You cannot compel members to vote, so a “mail poll quorum” is not possible; the vote count is always based on those present and voting. Minutes should only contain decisions, but most organizations include discussion; you do not repeat agenda in the minutes.

Rick Stahl raised the issue of whether the membership got adequate opportunity to debate the 2018 dues change bylaws amendment. Fehr pointed out that this concern is out of order, because it is too late to raise this issue. However, the requirement could be added to our Bylaws for future mail votes. Weber pointed out that the 2018 dues change amendment process followed all the current Bylaws and Robert’s Rules. Robert’s Rules allow bylaws changes to be done by mail vote without a meeting for debate, but Fehr’s opinion is that this is a bad idea. Fehr also pointed out that a board meeting is not the best opportunity to provide time for debate. Fehr recommended that we form a bylaws committee; 4-6 people are enough. Fehr is willing to help us; she is paid for her services. Sue Weber volunteered for a new bylaws committee and Rick Stahl agreed to serve as well.

Airn Hartwig asked if 6 members is enough on the Board; Fehr indicated that 6 was adequate for the size of our association. Andrew Michler asked how conflicts can be best resolved. Fehr suggests that when you have a conflict, go to the person first, not to others; she added that email is not a good way to resolve conflicts.

Adjournment: Paul Hesson moved to adjourn the meeting at 8:27pm. The motion was seconded and approved.

Respectfully submitted,

Luke McOmie, Secretary



**BUCKSKIN HEIGHTS
ROAD ASSOCIATION
PO Box 352
MASONVILLE CO 80541**

November 12, 2019

NOTICE OF SPECIAL MEETING

A special meeting of the Buckskin Heights Road Association membership has been requested in writing by 5 memberships in good standing – Jennifer/John Appelman, Richard Dixon, Airn Hartwig, Greg Nelson and Rick Stahl – in accordance with the BHRA Bylaws, Article VI, Section 2 (<http://buckskinheights.org/BHRA-Bylaws-Aug19-Copyright.pdf>).

The meeting will take place as follows:

DATE: Friday, December 13, 2019

TIME: 6:30pm

LOCATION: Buckhorn Church
8762 N County Rd 27, Masonville, CO

BAD WEATHER ALTERNATIVE: If the weather is bad on Friday December 13, a notice will be posted by 3pm on the BHRA website buckskinheights.org to move the meeting to a location on the mountain.

PURPOSE OF THE MEETING AS STATED BY THE REQUESTORS: "Arguing the validity/methodology/transparency used by the authors of the bylaw change: Article V, Dues 4/13/2018".

We hope that all members who can attend, will attend.

David Gaudio, President
Buckskin Heights Road Association

EMAIL REBUTTAL to Sue Weber

We have attached a document which summarizes, in chronological order, all the actions of the Board regarding the “**validity/methodology/transparency used by the authors of the bylaw change: Article V, Dues 4/13/2018.**” This summary is taken directly from BHRA meeting minutes from August 2017 when the amendment was first proposed, through June 2018, when the results of the membership vote on the amendment were officially reported. All of these minutes and attachments have been posted for well over a year at buckskinheights.org/documents.html.

VALIDITY

You will note that this summary shows that the amendment:

- Was first proposed at the August 2017 annual meeting by John Appelmann, who moved “a change to the Bylaws that would require a mail-in ballot for any dues increase, and also requiring a 2/3 majority of those responding to pass.” The motion failed (5 in favor/11 opposed).
 1. **REBUTTAL: This has NO BEARING with the exception of the BOARDS desire to change the Bylaws to weigh the vote to SPECIFIC MEMBERS**
 2. **REBUTTAL: According to Roberts Rules, In amending a previously adopted bylaw, make sure that the rights of all members continue to be protected. *The surest way to provide this protection is to prevent bylaws from being changed without first giving every member an opportunity to weigh in on a change.***
- The revised amendment – featuring a two-step process requiring a majority vote at both steps to pass – was subsequently passed by the membership in April 2018 by a 2/3rds majority mail poll of the membership (41 in favor/5 opposed), using the following steps:
 - Discussed at four public meetings with minutes posted online in a timely fashion (9/12/17, 10/24/17, 1/23/18 and 3/27/18);
 1. **REBUTTAL:** It is the BOARDS RESPONSIBILITY to publicize and keep public records of agendas and announcements. There is no record of said announcement on the OFFICIAL BHRA website.
 2. **REBUTTAL: 9/12/17 Board meeting,** The meeting minutes show NO AGENDA published, just a comment , “Agenda: The agenda for the meeting was approved as revised to move the election of officers for 2017-18 to the end of the meeting.” At the same meeting there were 12 properties present (7 board, 5 membership) NO QUORUM of MEMBERSHIP to vote. At the previous Board Meeting (July 10,2017) there was no mention of a discussion / committee formation to “refine” the ideas.
 3. **REBUTTAL: 10/24/2017, CLOSED / Executive meeting,** 5 board members. As it was a CLOSED meeting, membership was not involved. The authors, along with the remaining board members DECIDED on which of 3 possible options was the best “solution” (Sue) Weber, board member and author, stated “will inform the membership about this option on BigTent, and invite comments and participation in a planned discussion at the next open board meeting, probably in early January.” BIG TENT was never meant to be used for comments or participation of Bylaws changes (It was initialized as an EMERGENCY communications option. It does not meet the definition of open discussion or special meeting as described in Roberts Rules. There was NEVER a PLANNED DISCUSSION at the 1/23/2018 Board meeting in the agenda or at the meeting.
 4. **REBUTTAL: 1/23/18,** (5 Board members 2 memberships)There was NO mention of a PLANNED DISCUSSION for the purpose of input from the community, review or approval at the 1/23/2018 Board meeting (or after that meeting) in the agenda or at the meeting. The BOARD PRESIDENT made a motion “to send the proposed amendment (attached) out as a **mail poll** to the membership this spring. The motion was seconded and approved. This was done without community input, discussion or forums (or vote) other than the final approval or rejection.
 5. **Rebuttal: 3/27/18,**(6 Board members * 5 present-1 phone, 2 memberships) No mention of Bylaws change in agenda. Secretary’s report states” Notice of this meeting was posted on BigTent, the BHRA website and on the gate” although Big Tent records no

longer exist and there is no written or archived notice of this meeting on the website , this cannot be verified.

6. **Rebuttal: 6,5,18**, ***date was originally wrong changed from 6,23,18 (6 board, 5 memberships) No mention of Bylaws information in the agenda. There was a report that the Bylaws AMENDMENT was approved, It included a MUCH CLEARER document showing the changes to of the amended Bylaw with statistics.
 - o Publicized as a Board-recommended proposal on *BigTent* and by email to membership (10/27/17), soliciting input from the membership 4 months before the **mail poll** of the entire membership;
 - 7. **Rebuttal:** See number 3 above. **TRANSPARENCY DEFINITION poll vs vote. Poll is just to get an idea of what the general preference is. No action will be taken, it's just for interest. Vote means that an action will be taken as a result of the preference shown in the vote.**
 - o Conducted a mail poll of the entire membership in accordance with our *Bylaws* amendment procedures (Article VII) in April 2018; and
 - 8. REBUTTAL: Robert, Henry M.; et al. (2011). *Robert's Rules of Order Newly Revised* (11th ed.). Philadelphia, PA: Da Capo Press. p. 429. [ISBN 978-0-306-82020-5](https://www.amazon.com/Roberts-Rules-Order-Newly-Revised-11th/dp/978-0-306-82020-5). **A motion to take an informal straw poll to "test the water" is not in order because it neither adopts nor rejects a measure and hence is meaningless and dilatory.**
 - o Reported that the amendment passed as described above on *BigTent* and officially in the June 2018 BHRA minutes. **As there was only a POLL, not a vote, and there was never a formal discussion, forum or special meeting allowing the membership (at least 2/3rds) to openly discuss, input opinions or suggestions the Bylaw amendment is NULL AND VOID.**

TRANSPARENCY (see ballot)

Without too much detail, the wording was intentionally misleading,

1. Changed more than one item in the Bylaw and slanted the vote to favor full time residents and discriminated against others.
2. In the English language pole and vote have two separate and different outcomes and meanings.
3. Proposers name were not exposed.
4. **After the motion is made, the entire document is handled seriatim (taking one subject after another in regular order; point by point.). See Robert's Rules of Order Newly Revised, page 273, and 576. Each article is read in its entirety by the bylaws chairman. He then explains all the changes that were made in that article and the reasons for the changes. He then sits down, and the presiding officer asks: "Is there any discussion on Article I?" Members can ask questions, discuss or amend Article I. In presiding, the chair must remember that Article I is part of the main motion being considered which is the bylaws revision. Members can amend Article I by primary and secondary amendments. Only one set of primary and secondary amendments can be pending at one time. AMENDMENTS to Article I (to the entire revision) are adopted by a majority vote. After everyone is finished discussing and amending Article I, the chair goes on to Article II. ARTICLE I is NOT ADOPTED. <https://www.parli.com/newsletter/how-to-get-a-bylaws-revision-accepted-by-the-members>**
5. The "BALLOT" Highlighted and BOLDED " TO ALLOW DUES CHANGE BY MAIAL IN BALLOT" But did not explain in detail (in a discussion, special meeting or Annual meeting) the changes and effects of
 - (b) Change from long standing 2/3rds to simple majority
 - (b) Removed the parliamentary procedure of motions to recommends. (recommends a vote)
 - (b,i.) "Conduct a mailing poll" A poll is an idea of general preference not a VOTE
 - (b,iii) If a simple majority (more than half) of all the valid mail ballots received (POLL) by the deadline are cast in the affirmative, the change in dues shall be approved.(No voting involved)
 - STEP 1: Translates to goes from RECOMMENDED to VOTE (although the board calls it a poll)

- **STEP 1:** not approved, just recommended – by the majority of members attending (usually) the annual meeting- Meaning memberships who DONOT attend (Business and family obligations, out of state or property owners who don't have a home built) USUALLY don't have a say in a discussion / special meeting.
- **STEP 2:** the Board would conduct a mailing poll of every membership based on this recommendation. Everyone would get a chance to vote,..OBVIOUSLY a play on words as this statement means giving your opinion (Poll) will convert to a DECISION (VOTE) WHICH IS IT a POLL or a VOTE? They are NOT INTERCHANGABLE.

The MEMBERS of the BHRA follow a constitution and Bylaws that are regulated under ROBERTS RULES. The changes to manipulate the Bylaws to allow FEWER members to have control over the association is NOT what Roberts Rules were designed to do.

2/3 Vote vs Majority Vote statement from Roberts Rules: As a compromise between the rights of the individual and the rights of the assembly, a 2/3 vote is necessary.

The assembly is not limited to adopting or rejecting the amendment just as it is proposed, but no amendment is in order that increases the modification of the rule to be amended, as otherwise advantage could be taken of this by submitting a very slight change that would not attract attention and then moving the serious modification as an amendment to the amendment.

In amending a previously adopted bylaw, make sure that the rights of all members continue to be protected.

The surest way to provide this protection is to prevent bylaws from being changed without first giving every member an opportunity to weigh in on a change through live discussion.

Buckskin Heights Road Association

Summary of Materials Prepared for the Special Meeting of the Association

December 13, 2019 • 6:30pm • Buckhorn Church, Masonville CO

Consultation with a Professional Parliamentarian

BHRA Board representatives consulted with Ms Lola Fehr, a registered professional parliamentarian. Ms Fehr is a member of the Colorado Association of Parliamentarians (www.coloradoparliamentarians.org). She is certified as an association executive and has worked with numerous national membership organizations, serving as parliamentarian for business meetings with up to 1,000 delegates. She also serves as parliamentarian for the Colorado State University Faculty Council during the academic school year.

The parliamentarian reviewed the following documents related to the way our *Bylaws Article V Dues, Section 1* had been amended in 2017-18, as well documents related to the vote to increase road dues in 2019:

- BHRA *Bylaws* from 1974-present;
- Publicly-posted minutes from public Board and Association meetings from August 2017-present;
- Public notices about the proposed *2018 Bylaws Dues Amendment* and *2019 Vote to Increase Dues*;
- Ballots, mailing inserts and results from the *2018 Bylaws Dues Amendment* and *2019 Vote to Increase Dues*;
- Emails and other documents from the five BHRA members requesting the special meeting on December 13, 2019; and
- The public notice mailed to all BHRA members about the special meeting on December 13, 2019.

All of these documents, or key excerpts from them, are available in this document.

MAJOR FINDINGS OF THE PARLIAMENTARIAN:

A bylaws amendment – by definition – changes the wording of the *Bylaws*; it always requires a 2/3 vote.

The vote on the BHRA 2018 *Bylaws Dues Amendment* was properly publicized, conducted and approved by the required 2/3 majority.

- The title and wording of the bylaws amendment on the ballot and its explanation were accurate and appropriate.
- Dues changes, or financial assessments in general, do NOT require a 2/3 vote for approval. [RONR, pg. 401; Table VI, pgs. t44-t45]
- Our *Bylaws* have not always required a 2/3 vote for dues changes in the past (p. 15).

Brief Chronology of the 2018 *Bylaws Dues Amendment*:

- Many members attending the 2017 annual meeting liked the idea of a mail ballot of the entire membership for dues approval, but a proposed bylaw amendment requiring a 2/3 vote was defeated (5 in favor, 11 opposed; p. 8). Concern was that this proposal did not provide a fair balance between resident and non-resident property owners. [At this meeting, a dues increase was approved with 13 in favor, 4 opposed.]
- From September 2017-March 2018, the Board held 4 public board meetings where the new 2-step majority vote mail poll amendment was discussed (pp. 8-9, 11); publicly posted meeting minutes on the BHRA website; posted the new proposed amendment on *BigTent* and email for public input (p. 10); and sent an information sheet with the mail ballot to every member explaining the *2018 Bylaws Dues Amendment* in detail (pp. 12-13). The “majority vote” change was repeated 12 times in these public notices; the 2-step process change was referenced 8 times.
- The amendment was overwhelmingly approved by 41 of 46 property owners voting (89%). The results were publicly posted on *BigTent* and the BHRA website on April 30, 2018 (p. 14).

The 2-step 2019 *Vote to Increase Dues* from \$400 to \$450 in August-October 2019 was properly publicized, conducted and approved by the required majority at each step.

- The *2019 Vote to Increase Dues* did NOT change the wording of our current *Bylaws*; therefore, it was NOT a bylaws amendment and did NOT require a 2/3 vote.
- Dues changes, or financial assessments in general, do NOT require a 2/3 vote for approval. [RONR, pg. 401; Table VI, pgs. t44-t45]

Brief Chronology of the 2019 *Vote to Increase Dues*:

- A substantial majority of the members attending the 2019 annual meeting voted to recommend an increase in the dues from \$400 to \$450 (p. 16).
- In September 2019, the Board followed the *Bylaws* to conduct a mail poll of the membership about the recommended dues increase. The ballot was accompanied by an information sheet justifying the increase and explaining the voting process required by the *Bylaws* (p. 17-18).
- 28 (61%) of the 46 memberships voting approved the dues increase. Results of the mail poll were reported on the BHRA website, the gate sign, and on *GroupsIO* in October 2019 (p. 19).

BOTTOM LINE: Public BHRA documents demonstrate that the entire 2-year process of approving the 2018 *Bylaws Dues Amendment* and taking the 2019 *Vote to Increase Dues* was done transparently, using valid methods described in the *Bylaws* and in accordance with *Robert’s Rules of Order*.

Lola M. Fehr, RN, MS, CAE, PRP, FAAN
4902 W. 29th Street, # 8C
Greeley, CO 80634

December 11, 2019

Suzanne Weber
PO Box 194
Masonville, CO 80542

Dear Suzanne:

This letter will confirm the meeting at which I was engaged to evaluate actions take by the Board of the Buckskin Heights Road Association in relation to the purpose of a special meeting called at the request of five members of the Association. I met with Suzanne Weber and Pam Robinson on November 21.

Based on the documents presented to me and the conversation with the two members of the Association I believe the 2018 vote to approve a bylaws amendment changing the required vote for a dues increase from a two-thirds to a majority vote was appropriately conducted. I reviewed the bylaws requirement for amending the document and the minutes of membership and board meetings where the discussion took place over more than a year. The mail ballot of 2018 asking for approval of the amendment was properly conducted with a vote that exceeded the two-thirds majority vote for adoption.

Therefore, the 2019 question of a dues increase effective in 2020 based on the bylaws as amended in 2018 was properly conducted through a discussion at a meeting of the members where the proposal was on the agenda and the follow-up required mail vote.

Please contact me if you have any questions.

Lola M. Fehr, PRP

970-590-0325

Buckskin Heights Road Association
Materials Prepared for the Special Meeting of the Association
December 13, 2019 • 6:30pm • Buckhorn Church, Masonville CO

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REQUEST FOR A SPECIAL MEETING

From: Richard Stahl <rick_stahl@msn.com>
Sent: Monday, November 4, 2019 9:17 AM
To: Sue Weber <sueweber47@gmail.com>
Subject: Request for special meeting

As specified in the Buckskinheights bylaws, " *Section 2. Special Meetings.* Special meetings of the Association may be called by the Board of Directors or upon written request of five (5) memberships given to the Secretary, stating the purpose thereof. At least thirty (30) days written notice shall be given to the memberships."

The following (5) memberships in good standing request a special meeting for the purpose of arguing the validity / methodology / transparency used by the authors of the bylaw change: Article V, Dues 4/13/2018. Stahl, Appelman, Hartwig, Dixon, Nelson. (Additional petitioners available)

The above mentioned petitioners also request anonymity in any publications posted or discussed by any / all board members.

ADDITIONAL INFORMATION ABOUT THE PURPOSE FOR THE MEETING POSTED ON RICK STAHL'S WEBSITE

<https://drive.google.com/file/d/1qwsVr9KHLQvThdayVIqX0x-hIA6EMe9i/view>

The "Dues" By Laws were deceiving and should be nullified – November 2019

First and foremost, I am not against the decision* made by the residents of Buckskin Heights to vote for a dues increase.

I realize that this is going to get NEGATIVE feedback from board members (I have been rebuked by two already) but this is still America and we have a right to point out items that seem below board.

Let me start here: Our (BHRA) By Laws (1974) stipulate that the Constitution, By Laws and meetings are to be run under the principles of Roberts Rules of Order (to be referred to here on as RRO). As a layman, I didn't have a grasp of how RRO until my tenure on the board as president. There are a few members of the association that are near experts and others who really have very little idea of these procedures. I, for one,

have since become fairly good at researching RRO and have found some interesting procedures that I believe were intentionally used to mislead our vote on the "Dues By Law" change.

Historically, the original writers of BHRA's Constitution and By Laws used some *standard definitions for voting* concerning important changes to and voting on the By Laws. Examples from our 1974 through 2018 Constitution and By-laws follow:

ARTICLE III-Validation and amendments

Section 1. Validation. This constitution shall become effective upon ratification of a **two-thirds (2/3) majority vote** by the total membership in good standing.

Section 2. Amendments. Amendments to the Constitution will require ratification by **two-thirds (2/3) majority vote** of the members in good standing.

Article V-Section 1. Dues.- c. The Board by their authority, shall set basic annual dues, per tract or lot, up to \$75.00. Any additional dues imposed shall be by a **two-thirds (2/3) majority** of those members in good standing to a mailing poll to all members by the President or Secretary. The life of such additional dues shall be clearly established and adhered to.

It is my belief that these By Laws worked as intended for the community since 1974 (48 yrs.) It is also my belief that the board intentionally understated the details and changes to the By Laws for the ballot "Increase in 2020 Dues"

I voiced my concerns with a board member and received a hodge podge of excerpts from meetings that, after reviewing all the documents reinforced my belief. In a future article I will place them in a presentable order

It WAS NOT an error or a simple oversight. This was an EXCLUSION of the fact that we were voting on TWO SEPARATE BY LAW CHANGES. The ONLY change that was defined in detail was "**regarding a change to the Bylaws to allow all to vote on dues changes by mail ballot**". There was no debate or detailed mention of "**Changing the way votes are tallied from 2/3rds to simple majority**" as will be proven.

The board (with the assistance of a person or people with knowledge of RRO) understood that a ~~strikeout~~ over text meant a change or deletion. Yes, the rewritten By Law showed the strikeout but there was no open discussion or debate on the proposed changes. Was there any public discussion of this change (no reference in any minutes or notes), According to RRO, ANY changes to By Laws have to be in an open forum and ALL changes MUST be made public and equal time will be dedicated to discussion of ALL CHANGES.

Not once have I seen a reference to a discussion about the change from 2/3rds to simple majority. On ALL documentation the wording has been "Changing the BHRA BY-LAWS to allow everyone to vote on DUES INCREASES", which in its self was misleading. We were NOT allowed the opportunity to have a LINE ITEM VETO in the wording of the amendment Just a YES OR NO vote on "Changing the BHRA BY-LAWS to allow everyone to vote on DUES INCREASES"

What this amounts to is a "Rider".

Here is what Wikipedia explains it as: In legislative procedure, a **rider** is an additional provision added to a bill or other measure under the consideration by a legislature, having little connection with the subject matter of the bill. Riders are usually created as a tactic to pass a controversial provision that would not pass as its own bill

Most constitutional bodies effectively ban riders

The legislatures of 43 of the 50 states have effectively banned riders by giving their governors the power of the line-item veto.

2/3 Vote vs Majority Vote statement from Roberts Rules: As a compromise between the rights of the individual and the rights of the assembly, a 2/3 vote is necessary.

AN EXCERPT FROM A GROUPSIO POST BY RICK STAHL ON NOVEMBER 7, 2017:

"... It will be proven that the board changed a rule that had been in place since the beginnings of Buckskinheights and WAS THERE FOR A SPECIFIC REASON. WHY [raise the issue] NOW, Discussions have been ongoing about this for over a month with a member of the board and longer with other residents. ... The Board has slipped through the last amendment with the provision (rider) that it is no longer a 2/3rds majority, just a simple majority on both counts. ... [I]t was done in the shadow (we have documentation) and It did NOT follow Roberts Rules."

* Public declaration of NO vote on dues increase by Rick Stahl (see below)
https://groups.io/g/buckskinheights/topic/road_dues_increase/34191812?p=,,,20,0,0,0::recentpostdate%2Fsticky,,,20,2,0,34191812

Road dues increase #BoardBusiness #RoadCondition

Rick Stahl

Sep 18 #612

Just an FYI, Our road is never going to be a great road. With the exception of major snow storms or rare washout situations, our EXTERIOR road (Otter) has always been "passable".

It was never meant to be a "civilized" road, but a mountain road that allowed access to Buckskin Heights (see plat map) since 1974. The job of the BHRA is to MAINTAIN said road. After re-reading many times Appendix A in the minutes just published, it is a self defeating manifesto, in many areas contradicting the very conditions and environment. **I will be glad to explain this statement through individual emails or, if requested, at Groups.io**. The point is that for over 30 of its 45 plus years the BHRA primarily used road base yearly to smooth out the road and GRADED with much more regularity. In the early 2010's BHRA's supply of road base became more expensive and less available and we turned to recycled asphalt (RAP).

OK, now let's get to my point. We are just throwing good money after bad. How about we spend our present dues on TRUE MAINTENANCE:

- Grading more often, every 4 to 6 weeks when possible.
- Repairing the RAP areas that have developed pot holes through SPOT REPAIRS.
- Enforce speed controls on the road. (there are low tech methods)
- Stagger the usage of a blade grader with a box grader.
- Use the appropriate materials at the appropriate locations.

These suggestions can be done with the existing dues levels. I have contacted MULTIPLE SOURCES, as a resident and former officer of BHRA, and found that we still CAN get materials (RAP and road base) for 9.00 per yard and there are trucking firms as well as grading companies that can do the job competitively and in some cases less expensively.

Obviously, another \$50.00 increase will not affect the majority of our residents up here, but lets make better, more cost effective usage of our present dues before throwing GOOD MONEY AFTER BAD.

I VOTED NO

Rick Stahl
 970-223-4044 Landline
 303-910-4331 Cell

CONSULTATION WITH REGISTERED PROFESSIONAL PARLIAMENTARIAN (PRP)

The Colorado Association of Parliamentarians (CAP) offers Professional Registered Parliamentarians who can serve organizations with a wide variety of Parliamentary Law services. Services include: providing individuals and groups with study workshops and one-on-one training, assisting with bylaws revisions, organizing meetings and seminars, parliamentary services for meetings or conventions and offering parliamentary advice to presiding officers, governing boards and committees. CAP is a division of the National Association of Parliamentarians (NAP). The current edition of Robert's Rules of Order, Newly Revised (RONR) is the parliamentary authority for both NAP and CAP. <https://www.coloradoparliamentarians.org/>



Lola Fehr, PRP
Greeley
lolafehr@comcast.net
(970) 352-3347

Lola Fehr is certified as an association executive and has worked with numerous national membership organizations serving as parliamentarian for business meetings with up to 1,000 delegates. She also serves as parliamentarian for the Colorado State University Faculty Council during the academic school year and provides consultation to her local school district.

She has provided bylaws consultation for many groups and serves as a member of three volunteer boards. She has significant education experience, including teaching a one credit course for Colorado State University. She also has a background in health care and appreciates opportunities to work with health-related groups. Lola enjoys helping groups conduct business in a culture comfortable for them while using the resource of parliamentary authority to promote efficient and effective meetings.

Meeting with Ms Lola Fehr on November 21, 2019

Sue Weber and Pam Robinson met with Ms. Lola Fehr for 1½ hour. Ms. Fehr reviewed the following documents related to the way our *Bylaws Article V Dues, Section 1* had been amended in 2017-18, as well documents related to the vote to increase road dues in 2019:

- BHRA *Bylaws* from 1974-present;
- Publicly-posted minutes from public Board and Association meetings from August 2017-present;
- Public notices about the proposed *2018 Bylaws Dues Amendment* and *2019 Vote to Increase Dues*;
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- The public notice mailed to all BHRA members about the special meeting on December 13, 2019.

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- Dues changes, or financial assessments in general, do NOT require a 2/3 vote for approval. [RONR, pg. 401; Table VI, pgs. t44-t45]

The 2-step 2019 Vote to Increase Dues from \$400 to \$450 in August-October 2019 was properly publicized, conducted and approved by the required majority at each step.

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- Dues changes, or financial assessments in general, do NOT require a 2/3 vote for approval. [RONR, pg. 401; Table VI, pgs. t44-t45]

**CONSTITUTION
OF
BUCKSKIN HEIGHTS ROAD ASSOCIATION, INC**

... August 23, 2019

**ARTICLE III
Validation and amendments**

Section 1. Validation. This Constitution shall become effective upon ratification of a two-thirds (2/3) majority vote of the total membership in good standing.

Section 2. Amendments. Amendments to the Constitution will require ratification by two-thirds (2/3) majority vote of the total membership in good standing.

Total Number of Properties = 68 Memberships
2/3 of Total Membership = 46 Votes to Approve a Constitutional Amendment

**BYLAWS OF THE BUCKSKIN HEIGHTS
ROAD ASSOCIATION**

... August 23, 2019

Article VI. Meetings

...

Section 4. Voting at Meetings (or in a Mailing Poll Sent to All Members). Only memberships in good standing shall be entitled to vote at meetings of the Association (or in a mailing poll sent to all members). Voting may be by voice, but five (5) memberships shall have the right to demand a roll call vote. Each membership shall be entitled to one (1) vote. A membership in good standing is defined as one where no annual dues or assessments are delinquent.

Section 5. Quorum. Ten (10) active members, present in person shall constitute a quorum at all Association meetings.

...

Article VII. Changes to Bylaws

Section 1. Changes and/or Amendments to the Bylaws shall require a two-thirds (2/3) majority vote of the membership in good standing at an annual meeting or special meeting called in accordance with the Bylaws (or by a mailing poll to all members by the President or Secretary).

...

Quorum at all Association Meetings = 10 Memberships
2/3 of Memberships at an Association Meeting = 7 Votes to Approve a Bylaws Amendment

CHRONOLOGY: Key Board Actions in proposing, publicizing and conducting the vote on the 2018 Bylaws Dues Amendment:

FROM THE PUBLIC ANNUAL MEETING MINUTES 8/20/17

<http://buckskinheights.org/BHRA-2018-Annual-Meeting-Minutes&Budget-Copyright.pdf>

ATTENDANCE

Road Association Board Members: Paul Hesson, President; Airn Hartwig, Vice President; John Niesel, Secretary; Sue Weber, Treasurer; Allan Heese and Kevin Stewart, At Large
Road Association Members: 21 properties were represented.

NOTE: John Appelmann's verbal motion to amend the Bylaws was not announced prior to the annual meeting; the motion was out of order (RONR §57, p. 592).

DISCUSSION OF POSSIBLE DUES INCREASE

1. President Hesson presented the unanimous Board proposal to raise annual dues by \$50, effective for FY2018, which was sent to all members 30 days in advance of the annual meeting. Per the BHRA Bylaws, passage of a dues increase requires a 2/3 majority of property owners present at the annual meeting.

2. Resident John Appelmann motioned for a change to the Bylaws that would **require a mail-in ballot for any dues increase, and also requiring a 2/3 majority of those responding to pass.** The motion was seconded.

A. Comments in favor of the amendment: More property owners would have a say in a dues increase.

B. Comments not in favor of the amendment: In the past it was impossible to pass an increase in road dues because of many property owners who did not reside on the mountain, and did not care how poor the condition of the road was.

C. A standing-count vote on the motion was 5 in favor, 11 opposed. **The motion failed.**

B. A standing-count vote on the **main motion to increase dues \$50 to \$400 annually was 13 in favor, 4 opposed.** The main motion carried.

FROM THE PUBLIC 9/12/17 BOARD MEETING MINUTES:

<http://buckskinheights.org/BHRA-Board-Minutes-Sep17-Copyright.pdf>

Attendance:

Board Members: (2017-18) David Gaudio, Airn Hartwig, Paul Hesson, Darin Johnson, Sue Weber; (2016-17) Allan Heese, John Niesel.

Community Members: Matt Hartwig, Glen Heeney & Ann Dean, Kathy Hingtgen, Mary Ann Long, Jerry & Sarah May, Jon Miller

Dues: The pros and cons of changing the Bylaws to allow absentee mail ballots to vote for future dues increases were discussed by Board members and members of the community. **There was general agreement that it was desirable to encourage wider involvement of the membership while maintaining a fair balance between resident and non-resident property owner's interests.** Paul Hesson volunteered to refine the ideas expressed and report back to the Board at a future meeting

FROM THE PUBLIC 10/24/17 BOARD MEETING MINUTES:

<http://buckskinheights.org/BHRA-Board-Minutes-Oct17-Copyright.pdf>

Attendance: Board Members David Gaudio, Airn Hartwig, Paul Hesson, Darin Johnson, Sue Weber

Possible Bylaws Amendment: Paul Hesson and Sue Weber briefly presented drafts of three possible ways to amend the Bylaws to allow everyone to vote on every dues change (see attachment). There was general agreement that option #3 was the best solution. **Weber will inform the membership about this option on BigTent, and invite comments and participation in a planned discussion at the next open board meeting, probably in early January.**

ATTACHMENT:

Option #1: SOME REQUEST AN ABSENTEE BALLOT

ARTICLE V

Section 1. Dues.

- a. Annual dues are payable by April 1st of each year. {Change approved 8/11/79}
- ~~b. Increases or decreases to dues shall be by two-thirds (2/3) majority of those memberships in good standing voting at an annual meeting or special meeting called for the purpose of changing dues.~~
- b. When the Board by a simple majority, or a written request from five (5) memberships in good standing, recommends a vote to change the annual dues at the scheduled annual meeting or a special meeting called for that purpose, the Board shall: {Change approved by Mailing Poll (date)}
 - i. Provide written notification to the membership in good standing of the proposed dues change vote at least forty-five (45) days before the date of the annual or special meeting; provide a justification for the change; and provide the membership an opportunity to request a self-addressed, postage-paid, uniquely-identified* absentee ballot not less than twenty (20) days prior to the date of the meeting, either by phone/email to the Secretary of the Association or by mail to the Association.
 - ii. Absentee ballots must be received at least 24 hours prior to the start of the annual meeting, either by delivery to the Association's United States Postal Service mailing address or delivered in person to the Secretary or President of the Association.
 - iii. Valid absentee ballots will be counted with the in-person votes at the meeting. If a simple majority (more than half) of all the ballots are cast in the affirmative, the change in dues shall be approved.

Option #2: SEND A MULTIPURPOSE BALLOT TO ALL

ARTICLE V

Section 1. Dues.

- a. Annual dues are payable by April 1st of each year. {Change approved 8/11/79}
- ~~b. Increases or decreases to dues shall be by two-thirds (2/3) majority of those memberships in good standing voting at an annual meeting or special meeting called for the purpose of changing dues.~~
- b. When the Board by a simple majority, or a written request from five (5) memberships in good standing, recommends a vote to change the annual dues at the scheduled annual meeting or a special meeting called for that purpose, the Board shall: {Change approved by Mailing Poll (date)}
 - i. Provide written notification to the memberships in good standing of the proposed dues change vote at least thirty (30) days before the date of the annual/special meeting in accordance with Article VI, Sections 1 and 2; provide a justification for the change; and provide each membership with a self-addressed, uniquely-identified* ballot.
 - ii. To vote, each membership shall: (1) affix appropriate postage on the ballot and send it to the Association's United States Postal Service mailing address such that it arrives at least 24 hours prior to the annual/special meeting; or (2) deliver the ballot in person to the Secretary or the President of the Association prior to the annual/special meeting; or (3) use the ballot to vote in person at the annual/special meeting. If a ballot is lost, the Secretary may issue a replacement in person at the annual/special meeting.
 - iii. Valid absentee ballots will be counted with the in-person votes at the meeting. If a simple majority (more than half) of all the ballots are cast in the affirmative, the change in dues shall be approved.

Option #3: ALWAYS CONDUCT A MAIL POLL OF ALL

ARTICLE V

Section 1. Dues.

- a. Annual dues are payable by April 1st of each year. {Change approved 8/11/79}
- ~~b. Increases or decreases to dues shall be by two-thirds (2/3) majority of those memberships in good standing voting at an annual meeting or special meeting called for the purpose of changing dues.~~
- b. When a **simple majority** of the memberships in good standing present at an annual meeting, or special meeting called to consider a change in dues, recommends a vote to change the annual dues, the Board shall: {Change approved by Mailing Poll (date)}
 - i. Conduct a mailing poll within thirty (30) days by providing to each membership in good standing: (1) a description and justification for the change in dues; and (2) a self-addressed, postage-paid, uniquely-identified* ballot.
 - ii. Ballots must be returned to the Association's United States Postal Service mailing address within thirty (30) days of the initial mailing date to be counted.
 - iii. If a **simple majority (more than half) of all the valid mail ballots** received by the deadline are cast in the affirmative, the change in dues shall be approved.

*NOTE: *Robert's Rules*, Article VIII(46) Voting: "Voting by mail cannot be a secret ballot, as it is necessary for the tellers to know by whom each vote is cast."
<http://www.rulesonline.com/rror-08.htm#46>

ARTICLE V

Section 1. Dues.

- a. Annual dues are payable by April 1st of each year. {Change approved 8/11/79}
- ~~b. Increases or decreases to dues shall be by two-thirds (2/3) majority of those memberships in good standing voting at an annual meeting or special meeting called for the purpose of changing dues.~~
- b. When a simple majority of the memberships in good standing present at an annual meeting, or special meeting called to consider a change in dues, recommends a vote to change the annual dues, the Board shall: {Change approved by Mailing Poll (insert date)}
 - i. Conduct a mailing poll within thirty (30) days by providing to each membership in good standing: (1) a description and justification for the change in dues; and (2) a self-addressed, postage-paid, uniquely-identified* ballot.
 - ii. Ballots must be returned to the Association's United States Postal Service mailing address within thirty (30) days of the initial mailing date to be counted.
 - iii. If a simple majority (more than half) of all the valid mail ballots received by the deadline are cast in the affirmative, the change in dues shall be approved.

Subject: Changing the BHRA Bylaws to Allow Everyone to Vote on Dues Changes

Back at our annual meeting in August, there was a lively discussion about changing our dues approval process to involve the entire membership, not just the folks who can attend a meeting. After considering several options, the Board has come up with what we think is a good 2-step solution to this issue, which will be discussed at our next public board meeting, probably in January:

- Step 1: Any dues change would first need to be *recommended* – not approved, just recommended – by the majority of members attending (usually) the annual meeting.
- Step 2: After the meeting, the Board would conduct a mailing poll of every membership based on this recommendation. Everyone would get a chance to vote, with the change approved (or not) by a simple majority of the valid ballots returned.

We think this is a good idea because:

- It preserves the value of the annual meeting for gathering the ideas of folks who know the condition of the road, and its impact on property values.
- It allows a representative sample of the membership to openly discuss and recommend the optimal amount of any possible dues change.
- It's fair. It allows everyone to have exactly the same opportunity to decide if and how much the dues should change.
- It's easy to understand and implement.

The only downside we could think of is that the results of the vote could be delayed by as much as 60 days after the annual meeting. But the outcome would still be known by the end of October at the very latest; any change in the dues would not go into effect until April 1 of the following year, 5 months later.

The actual proposed *Bylaws* language is below. The Board will notify everyone when the next meeting of the Board is scheduled so you can come and let us know in person what you think about this possible new way to approve dues changes. In the meantime, you can respond on BigTent or email the Board at bhra80541@gmail.com with your ideas.

* NOTE: Robert's Rules, Article VIII(46) Voting: "Voting by mail cannot be a secret ballot, as it is necessary for the tellers to know by whom each vote is cast."

[\[http://www.rulesonline.com/rror-08.htm#46\]](http://www.rulesonline.com/rror-08.htm#46)

FROM THE PUBLIC 1/23/18 BOARD MEETING MINUTES:

© 2018 Bucks Skin Heights Road Association

<http://buckskinheights.org/BHRA-Board-Minutes-JanFeb18-Copyright.pdf>

ATTENDANCE:

Board Present: David Gaudio, Airn Hartwig, Paul Hesson, Darin Johnson, Sue Weber

Board Absent: Kevin Stewart

Community Members: Jon Miller, Greg Heeney, Matt Hartwig

SECRETARY'S REPORT:

...

The text of the proposed amendment to the Bylaws requiring a mail poll to change the dues was posted on *BigTent* on October 27, 2017. SEE ABOVE

...

PROPOSED BYLAWS AMENDMENT – A motion was made by Darin Johnson to send the proposed amendment (attached) out as a mail poll to the membership this spring. The motion was seconded and approved.

FROM THE PUBLIC 3/27/18 BOARD MEETING MINUTES:

<http://buckskinheights.org/BHRA-Board-Minutes-Mar18-Copyright.pdf>

ATTENDANCE:

Board Members: David Gaudio, Airn Hartwig, Paul Hesson, Darin Johnson (by phone), Kevin Stewart, Sue Weber

Community Members: Matt Hartwig, Mark Metler, Jon Miller,

...

SECRETARY'S REPORT:

...

The mailing for the vote on the proposed amendment to the Bylaws (requiring a mail poll to change the dues) will be sent out by about Friday, March 30, 2018 [SEE BELOW]; the deadline for return of ballots will be about Monday, April 23, 2018. Mark Metler 225-0073 and Jon Miller 949-677-3908 volunteered to be the second person needed to count ballots if they are available.

FROM THE PUBLIC 6/5/18 BOARD MINUTES:

<http://buckskinheights.org/BHRA-Board-Minutes-Jun18-Copyright.pdf>

ATTENDANCE

Board Present: David Gaudio, Airn Hartwig, Paul Hesson, Darin Johnson, Kevin Stewart, Sue Weber

Community Members: Steve & Sherry Stinnett, MaryAnn Long, Rick Stahl, Matt Hartwig, Glen Heeney

...

SECRETARY'S REPORT:

...

The amendment to the BHRA Bylaws to require mailing poll for dues changes was approved by mail poll. The results are attached. SEE BELOW

BUCKSKIN HEIGHTS ROAD ASSOCIATION MAIL-IN BALLOT

©2023 Buckskin Heights Road Association

Ballot #

I/we vote (clearly mark one): YES NO
on the following proposed amendment to the
Bylaws of the Buckskin Heights Road Association
(see buckskinheights.org/documents.html).

PROPOSED AMENDMENT TO THE BHRA BYLAWS: ARTICLE V DUES, Section 1. Dues.

- a. Annual dues are payable by April 1st of each year. {Change approved 8/11/79}
- ~~b. Increases or decreases to dues shall be by two thirds (2/3) majority of those memberships in good standing voting at an annual meeting or special meeting called for the purpose of changing dues.~~
- b. When a simple majority of the memberships in good standing present at an annual meeting, or special meeting called to consider a change in dues, recommends a vote to change the annual dues, the Board shall: {Change approved by Mailing Poll (insert date)}
 - i. Conduct a mailing poll within thirty (30) days by providing to each membership in good standing: (1) a description and justification for the change in dues; and (2) a self-addressed, postage-paid, uniquely-identified ballot.
 - ii. Ballots must be returned to the Association’s United States Postal Service mailing address within thirty (30) days of the initial mailing date to be counted.
 - iii. If a simple majority (more than half) of all the valid mail ballots received by the deadline are cast in the affirmative, the change in dues shall be approved.

Buckskin Heights Bylaws Amendment Vote to Allow Dues Change by Mail Ballot

- The BHRA Board of Directors approved the mail-in vote for this issue and the wording of the BHRA Bylaws amendment (over) at its January 23, 2018 board meeting.
- Ballots must be received by Friday, April 27, 2018 to be tabulated in the results. Results of the vote will be published on *BigTent* and buckskinheights.org no later than May 1.
- Your ballot will remain confidential. Ballots are numbered for control purposes only. The BHRA Secretary and another association member will tabulate the vote. Only those authorized to tabulate the vote will be permitted to see the ballots.

**Buckskin Heights Road Association
PO Box 352
Masonville, Colorado 80541**

BUCKSKIN HEIGHTS ROAD ASSOCIATION MAIL-IN BALLOT

Ballot #

I/we vote (clearly mark one): YES NO
on the following proposed amendment to the
Bylaws of the Buckskin Heights Road Association
(see buckskinheights.org/documents.html).

PROPOSED AMENDMENT TO THE BHRA BYLAWS: ARTICLE V DUES, Section 1. Dues.

- a. Annual dues are payable by April 1st of each year. {Change approved 8/11/79}
- ~~b. Increases or decreases to dues shall be by two thirds (2/3) majority of those memberships in good standing voting at an annual meeting or special meeting called for the purpose of changing dues.~~
- b. When a simple majority of the memberships in good standing present at an annual meeting, or special meeting called to consider a change in dues, recommends a vote to change the annual dues, the Board shall: {Change approved by Mailing Poll (insert date)}
 - i. Conduct a mailing poll within thirty (30) days by providing to each membership in good standing: (1) a description and justification for the change in dues; and (2) a self-addressed, postage-paid, uniquely-identified ballot.
 - ii. Ballots must be returned to the Association’s United States Postal Service mailing address within thirty (30) days of the initial mailing date to be counted.
 - iii. If a simple majority (more than half) of all the valid mail ballots received by the deadline are cast in the affirmative, the change in dues shall be approved.

Buckskin Heights Bylaws Amendment Vote to Allow Dues Change by Mail Ballot

- The BHRA Board of Directors approved the mail-in vote for this issue and the wording of the BHRA Bylaws amendment (over) at its January 23, 2018 board meeting.
- Ballots must be received by Friday, April 27, 2018 to be tabulated in the results. Results of the vote will be published on *BigTent* and buckskinheights.org no later than May 1.
- Your ballot will remain confidential. Ballots are numbered for control purposes only. The BHRA Secretary and another association member will tabulate the vote. Only those authorized to tabulate the vote will be permitted to see the ballots.

**Buckskin Heights Road Association
PO Box 352
Masonville, Colorado 80541**

VOTE ON BUCKSKIN HEIGHTS BYLAWS AMENDMENT TO ALLOW DUES CHANGE BY MAIL BALLOT

Enclosed you will find a self-addressed stamped ballot to vote on a proposed amendment to Article V Dues of the Bylaws of the Buckskin Heights Road Association (available linked from at buckskinheights.org/documents.html).

PROPOSED AMENDMENT TO THE BHRA BYLAWS:

ARTICLE V DUES, Section 1. Dues.

- a. Annual dues are payable by April 1st of each year. {Change approved 8/11/79}
- ~~b. Increases or decreases to dues shall be by two thirds (2/3) majority of those memberships in good standing voting at an annual meeting or special meeting called for the purpose of changing dues.~~
- b. When a simple majority of the memberships in good standing present at an annual meeting, or special meeting called to consider a change in dues, recommends a vote to change the annual dues, the Board shall: {Change approved by Mailing Poll (*insert date*)}
 - i. Conduct a mailing poll within thirty (30) days by providing to each membership in good standing: (1) a description and justification for the change in dues; and (2) a self-addressed, postage-paid, uniquely-identified ballot.
 - ii. Ballots must be returned to the Association's United States Postal Service mailing address within thirty (30) days of the initial mailing date to be counted.
 - iii. If a simple majority (more than half) of all the valid mail ballots received by the deadline are cast in the affirmative, the change in dues shall be approved.

**Please vote as soon as possible! Your ballot must be received
by Friday, April 27, 2018 to be tabulated in the results.**

Below is more information. If you have any questions, please do not hesitate to contact BHRA President Darin Johnson (801-440-8409, darinr.johnson83@gmail.com) or BHRA Secretary Sue Weber (970-225-1830, bhra80541@gmail.com).

Back at our annual meeting in August 2017, there was a lively discussion about changing our dues approval process to involve the entire membership, not just the folks who can attend a meeting. After considering several options, the Board has come up with what we think is a good 2-step solution to this issue. A draft of this proposal was posted on *BigTent* on October 27, 2017 and approved for a mail poll of the membership by the Board at our meeting on January 23, 2018. Here's how it would work:

- Step 1: Any dues change would first need to be recommended – not approved, just recommended – by the majority of members attending (usually) the annual meeting.
- Step 2: After the meeting, the Board would conduct a mailing poll of every membership based on this recommendation. Everyone would get a chance to vote, with the change approved (or not) by a simple majority of the valid ballots returned.

The BHRA Board thinks this is a good idea because:

- It preserves the value of the annual meeting for gathering the ideas of folks who know the condition of the road, and its impact on property values.
- It allows a representative sample of the membership to openly discuss and recommend the optimal amount of any possible dues change.
- It's fair. It allows everyone to have exactly the same opportunity to decide if and how much the dues should change.
- It's easy to understand and implement.

The only downside we could think of is that the results of the vote could be delayed by as much as 60 days after the annual meeting. But the outcome would still be known by the end of October at the very latest; any change in the dues would not go into effect until April 1 of the following year, 5 months later.

Buckskin Heights Road Association
**Results of *Bylaws* Amendment Ballot Regarding
Dues Changes by Mailing Poll**
[Publicly posted on BigTent & BHRA Website on April 30, 2018]

The results of the April 2018 mail-in ballot regarding a change to the Bylaws to allow all to vote on dues changes by mail ballot were tabulated by the Association Secretary and one non-Board Association member on April 30, 2018. The results are as follows:

- Total ballots received by April 30, 2018 from members entitled to vote: 46
- Ballots neither in favor of nor opposed to amending the Bylaws of the BHRA (blanks): 0
- Total votes cast, excluding blanks*: 46
- Votes necessary for amending the Bylaws (at least 2/3 of total votes cast, excluding blanks*): 31
- **Votes in favor of amending the Bylaws of the BHRA: 41 (89%)**
- Votes opposed to amending the Bylaws of the BHRA: 5 (11%)

The ballots in favor exceeded the two-thirds (2/3) majority vote of the membership in good standing participating in a mailing poll required by the *Bylaws*. Therefore, the following amendment is made to the *Bylaws* of Buckskin Heights Road Association:

ARTICLE V DUES, Section 1. Dues.

- a. Annual dues are payable by April 1st of each year. {Change approved 8/11/79}
- ~~b. Increases or decreases to dues shall be by two-thirds (2/3) majority of those memberships in good standing voting at an annual meeting or special meeting called for the purpose of changing dues.~~
- b. When a simple **majority** of the memberships in good standing present at an annual meeting, or special meeting called to consider a change in dues, recommends a vote to change the annual dues, the Board shall: {Change approved by Mailing Poll April 30, 2018}
 - i. Conduct a mailing poll within thirty (30) days by providing to each membership in good standing: (1) a description and justification for the change in dues; and (2) a self-addressed, postage-paid, uniquely-identified ballot.
 - ii. Ballots must be returned to the Association's United States Postal Service mailing address within thirty (30) days of the initial mailing date to be counted.
 - iii. If a simple **majority** (more than half) of all the valid mail ballots received by the deadline are cast in the affirmative, the change in dues shall be approved.

*Robert's Rules of Order (www.rulesonline.com/rror-08.htm#48)

HOW HAS BHRA VOTED ON DUES IN THE PAST?

Our *Bylaws* have not always required a 2/3 vote of the membership for dues changes.

CHRONOLOGY OF SAMPLE BYLAWS CHANGES

BHRA BYLAWS 1991

ARTICLE V

Section 1. Dues.

a. The Board, at its first meeting after the annual meeting of the members, or any meeting thereafter, shall establish dues for the ensuing year. Only persons who have paid all membership fees, assessments and dues in full shall be entitled to use any of the Association's facilities.

b. Dues shall be sufficient to provide for the necessary operating expenses of the Association, and the maintenance and improvement of its property, and such dues shall be payable by April 1st of each ensuing year, and are delinquent by May 1st.

c. The Board, by their authority, shall set the basic annual dues, per tract or lot, up to \$75.00. Any additional dues imposed shall be by a two-thirds (2/3) majority of those members in good standing responding to a mailing poll to all members by the President or secretary. The life of such additional dues shall be clearly established and adhered to.

d. No dues or part thereof shall be refunded in the event that any of the operation of facilities are suspended for any period.

BHRA BYLAWS 1997 – 2008

Article V
Dues

Section 1. Dues.

The Board, by their authority, shall set the basic annual dues, per tract or lot at \$240.00. Additional annual dues shall be imposed at the discretion of the Board not to exceed the cumulative increase in the Consumer Price Index (CPI) since the last increase, rounded to the nearest whole dollar, up to a maximum of \$175.00 in total annual dues. Dues for the following year shall be defined in the annual meeting announcement letter. Members in good standing shall have an opportunity to rescind the increase by secret ballot. Those members not present at the annual meeting shall have an opportunity to vote by mail to rescind the increase. Mail votes will require signatures for validation and must be received before the annual meeting. In all cases all mail votes will remain confidential with only a total count reported by the Secretary. A simple majority of votes cast shall determine if the increase shall be rescinded.

BHRA BYLAWS 2009

**Article V
Dues**

Section 1. Dues. Annual dues are payable by April 1st of each year. {Change approved 8/11/79}

Increases or decreases to dues shall be by two-thirds (2/3) majority of those memberships in good standing voting at an annual meeting or special meeting called for the purpose of changing dues.

Annual dues were set to \$300, by vote at the 2008 annual meeting. {Change approved 8/17/08}

BHRA BYLAWS 2013

**Article V
Dues**

Section 1. Dues.

a. Annual dues are payable by April 1st of each year. {Change approved 8/11/79}

b. Increases or decreases to dues shall be by two-thirds (2/3) majority of those memberships in good standing voting at an annual meeting or special meeting called for the purpose of changing dues.

BHRA BYLAWS 2018 – PRESENT

Article V. Dues

Section 1. Dues.

a. Annual dues are payable by April 1st of each year. {Change approved 8/11/79}

b. When a simple majority of the memberships in good standing present at an annual meeting, or special meeting called to consider a change in dues, recommends a vote to change the annual dues, the Board shall: {Change approved 4/30/18}

i. Conduct a mailing poll within thirty (30) days by providing to each membership in good standing: (1) a description and justification for the change in dues; and (2) a self-addressed, postage-paid, uniquely-identified ballot.

ii. Ballots must be returned to the Association's United States Postal Service mailing address within thirty (30) days of the initial mailing date to be counted.

iii. If a simple majority (more than half) of all the valid mail ballots received by the deadline are cast in the affirmative, the change in dues shall be approved.

THE 2019 VOTE TO INCREASE DUES

The 2-step 2019 Vote to Increase Dues from \$400 to \$450 in August-October 2019 was properly publicized, conducted and approved by the required majority at each step.

- The 2019 Vote to Increase Dues did NOT change the wording of our current *Bylaws*; therefore, it was NOT a bylaws amendment and did NOT require a 2/3 vote.
- Dues changes, or financial assessments in general, do NOT require a 2/3 vote for approval. [RONR, pg. 401; Table VI, pgs. t44-t45]

CHRONOLOGY: Key Board and membership actions in proposing and conducting the vote to increase dues in 2019

FROM THE PUBLIC ANNUAL MEETING MINUTES 8/23/19

<http://buckskinheights.org/BHRA-2019-Annual-Meeting-Minutes&Budget-Copyright.pdf>

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.

...

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.

MAIL BALLOT WITH EXPLANATION SENT TO MEMBERSHIP 9/4/19 – ATTACHED

BUCKSKIN HEIGHTS ROAD ASSOCIATION MAIL-IN BALLOT

Ballot #

I/we vote (clearly mark one): YES NO
on the following proposed annual dues increase, from \$400 to \$450 per year starting in 2020.

The majority of property owners in attendance at the BHRA annual meeting on August 23, 2019 voted to recommend to the entire BHRA membership that annual dues be increased from \$400 to \$450 per year starting in 2020 for the following reasons:

- 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.

Our *Bylaws* require that any dues change must be recommended by the majority of those attending an annual meeting or a special meeting called for purpose of considering a dues change. Once such a recommendation is made, a mail poll of the entire membership must be taken to vote on the change. The change proposed here – increase the annual dues to \$450/year -- will go into effect if a majority of those responding to this mail poll approve the change. Please return your ballot to BHRA by Friday, October 4, 2019 to be tabulated.

Buckskin Heights Vote to Increase Dues to \$450/Year Starting in 2020

- **The majority of property owners** in attendance at the BHRA annual meeting on August 23, 2019 recommended to the entire BHRA membership that annual dues be increased from \$400 to \$450 per year starting in 2020.
- **Ballots must be received by Friday, October 4, 2019** to be tabulated in the results. Results of the vote will be published on *GroupsIO* and buckskinheights.org by October 11, 2019.
- **Your ballot will remain confidential.** Ballots are numbered for control purposes only. Two BHRA Board members will tabulate the vote. Only those authorized to tabulate the vote will be permitted to see the ballots.

**Buckskin Heights Road Association
PO Box 352
Masonville, Colorado 80541**

BUCKSKIN HEIGHTS ROAD ASSOCIATION MAIL-IN BALLOT

Ballot #

I/we vote (clearly mark one): YES NO
on the following proposed annual dues increase, from \$400 to \$450 per year starting in 2020.

The majority of property owners in attendance at the BHRA annual meeting on August 23, 2019 voted to recommend to the entire BHRA membership that annual dues be increased from \$400 to \$450 per year starting in 2020 for the following reasons:

- 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.

Our *Bylaws* require that any dues change must be recommended by the majority of those attending an annual meeting or a special meeting called for purpose of considering a dues change. Once such a recommendation is made, a mail poll of the entire membership must be taken to vote on the change. The change proposed here – increase the annual dues to \$450/year -- will go into effect if a majority of those responding to this mail poll approve the change. Please return your ballot to BHRA by Friday, October 4, 2019 to be tabulated.

Buckskin Heights Vote to Increase Dues to \$450/Year Starting in 2020

- **The majority of property owners** in attendance at the BHRA annual meeting on August 23, 2019 recommended to the entire BHRA membership that annual dues be increased from \$400 to \$450 per year starting in 2020.
- **Ballots must be received by Friday, October 4, 2019** to be tabulated in the results. Results of the vote will be published on *GroupsIO* and buckskinheights.org by October 11, 2019.
- **Your ballot will remain confidential.** Ballots are numbered for control purposes only. Two BHRA Board members will tabulate the vote. Only those authorized to tabulate the vote will be permitted to see the ballots.

**Buckskin Heights Road Association
PO Box 352
Masonville, Colorado 80541**

BUCKSKIN HEIGHTS ROAD ASSOCIATION MAIL-IN BALLOT

Buckskin Heights Vote to Increase Dues to \$450/Year in 2020

The majority of property owners in attendance at the BHRA annual meeting on August 23, 2019 voted to recommend to the entire BHRA membership that annual dues be increased from \$400 to \$450 per year starting in 2020 for the following reasons:

- 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 are now \$443.

Our *Bylaws* (Article V, Section 1; buckskinheights.org/documents.html) require that any dues change must be recommended by the majority of those attending an annual meeting or a special meeting called for purpose of considering a dues change. Once such a recommendation is made, a mail poll of the entire membership must be taken to vote on the change. The change proposed here – increase the annual dues to \$450/year – will go into effect if a majority of those responding to this mail poll approve the change.

To have your vote counted, your ballot(s) must be received by Friday, October 4, 2019. Results of the vote will be published on *GroupsIO* (groups.io) and buckskinheights.org by October 11, 2019.

Your ballot will remain confidential. Ballots are numbered for control purposes only. The BHRA Secretary and another association member will tabulate the vote. Only those authorized to tabulate the vote will be permitted to see the ballots.

ANY QUESTIONS? Please contact President David Gaudio (303-249-3340) or email the BHRA Board at bhra80541@gmail.com.
Thank you for your consideration of this proposal!

BUCKSKIN HEIGHTS ROAD ASSOCIATION MAIL-IN BALLOT

Buckskin Heights Vote to Increase Dues to \$450/Year in 2020

The majority of property owners in attendance at the BHRA annual meeting on August 23, 2019 voted to recommend to the entire BHRA membership that annual dues be increased from \$400 to \$450 per year starting in 2020 for the following reasons:

- 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.
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- Our original \$75 annual dues in 1973 adjusted for inflation are now \$443.

Our *Bylaws* (Article V, Section 1; buckskinheights.org/documents.html) require that any dues change must be recommended by the majority of those attending an annual meeting or a special meeting called for purpose of considering a dues change. Once such a recommendation is made, a mail poll of the entire membership must be taken to vote on the change. The change proposed here – increase the annual dues to \$450/year – will go into effect if a majority of those responding to this mail poll approve the change.

To have your vote counted, your ballot(s) must be received by Friday, October 4, 2019. Results of the vote will be published on *GroupsIO* (groups.io) and buckskinheights.org by October 11, 2019.

Your ballot will remain confidential. Ballots are numbered for control purposes only. The BHRA Secretary and another association member will tabulate the vote. Only those authorized to tabulate the vote will be permitted to see the ballots.

ANY QUESTIONS? Please contact President David Gaudio (303-249-3340) or email the BHRA Board at bhra80541@gmail.com.
Thank you for your consideration of this proposal!

Buckskin Heights Road Association Results of Mail Poll Regarding *Increase in 2020 Annual Dues*

The results of the September 2019 mail-in ballot regarding an increase in annual dues to \$450/year starting April 1, 2020 were tabulated by two BHRA Board members on October 5, 2019.

The results are as follows:

- Total ballots received by October 4, 2019 from members entitled to vote: 46
- Ballots neither in favor of nor opposed to the dues change (blanks): 0
- Total votes cast, excluding blanks*: 46
- Votes necessary for approving the dues increase (simple majority of total votes cast, excluding blanks*): 24
- **Votes in favor of increasing annual dues to \$450/year starting in 2020: 28 (61%)**
- Votes opposed to increasing annual dues to \$450/years starting in 2020: **18 (39%)**

The ballots in favor of the dues increase exceeded the simple majority vote of the membership in good standing participating in a mailing poll as required by the *Bylaws* [Article V, Section 1(b)(iii)]. **Therefore, BHRA annual dues will be \$450/year starting April 1, 2020.**

Anyone who anticipates difficulty paying BHRA dues at any time should contact Sue Weber, BHRA Treasurer (970-225-1830, bhra80541@gmail.com), to arrange payment options.

*Robert’s Rules of Order (<http://www.rulesonline.com/rror-08.htm>)

PUBLIC ANNOUNCEMENT OF RESULTS ON GROUPSIO 10/9/19

buckskinheights@groups.io
Topic

← Topics
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Q Search

Results of Mail Poll Regarding Increase in 2020 Annual BHRA Dues Date ▾

Buckskin Heights Road Association Oct 9 #622

Buckskin Heights Road Association
Results of Mail Poll Regarding
Increase in 2020 Annual Dues

The results of the September 2019 mail-in ballot regarding an increase in annual dues to \$450/year starting April 1, 2020 were tabulated by two BHRA Board members on October 5, 2019. The results are as follows:

- Total ballots received by October 4, 2019 from members entitled to vote: 46
- Ballots neither in favor of nor opposed to the dues change (blanks): 0
- Total votes cast, excluding blanks*: 46
- Votes necessary for approving the dues increase (simple majority of total votes cast, excluding blanks*): 24
- Votes in favor of increasing annual dues to \$450/year starting in 2020: **28 (61%)**
- Votes opposed to increasing annual dues to \$450/years starting in 2020: **18 (39%)**

The ballots in favor of the dues increase exceeded the simple majority vote of the membership in good standing participating in a mailing poll as required by the *Bylaws* [Article V, Section 1(b)(iii)]. **Therefore, BHRA annual dues will be \$450/year starting April 1, 2020.**

Anyone who anticipates difficulty paying BHRA dues at any time should contact Sue Weber, BHRA Treasurer (970-225-1830, bhra80541@gmail.com), to arrange payment options.

*Robert’s Rules of Order (<http://www.rulesonline.com/rror-08.htm>)

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- Who is responsible for setting the time/place of a special meeting of the Association (see email below)?
- Who is responsible for presiding and setting the agenda at a special meeting of the Association?

BHRA Bylaws

Article I Government, Section 1 Management: The Association shall be managed by a Board of Directors.

Article III Officers, Section 2 President: The President shall preside at the meetings of the Association and of the Board.

Article VI Meetings, Section 1. Annual Meetings:

a. The annual meeting of the Association shall be held between June 1st and August 31st at such time and place as the Board of Directors may determine.

b. The annual meeting shall be for the purpose of electing directors, presenting committee reports and for the transaction of such other business as may be indicated in the notice or which may be properly brought before it.

Article VI Meetings, Section 2. Special Meetings: Special meetings of the Association may be called by the Board of Directors or upon written request of five (5) memberships given to the Secretary, stating the purpose thereof. At least thirty (30) days written notice shall be given to the memberships.

In the absence of specific bylaws language to the contrary, the management of special meetings of the Association – time, place, agenda, presiding officer – should be conducted in the same manner as all other meetings of the Association.

- Are members who call a special meeting entitled to anonymity? **No.**
- Given the stated purpose for the special meeting called on December 13, 2019 – “arguing the validity/methodology/transparency used by the authors of the bylaw change: Article V, Dues 4/13/2018 – are any motions or votes of substance regarding bylaws or dues in order at the special meeting?

No; the only motions or votes in order at the December 13, 2019 special meeting are those related to the conduct of the meeting (e.g., time limit for debate, adjourn).

The email chain on the next page documents that the Board:

- (1) Informed the group on November 10 that the stated purpose of the meeting would allow no votes of substance to be taken;
 - (2) Offered the group on November 11 (10:17am) an opportunity to change the stated purpose; and
 - (3) Received a response on November 11 (2:48pm) from Rick Stahl that the stated purpose remained unchanged.
- The special meeting notice that was mailed on Tuesday, November 12, 2019 is found on page 20.

From: Richard Stahl <rick_stahl@msn.com>

Date: November 19, 2019 at 12:03:17 PM MST

To: Buckskin Heights Road Association <bhra80541@gmail.com>

Subject: Formal complaint

I/we do formally put the BHRA Board members 2019, on notice of obstruction and interference in reference to 2 (two) items in reference to the upcoming Special meeting.

Location of the meeting: in an email (Nov.11.2019) from D. Gaudio (Pres. BHRA), in response to the requestors of the special meeting objections (location), erroneously referred to Articles and Sections of the BHRA Bylaws which did NOT apply:

1. ... this event is a special meeting of the Association (Bylaws Article VI, Section 2-3) : The Bylaws ONLY specifically stipulate that the board has the rights to pick the time and place of the ANNUAL MEETING, as referenced in (Article VI, Sec 1, A & B). In a separate section (Article VI, Sec.2) Special Meetings, There is no precedent that stipulates that the Board has the right to dictate the time or location of the meeting.
2. ...the Board is responsible for managing it (Bylaws Article I, Section 1) The actual wording of the Article is: "The Association shall be managed by a Board of six (6) Directors". There is a specific Article (Article VII) that specifies the powers of the board managing meetings which DOES NOT give the Board exclusive rights on the meeting location pertaining to special meetings.
3. ...consistent with Robert’s Rules of Order; and the notice has been approved by the Board.

The majority of parliamentary experts uniformly agree that Robert’s Rules doesn't have a provision for special meetings, so officially you can't call one unless the procedure is written into your bylaws. As our Bylaws DO have a specific procedure mentioned and does not give the Board special oversight on time and location, which was approved by the board, this lends itself to intentional obstruction by altering a standing, historical precedent of having ALL meetings [ON THE MOUNTAIN] (besides one fire committee meeting which involved outside participants).

From: Buckskin Heights Road Association <bhra80541@gmail.com>

Sent: Sunday, November 10, 2019 8:57 PM

To: 'Richard Stahl' <rick_stahl@msn.com>; 'Airn T' <airn.tolnay@gmail.com>; 'Appelmann, Jennifer/John' <sixappels@msn.com>; 'red-264@hotmail.com' <red-264@hotmail.com>; 'Nelson, Greg' <g_nelson@ix.netcom.com>

Cc: 'Gaudio, David' <david.gaudio@comcast.net>; 'Heese, Allan' <flyboy@gci.net>; 'Heeney, Glenn' <glenn@drylandstucco.com>; 'McOmie, Luke' <pyr0303@gmail.com>; 'Robinson, Pam' <buckhornmtnmom@aol.com>; Weber, Sue (suweeber47@gmail.com) <suweeber47@gmail.com>

Subject: RE: Scheduling the Requested BHRA Special Meeting

Thank you for your input. **Given the purpose you and your colleagues have specified for the special meeting – “arguing the validity/methodology/transparency used by the authors of the bylaw change: Article V, Dues 4/13/2018” – no votes can be taken to change the results of either the recent dues increase, or the current Bylaws procedure for changing the dues.** Any action you wish to propose for a vote at this special meeting relative to the *Bylaws* or the dues must be specifically stated in the purpose for the meeting in the notice that goes out to the membership (*Robert’s Rules of Order*, Article VI Some Main and Unclassified Motions, 37 Rescind, Repeal or Annul <http://www.rulesonline.com/rror-06.htm#37>; see also *Robert’s Rules of Order for Dummies*, Special Meetings, pp. 54-58). [...]

Sent: Monday, November 11, 2019 10:17 AM

To: 'Richard Stahl' <rick_stahl@msn.com>; 'Airn T' <airn.tolnay@gmail.com>; 'Appelmann, Jennifer/John' <sixappels@msn.com>; red-264@hotmail.com <red-264@hotmail.com>; 'Nelson, Greg' <g_nelson@ix.netcom.com>

Cc: 'Gaudio, David' <david.gaudio@comcast.net>; 'Heese, Allan' <flyboy@gci.net>; 'Heeney, Glenn' <glenn@drylandstucco.com>; 'McOmie, Luke' <pyr0303@gmail.com>; 'Robinson, Pam' <buckhornmtnmom@aol.com>; Weber, Sue <suweeber47@gmail.com>

Subject: RE: Scheduling the Requested BHRA Special Meeting

It is possible to hold the special meeting you have requested on Fri December 13 at 6:30 pm **IF (1) you do not intend to change the stated purpose of this meeting, or (2) you get a confirmed revised purpose for the meeting to BHRA President David Gaudio at bhra80541@gmail.com by noon on Tuesday November 12 (tomorrow).** The notice of the meeting must be mailed Wednesday to the membership to comply with the required 30-day notice, and we must have time to prepare it. [...]

From: Richard Stahl <rick_stahl@msn.com>

Sent: Monday, November 11, 2019 2:48 PM

To: Buckskin Heights Road Association <bhra80541@gmail.com>; 'Airn T' <airn.tolnay@gmail.com>; 'Appelmann, Jennifer/John' <sixappels@msn.com>; red-264@hotmail.com <red-264@hotmail.com>; 'Nelson, Greg' <g_nelson@ix.netcom.com>

Cc: 'Gaudio, David' <david.gaudio@comcast.net>; 'Heese, Allan' <flyboy@gci.net>; 'Heeney, Glenn' <glenn@drylandstucco.com>; 'McOmie, Luke' <pyr0303@gmail.com>; 'Robinson, Pam' <buckhornmtnmom@aol.com>; Weber, Sue <suweeber47@gmail.com>

Subject: Re: Scheduling the Requested BHRA Special Meeting

Our purpose is the same “arguing the validity/methodology/transparency used by the authors of the bylaw change: Article V, Dues 4/13/2018”. All memberships agree with the Dec. 13th 2019 meeting date.



**BUCKSKIN HEIGHTS
ROAD ASSOCIATION
PO Box 352
MASONVILLE CO 80541**

November 12, 2019

NOTICE OF SPECIAL MEETING

A special meeting of the Buckskin Heights Road Association membership has been requested in writing by 5 memberships in good standing – Jennifer/John Appelman, Richard Dixon, Airn Hartwig, Greg Nelson and Rick Stahl – in accordance with the BHRA Bylaws, Article VI, Section 2 (<http://buckskinheights.org/BHRA-Bylaws-Aug19-Copyright.pdf>).

The meeting will take place as follows:

DATE: Friday, December 13, 2019

TIME: 6:30pm

LOCATION: Buckhorn Church
8762 N County Rd 27, Masonville, CO

BAD WEATHER ALTERNATIVE: If the weather is bad on Friday December 13, a notice will be posted by 3pm on the BHRA website buckskinheights.org to move the meeting to a location on the mountain.

PURPOSE OF THE MEETING AS STATED BY THE REQUESTORS: "Arguing the validity/methodology/transparency used by the authors of the bylaw change: Article V, Dues 4/13/2018".

We hope that all members who can attend, will attend.

David Gaudio, President
Buckskin Heights Road Association