



BUCKSKIN HEIGHTS ROAD ASSOCIATION

2020 MINUTES

Board & Association Minutes with Summary of Board Membership

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

Buckskin Heights Road Association • 2020-21 Board Members (Status July 2021)

Name	Term & Year Elected	Status
Gaudio, David, At Large**	1 st term Aug 2017, 2 nd term August 2019	Serving through Aug 2021
Heeney, Glenn, President*	1 st term Aug 2019	Serving through Aug 2021
Robinson, Pam, Treasurer*	1 st term Aug 2019	Serving through Aug 2021
Heese, Allan, Vice President	1 st term Aug 2018, 2 nd term August 2020	Serving through Aug 2022
McOmie, Luke, Secretary	1 st term Aug 2018, 2 nd term August 2020	Serving through Aug 2022
McQueen, Dan, At Large	1 st term Aug 2020	Serving through Aug 2022

* 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
Meeting Minutes for January 10, 2020
Heese Residence, 13003 Woodchuck Dr • 6:30pm

Attendance:

Board Present: David Gaudio, Glenn Heeney, Allan Heese, Luke McOmie (by phone), Pam Robinson, Sue Weber
Community Members: Mary Arnold, Ann Dean, Jan Gaudio, Ruth Heese, Paul Hesson

Call to Order: The meeting was called to order at 6:40pm

Agenda: The meeting agenda was approved as modified to discuss the erosion at gate issue first.

Erosion at Gate Issue:

As discussed at previous meetings, Mary Arnold has an issue with road base flooding/eroding into her pasture near the gate, which started 4-5 years ago and is now an ongoing problem. We have a new estimate of \$3,920 to install 80' of ABS double-wall storm pipe between the water tank and library box near the gate. Mary cannot contribute toward this expensive long-term culvert fix. We could also just continue to do ditch cleanout each year to address the problem.

Board members expressed concern about setting an expensive precedent that would potentially apply to other property owners with drainage issues, perhaps in violation of our *Bylaws*. After extensive discussion, Allan Heese made a motion that the Board should continue to do periodic ditch cleanout, at a cost of up to \$400 for 2020, with Mary renting equipment to carry this out. The motion was seconded and approved, with 5 in favor, one opposed. Allan pointed out that moving forward the Board needs to focus on ditches in general as the Association is responsible for their maintenance.

Secretary's Report: Glenn Heeney made a motion to confirm the email approval of the minutes of the September 17, 2019 meeting and the minutes of the Special Meeting on December 13, 2019 as distributed. The motion was seconded and approved.

Treasurer's Report: Treasurer Sue Weber reviewed the Treasurer's Report (attached), which includes the proposed 2020 budget. After detailed discussion, Sue made a motion to approve the proposed 2020 budget as modified (attached), and the rest of the January 2020 Treasurer's Report. It was seconded and approved.

Road Report: VP Allan Heese distributed and reviewed the road report (attached). He anticipates that we will need to spend about 25% of our 2020 road maintenance budget on the interior roads, mainly on Raccoon Dr to address long-term issues. After detailed discussion of the report, Allan Heese made a motion to approve the tentative plan. It was seconded and approved.

Gate Report: Sue Weber made a motion to confirm the email approval of the purchase of 20 new gate remote controls to replenish our supply. The motion was seconded and approved. The Board thanked Bob Faris for ordering and programming the new supply.

Bylaw Committee: Sue Weber will send out another call for volunteers. David Gaudio made the following motion to organize the work of this committee. It was seconded and approved:

The Board directs President David Gaudio to appoint a committee to review our Bylaws and make recommendations for possible revisions to the Board by June 30, 2020 as follows:

1. Any interested member of the Association in good standing may volunteer to serve on the Bylaws Committee.
2. The Bylaws Committee shall consult with Parliamentarian Lola Fehr at BHRA expense not to exceed \$400. The Bylaws Committee shall meet with Fehr at its initial organizational meeting; subsequent consultation may be done electronically.
3. At their initial meeting, the Bylaws Committee shall recommend one of its members to serve as committee chair. President David Gaudio will consider this recommendation when he appoints the committee chair as required by our current *Bylaws*.
4. Sue Weber shall serve as liaison to the Board; have responsibility for arranging meetings to maximize attendance in consultation with the chair of the committee; keep minutes for Bylaws Committee meetings in the absence of *ex officio* Bylaws Committee member Secretary Luke McOmie; and provide secretarial support for potential bylaws revisions.

Fire Committee Report: Paul Hesson reported on the recent activities of the Fire Committee, which included completed and planned tree thinning work on upper Otter Rd.

Adjournment: The meeting was adjourned at 9:10pm.

Respectfully submitted,

Luke McOmie, Secretary

Buckskin Heights Road Association Treasurer's Report

Sue Weber – January 10, 2020

1. Checking account balance to date	=	\$3,806.80
Pending Expenses	=	\$24.00
Pending Deposits	=	\$0.00
Checking Available	=	\$3,830.80
Savings account balance to date	=	\$5,005.40
TOTAL AVAILABLE	=	\$8,836.20

2. **2019 Dues:** In 2019, 66 of 68 properties (63 of 65 owners) were paid. Liens will be filed on the 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
- ??/??/19 – Thomas & Janine Brown (12727 Otter Rd) to Samantha Walker & Jacob Jandrew

4. **2020 Properties for Sale:**

- Jon Miller & Susan McNally (13735 Otter Rd)

5. **BHRA Treasurer's Report for FY 2019 & 2020 Proposed Budget** is attached.

6. **Snow Emergency Donations** for the 2019 pre-Thanksgiving snow event totaled \$1,705. Cost of plowing was \$1,509, with a surplus of \$196.

Non-Dues Income 2016-19

2016 Snow Plow Surplus Donations	\$435
Water Tank Surplus Donations	\$264
<u>2019 Snow Plow Surplus Donations</u>	<u>\$196</u>
Total Non-Dues Surplus Donations	\$895

7. **Woodchuck Road Base Donation** balance from 2019

2019 Donations	\$4,534
<u>2019 Expenditure</u>	<u>– \$4,056</u>
Woodchuck Balance	\$ 478

8. **2020 Dues Invoices** will be sent out by USPS and email next week. Dues for 2020 are \$450.

Buckskin Heights Road Association Treasurer's Report for FY2019 With Approved 2020 Budget • January 10, 2020

EXPENSE/INCOME SUMMARY

NOTES

A	B	C	D	E	F
Category	2018 Actual	2019 Approved Budget	2019 Actual	2019 Difference Over (Under)	2020 Approved Budget
Bank Fees	\$67	\$0	\$12	\$12	\$10
Emergency Expense	\$0	\$0	\$1,485	\$1,485	\$0
Gate Maintenance	\$0	\$500	\$339	(\$161)	\$150
Grant Expense	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,237	\$1,190	\$1,247	\$57	\$1,250
Legal/Financial	\$10	\$50	\$10	(\$40)	\$450
Mailings	\$142	\$150	\$194	\$44	\$150
Miscellaneous	\$207	\$0	\$327	\$327	\$200
Signs	\$0	\$0	\$230	\$230	\$600
Supplies	\$0	\$400	\$22	(\$378)	\$20
Fire Expense	\$361	\$0	\$252	\$252	\$0
Road Base Homeowner	\$2,431	\$0	\$4,056	\$4,056	\$0
Culverts	\$0	\$0	\$1,009	\$1,009	\$800
Road Grader Operator	\$13,900	\$14,000	\$10,340	(\$3,660)	\$10,000
Road Base	\$10,049	\$19,400	\$20,777	\$1,377	\$19,000
<i>BHRA Road Expense Subtotal</i>	<i>\$23,949</i>	<i>\$33,400</i>	<i>\$32,126</i>	<i>(\$1,274)</i>	<i>\$29,800</i>
<i>Expense Subtotal</i>	<i>\$28,404</i>	<i>\$35,690</i>	<i>\$40,301</i>	<i>\$4,611</i>	<i>\$32,630</i>
Dues & Late Fees	\$27,200	\$26,400	\$26,925	\$525	\$29,700
Emergency Donations	\$0	\$0	\$1,705	\$1,705	\$0
Interest	\$2	\$2	\$2	(\$1)	\$2
Grant Income	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$128	\$100	\$128	\$28	\$128
Homeowner Road Base Reimburse	\$2,431	\$0	\$4,534	\$4,534	\$0
Fire Reimburse	\$361	\$0	\$516	\$516	\$0
Miscellaneous	\$0	\$0	\$40	\$40	\$0
<i>Income Subtotal</i>	<i>\$30,121</i>	<i>\$26,502</i>	<i>\$33,849</i>	<i>\$7,347</i>	<i>\$29,830</i>
<i>Cash Flow Balance</i>	<i>\$1,717</i>	<i>(\$9,188)</i>	<i>(\$6,452)</i>		<i>(\$2,800)</i>

Parliamentarian for bylaws review \$400

Budgeted Road Expense...
...includes \$3,807 carryover from 2019.

Avg cost of 2019 delivered road base was \$375/concrete Raccoon, \$335/asphalt Lower Otter, \$405 Woodchuck

Budgeted Dues Income...
...assumes 66 of 68 properties pay \$450 annual dues

ASSET SUMMARY

A	B	C	D	E	F
Category	2018 Actual Ending Balance	2019 Budgeted Ending Balance	2019 Actual Ending Balance	2019 Difference Over (Under)	2020 Budgeted Ending Balance
Checking Balance	\$10,260	\$1,072	\$3,807	\$2,735	\$1,007
Savings Balance	\$5,004	\$5,006	\$5,005	(\$1)	\$5,007
<i>Total Assets</i>	<i>\$15,264</i>	<i>\$6,078</i>	<i>\$8,812</i>		<i>\$6,014</i>

Budgeted Checking Ending Balance...
...for 2020 is the 2019 ending balance plus the net budgeted 2020 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 2019 Data Respectfully Submitted for Audit by:

Fiscal Year 2019 Data Audited and Approved by:

Suzanne Weber, Treasurer, October 2018-Present _____
Date

Denise Jackson, BHRA Resident _____
Date

Linda Bilsing, BHRA Resident _____
Date

TOTAL EXPENSES - 2019 - ROAD WORK COMPLETED - As of Dec 31, 2019

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MONTH	DAYS	COST	Spent to Date	BUDGET REMAINING	
JANUARY				\$ 33,400.00	STARTING AMOUNT AVAILABLE
					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
JULY	7/6-7/7	\$ 595.00	\$ 4,619.28	\$ 28,780.72	Ditch clean out and culvert washout repair along Woodchuck Drive by Michler
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 Woodchuck Dr and Fox Ct.
JULY	7/11	\$ 4,056.39	\$ 28,663.66	\$ 4,736.34	Material 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
		Woodchuck Dr/Fox CT Special Donations			
SEPTEMBER	9/14	\$ 255.00	\$ 28,918.66	\$ 4,481.34	Andrew Michler for work done on the road and ditch near our security gate
	9/25	\$1,525	\$ 30,443.66	\$ 2,956.34	Foster Dirt grading Lower Otter from pavement up to and through gate. Didn't grade over areas of July material drop because still in good condition.
OCTOBER	10/16	\$ 1,682.51	\$ 32,126.17	\$ 1,273.83	Material placement on Raccoon Dr. Mat = 1582.51; Spreading = \$100
NOVEMBER	11/26-28	\$ 1,485.00	\$ 32,126.17	\$ 1,273.83	Brad Moore (MCMS. Inc) Invoice for Emer Snow plowing after 3' snowfall on Nov 25 & 26
	11/27-28	\$24	\$ 32,126.17	\$ 1,273.83	Andrew Michler-reimbursement for gas for emergency snow plowing Woodchuck and Fox Ct
NOTE: Emergency plowing costs to be covered by Emergency fund; donations from members will replenish Emer. fund as they are received. Many neighbors contributed to plowing, make seek reimbursement in future.					

MATERIAL PLACEMENT WORK COMPLETED JULY 9-11, 2019

DATE	# OF LOADS	LOCATION OF MATERIAL DROP		TONS THIS SECTION	MAT 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 3.2	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.

MATERIAL PLACEMENT - WORK COMPLETED OCTOBER 16, 2019

DATE	# OF LOADS	LOCATION OF MATERIAL DROP		TONS THIS SECTION	MAT TYPE *	LENGTH OF DROP (FT)	LENGTH PER LOAD **	APPROX TRUCK CYCLE TIME ***
		GENERAL DESCRIPTION/LANDMARK	DISTANCE FROM BOTTOM OF ROAD					
10/16/2019	2		FROM 238' BEFORE TO 40' PAST .3	29.19	C	278	139	
10/16/2019	1		From 196' past .4 to 370' past .4	14.57	C	175	175	
10/16/2019	2		from 70' before .5 to 245' past .5	28.91	C	315	157	

DRAFT 2020 ROAD MAINTENANCE BUDGET MANY ASSUMED VALUES (January 10, 2020)

BHRA Budget (abbreviated) dues \$ 29,700.00 carry over \$ 3,807 Total Avail \$ 33,507.00

Non-Road Budgeted Expenses \$ 3,507.00 Road Work Avail Funds (Budgeted) \$ 30,000.00

Available for Road Work	Cost Per	Total Cost	Balance	
misc gradings	4 \$	2,000 \$	8,000 \$	22,000 \$

If all available money goes to Material Purchase/Hauling/Grading (assumption based on 2019 averages)

New Material Placement - Estimated based on historical data

Item	% of Total	Amount	\$/Ton	Tons	Tons/Load	Loads
Material	0.44	\$ 9,680.00	12.5	774.4	15	52
Hauling	0.35	\$ 7,700.00				
Grading	0.21	\$ 4,620.00				
		\$ 22,000.00				

Potential Material Placement Locations

LOWER OTTER CANDIDATE LOCATIONS FOR 2020

Location	Length	Loads	Notes	Conditions	
1 7+70 to 7+250	180'	3 loads	Near water tank & private signs	muddy and soft surface	
2 10-130 to 10 + 200	330'	5 loads	tight curves below windmill house	compacted RAP with bad potholes	
3 13-90 to 13+225	315'	5 loads	Various road segments below and above lower cattle guard	significant potholes & exposed rocks	
4 14-40 to 14+190	230'	4 loads		significant potholes & exposed rocks	
5 15+50 to 15+90	40'	1 load		significant potholes & exposed rocks	
6 15+170 to 15+490	420'	7 loads		significant potholes & exposed rocks	
7 16-420 to 16+100	520'	9 loads		significant potholes & exposed rocks	
8 17+0 to 17+450	450'	7 loads		significant potholes & exposed rocks	
9 20+0 to 21+250	780'	13 loads		significant potholes & exposed rocks	
10 To Be Named Later					
11 To Be Named Later					
12 To Be Named Later					

OTHER CANDIDATE ROAD LOCATIONS

RACCOON	8 Loads + Ditch Cleanout	~ 80'/load = 640'	muddy and soft surface
WOLVERINE	2 Loads + Ditch Cleanout	~80'/load = 160'	rutting and exposed rocks
GRAY SQUIRREL	3 Loads + Ditch Cleanout	~80'/load = 240'	muddy and soft surface, exposed rocks

Other Potential Work

Emergency Vehicle Turnarounds at Road Ends

Ditch Cleanouts and Shaping

Culvert Installation/Improvement

Buckskin Heights Road Association Meeting Minutes for May 28, 2020

Zoom Meeting • 6:30 pm

ATTENDANCE:

Board Present: David Gaudio, Glenn Heeney, Allan Heese, Luke McOmie, Pam Robinson, Sue Weber
Community Members: Jacob De Bes, Paul Hesson, Samantha Walker

CALL TO ORDER, WELCOME, QUORUM: The meeting was called to order with quorum present at 6:35pm.

APPROVAL OF AGENDA: The meeting agenda was approved as modified.

COMMUNITY INPUT: No community feedback at present.

SECRETARY'S REPORT: Sue Weber made a motion to confirm the email approval of the minutes of the January 10, 2020 meeting. The motion was seconded and **approved**.

TREASURER'S REPORT: Treasurer Sue Weber reviewed her report (attached) on the screen. Glenn Heeney made a motion to approve the Treasurer's report. It was seconded and **approved**.

ROAD REPORT: Vice President Allan Heese reviewed his report (attached) on the screen. We can probably afford about 40 loads of recycled asphalt, in addition to the 12 loads already spread this spring. About 75% will probably be spread on lower Otter and the rest on interior roads – Raccoon (to continue the job we started last year), plus some on Gray Squirrel, Wolverine and Woodchuck (homeowner purchase leftover from last year). Some ditch work is also needed. Timing will be in late June or early July, depending on Foster's schedule. David Gaudio made a motion to accept the road plan for summer 2020 as described. The motion was seconded and **approved**.

GATE REPORT: Allan Heese asked how many BHRA residents know how to fix that gate? Bob Faris has been the person who has done nearly all the repairs on the electronic parts of the gate. Paul Hesson knows how the mechanics of the gate work. Allan will reach out to Bob to set up a time to go over the whole gate maintenance process with Glenn Heeney, Luke McOmie and Allan.

NEW BUSINESS:

1. **Report from the Bylaws Review Committee**
 - A. Sue Weber, David Gaudio, Luke McOmie, Pam Robinson and Paul Hesson are all serving on the Bylaws Committee with Ann Dean, Mary Ann Long and Rick Stahl. Sue reviewed the minutes of the committee's May 21 meeting (attached).
 - B. Paul Hesson was recommended and appointed chair of the committee. Parliamentarian Lola Fehr is attending the committee's meetings and will attend annual meeting to help keep it on track and make sure we can move effectively through the bylaw changes. The next meeting of the committee is June 4, 2020
 - C. The Bylaws Committee recommends to the Board that the committee should pass all the proposed changes to Board for review. Proposed bylaws changes will be approved at the community-wide annual meeting giving everybody a chance to comment.
 - D. Glenn Heeney made a motion to accept the Bylaws Committee report. It was seconded and **approved**.
2. **Planning the August 21, 2020 Annual Meeting** during the coronavirus pandemic: Sue Weber made a motion that the annual meeting be done by Zoom; it was seconded. After discussion, the motion was **approved**. Luke and Sue will work together to work out voting options. Paul Hesson asked if we could do a mini-zoom gathering for folks that want to host folks physically; there was agreement that this was possible.
3. **Fire Committee:** David Gaudio will reach out to Andrew to discuss social distancing fire mitigation. The application deadline for 2020 fire grants is likely to be October 1, 2020.

EXECUTIVE SESSION: None

ADJOURNMENT: Allan Heese made a motion to adjourn at 7:55pm. It was seconded and approved.

Respectfully Submitted,
Luke McOmie, Secretary

Buckskin Heights Road Association Treasurer’s Report

Sue Weber – May 28, 2020

1. Checking account balance to date	=	\$18,583.11
Pending Expenses	=	\$0.00
Pending Deposits	=	\$2,740.00
Checking Available	=	\$21,323.11
Savings account balance to date	=	\$5,005.78
TOTAL AVAILABLE	=	\$26,328.89

2. **2020 Dues:** To date, 57 of 67 properties (54 of 64 owners) are paid partially or in full. Reminder notice have been sent to all delinquent property owners.

3. **2019-20 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 Wilson & 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 cattle guard) to Brian & Audrey Lodwig
- 7/10/19 – Chris & Samantha Tanner (12724 Otter Rd) to John & Brittany Woods
- 12/30/19 – Thomas & Janine Brown (12727 Otter Rd) to Samantha Walker & Jacob Jandrew
- 3/6/20 – Susan McNally/Jon Miller (13735 Otter Rd) to Kyle Recchia

4. **2020 Properties for Sale:**

- Dawn & Glenn Coleman (3504 Raccoon Dr)
- Robert Gonzalez (13512 Otter Rd)
- Aaron Kerst (8001 Wolverine Ct)
- John & Julie Niesel (8315 Raccoon Ct)

5. **BHRA Budget Update** as of May 28, 2020

BHRA EXPENSE & INCOME SUMMARY • May 28, 2020

A	B	C	D	E	F	G	H
Category	2019 Actual	2020 Approved Budget	2020 Actual Expenses & Income to Date	2020 Budget Over (Under) to Date	2020 Expected Remaining Expenses & Income	2020 Projected Total Expense & Income	2020 Projected Over (Under) Budget
Bank Fees	\$12	\$10	\$0	(\$10)	\$0	\$0	(\$10)
Emergency Expense	\$1,485	\$0	\$24	\$24	\$0	\$24	\$24
Gate Maintenance	\$339	\$150	\$0	(\$150)	\$150	\$150	\$0
Grant Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,247	\$1,250	\$0	(\$1,250)	\$1,196	\$1,196	(\$54)
Legal/Financial	\$10	\$450	\$156	(\$294)	\$300	\$456	\$6
Mailings	\$194	\$150	\$37	(\$113)	\$113	\$150	\$0
Miscellaneous	\$327	\$200	\$0	(\$200)	\$200	\$200	\$0
Signs	\$230	\$600	\$0	(\$600)	\$600	\$600	\$0
Supplies	\$22	\$20	\$0	(\$20)	\$20	\$20	\$0
Fire Expense	\$252	\$0	\$0	\$0	\$0	\$0	\$0
Road Base Homeowner	\$4,056	\$0	\$0	\$0	\$478	\$478	\$478
Culverts	\$1,009	\$800	\$270	(\$530)	\$530	\$800	\$0
Road Grader Operator	\$10,340	\$10,000	\$2,565	(\$7,435)	\$7,435	\$10,000	\$0
Road Base	\$20,777	\$19,000	\$3,922	(\$15,078)	\$15,078	\$19,000	(\$0)
<i>BHRA Road Expense Subtotal</i>	<i>\$32,126</i>	<i>\$29,800</i>	<i>\$6,757</i>	<i>(\$23,043)</i>	<i>\$23,043</i>	<i>\$29,000</i>	<i>(\$0)</i>
Expense Subtotal	\$40,301	\$32,630	\$6,974	(\$25,656)		\$33,074	\$444
Dues & Late Fees	\$26,925	\$29,700	\$23,800	(\$5,900)	\$6,790	\$30,590	\$890
Emergency Donations	\$1,705	\$0	\$200	\$200	\$0	\$200	\$200
Interest	\$2	\$2	\$0	(\$2)	\$2	\$2	\$0
Grant Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$128	\$128	\$80	(\$48)	\$48	\$128	\$0
Homeowner Road Base Reimburse	\$4,534	\$0	\$0	\$0	\$0	\$0	\$0
Fire Reimburse	\$516	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$40	\$0	\$51	\$51	\$0	\$51	\$51
Income Subtotal	\$33,849	\$29,830	\$24,131	(\$5,699)		\$30,971	\$1,141
Checking Cash Flow Balance	(\$6,452)	(\$2,800)	\$17,158			(\$2,103)	

NOTES

Parliamentarian consultant for bylaws revision \$400

Woodchuck roadbase \$478 carryover (unused in 2019)

*Might be able to spend \$1K more, given end target

66 properties @\$450 = \$29,700 + \$650 arrears paid
*Will pandemic increase delinquencies?

BHRA ASSET SUMMARY

A	B	C	D	E	F	G	H
Category	2019 Actual Ending Balance	2020 Budgeted Ending Balance	2020 Actual Balance to Date			2020 Projected Ending Balance	
BHRA Checking Balance	\$3,807	\$1,007	\$18,583			\$1,704	
BHRA Savings Balance	\$5,005	\$5,007	\$5,006			\$5,007	
Total Assets	\$8,812	\$6,014	\$23,589			\$6,711	

*Target is \$500 to avoid bank fee

MARCH/APRIL PROJECT ANALYSIS			
Grader	\$ 1,740.00	12 hrs	\$ 145.00 per hour
Bobcat	\$ 630.00	7 hrs	\$ 90.00 per hour
		0.58 hrs per load	
		35 minutes per load	
Trucking	\$ 520.00	4 trips	
	\$ 520.00	4 trips	
	\$ 520.00	4 trips	
		\$ 130.00 cost per trip	
Material	\$ 1,868.00	144 tons	\$ 12.97 per ton
	\$ 494.00	32.3 tons	\$ 15.29 per ton
		176.3 tons	
		12 loads	
		14.7 tons per load	
		\$ 325.00 cost per load	
Mobilization	\$ 195.00		
	\$ 6,487.00		
Grader	\$ 1,740.00		
Bobcat	\$ 630.00	13.84% of total w/out grader	
Trucking	\$ 1,560.00	34.27% of total w/out grader	
Material	\$ 2,362.00	51.89% of total w/out grader	
	\$ 4,552.00	100%	

PROJECTED JUNE/JULY PROJECT BREAKOUT			
Grader	\$ 1,740.00	12 hrs	\$ 145.00 per hour
Total Available			\$ 23,000
Less Grader Costs (3 Gradings)			\$ 5,835
Available for Project			\$ 17,165

ASSUMPTIONS - 15 tons per load and use of Bobcat for all spreading	
Total per Load = \$13/ton*15 tons + \$150 trucking	\$ 345
Total per Load = \$15/ton*15 tons + \$150 trucking	\$ 375
Total per Load = \$15.50/ton*15 tons + \$160 trucking	\$ 393

Bobcat Time per Load of .6 hr		Bobcat Cost per Load	\$ 54
Total Cost per load			
	\$ 399	\$ 429	\$ 447
# Loads	Total Cost		
35	\$ 13,965	\$ 15,015	\$ 15,628
36	\$ 14,364	\$ 15,444	\$ 16,074
37	\$ 14,763	\$ 15,873	\$ 16,521
38	\$ 15,162	\$ 16,302	\$ 16,967
39	\$ 15,561	\$ 16,731	\$ 17,414
40	\$ 15,960	\$ 17,160	\$ 17,860
41	\$ 16,359	\$ 17,589	\$ 18,307
42	\$ 16,758	\$ 18,018	
43	\$ 17,157	\$ 18,447	
44	\$ 17,556		
45	\$ 17,955		

Bobcat Time per Load of .6 hr		Bobcat Cost per Load	\$ 60
Total Cost per load			
	\$ 405	\$ 435	\$ 453
# Loads	Total Cost		
35	\$ 14,175	\$ 15,225	\$ 15,838
36	\$ 14,580	\$ 15,660	\$ 16,290
37	\$ 14,985	\$ 16,095	\$ 16,743
38	\$ 15,390	\$ 16,530	\$ 17,195
39	\$ 15,795	\$ 16,965	\$ 17,648
40	\$ 16,200	\$ 17,400	\$ 18,100
41	\$ 16,605	\$ 17,835	
42	\$ 17,010	\$ 18,270	
43	\$ 17,415		
44	\$ 17,820		
45	\$ 18,225		

Buckskin Heights Road Association
Bylaws Committee Meeting MINUTES for Thursday, May 21, 2020
Zoom Virtual Meeting • 6:30 pm

ATTENDANCE:

Committee Members: Ann Dean, Paul Hesson, Mary Anne Long, Pam Robinson, Rick Stahl, Sue Weber, David Gaudio (*ex officio*), Luke McOmie (*ex officio*)
Guest(s): Lola Fehr, Parliamentarian

CALL TO ORDER, WELCOME, QUORUM: BHRA President David Gaudio called the meeting to order at 6:45pm.

APPROVAL OF AGENDA: Paul Hesson made a motion to approve the agenda as distributed. It was seconded and **approved**.

INTRODUCTION OF COMMITTEE MEMBERS: All participants were known to one another.

CHARGE TO THE COMMITTEE: David Gaudio reviewed the charge to the committee:

The Board directs President David Gaudio to appoint a committee to review our Bylaws and make recommendations for possible revisions to the Board by June 30, for action by the membership of the Association at the annual meeting on August 21, as follows:

- 1. Any interested member of the Association in good standing may volunteer to serve on the Bylaws Committee.*
- 2. The Bylaws Committee shall consult with Parliamentarian Lola Fehr at BHRA expense not to exceed \$400. The Bylaws Committee shall meet with Fehr at its initial organizational meeting; subsequent consultation may be done electronically.*
- 3. At their initial meeting, the Bylaws Committee shall recommend one of its members to serve as committee chair. President David Gaudio will consider this recommendation when he appoints the committee chair as required by our Bylaws.*
- 4. Sue Weber shall serve as liaison to the Board; have responsibility for arranging meetings to maximize attendance in consultation with the chair of the committee; keep minutes for Bylaws Committee meetings in the absence of ex officio committee member, Secretary Luke McOmie; and provide secretarial support for potential bylaws revisions.*

ORGANIZING THE WORK OF THE COMMITTEE:

- 5. Election of Committee Chair – David Gaudio asked for nomination or volunteers to serve as chair of this Committee. Paul Hesson and Rick Stahl volunteered. Luke McOmie declined to serve. David asked that all members of the committee email him by Saturday May 23 with their choice for chair. He stated that the opinion of the group will weigh heavily in his decision about who to appoint as chair, as required by our *Bylaws*. (Note: Rick Stahl subsequently withdrew his name from consideration; Paul Hesson was appointed as chair.)*

- 6. Scope of the Committee's Work – The committee will work through the meeting agenda to identify areas in our current *Bylaws* which potentially need modification. We will prioritize the changes as low, medium and high priority, and identify items which will be non-controversial and those that will generate disagreement. We will eventually make recommendations about adoption of each proposed amendment to the Board and to the membership.*
- 7. Roles/Procedures of the Committee, Board and Membership in Amending the Bylaws – Sue Weber made a motion that the Bylaws Revision Committee (a) transmit to the Board all proposed amendments, both those recommended for approval as well as those not recommended for approval; along with (b) a recommendation to the Board that the Board should pass all proposed amendments to the general membership at the annual meeting, both those recommended for approval as well as those not recommended for approval. The motion was seconded and **approved**. Parliamentarian Lola Fehr stated that this was an appropriate way to proceed, given that:*
 - Only the Association membership as a whole has the power to approve changes to the bylaws;*
 - Any membership can propose a bylaws change, which does not need preliminary approval by the Bylaws Committee or the Board;*
 - Both the Bylaws Committee and the Board are free to make recommendations about the value of any bylaws change, which can be accepted or ignored by the membership; and*
 - The agenda for the annual meeting is the appropriate mechanism to give proper notice of all proposed bylaws changes from any source.*

REVIEW OF CURRENT CONSTITUTION/BYLAWS AND IDENTIFICATION OF POTENTIAL AMENDMENTS NEEDED/DESIRED:

The Committee then proceeded to go through the current Constitution and Bylaws, article by article, using Paul Hesson's chart (attached) as a guide. Each committee member explained their proposed changes. The Committee did not debate the merits of each proposed amendment, but informally assigned a rough priority to each. Committee members will send their written proposed amendments to Sue by the end of next week, who will put them in a summary document for further discussion at the next meeting.

NEXT MEETING: Thursday evening, June 4, 2020 at 6:30pm by Zoom.

ADJOURNMENT: The meeting was adjourned at about 8:15pm

Buckskin Heights Road Association MINUTES for Thursday, July 16, 2020

Zoom Meeting • 6:30 pm

ATTENDANCE:

Board Present: David Gaudio, Glenn Heeney, Allan Heese, Luke McOmie, Pam Robinson, Sue Weber
Community Members: Mary Arnold, Keifer & Alexis Jacobson, Sherri Stinnett, Lulu Tupper, John & Brittany Woods

CALL TO ORDER, WELCOME/INTRODUCTIONS,

QUORUM: The meeting was called to order with quorum present at 6:38pm.

APPROVAL OF AGENDA: The meeting agenda was approved as distributed.

Community Input: None

Secretary's Report: Sue Weber made a motion to confirm the email approval of the minutes of the January 10, 2020 meeting. The motion was seconded and **approved**.

Treasurer's Report: Treasurer Sue Weber reviewed her report (attached) on the screen. Luke McOmie made a motion to approve the Treasurer's report. It was seconded and **approved**.

Road Report:

Vice President Allan Heese reviewed his report (attached) on the screen, explaining higher costs for upper road areas. Pam Robinson made a motion to accept the road report. The motion was seconded and **approved**.

Keifer Jacobson asked how a resident might get reimbursement for work voluntarily performed? He values neighborhood initiatives in keeping the road in as good shape as possible. David Gaudio and Allan Heese explained that the Board has authorized fuel reimbursement for emergency work in the past, funded by donations by residents, not by dues income; an example was last year's Thanksgiving snow storm. Sue Weber explained that any other reimbursed work on the road must be authorized in advance by the Vice President on behalf of the Board, guided by the current plan for maintenance on the road. Once the approved work is completed, the person submits an invoice which is paid by the Treasurer. There is no mechanism for volunteer work by property owners to be reimbursed by a reduction in road dues.

Gate Report:

- Security concerns after recent break-in – cameras, gate location, lighting, etc. Michael Fallon contacted the Board to suggest moving the gate down near the lower cattle guard near his south property boundary. That location would protect his property; he would be willing to contribute funds for this change. There was general agreement that moving the gate (1) would not significantly address security concerns (e.g., the recent break-in may not have involved a breach of the gate code); and (2) represent a very large expense to the Association. Luke McOmie pointed out that moving it to the lowest point possible might be best if it's going to happen at all; Pam Robinson pointed out that residents of Lower Otter pay road dues as well.

Other suggestions included:

- Cameras at the gate, which have been proposed in the past;
 - Window stickers or fluorescent bumper stickers to discretely identify resident vehicles;
 - Getting power to the gate for bright motion-activated floodlights;
 - Not giving out the code at all and meeting visitors at the gate;
 - Making sure visitors know name and address of destination if challenged;
 - Guest electronic gate code that changes much more often than the resident code; and
 - Reminding residents to only give the swing gate code to commercial vendors
- Luke pointed out that criminals are not deterred by lights or cameras, but cameras are the best bet for identification and apprehension of intruders by law enforcement.
 - Sue made a motion that Luke explore the options for camera(s) and come back with a proposal at the next board meeting. The motion was seconded and **approved**. Luke will also talk to Bob Ferris about the potential of rotating/temporary guest codes.

Fire Committee Report:

- Emergency implications of property address/driveway mismatches on Woodchuck/Otter and Raccoon/Gray Squirrel
Dick Dickson is concerned that emergency responders need to know where actual residences are. There was general agreement that this is not strictly a Board issue, but that delay in getting to any fire can jeopardize the entire community. David Gaudio will talk with Peggy and Brett Kinsey (Woodchuck address with Otter driveway). Pam Robinson and Allan Heese will talk with Teddy and Rebecca Ezzell (Raccoon address/potential Gray Squirrel driveway), who are probably years from building a house.
- Allan Heese pointed out that we need to continue to do fire mitigation with social distancing. Sue Weber will work with Andrew Michler, Fire Committee coordinator, to set up a community information meeting. Brittany and John Woods thanked everybody for help putting out the July 5 fire on their property and emphasized the need for new residents to learn about fire mitigation, Firewise and defensible space. Local fire departments will support the training. Pam Robinson recommended that the new residents be encouraged to join the fire committee, see what is currently available, and come back to the board with recommendations. Keifer Jacobson emphasized the need for our current water source signs to provide accurate locations.

Old Business:

- Bylaws revisions recommended by the Bylaws Review Committee (attached); Paul Hesson summarized the process used by the Bylaws Revision Committee to generate the proposed amendments and credited Parliamentarian Lola Fehr for her excellent assistance. The committee intends to hold at least 2 informational Zoom meetings to discuss these changes before the annual meeting.
 - Sue Weber made a motion that the Board should forward the proposed amendments with the Bylaws Committee's recommendation to the membership for action at the annual meeting. The motion was seconded and **approved**.

- Sue made a second motion to limit the annual meeting to 2 hours by sending usual reports ahead of time and streamlining the agenda (attached), with the bylaws items last. There are 28 proposed amendments; 22 are probably non-controversial and can be passed in groups; 6 will probably require discussion. Limiting the time for the meeting might mean we do not finish considering all amendments, but a second special meeting can be called before the 2021 annual meeting to finish if necessary. The motion was seconded and **approved**.
- Sue made a third motion to authorize the Bylaws Committee to hold 2 Zoom informationals meetings before the annual meeting. The motion was seconded and **approved**.

New Business:

- Agenda for the annual meeting (attached): Sue Weber demonstrated the voting feature of Zoom, and reported that Rick Stahl is working with Rise Broadband to improve the latency in our internet connections.
- Allen Heese pointed out that Board has not made a decision on a dues increase; this should be on the agenda. Sue made a motion to increase dues by \$50 for 2021. It was seconded and **not approved** unanimously. Allan Heese made a motion that the Board recommend no dues increase this year. It was seconded and **approved** unanimously. We will add that information to the agenda. Allan made a motion to approve the annual agenda as modified. It was seconded and **approved**.

Executive Session (if necessary): None

ADJOURNMENT: Allan Heese made a motion to adjourn at 8:38pm. It was seconded and **approved**.

Respectfully Submitted,
Luke McOmie, Secretary

Buckskin Heights Road Association Treasurer's Report

Sue Weber – July 16, 2020

1. Checking account balance to date	=	\$27,138.11
Pending Expenses	=	\$0.00
Pending Deposits	=	\$0.00
Checking Available	=	\$27,138.11
Savings account balance to date	=	\$5,005.87
TOTAL AVAILABLE	=	\$32,143.98

2. **2020 Dues:** To date, 65 of 67 properties (62 of 64 owners) are paid partially or in full. A(nother) lien has been filed against our one long-term delinquent owner.

3. **Recent Completed Property Sales:**

- 12/30/19 – Thomas & Janine Brown (12727 Otter Rd) to Samantha Walker & Jacob Jandrew
- 3/6/20 – Susan McNally & Jon Miller (13735 Otter Rd) to Kyle Recchia
- 6/29/20 – John Niesel & Julie Weaver (8315 Raccoon Ct) to William & Bonnie Torrey
- 7/8/20 -- Dawn & Glenn Coleman (3504 Raccoon Dr) to Rebecca & Teddy Ezzell

4. **Current Properties for Sale:**

- Robert Gonzalez (13512 Otter Rd)
- Aaron Kerst (8001 Wolverine Ct)

5. **BHRA Budget Update** as of July 16, 2020

BHRA EXPENSE & INCOME SUMMARY • July 16, 2020

A	B	C	D	E	F	G	H
Category	2019 Actual	2020 Approved Budget	2020 Actual Expenses & Income to Date	2020 Budget Over (Under) to Date	2020 Expected Remaining Expenses & Income	2020 Projected Total Expense & Income	2020 Projected Over (Under) Budget
Bank Fees	\$12	\$10	\$0	(\$10)	\$0	\$0	(\$10)
Emergency Expense	\$1,485	\$0	\$24	\$24	\$0	\$24	\$24
Gate Maintenance	\$339	\$150	\$0	(\$150)	\$150	\$150	\$0
Grant Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,247	\$1,250	\$0	(\$1,250)	\$1,196	\$1,196	(\$54)
Legal/Financial	\$10	\$450	\$356	(\$94)	\$200	\$556	\$106
Mailings	\$194	\$150	\$93	(\$57)	\$57	\$150	\$0
Miscellaneous	\$327	\$200	\$0	(\$200)	\$200	\$200	\$0
Signs	\$230	\$600	\$0	(\$600)	\$600	\$600	\$0
Supplies	\$22	\$20	\$0	(\$20)	\$20	\$20	\$0
Fire Expense	\$252	\$0	\$0	\$0	\$0	\$0	\$0
Road Base Homeowner	\$4,056	\$0	\$0	\$0	\$478	\$478	\$478
Culverts	\$1,009	\$800	\$230	(\$570)	\$570	\$800	\$0
Road Grader Operator	\$10,340	\$10,000	\$2,565	(\$7,435)	\$7,435	\$10,000	\$0
Road Base	\$20,777	\$19,000	\$3,922	(\$15,078)	\$15,078	\$19,000	(\$0)
BHRA Road Expense Subtotal	\$32,126	\$29,800	\$6,717	(\$23,083)	\$23,083	\$29,800	(\$0)
Expense Subtotal	\$40,301	\$32,630	\$7,190	(\$25,440)		\$33,174	\$544
Dues & Late Fees	\$26,925	\$29,700	\$30,190	\$490	\$760	\$30,950	\$1,250
Emergency Donations	\$1,705	\$0	\$200	\$200	\$0	\$200	\$200
Interest	\$2	\$2	\$0	(\$2)	\$2	\$2	\$0
Grant Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$128	\$128	\$80	(\$48)	\$48	\$128	\$0
Homeowner Road Base Reimburse	\$4,534	\$0	\$0	\$0	\$0	\$0	\$0
Fire Reimburse	\$516	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$40	\$0	\$51	\$51	\$0	\$51	\$51
Income Subtotal	\$33,849	\$29,830	\$30,521	\$691		\$31,331	\$1,501
Checking Cash Flow Balance	(\$6,452)	(\$2,800)	\$23,332			(\$1,843)	

NOTES

Parliamentarian consultant for bylaws revision \$400

Woodchuck roadbase \$478 carryover (unused in 2019)

*Might be able to spend \$1-1.5K more, given end target

66 properties @\$450 = \$29,700 + \$650 arrears paid
*Pandemic has not increased delinquencies

BHRA ASSET SUMMARY

A	B	C	D	E	F	G	H
Category	2019 Actual Ending Balance	2020 Budgeted Ending Balance	2020 Actual Balance to Date			2020 Projected Ending Balance	
BHRA Checking Balance	\$3,807	\$1,007	\$27,138			\$1,964	
BHRA Savings Balance	\$5,005	\$5,007	\$5,006			\$5,007	
Total Assets	\$8,812	\$6,014	\$32,144			\$6,971	

*Target is \$500 to avoid bank fee

JULY 27-28 2020 ANTICIPATED WORK

MOBILIZATION	\$ 200
GRADING ROAD FROM PAVEMENT TO INTERSECTION OF OTTER/RACCOON	\$ 1,920
SPREADING NEW MATERIAL	\$ 2,400
DITCH CLEANOUT ON WOLVERINE	\$ 150
TOTAL	\$ 4,670

LOCATION - REFERENCED TO ROAD MARKERS	DISTANCE TO COVER - FEET	NUMBER OF LOADS	ESTIMATED COST PER LOAD	MATERIAL COST PLUS HAULING
OTTER 13-20 TO 13 + 218	238	4	\$ 400	\$ 1,600
OTTER 14 - 40 TO 14 +300	340	6	\$ 400	\$ 2,400
OTTER 21 - 280 TO 21 + 360	640	11	\$ 400	\$ 4,400
OTTER 24 - 20 TO 25 + 50 (May be shortened to meet budget)	600	10	\$ 400	\$ 4,000
				\$ -
WOLVERINE BETWEEN Lazarowicz Driveway & Road End	180	2	\$ 500	\$ 1,000
GRAY SQUIRREL FROM Dickson Driveway Uphill	180	2	\$ 500	\$ 1,000
RACCOON 2 + 90 to 2 + 300	210	3	\$ 425	\$ 1,275
WOODCHUCK 2 + 00 to 2 + 70	70	1	\$ 450	\$ 450
WOODCHUCK 8 + 300 to 8 + 370	70	1	\$ 450	\$ 450
TOTAL LOADS		40		
TOTAL COST OF MATERIAL				\$ 16,575
 TOTAL ESTIMATED PROJECT COST				\$ 21,245

BUCKSKIN HEIGHTS ROAD ASSOCIATION

Bylaws Committee Meeting Minutes for Thursday, June 4 and 11, 2020

Zoom Virtual Meetings • 6:30 pm

ATTENDANCE JUNE 4, 2020:

Committee Present: Ann Dean, Paul Hesson, Mary Anne Long, Pam Robinson, Rick Stahl, Sue Weber,
Committee Absent: David Gaudio (*ex officio*), Luke McOmie (*ex officio*)
Guest: Lola Fehr, Parliamentarian

CALL TO ORDER, WELCOME, QUORUM: Committee Chair Paul Hesson called the meeting to order at 6:35pm.

APPROVAL OF AGENDA: The agenda was approved as distributed.

MINUTES: The approval by email of the minutes of the May 21, 2020 meeting was confirmed.

PRESENTATION BY PARLIAMENTARIAN: Lola Fehr made a brief presentation in which she described her planned role at the annual meeting when we vote on the proposed *Bylaws* changes. She will draft the necessary motions and guide the process, which usually includes a provision that the Board is given permission to make editorial changes that do not affect the content, and if a change in one article impacts another, that change is automatic so we don't have to vote on every little thing. We are doing some major amendments; she does not want the membership to get frustrated in the voting process, but at the same time they need to participate meaningfully in the important content.

REVIEW OF PROPOSED AMENDMENTS: The committee worked through pages 1-8 of the "DRAFT BHRA Proposed Bylaws Amendments 6-4-20," answering these questions for each amendment section:

- a) Are there any changes that need to be made to the wording of the amendment?
- b) Does anything need to be added/subtracted/revise to the rationale? If so, what?
- c) Priority: Is the amendment going to be easy to pass or hard? Is it a high, medium or low priority?
- d) Straw vote: How does each committee member feel about each amendment after the discussion?

NEXT MEETING: Thursday evening, June 11, 2020 at 6:30pm by Zoom.

ADJOURNMENT: The meeting was adjourned at about 8:30pm

ATTENDANCE JUNE 11, 2020:

Committee Present: Ann Dean, David Gaudio (*ex officio*), Paul Hesson, Pam Robinson, Rick Stahl, Sue Weber,
Committee Absent: Mary Anne Long, Luke McOmie (*ex officio*)
Guest: Lola Fehr, Parliamentarian

CALL TO ORDER, WELCOME, QUORUM: Committee Chair Paul Hesson called the meeting to order at 6:40pm.

APPROVAL OF AGENDA: The agenda from the last meeting was continued.

CONTINUED REVIEW OF PROPOSED AMENDMENTS: The committee worked through pages 8-11 of the "DRAFT BHRA Proposed Bylaws Amendments 6-11-20," answering the same questions as above for each amendment section.

NEXT STEPS:

- e) Sue Weber will work with Lola Fehr to format the final draft document, get all the parts in a sensible order, the rationales revised, etc; and
- f) Either embed or create a separate document with the motions recommended to adopt various parts.
- g) Sue will send final draft document to committee members for review early in the week of June 25.
- h) Approve the final document and associated motions to be used at the annual meeting.

NEXT MEETING: Thursday, June 25, 6:30pm by Zoom

ADJOURNMENT: The meeting was adjourned at about 9:00pm

BUCKSKIN HEIGHTS ROAD ASSOCIATION

Bylaws Committee Meeting Minutes for Thursday, June 25 and July 2, 2020

Zoom Virtual Meetings • 6:30 pm

ATTENDANCE JUNE 25, 2020:

Committee Present: Ann Dean, David Gaudio (*ex officio*), Paul Hesson, Mary Anne Long, Luke McOmie (*ex officio*), Pam Robinson, Rick Stahl, Sue Weber

Guest: Lola Fehr, Parliamentarian

CALL TO ORDER, WELCOME, QUORUM: Committee Chair Paul Hesson called the meeting to order at 6:34pm.

APPROVAL OF AGENDA: The agenda from the last meeting was continued.

MINUTES: The approval by email of the minutes of the June 4 and 11, 2020 meetings were confirmed.

CONTINUED REVIEW OF PROPOSED AMENDMENTS: The committee reviewed all and revised some of the proposed amendments in the "DRAFT BHRA Proposed Bylaws Amendments 6-25-20" document. Sue Weber will produce another draft and send it out to the committee for comment, with the expectation that members will get back to her with suggestions for improvement by about June 30.

NEXT MEETING: No meeting was scheduled.

ADJOURNMENT: The meeting was adjourned at about 9:00pm

ATTENDANCE JULY 2, 2020:

Committee Present: Ann Dean, David Gaudio (*ex officio*), Paul Hesson, Mary Anne Long, Luke McOmie (*ex officio*), Pam Robinson, Rick Stahl, Sue Weber

Guest: Lola Fehr, Parliamentarian

CALL TO ORDER, WELCOME, QUORUM: Committee Chair Paul Hesson called the meeting to order at 6:33pm.

APPROVAL OF AGENDA: The agenda from the last meeting was continued.

CONTINUED REVIEW OF PROPOSED AMENDMENTS: The committee reviewed and then unanimously agreed to delete the proposed amendment that would have restricted changes to the bylaws to mail votes only. The 28 proposed amendments are now listed in order in groups: 10 wording changes, 8 housekeeping changes, 4 updates, all unanimously recommended; plus 6 debatable amendments, two of which are unanimously recommended.

DEMONSTRATION OF ZOOM POLL FEATURES: Members were able to successfully use the poll feature built into Zoom. Paul Hesson made a motion to recommend that the Board use this feature for the annual meeting. It was seconded and **approved**.

NEXT STEPS:

1. Paul Hesson made a motion to forward the summary table and three-column detailed bylaws document to the Board, with a recommendation to accept and pass on to the membership the recommendations of the Bylaws Committee on all amendment. It was seconded and **approved**.
2. Paul Hesson made a motion to suggest to the Board that the duration of the annual meeting could be limited to 1.5 hours if:
 - Board reports and bylaws amendments were distributed ahead of time; and
 - Two Zoom informational forums planned by the Bylaws Committee were conducted to allow conversation with the interested members prior to the vote at the annual meeting.
 - It was seconded and **approved**.

NEXT MEETING: No meeting was scheduled.

ADJOURNMENT: The meeting was adjourned at about

Buckskin Heights Road Association
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 SUMMARY Proposed Bylaws Amendments • Printed 7/16/2020

#	ARTICLE	SECTION	ACTION	RECOMMEND	YOUR VOTE
1	All Articles	All sections	Wording: Permit non-substantive edits by board	Yes	
2	All Articles	All sections	Wording: Change mail "poll" to "vote/ballot" sent to members preceded by required debate opportunity	Yes	
3	Article I Govern Article III Officers	All sections	Wording: Change "he (or she)" to "he/she," etc	Yes	
4	Article I Govern Article II Board Article III Officers	Section 1 Management Section 1 Duties (c) Section 6 Duties At-large	Wording: Change "members at large" to "directors at large;" duties of directors at large	Yes	
5	Article II Board	Section 1 Duties (h)-(i)	Wording: Change spelling "insure" to "ensure;" ensure board insurance coverage	Yes	
6	Article II Board	Section 6 Expenditure of Funds (b)	Wording: Add "Special Assessments" title to section	Yes	
7	Article III Officers	Section 2 Duties President	Wording: Simplify wording of president takeover for vice president	Yes	
8	Article IV Members	Section 3 Use of Facilities	Wording: Add use of BHRA roads "and facilities"	Yes	
9	Article V Dues Article VI Meetings	Section 1 Dues (b)(i) & (b)(ii) Section 4 Voting (c) Mail Votes	Wording: Clarify that mail votes require pros/cons; add USPS abbreviation	Yes	
10	Article VI Meetings	Section 7 Rules of Order	Wording: Specify "Newly Revised" edition of Robert's Rules of Order as BHRA authority	Yes	
11	Article II Board	Section 1 Duties (j)	Housekeeping: Clarify board maintenance of records; ensure appropriate access to Association records	Yes	
12	Article II Board	Section 4 Meetings (a)-(b)	Housekeeping: Increase frequency of board meetings, allow appropriate board actions without meeting	Yes	
13	Article II Board	Section 8 NEW	Housekeeping: Indemnify of directors & officers	Yes	
14	Article II Board Article III Officers Article III Officers	Section 1 Duties Section 2 Duties President Section 4 Duties Secretary	Housekeeping: Reduce required board committee involvement on committees	Yes	
15	Article V Dues Article VIII Misc	Section 2 Delinquencies Section 6 Rules of the Road	Housekeeping: Clarify penalties for dues delinquencies; delete penalties for violations of rules of the road.	Yes	
16	Article VI Meetings	Section 3 Notice	Housekeeping: Permit official notice by USPS and USPS/email combination	Yes	
17	Article VI Meetings	Section 2A NEW	Housekeeping: Permit electronic meetings	Yes	
18	Article VIII Misc	Section 7 Water Tank	Housekeeping: Delete outdated water tank language	Yes	
19	Article II Board	Section 1A NEW	Update: Describe ad hoc & standing committee structure; add Wildfire Mitigation as an unfunded standing committee	Yes	
20	Article II Board	Section 6 Special Assessments	Update: Approve special assessment at an annual/special meeting in addition to mail vote	Yes	
21	Article VI Meetings	Section 5 Quorum	Update: Increase meeting quorum from 10 members to 20% (14 members)	Yes	
22	Article VIII Misc	Section 3 Road Easement Section 4 Fences	Update: Change title to "Road Easement"; prohibit future general encroachment on easement; delete Section 4 on fencing.	Yes	

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 SUMMARY Proposed Bylaws Amendments • Printed 7/16/2020

#	ARTICLE	SECTION	ACTION	RECOMMEND	YOUR VOTE
23	Article VI Meetings	Section 4 Voting (d) NEW	Permit proxy voting at meetings and define requirements with proviso	Yes	
24	Article V Dues	Section 1 Dues (b) Section 1 Dues (b)(iii)	A. Change simple majority to 2/3rds vote at a meeting to recommend a mail vote for a dues change	No	
			B. Change simple majority to 2/3rds vote to approve dues change by mail vote	No	
25	Article I Govern	Section 1 Management	Add communications officer to board and define duties of communications officer	No	
	Article II Board	Section 1 Duties 1(d)			
	Article III Officers	Section 1 Officers			
	Article III Officers	Section 7 NEW			
26	Article VIII Misc	Section 5 Website	Change title to "Internet Communications"; change website wording; add internet communication system	Yes	
27	Article VI Meetings	Section 2 Special Meetings	A. Clarify that appropriate issues for special meetings require action before the next annual meeting	Yes	
			B. Increase special meeting petition from 5 members to ____. Vote in order: 20% (14), 15% (10), 10% (7)	Yes (Level to be determined)	
			C. Define board role in scheduling special meetings	Yes	
28	Article VI Meetings	Section 4 Voting (c) Mail Votes	A. Add combination USPS/electronic vote option	None	
			B. Clarify general mail vote procedures	Yes	

Buckskin Heights Road Association • Proposed Bylaws Amendments • July 16, 2020

CURRENT	PROPOSED	EXPLANATION OR PROS & CONS
<p>01 Recommended All Articles</p>	<p>Wording: Permit non-substantive edits by Board. Approve the rewording, renumbering or re-lettering of sections/parts of the Bylaws, and addition of current amendment dates {}, as needed to maintain logic and sequencing <i>without changing meaning</i> after all amendments are approved.</p>	
<p>02 Recommended All Articles</p>	<p>Wording: Change mail “poll” to “vote/ballot” sent to all members preceded by required debate opportunity</p> <p>Change wording in all articles mentioning “mail poll” to “mail vote by all members” or “mail ballot sent to all members” as grammatically appropriate.</p> <p>Add requirement to all articles mentioning mail poll/vote/ballot that all “must be preceded by at least one opportunity for debate.”</p>	<p>“Vote” means that an action will be taken as a result of the preference shown in the vote. “Poll” is just to get an idea of what the general preference is; no action will be taken, it’s just for interest.</p> <p>Change throughout provides consistent language for the fair conduct of all mail votes.</p>
<p>03 Recommended Article I Governance Article III Officers</p>	<p>Wording: Change “he (or she)” to “he/she,” etc Throughout <i>Bylaws</i> as necessary, change alphabetically to: He (or she) to he/she Him (or her) to her/him His (or her) to her/his</p>	<p>These changes make it clear that women are not parenthetical members of the Association.</p>
<p>04 Recommended Article I Governance Article II Board Article III Officers</p> <p>Article III Officers <i>Section 6. Duties of the Members at Large.</i> No description of duties has been defined.</p>	<p>Wording: Change “members at large” to “directors at large” and define duties of directors at large</p> <p>Throughout <i>Bylaws</i> as necessary, change “member(s) at large” to “director(s) at large”</p> <p><i>Section 6. Duties of the Directors at Large.</i> The Directors at Large support Board functions as assigned.</p>	<p>Clarifies that all members of the Board of Directors have equal status and responsibility to serve the Association.</p>
<p>05 Recommended Article II. Board of Directors <i>Section 1. Duties.</i></p> <p>h. Insure that all mandatory local, state and federal documents are filed, including, but not limited to, taxes, and other such requirements related to the legal status of the Association. {Annual Meeting 8/18/13}</p> <p>i. Insure that the liabilities and assets of the Association are properly protected with appropriate insurance policies.</p>	<p>Wording: Change spelling “insure” to “ensure;” ensure board insurance coverage</p> <p>h. Ensure that all mandatory local, state and federal documents are filed, including, but not limited to, taxes, and other such requirements related to the legal status of the Association. {Annual Meeting 8/18/13}</p> <p>i. Ensure that the liabilities and assets of the Association are properly protected with appropriate insurance policies; and that the Association maintains appropriate directors’ and officers’ liability insurance coverage.</p>	<p>Correct word and spelling. To <i>ensure</i> something is to make sure it happens, to guarantee it. To <i>insure</i> something or someone is to cover it with an insurance policy.</p> <p>Puts our current practice in writing. This duty is always important, but especially so given proposed new Article II, <i>Section 8. Indemnification of Directors and Officers</i> in 13 below.</p>
<p>06 Recommended Article II Board of Directors <i>Section 6 Expenditure of Funds</i></p> <p>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.</p>	<p>Wording: Add “Special Assessment” title to section</p> <p>b. Special Assessments. Capital expenditure authorization (other than normal maintenance and operating expenses) shall require a mail ballot sent to all property owners, in accordance with these Bylaws. The expenditure shall be approved if two thirds (2/3) of those responding vote for approval.</p>	<p>Defines “special assessment” as used later in Articles IV, V and VI.</p>

CURRENT	PROPOSED ©2023 Buckskin Heights Road Association	EXPLANATION OR PROS & CONS
<p>07 Recommended Article III. Officers <i>Section 2. Duties of the President.</i> ... He (or she) shall keep informed of the Vice President's functions and perform these functions in the absence or disability of the Vice President.</p>	<p>Wording: Simplify wording of president takeover for vice president</p> <p><i>Section 2. Duties of the President.</i> ... He (or she) shall assume the functions of the Vice President in the absence or disability of the Vice President.</p>	<p>Eliminates awkward wording in the last sentence.</p>
<p>08 Recommended Article IV. Membership <i>Section 2. Requirements of Membership.</i> In order to become and maintain a membership of the Association, a member representing said membership shall own land or interest in land as above described; and shall pay all annual dues and assessments. <i>Section 3. Use of the Facilities of the Association.</i> a. All valid memberships of the Association shall be accorded equal use of the roads of the Association.</p>	<p>Wording: Add definition of "membership in good standing" and use of BHRA roads "and facilities"</p> <p>In order to become and maintain a membership in good standing of the Association, a member representing said membership shall own land or interest in land as above described; and shall pay all annual dues and assessments.</p> <p>a. All memberships in good standing shall be accorded equal use of the roads and facilities of the Association.</p>	<p>The definition of "valid memberships" is "memberships in good standing."</p> <p>"... "and facilities" includes gate, water tank, and possibly equipment used by Wildfire Mitigation Committee, etc.</p>
<p>09 Recommended Article V. Dues <i>Section 1. Dues.</i> i. Conduct a mail vote 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.</p>	<p>Wording: Clarify that mail vote requires pros/cons; add USPS abbreviation</p> <p>i. Conduct a mail vote in accordance with these Bylaws within thirty (30) days by providing to each membership in good standing: (1) a description of the change in dues; (2) a brief summary of reasons for and against the change in dues; and (3) a self-addressed, postage-paid, uniquely-identified ballot. ii. Ballots must be returned to the Association's United States Postal Service (USPS) mailing address within thirty (30) days of the initial mailing date to be counted.</p>	<p>Requires an even-handed description of all the issues related to the dues change, not just the positive points. (This language is repeated in 28 below Article VII Meetings Section 4 regarding other mail votes.)</p> <p>Allows the use of the USPS abbreviation throughout the rest of the document.</p> <p>This section will require minor wording changes if electronic voting is approved in 28.</p>
<p>10 Recommended Article VI. Meetings <i>Section 7. Rules of Order.</i> All meetings will be conducted according to Robert's Rules of Order.</p>	<p>Wording: Specify "Newly Revised" edition of Robert's Rules of Order as BHRA authority <i>Section 7. Rules of Order.</i> All meetings will be conducted according to Robert's Rules of Order Newly Revised.</p>	<p>Clarifies that the current version of Robert's Rules of Order is the authority for BHRA.</p>
<p>11 Recommended Article II. Board of Directors <i>Section 1. Duties.</i> j. Review, approve, and publish the minutes of the annual meeting on the Association website in a timely manner.</p>	<p>Housekeeping: Clarify board maintenance of records; ensure appropriate access to Association records</p> <p>j. Association Records. i. Review, approve, and publish the minutes of the annual and special meetings on the Association website in a timely manner. ii. Ensure both the openness of Association records and privacy of membership records as required by Colorado law. iii. Any membership may inspect public records of the Association upon specific written request. The Secretary shall make such specified records available within seven (7) days of receiving the request.</p>	<p>Ensures that minutes are drafted, approved and made publicly available for all meetings of the Association in a timely fashion.</p> <p>Puts our historical and current practices in writing.</p>

CURRENT	PROPOSED ©2023 Buckskin Heights Road Association	EXPLANATION OR PROS & CONS
<p>12 Recommended</p> <p>Article II. Board of Directors <i>Section 4. Meetings.</i> The Board of Directors shall meet at least semi-annually annually, and may meet at other such times and intervals as it may deem necessary.</p>	<p>Housekeeping: Increase frequency of board meetings, permit appropriate board actions without meeting</p> <p><i>Section 4. Meetings.</i> a. The Board of Directors shall meet at least quarterly, and may meet at other such times and intervals as it may deem necessary. b. The Directors may take any time-sensitive action in the absence of a meeting, which they could take at a meeting, by obtaining the approval of a majority of the Directors. Any such action or approval shall have the same effect as though taken at a meeting of the Directors; and shall be ratified and recorded in the minutes of the next Board meeting.</p>	<p>Both parts put our historical and current practice in writing.</p>
<p>13 Recommended</p> <p>Article II. Board of Directors Add NEW Section 8</p>	<p>Housekeeping: Indemnify directors & officers</p> <p><i>Section 8. Indemnification of Directors and Officers.</i> Each person who acts as a director or officer of the Association, or any agent of the Association given such privileges by the Board of Directors, shall be indemnified by the association against expenses actually and necessarily incurred by him/her in the connection with the defense of any action, suit or proceedings in which he/she is made a party by reason of his/hers being or having been a director or officer of the Association, except in relation to matters as to which he/she shall be adjudged in such action, suit or proceeding to be liable for gross negligence or willful misconduct, and except any sum paid for the Association in settlement of an action, suit or proceeding based upon the gross negligence or willful misconduct in the performance of his/her duties. The right of indemnification provided herein shall insure to each director and officer, whether or not he/she is such director or officer at the time such cost or expenses are imposed or incurred, and in the event of his/her death shall extend to his/her legal representatives.</p>	<p>An important protection for members elected to serve on the BHRA Board as fiduciary officers.</p> <p>The standard language of this provision is found in the bylaws of all common interest communities in our area.</p>
<p>14 Recommended</p> <p>Article II. Board of Directors <i>Section 1. Duties.</i> Consistent with these <i>Bylaws</i>, the Board of Directors shall: e. Constitute and appoint committees and define the powers and duties of the same.</p> <p>Article III. Officers <i>Section 2. Duties of the President.</i> He (or she) shall appoint, subject to confirmation by the Board of Directors, all standing and special committees, designating the chairman thereof. He (or she) shall be an <i>ex officio</i> member of all committees. . . .</p> <p><i>Section 4. Duties of the Secretary.</i> He (or she) shall be an <i>ex officio</i> member of all committees.</p>	<p>Housekeeping: Reduce required board involvement on committees</p> <p>Article II. Board of Directors <i>Section 1. Duties.</i> Consistent with these <i>Bylaws</i>, the Board of Directors shall: e. Constitute and appoint committees, define the powers and duties of the same, and appoint the membership and leadership of the same. At least one Board member shall be designated by the Board as an <i>ex officio</i> member of each committee formed, who shall serve as liaison to the Board.</p> <p>Article III. Officers <i>Section 2. Duties of the President.</i> The President shall preside at the meetings of the Association and of the Board. He (or she) shall be the administrative officer of the Association. He (or she) shall keep informed of the Vice President's functions and perform these functions in the absence or disability of the Vice President.</p> <p><i>Section 4. Duties of the Secretary.</i> The Secretary shall send out the notices of the meetings of the Association and of the Board; keep the minutes, maintain the corporate records and attend to the correspondence pertaining to the office as may be required by the Board. In the absence or disability of both the President and Vice-President, the Secretary shall perform the minimal necessary functions of those offices for the continuing operation of the Association.</p>	<p>This addition to Article II Section 1 replaces portions of Article III Sections 2&4.</p> <p>This amendment clarifies how committees are formed and committee membership and leadership are designated. It eliminates the current ambiguity of language between Article II Section 1(e) and Article III Section 2.</p> <p>More importantly, this amendment makes it possible for the Board to appoint the appropriate <i>ex officio</i> officer or director at-large to each committee, which may not be the President or Secretary. It reduces the potential number and influence of Board members on each committee. It distributes the work of the Board more efficiently.</p>

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<p>15 Recommended Article V. Dues <i>Section 2. Delinquencies.</i> a. In the event that members become delinquent in the payment of annual dues or assessments, the Board may: ... ii. Suspend all privileges of membership, including road use privilege, by sending a registered letter to the last known mailing address of the member.</p> <p>Article VIII. Miscellaneous <i>Section 6. Rules of the Road</i> b. Violations of the Rules of the Road. i. Reckless or careless driving that endangers persons or property shall be reported to the Larimer County Sheriff's Office. ii. Documented violations of the rules of the road may result in the suspension of road usage privileges on the platted roads within the subdivision. Violation of a Board-authorized suspension of road usage may result in civil or criminal action.</p>	<p>Housekeeping: Clarify penalties for dues delinquencies; delete penalties for violations of rules of the road.</p> <p>ii. Suspend privileges of membership, including road use by motor vehicles, by sending a registered letter to the last known mailing address of the member.</p> <p>b. Reckless or careless driving that endangers persons or property shall be reported to the Larimer County Sheriff's Office.</p> <p>DELETE (ii) as unenforceable.</p>	<p>Each membership has a legal obligation to pay dues to maintain the road. This change clarifies the penalty for dues non-payment to something we can potentially enforce.</p> <p>The Association does not have the authority to impose road use restrictions based on violations of Colorado traffic law.</p>
<p>16 Recommended Article VI. Meetings <i>Section 3. Notice.</i> Whenever notice to the membership shall be required by the Bylaws, the Article of Incorporation or otherwise, said notice shall be determined properly given and adequate when it is addressed to the memberships at such address as shall appear in the records of the Association, and is deposited in the United States Mail, postage prepaid. Notice to any member of a membership shall constitute notice to the entire membership. Each membership shall be responsible to provide the Association with its correct address and any change of address.</p>	<p>Housekeeping: Permit official notice by USPS and USPS/email combination <i>Section 3. Notice.</i> a. Whenever notice to the membership shall be required by the <i>Bylaws</i>, the Article of Incorporation or otherwise, said notice shall be determined properly given and adequate when it is either (1) addressed to the memberships at such address as shall appear in the records of the Association, and is deposited with the USPS mail, postage prepaid; or (2) addressed to the memberships at such USPS or email address as specified by the membership and contained in the records of the Association, and is either deposited with the USPS mail, postage prepaid, or electronically transmitted. b. Notice to any member of a membership shall constitute notice to the entire membership. c. Each membership shall be responsible to provide the Association with its correct address and any change of address.</p>	<p>Puts our current practice in writing.</p> <p>In adding electronic notice as an option, it is important to maintain the Association's legal right to send anyone official notice by documentable USPS only.</p>
<p>17 Recommended Article VI. Meetings Add NEW Section 3</p>	<p>Housekeeping: Permit electronic meetings</p> <p><i>Section 3. Electronic Meetings.</i> All meetings of the Association – annual, special, board and committee – may be held electronically.</p>	<p>Covid-19 reality. Electronic meetings are specifically allowed by the Colorado Revised Nonprofit Corporation Act.</p>

CURRENT	PROPOSED ©2023 Buckskin Heights Road Association	EXPLANATION OR PROS & CONS
<p>18 Recommended</p> <p>Article VIII. Miscellaneous Section 7. Community Water Tank. The Association shall be authorized to construct, operate and maintain a community water tank for fire suppression to promote the general welfare of the members of the Association. {Mail Poll 6/25/17}</p> <p>a. Funding for the construction, operation, and maintenance of the project shall come entirely from private sources, not from Association funds.</p> <p>b. Liability insurance for the water tank will be included in the Association's policy at no additional cost to the Association.</p> <p>c. The Association is authorized to enter into an agreement for a suitable plot of land with a cost not to exceed one (1) dollar per annum. No additional costs are authorized.</p>	<p>Housekeeping: Delete outdated water tank language</p> <p>Section 7. Community Water Tank. The Association shall be authorized to maintain a community water tank for fire suppression to promote the general welfare of the members of the Association. Funding for the maintenance of the water tank shall come entirely from private sources, not from Association funds.</p>	<p>Deleted verbiage is no longer applicable.</p>
<p>19 Recommended</p> <p>Article II. Board of Directors <i>Section 1. Duties.</i> Consistent with these <i>Bylaws</i>, the Board of Directors shall:</p> <p>e. Constitute and appoint committees and define the powers and duties of the same.</p> <p>Add NEW Section</p>	<p>Update: Describe ad hoc & standing committee structure; add Wildfire Mitigation as an unfunded standing committee</p> <p>Delete Section 1(e) and move to new Section 2 in Article II. Renumber subsequent sections. The <u>[underlined portion]</u> may or may not have been approved in 14 above.</p> <p><i>Section 1A. Committees.</i></p> <p>a. Consistent with these <i>Bylaws</i>, the Board of Directors shall constitute and appoint ad hoc committees and define the powers and duties of the same <u>[...and appoint the membership and leadership of the same. At least one Board member shall be designated by the Board as an <i>ex officio</i> member of each ad hoc committee formed, who shall serve as liaison to the Board.]</u></p> <p>b. Standing Committees:</p> <p>i. The Wildfire Mitigation Standing Committee is responsible for (1) maintaining the Community Wildfire Protection Plan and the Buckskin Heights Wildfire Evacuation Plan, both of which shall be posted on the Association's website; (2) seeking and administering community fire mitigation grants; and (3) organizing and implementing community projects to reduce the potential spread of fire in Buckskin Heights. The Board of Directors shall appoint one of its members as liaison to the committee. All memberships in good standing may join the committee. Funding for wildfire mitigation activities shall come entirely from private sources, not from Association funds.</p>	<p>This new section puts all information about committees in one place.</p> <p>An <i>ad hoc</i> committee is a temporary committee that is formed for a specific purpose. A standing committee is a permanent committee that meets regularly.</p> <p>Part (b) moves the existing Wildfire Mitigation Committee into the BHRA governance structure. It establishes a formal communication channel between the Board and the committee; and it defines the essential duties of the committee to “promote the health, civic and general welfare” of the neighborhood. It recognizes the value of state and federal grant funds for mitigation projects that focus mainly on the common road easement.</p> <p>Self-funding language is similar to 18 Article VIII Section 7 Water Tank.</p>

CURRENT	PROPOSED ©2023 Buckskin Heights Road Association	EXPLANATION OR PROS & CONS
<p>20 Recommended Article II Board of Directors <i>Section 6 Expenditure of Funds</i> 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.</p>	<p>Approve special assessments at annual/special meetings in addition to mail vote</p> <p>b. Special Assessments. Capital expenditure authorization (other than normal maintenance and operating expenses) shall require a two-thirds (2/3) vote of the membership in good standing present in person or by proxy at an annual meeting, or special meeting called for that purpose; or by a mail ballot sent to all property owners, in accordance with these Bylaws.</p>	<p>Annual and special meetings provide the opportunity to debate any capital expenditure above and beyond what can be absorbed by annual dues.</p> <p>"Or by proxy" will be added if proxy voting in 23 is approved.</p>
<p>21 Recommended Article VI. Meetings <i>Section 5. Quorum.</i> Ten (10) active members, present in person shall constitute a quorum at all Association meetings.</p>	<p>Update: Increase meeting quorum from 10 members to 20% (14 members)</p> <p><i>Section 5. Quorum.</i> Twenty percent (20%) of the entire membership, present in person, shall constitute a quorum at all Association meetings.</p>	<p>20% of 67 properties = 13.4 = 14 Annual (Special) Mtg Attendance: 2011: 19, 2012: 20, 2013: 14, 2014: 17, 2015: 25, 2016: 24, 2017: 21, 2018: 17, 2019: 25 (17) 1980: 12 full-time or part-time residents 2020 49 full-time or part-time residents</p> <p>The Colorado Common Interest Ownership Act provides guidance: "...unless the bylaws provide otherwise, a quorum is deemed present throughout any meeting of the association if persons entitled to cast twenty percent ... of the votes ... are present ..."</p>
<p>22 Recommended</p> <p>Article VIII. Miscellaneous <i>Section 3. Width of the Road.</i> The width of the road is legally described by the Grant of Easement (April 17, 1969) as "sixty (60) feet wide, extending thirty (30) feet from either side of the center line of said existing road," as defined by the Dedication of Access Road (October 13, 1970) and the Plat Plan of the Buckskin Heights First and Second Filings (October 21, 1970 and January 1, 1971). As a practical matter, the width of the road shall be determined by terrain, drainage, and community safety considerations. {Change approved 8/18/13}</p> <p><i>Section 4. Fences.</i> (Change approved 8/10/97) a. No fence shall be located so as to interfere with the right of way easement [thirty (30) feet in each direction perpendicular from the center line of all existing roads]. b. Existing fences as of August 10, 1997 shall be exempt from this provision given that they are at least twenty feet from centerline of existing roads. c. Fences in violation of this provision shall be moved or removed at the owner's expense.</p>	<p>Update: Change title to "Road Easement"; prohibit future general encroachment on easement; delete Section 4 on fencing.</p> <p><i>Section 3. Road Easement.</i> a. The width of the road is legally described by the Grant of Easement (April 17, 1969) as "sixty (60) feet wide, extending thirty (30) feet from either side of the center line of said existing road," as defined by the Dedication of Access Road (October 13, 1970) and the Plat Plan of the Buckskin Heights First and Second Filings (October 21, 1970 and January 1, 1971). b. As a practical matter, the width of the road shall be determined by terrain, drainage, and community safety considerations. c. No encroachment into the road easement shall be permitted. Existing structures as of August 21, 2020 shall be exempt from this provision.</p> <p>DELETE ENTIRE SECTION 4</p>	<p>Part (c) added to Section 3 covers fences, so Section 4 can be deleted.</p> <p>Encroachment into the easement poses safety risks, affecting emergency access, wildfire hazard and plowing/grading.</p>

CURRENT	PROPOSED ©2023 Buckskin Heights Road Association	EXPLANATION OR PROS & CONS
<p>23 Recommended</p> <p>Assumes that <u>underlined language</u> changing “mail(ing) polls” to “mail votes” has been previously approved.</p> <p>Article VI Meetings. Section 4. <i>Voting at Meetings (or in a Mail Vote Sent to All Members)</i>. Only memberships in good standing shall be entitled to vote at meetings of the Association (or in a mail vote 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.</p>	<p>23 Permit proxy voting at meetings and define requirements, with proviso</p> <p><i>Section 4. Voting at Meetings or by Mail.</i></p> <p>a. Each membership in good standing shall be entitled to one (1) vote. A membership in good standing is defined as one where no annual dues or assessments are delinquent.</p> <p>b. Voting at meetings may be by voice, but five (5) memberships shall have the right to demand a roll call vote.</p> <p>23</p> <p>c. Proxy voting.</p> <p>i. At annual and special meetings of the Association, a member entitled to vote may vote in person or by proxy.</p> <p>ii. The proxy must be executed in writing and include:</p> <ul style="list-style-type: none"> • the date of the meeting; • the name and address of the person designated to execute the proxy; • the specific or general scope of the proxy; and • the name, BHRA property address and dated signature of the member granting the proxy. <p>iii. An email containing all the bulleted information above from the member granting the proxy, sent from an email address on file with the Association, is acceptable.</p> <p>iv. All proxies must be presented to the Secretary of the Association before the meeting is called to order. It is the sole responsibility of the member granting the proxy to ensure that her/his proxy is received in a timely manner.</p> <p>v. The Secretary shall determine the validity of all proxies.</p> <p>vi. No membership may vote more than two (2) proxies at any meeting.</p> <p>Provisio: If this amendment fails, “Proxy voting at Board or Association meetings is prohibited” will be inserted into the Bylaws.</p>	<p>PRO: Proxy voting allows more members to have a voice in decisions, even when they cannot attend a meeting to participate in debate.</p> <p>CON: Proxy voting conflicts with the purpose of a deliberative assembly and the equality of members within it. Proxy voting allows members to avoid attending meetings in person. Equity is diminished when one member has more votes than another.</p> <p>BACKGROUND: The Colorado Revised Nonprofit Corporation Act permits documented proxy voting at membership (but not board) meetings unless specifically prohibited by the bylaws of the organization. Therefore, we must let out members know either that:</p> <p>(1) Proxies are legal and how to properly execute a valid proxy at our membership meetings OR</p> <p>(2) Proxies are not permitted at any membership meeting OR</p> <p>The documentation requirements for a legal proxy are defined in the Colorado Revised Nonprofit Corporation Act, and are reflected in the wording of this amendment.</p>
<p>24A Not Recommended</p> <p>24B Not Recommended</p> <p>Article V. Dues Section 1. <i>Dues</i>.</p> <p>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: ...</p> <p>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.</p>	<p>24A Change simple majority vote to 2/3rds vote at a meeting to recommend a mail vote for a dues change</p> <p>24B Change simple majority vote to 2/3rds vote to approve dues change by mail vote</p> <p>[24A] b. When 2/3rds of the memberships in good standing present in person or by proxy 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: ...</p> <p>[24B] iii. If 2/3rds of all the valid mail ballots received by the deadline are cast in the affirmative, the change in dues shall be approved</p>	<p>PRO: As a compromise between the rights of the individual and the rights of the assembly, a 2/3 vote is necessary. Matters of finance and BHRA monies should be authorized by more than a difference of 1 vote.</p> <p>CON: The current procedure was approved in 2018 by 41 of 46 members (89%) as a way to give balanced voice to residents (who use the road regularly and can attend a meeting), and the entire resident/non-resident membership (in a subsequent mail vote). Realistically, a change to 2/3 mail vote would make most future dues increases difficult if not impossible; the condition of the road will get worse with inflation. Furthermore, 2/3 of our members would be unfairly at the mercy of a small minority of property owners whose “no” mail votes would each count twice as much as a “yes” vote.</p> <p>If proxy voting is approved in 23, the phrase “or by proxy” will be inserted in (b) for clarity.</p>

CURRENT	PROPOSED ©2023 Buckskin Heights Road Association	EXPLANATION OR PROS & CONS
<p>25 Not Recommended</p> <p>Article I. Governance <i>Section 1. Management.</i> The Association shall be managed by a Board of six (6) Directors. The Board shall consist of a President, Vice President, Secretary, Treasurer, and two members at large.</p> <p>Article II. Board of Directors, <i>Section 1(c)</i></p> <p>Article III. Officers <i>Section 1. Officers.</i> The officers of the Association shall be President, Vice President, Secretary, and Treasurer. The officers shall be elected annually by the Board of Directors by a majority vote from among its members; and shall hold office until the end of the first meeting of the Board following the annual meeting. An officer may be removed from office by a two-thirds (2/3) vote of the Board of Directors.</p> <p>Add New Section 7</p>	<p>Add communications officer to board and define duties of communications officer</p> <p><i>Section 1. Management.</i> The Association shall be managed by a Board of six (6) Directors. The Board shall consist of a President, Vice President, Secretary, Treasurer, Communications Officer, and one Director at Large.</p> <p><i>[Make a similar amendment to Article II]</i></p> <p><i>Section 1. Officers.</i> The officers of the Association shall be President, Vice President, Secretary, Treasurer and Communications Officer. The officers shall be elected annually by the Board of Directors by a majority vote from among its members; and shall hold office until the end of the first meeting of the Board following the annual meeting. An officer may be removed from office by a two-thirds (2/3) vote of the Board of Directors.</p> <p><i>Section 7. Duties of the Communications Officer.</i> The Communications Officer shall maintain the Association's website, internet communication system and electronic meeting platform; and implement electronic meetings as may be required by the Board or the membership.</p>	<p>PRO: With the advent of electronic communications (website, Groups.io and virtual meetings), a board member with the same terms as other officers (Article I Governance, <i>Section 2 Terms of Directors</i>) should hold an official position with the BHRA. Communications to and from the Board should be handled as seriously as the other directors and at-large members, and governed by the same term of office and rules as the rest of the Board.</p> <p>CON: The Board has the existing power in Article II(1)(d) to appoint one or more directors at large – or any other qualified persons – to perform some or all of these technical duties. This amendment would require the Board to rely solely on the skills of one of the six people willing to serve on the Board, with potential disruptive turnover every year. This would not serve the board or membership well.</p>
<p>26 Recommended</p> <p>Article VIII. Miscellaneous</p> <p><i>Section 5. Website.</i></p> <p>a. The Association website shall be known as <u>www.buckskinheights.org</u>. It shall be maintained by a webmaster appointed by the Board of Directors.</p> <p>b. The content of the website shall be determined by the Board of Directors. The content of the website shall promote the health, civic and general welfare of the members of the Association; and shall not include political or religious information, or commercial advertisement.</p>	<p>Change title to “Internet Communications;” change website wording; add internet communication system</p> <p>If communications officer in 25 is not approved: [26A] <i>Section 5. Internet Communications</i> a. The Association website shall be known as <u>www.buckskinheights.org</u>. It shall be maintained by a webmaster appointed by the Board of Directors. The content of the website shall be determined by the Board of Directors. The content of the website shall promote the health, civic and general welfare of the members of the Association; and shall not include personal opinion, political or religious information, or commercial advertisement. b. The Association shall also maintain an internet communication system for both emergency and general interest use; it shall exclude religious, political and commercial content. The Board of Directors shall appoint two co-administrators to promote civility and fairness, and provide technical support and continuity.</p> <p style="text-align: center;">OR</p> <p>[26B] If communications officer in 25 is approved: <i>Section 5. Internet Communications</i> a. The Association website shall be known as <u>www.buckskinheights.org</u>. It shall be maintained by a webmaster appointed by the Board of Directors. The content of the website shall be determined by the Board of Directors. The content of the website shall promote the health, civic and general welfare of the members of the Association; and shall not include personal opinion, political or religious information, or commercial advertisement. b. The Association shall also maintain an internet communication system for both emergency and general interest use; it shall exclude religious, political and commercial content.</p>	<p>BACKGROUND:</p> <ul style="list-style-type: none"> • The website is designed to be an objective source of mostly static information useful to the community over time – contact information for board members; minutes and legal documents; descriptions of active interest groups; etc • Our communication system has evolved over the last 15 years from an emergency-only email chain maintained by the fire committee through internet-based <i>AirSet, BigTent to GroupsIO</i>. It now supports general interest and board functions, as well as its original emergency function. It should be administered by the Association, not the fire committee, “to promote the health, civic and general welfare” of the neighborhood. <p>CURRENT ADMINISTRATION:</p> <ul style="list-style-type: none"> • The website is currently updated infrequently by one webmaster appointed by the Board. • The communication system is currently administered by two co-administrators appointed by the Wildfire Mitigation Committee. They provide immediate, though infrequent, support for individual accounts, and provide infrequent redundant coordination of emergency efforts.

CURRENT	PROPOSED ©2023 Buckskin Heights Road Association	EXPLANATION OR PROS & CONS
<p>27A Recommended 27B No Recommendation 27C No Recommendation</p> <p>Article VI. Meetings Section 2. Special Meetings.</p> <p>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.</p>	<p>27A Clarify special meeting procedures</p> <p>27B Increase special meeting petition from 5 members to ____. Vote blank 20% (14), 15% (10), 10% (7)</p> <p>27C Define board role in scheduling special meetings</p> <p>Section 2. Special Meetings.</p> <p>[27A] Special meetings of the Association to deal with important issues that require action before the next annual meeting may be called by the Board of Directors</p> <p>[27B] or upon written petition, signed by ten percent (10%) of the memberships, given to the Secretary. At least thirty (30) days written notice shall be given to the memberships.</p> <p>[27C] The Board shall determine the time and place of special meetings, within the established norm, to maximize attendance.</p>	<p><u>Underlined</u> text is consistent with RONR, p 92 language on special meetings.</p> <p>Data: 10% of 67 properties = 6.7 = 7 15% of 67 properties = 10 20% of 67 properties = 13.4 = 14</p> <p>1980: 12 full-time or part-time residents 2020 49 full-time or part-time residents</p> <p>The bold red phrase in 27C is subject amendment to “..., with a preference for in-person meetings within the platted subdivision,...” The current phrase is too vague to offer clear guidance for board action.</p>
<p>28A No Recommendation 28B Recommended</p> <p>Article VI Meetings Section 4. Voting at Meetings (or in a <u>Mail Vote Sent to All Members</u>). Only memberships in good standing shall be entitled to vote at meetings of the Association (or in a <u>mail vote</u> 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.</p>	<p>28A Add combination USPS/electronic vote option</p> <p>28B Clarify general mail vote procedures</p> <p>Section 4. Voting at Meetings <u>or by Mail.</u></p> <p>a. Each membership in good standing shall be entitled to one (1) vote. A membership in good standing is defined as one where no annual dues or assessments are delinquent.</p> <p>b. Voting at meetings may be by voice, but five (5) memberships shall have the right to demand a roll call vote.</p> <p>c. PROXY VOTING decision from 23</p> <p>[28B]</p> <p>d. Mail Votes: Mail votes not specifically authorized in these Bylaws should generally be reserved for important issues that require action before the next annual meeting. All mail votes shall be preceded by at least one opportunity for debate and conducted as follows:</p> <p>(i) Send by USPS to each membership in good standing (1) an exact description of the proposal; (2) a brief summary of reasons for and against the proposal; and (3) a self-addressed, postage-paid, uniquely-identified ballot;</p> <p>[28A] ... or</p> <p>(ii) Send by USPS or email to each membership in good standing, at such USPS or email address as specified by the membership and contained in the records of the Association, (1) an exact description of the proposal; (2) a brief summary of reasons for and against the proposal; and as appropriate (3) a self-addressed, postage-paid, identifiable paper ballot; or (4) an email with a method to return a secure identifiable electronic ballot.</p> <p>[28B Continued]</p> <p>iii. All ballots must be returned to the Association's USPS mailing address or completed electronically, as appropriate, before the published deadline to be counted. The Secretary shall keep paper ballots and printed copies of electronic ballots on file in the records of the Association.</p>	<p>The <u>Bylaws</u> specifically authorize mail votes for special assessments for capital expenditures, changes in the dues, and bylaws changes. The <u>underlined phrase</u> relative to other potential mail votes is from RONR, p 424.</p> <p>This amendment makes it clear that all mail votes must be preceded by debate and fairly conducted by including any cons as well as the pros in any summary sent to the memberships. Whatever language is adopted here about how mail votes are conducted will apply to all articles that permit mail votes – including special assessments, dues and bylaws changes – unless otherwise specified. Details need not be repeated in those articles.</p> <p>[28A] Part (ii) adds the optional use of a secure electronic voting mechanism in combination with a USPS mail vote using paper ballots.</p> <p>PROS: Electronic voting might appeal to younger residents. CONS: Exclusive electronic voting cannot be required since memberships can opt to receive official notices by USPS. Not all memberships use or trust the security of electronic devices. A USPS/email vote would be an unnecessary and work-intensive administrative challenge.</p> <p>[27A] Part (ii) and the bolded phrases in 28B are subject to an amendment to strike.</p> <p>Voting Anonymity:</p> <ul style="list-style-type: none"> • When only uniquely-identified paper ballots are used in a USPS-only mail vote in (i), the tabulation of votes is anonymous. • When a combination of paper and electronic ballots are used in (ii), the vote tabulation cannot be anonymous because each vote must be matched to the membership roster to be validated and recorded.

BUCKSKIN HEIGHTS ROAD ASSOCIATION 2020 ANNUAL MEETING BY ZOOM

When: Friday, August 21, 2019 at 6:30pm
Attached meeting materials also available at buckskinheights.org/

Where: By ZOOM due to Covid-19 Pandemic

[Insert Zoom information here]

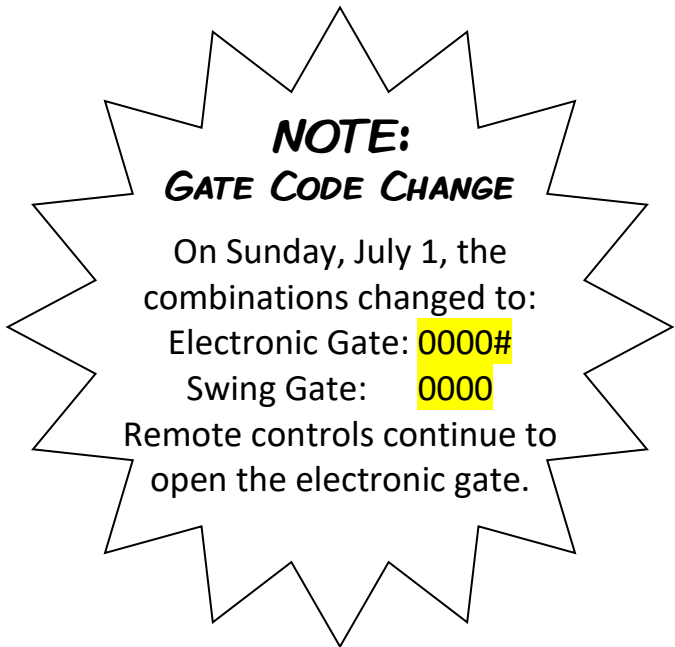
MEETING AGENDA

1. Call to Order; welcome; attendance; review agenda
2. Review of the Board-approved 2019 Annual Meeting Minutes
3. Date for next year's meeting: Friday, August 20, 2021
4. Treasurer's Report – attached
5. Road Report – Work done to date, recommended future work to be done
6. Gate Report
7. Fire Committee Report
8. Nomination and election of BHRA Board members
9. Open floor for additional BHRA-related items
10. Action on Proposed Bylaws Amendments
11. Adjourn

CURRENT BHRA BOARD MEMBERS

David GaudioPresident
 Allan Heese* Vice President
 Luke McOmie*Secretary
 Sue Weber** Treasurer
 Pam RobinsonAt Large
 Glenn HeeneyAt Large

* 1st term ending, eligible for re-election
 ** 2nd term ending, ineligible for re-election



Buckskin Heights Road Association

2020 Annual Meeting Minutes

Friday, August 21, August 28 and September 18, 2020 at 6:30pm by Zoom due to Covid-19 Pandemic

FRIDAY, AUGUST 21, 2020

ATTENDANCE: 21 properties represented in person (quorum of 10 satisfied); 4 represented by proxies; 25 total properties eligible to vote

Road Association Board Members Present: David Gaudio, President; Allan Heese, Vice President (Ruth Heese); Luke McOmie, Secretary; Sue Weber, Treasurer; Glenn Heeneey (Ann Dean) and Pam Robinson, Directors at Large

Other Road Association Members Present: Brian Abbott, Jennifer Appelman, Mary Arnold, Jacob DeBes, Dick Dickson, Erik Dolph, Paul Hesson, Peggy & Brett Kinsey, Mary Ann Long, Lynette & Max McGowan, Rick Stahl, Bonnie Torrey, Lulu Tupper, Justin Wilson & Matt Wilson, Brittany Woods

Guest: Lola Fehr (Parliamentarian)

Proxies: Traci Ann Reynolds (Rick Stahl), Ed Standard (Rick Stahl), Bob Faris & Linda Bilsing (Ruth Heese); Denise Jackson & Michael Bane (Jennifer Appelman)

CALL TO ORDER & WELCOME: The meeting was called to order at 6:35pm by President David Gaudio. Secretary Luke McOmie recorded property owners who were in attendance. Owners of 21 properties were present in person, exceeding the minimum of 10 properties necessary for a quorum. President David Gaudio welcomed all in attendance. Luke McOmie and Sue Weber helped participants test Zoom features like raising hands, speaker/gallery view, mute/unmute, etc.

AGENDA: The agenda was approved as distributed 30 days prior to the annual meeting. David Gaudio reminded participants that the meeting will be limited to 2 hours as stated in the meeting notice; if we run out of time to complete the bylaws actions, we will reconvene the meeting on Friday, August 28 at 6:30pm to finish this work.

REVIEW OF MINUTES: The Association members were asked if there were any questions or concerns with the Board-approved 2019 Annual Meeting Minutes posted online. None were noted.

DATE FOR NEXT YEAR'S MEETING: The Board concurred with the consensus of those present that the 2021 annual meeting should be held on Friday, August 20, 2021 at 6:30pm.

TREASURERS REPORT:

1. Treasurer Sue Weber reviewed the current status of the budget ("BHRA Budget Update 8-21-20" attached).
 - We have only one long-term delinquency; 67 of 68 properties (98.5%) are paid in full.
 - The Board did not recommend a dues increase this year.
 - A motion was made by Glenn Heeneey to approve the Treasurer's report. The motion was seconded and approved.
2. The "Buckskin Heights Road Association Treasurer's Report for FY2019" was independently audited by Linda Bilsing and Denise Jackson and approved without qualifications (attached). A motion was made by Paul Hesson to approve the Auditors' report. The motion was seconded and approved.

ROAD REPORT: Allan Heese presented the "2020 Work Summary" and "Material Placement" reports (attached). Two major road work events at the end of March and late July spread 53 truckloads of recycled asphalt, covering about 4,000 ft of road (3/4 mile), about 1/4 on interior roads and 3/4 on lower Otter Rd below the gate. Allan anticipates 1-2 remaining gradings this year and some culvert work as well. Erik Dolph offered to help with the culvert work. Max McGowan thanked Allan for his really excellent work this year, with other participants signaling thumbs up on Zoom. A motion was made by Glenn Heeneey to approve the road report. The motion was seconded and approved.

GATE REPORT: Allan Heese reported that the gate has not been hit for a while; gate function has been quietly reliable. Paul Hesson commented that the gate codes were changed in July due to the break-in that occurred; codes will not change in September. The Board will consider installing camera(s) at the gate at its next meeting. Remote control gate openers are available at cost (\$16) from Treasurer Sue Weber for anyone who needs one.

FIRE COMMITTEE REPORT: General appreciation was expressed for the recent quick and effective local response to the small fire on July 5 at the Wood's property. Sue Weber summarized the most recent Fire Committee meeting in early August which highlighted good practice in maintaining safe easements and defensible space, and improving structural fire resistance.

Erik Dolph and others summarized the state of the large Cameron Peak fire.

NOMINATION AND ELECTION OF BHRA BOARD

MEMBERS: The floor was opened to nominations for open seats on the BHRA Board for 2020-21. Allan Heese, (starting new 2nd term), Luke McOmie (starting new 2nd term) and Dan McQueen (starting new 1st term) were unanimously elected to fill these positions. Pam Robinson (second year of a 1st term), Glenn Heeney (second year of a 1st term), and David Gaudio (second year of a 2nd term) are the carry-over members of the 2020-21 board.

OPEN FLOOR: Luke McOmie briefly reported on the emergency radio project; Paul Hesson asked residents to remind their visitors/vendors to recycle their beer cans, not toss them out the window.

DISCUSSION/ACTION ON PROPOSED BYLAWS

AMENDMENTS: The remainder of the meeting was devoted to taking action on the proposed bylaws changes under the auspices of Lola Fehr, parliamentarian. David Gaudio as presiding officer and Paul Hesson, Chair of the Bylaws Revision Committee, presented each amendment described in the "BHRA-2020-Proposed-Bylaws-Amendments" document (attached) sent to the community with the meeting agenda. After discussion, the vote was taken in three ways: electronically by Zoom poll by the majority of online meeting participants; by voice vote of several online participants; and by proxy by 4 memberships. The results for amendments #1-18 are shown in the table below.

ADJOURNMENT: As this meeting was limited to 2 hours as previously stated, a motion to continue the meeting as planned on Friday, August 28 at 6:30pm was approved at 8:42pm. Sue Weber will publicize this meeting, as well as a 3rd bylaws information Zoom meeting on Thursday, August 27 at 6:30pm.

Respectfully submitted,
Luke McOmie, Secretary

FRIDAY, AUGUST 28, 2020 (Continued)

ATTENDANCE: 19 properties represented in person (quorum of 10 satisfied); 3 represented by proxies; 22 total properties eligible to vote

Road Association Board Members Present: David Gaudio, President; Allan Heese, Vice President; Luke McOmie, Secretary; Sue Weber, Treasurer; Glenn Heeney (Ann Dean) and Pam Robinson, Directors at Large

Other Road Association Members Present: John Appelmann, Linda Bilsing, Donna Braun, Jacob DeBes, Erik Dolph, Paul Hesson, Denise Jackson, Peggy & Brett Kinsey, Mary Ann Long, Max McGowan, Rick Stahl, Bonnie Torrey, Brittany Woods

Guest: Lola Fehr (Parliamentarian)

Proxies: Brian Abbott (Allan Heese), Traci Ann Reynolds (Rick Stahl), Ed Standard (Rick Stahl)

CALL TO ORDER & WELCOME: The meeting was called to order at 6:35pm by President David Gaudio. Secretary Luke McOmie recorded property owners who were in attendance. Owners of 19 properties were present in person, exceeding the minimum of 10 properties necessary for a quorum. President David Gaudio welcomed all in attendance.

DISCUSSION/ACTION ON PROPOSED BYLAWS

AMENDMENTS: The only item on the agenda was continued action on the proposed bylaws under the auspices of Lola Fehr, parliamentarian. Presiding Officer David Gaudio expressed concern about the time available to complete consideration of remaining amendments #19-28. He explained that Robert’s Rules restrict speakers to two comments per motion, with second comment only after all have spoken. Sue Weber moved to limit speakers to 2 minutes per comment. The motion was seconded and approved (15 yes, 4 no).

David Gaudio and Paul Hesson, Chair of the Bylaws Revision Committee, presented each amendment described in the “BHRA-2020-Proposed-Bylaws-Amendments” document (attached) sent to the community with the meeting agenda, starting with amendment #19. Votes on each amendment, as well as any secondary amendments, were taken in three ways: electronically by Zoom poll by the majority of online meeting participants; by voice vote of several online participants; and by proxy by 3 memberships. The voting results for amendments #19-24 are shown in the table below.

In the course of the discussion, the group took action on motions from the floor applying to the following amendments:

- Amendment #19: Allan Heese made a motion to add “and grant” to the funding sources. The motion was seconded and approved (20 yes, 1 no). However, the main motion failed (12 yes, 9 no).
- Amendment #21: Allan Heese made a motion to change “Twenty percent (20%) of the entire membership” to “Fourteen (14) active members.” The motion was seconded and approved (16 yes, 5 no); however, the motion was later ruled out of order and vacated. The main motion passed (17 yes, 4 no).
- Amendment #22: After discussion about the definition of “encroachment,” Rick Stahl made a motion to send the amendment back to committee. It was seconded and approved (19 yes, 1 no).

At about 8:25pm, Sue Weber made a motion to extend the time of the meeting by about ½ hour to 9:00pm. It was seconded and approved (15 yes, 6 no). Discussion on amendment #24 proceeded.

ADJOURNMENT: As this meeting was limited to 2.5 hours, a motion to continue the meeting on Friday, September 18 at 6:30pm was approved (14 yes, 3 no). Sue Weber will publicize the continued meeting. The meeting was adjourned at 9:06pm.

Respectfully submitted, Luke McOmie, Secretary

FRIDAY, SEPTEMBER 18, 2020 (Continued)

ATTENDANCE: 16 properties represented in person (quorum of 14 satisfied); 5 properties represented by proxies; 21 total properties eligible to vote

Road Association Board Members Present: Glenn Heeney, President; Allan Heese, Vice President; Luke McOmie, Secretary; Pam Robinson, Treasurer; David Gaudio and Dan McQueen, Directors at Large

Other Road Association Members Present: Jacob DeBes, Erik Dolph, Paul Hesson, Keifer Jacobson, Peggy & Brett Kinsey, Mary Ann Long, Rick Stahl, Sue Weber, Justin Wilson, Brittany Woods

Guest: Lola Fehr (Parliamentarian)

Proxies: Linda Bilsing (Allan Heese); Michael Fallon (2 properties, Sue Weber); Traci Ann Reynolds and Ed Standard (Rick Stahl)

CALL TO ORDER & WELCOME: The meeting was called to order at 6:43pm by President Glenn Heeney. Secretary Luke McOmie reported that there was no quorum. The meeting recessed until 6:48pm when owners of 16 properties were present in person, exceeding the minimum of 14 properties necessary for the new quorum. President Glenn Heeney welcomed all in attendance.

DISCUSSION/ACTION ON PROPOSED BYLAWS

AMENDMENTS: The only item on the agenda was continued action on the proposed bylaws under the auspices of Lola Fehr, parliamentarian. Presiding Officer David Gaudio again expressed concern about the time available to complete consideration of remaining amendments #22 and #25-28. He explained that the vote at the August 28 meeting to limit speakers to 2 minutes per comment was still in effect. Also, Robert’s Rules restrict speakers to two comments per motion, with second comment only after all have spoken.

David Gaudio and Paul Hesson, Chair of the Bylaws Revision Committee, presented each amendment described in the “BHRA-2020-Proposed-Bylaws-Amendments” document (attached) sent to the community with the meeting agenda, starting with revised amendment #22. Votes on each amendment, as well as any secondary amendments, were taken in three ways: electronically by Zoom poll by the majority of online meeting participants; by voice vote of several online participants; and by proxy by 5 memberships. The voting results for amendments #22 and #25-28 are shown in the table below.

In the course of the discussion, the group took action on motions from the floor applying to the following amendments:

- Amendment #22: Erik Dolph made a motion to strike the last sentence in c. The motion was seconded and **failed** (9 yes, 11 no). Amendment #22 was subsequently approved as revised and recommended by the Bylaws Committee.
- Amendment #27B: The motion to increase special meeting petition from 5 members to 20% received no support. The motion to increase special meeting petition to 15% was approved (13 yes, 8 no). The main motion on amendment #27A&B was subsequently approved with special meeting petition at 15%.
- Amendment #27C: Sue Weber made a motion to strike the words “within the established norm” and substitute “**with a preference for in-person meetings within the platted subdivision.**” The motion was seconded and **approved** (18 yes, 3 no). The main motion on #27C was subsequently approved including this change.
- Amendment #28B: Sue Weber made a motion to insert in d “...shall be preceded by at least **one meeting, in-person or electronically, to discuss the proposal before conducting the mail vote** as follows:” The motion was seconded and **approved** (20 yes, 1 no). The main motion on #28B was subsequently approved including this change.

At about 8:20pm, Sue Weber suggested that the group extend the time of the meeting to complete action on amendment #28A. There were no objections.

ADJOURNMENT: When action on amendment #28A was concluded, Allan Heese made a motion to adjourn at 8:40. It was seconded and **approved** to congratulations and cheers all around!

Respectfully submitted, Luke McOmie, Secretary

Buckskin Heights Road Association

Bylaws Actions at Annual Meeting, Friday August 21, 2020

#	ARTICLE	ACTION	Pass Fail	FINAL VOTE	ZOOM POLL	VOICE VOTES	PROXY VOTES
1-10		Approve ALL WORDING amendments 1-10	Pass	Y: 24 N: 1	Y: 20 N: 0	Y: 1 N: 0	Y: 3 N: 1
1	All Articles	Wording: Permit non-substantive edits by board	Pass				
2	All Articles	Wording: Change mail "poll" to "vote/ballot" sent to members preceded by required debate opportunity	Pass				
3	Article I Govern Article III Officers	Wording: Change "he (or she)" to "he/she," etc	Pass				
4	Article I Govern Article II Board Article III Officers	Wording: Change "members at large" to "directors at large;" duties of directors at large	Pass				
5	Article II Board	Wording: Change spelling "insure" to "ensure;" ensure board insurance coverage	Pass				
6	Article II Board	Wording: Add "Special Assessments" title to section	Pass				
7	Article III Officers	Wording: Simplify wording of president takeover for vice president	Pass				
8	Article IV Members	Wording: Add use of BHRA roads "and facilities"	Pass				
9	Article V Dues Article VI Meetings	Wording: Clarify that mail votes require pros/cons; add USPS abbreviation	Pass				
10	Article VI Meetings	Wording: Specify "Newly Revised" edition of Robert's Rules of Order as authority	Pass				
11	Article II Board	Housekeeping: Clarify board maintenance of records; ensure appropriate access to Association records	Pass	Y: 24 N: 0	Y: 19 N: 0	Y: 1 N: 0	Y: 4 N: 0
12	Article II Board	Housekeeping: Increase frequency of board meetings, allow appropriate board actions without meeting	Pass	Y: 17 N: 7	Y: 14 N: 5	Y: 1 N: 0	Y: 2 N: 2
13	Article II Board	Housekeeping: Indemnify of directors & officers	Pass	Y: 21 N: 3	Y: 18 N: 1	Y: 1 N: 0	Y: 2 N: 2
14	Article II Board Article III Officers	Housekeeping: Reduce required board committee involvement on committees	Pass	Y: 23 N: 1	Y: 18 N: 1	Y: 1 N: 0	Y: 4 N: 0
15A	Article V Dues	Housekeeping: Clarify road use penalties for dues delinquencies	Fail	Y: 15 N: 10	Y: 12 N: 7	Y: 2 N: 0	Y: 1 N: 3
15B	Article VIII Misc	Housekeeping: Delete penalties for violations of rules of road	Pass	Y: 22 N: 3	Y: 18 N: 1	Y: 2 N: 0	Y: 2 N: 2
16	Article VI Meetings	Housekeeping: Permit official notice by USPS and USPS/email combination	Pass	Y: 23 N: 2	Y: 19 N: 1	Y: 1 N: 0	Y: 3 N: 1
17	Article VI Meetings	Housekeeping: Permit electronic meetings	Pass	Y: 23 N: 2	Y: 19 N: 1	Y: 1 N: 0	Y: 3 N: 1
18	Article VIII Misc	Housekeeping: Delete outdated water tank language	Pass	Y: 23 N: 2	Y: 18 N: 1	Y: 2 N: 0	Y: 3 N: 1

Buckskin Heights Road Association

Bylaws Actions at Continued Annual Meeting, Friday August 28, 2020

#	ARTICLE	ACTION	Pass Fail	FINAL VOTE	ZOOM POLL	VOICE VOTES	PROXY VOTES
19	Article II Board	Update: Describe ad hoc & standing committee structure; add Wildfire Mitigation as an unfunded standing committee	Fail	Y: 12 N: 9	Y: 9 N: 7	Y: 2 N: 0	Y: 1 N: 2
20	Article II Board	Update: Approve special assessment at an annual/special meeting in addition to mail vote	Fail	Y: 0 N: 21	Y: 0 N: 16	Y: 0 N: 2	Y: 0 N: 3
21	Article VI Meetings	Update: Increase meeting quorum from 10 members to 20%	Pass	Y: 17 N: 4	Y: 14 N: 2	Y: 2 N: 0	Y: 1 N: 2
22	Article VIII Misc	Update: Change title to "Road Easement"; prohibit future general encroachment on easement; delete Section 4 on fencing.	Referred back to Committee	Y: N:	Y: N:	Y: N:	Y: N:
23	Article VI Meetings	A. Prohibit proxy voting at all meetings	Fail	Y: 3 N: 18	Y: 3 N: 13	Y: 0 N: 2	Y: 0 N: 3
		B. Permit proxy voting at meetings and define requirements	Pass	Y: 19 N: 2	Y: 14 N: 2	Y: 2 N: 0	Y: 3 N: 0
24	Article V Dues	A. Change simple majority to 2/3rds vote at a meeting to recommend a mail vote for a dues change	Fail	Y: 7 N: 14	Y: 5 N: 12	Y: 0 N: 1	Y: 2 N: 1
		B. Change simple majority to 2/3rds vote to approve dues change by mail vote	Fail	Y: 5 N: 16	Y: 3 N: 14	Y: 0 N: 1	Y: 2 N: 1

Buckskin Heights Road Association

Bylaws Actions at Continued Annual Meeting, Friday September 18, 2020

#	ARTICLE	ACTION	Pass Fail	FINAL VOTE	ZOOM POLL	VOICE VOTES	PROXY VOTES
22	Article VIII Misc	Revised: Change title to "Road Definition"; prohibit future general encroachment on roadway; delete Section 4 on fencing.	Pass	Y: 15 N: 6	Y: 10 N: 5	Y: 1 N: 0	Y: 4 N: 1
25	Article I Govern Article II Board Article III Officers	Add communications officer to board; define duties of communications officer	Fail	Y: 3 N: 18	Y: 1 N: 14	Y: 0 N: 1	Y: 2 N: 3
26	Article VIII Misc	Change title to "Internet Communications"; change website wording; add internet communication system	Pass	Y: 18 N: 3	Y: 13 N: 2	Y: 1 N: 0	Y: 4 N: 1
27	Article VI Meetings	A&B. Clarify that appropriate issues for special meetings are those that require action before the next annual meeting; increase special meeting petition from 5 members to 15% of membership.	Pass	Y: 19 N: 2	Y: 13 N: 2	Y: 1 N: 0	Y: 5 N: 0
		C. Define board role in scheduling special meetings as amended.	Pass	Y: 20 N: 1	Y: 15 N: 0	Y: 1 N: 0	Y: 4 N: 1
28	Article VI Meetings	B. Clarify general mail vote procedures as amended.	Pass	Y: 20 N: 1	Y: 14 N: 1	Y: 1 N: 0	Y: 5 N: 0
		A. Add combination USPS/electronic mail vote option	Fail	Y: 12 N: 9	Y: 9 N: 6	Y: 0 N: 1	Y: 3 N: 2

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BUCKSKIN HEIGHTS ROAD ASSOCIATION

FRIDAY AUGUST 21, 2020 ANNUAL MEETING BY ZOOM

When: Friday, August 21, 2019 at 6:30pm Mountain Time (plus several optional preliminary meetings)
Attached meeting materials also available at buckskinheights.org/

Where: By ZOOM due to Covid-19 Pandemic. Meeting information will also be sent to member email addresses.
BHRA members in good standing must register once in advance to attend all the Zoom meetings:

<https://us02web.zoom.us/meeting/register/tZAlD0-rrzgiGN1DliCkwS30rBlpNRwSHxr7>

After registering, you will receive a confirmation email containing information about joining all the meeting(s).

MEETING AGENDA

1. Call to Order; welcome; attendance; review agenda
2. Review of the Board-approved 2019 Annual Meeting Minutes
3. Date for next year's meeting: Friday, August 20, 2021 at 6:30pm.
4. Treasurer's Report – Attached
NOTE: The Board is NOT recommending a dues increase this year.
5. Road Report – Work done to date, recommended future work to be done
6. Gate Report
7. Fire Committee Report
8. Nomination and election of BHRA Board members
9. Open floor for additional BHRA-related items
10. Discussion/action on proposed *Bylaws* amendments
11. Adjourn

CURRENT BHRA BOARD MEMBERS

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

* 1st term ending, eligible for re-election
 ** 2nd term ending, ineligible for re-election

GATE CODES

As you probably know, the electronic and swing gate codes – which are usually changed in September – were changed on July 1 due to a break-in attempt in June. The new codes were sent to all members in good standing. Please make sure your guests and commercial vendors understand that codes must remain confidential; please do not give the electronic gate code to vendors.

CONDUCT OF THE ZOOM ANNUAL MEETING

We ask for your patience, courtesy and good humor as we work through a packed agenda to benefit our neighborhood. We will be muting everyone for most of the meeting. Members who wish to speak must be recognized by the meeting chair – we'll tell you how at the meeting. **If we run out of time at the annual meeting to finish the bylaws actions, we will reconvene the meeting on Friday, August 28 at 6:30pm to finish this work.**

THINGS FOR YOU TO DO BY WED AUG 19

On August 21, we will be voting on new officers and proposed bylaws amendments using Zoom popup polls. To save time during the meeting, the **Board (bhra80541@gmail.com or David Gaudio 303-249-3340)** would like to have as much information from you as possible in advance:

- **Please submit nominations for election to the Board by Wednesday, August 19.** Make sure the person you are nominating is willing to serve.
- **Please submit any proxy voting documentation to the Board by Wednesday, August 19.** You may use the form enclosed or send an email with all the required information (on back). We ask that no membership vote more than 2 proxies.
- **Please review the enclosed reports and proposed bylaws amendment documents.** Any questions/concerns? Contact the person(s) listed on each document at your convenience.
- **Please register for the Zoom meeting(s) in advance.** You may need to download – or update – the Zoom software on your device. Contact Sue Weber (970-225-1830, suweber47@gmail.com) to arrange a “test meeting” at your convenience.
- **Please attend one of the Bylaws Informational Zoom meetings (Fri Aug 7 and Thu Aug 13 – more information on the back).** Time at the annual meeting will be limited; these preliminary meetings will give you time to informally discuss the proposed amendments.

PROPOSED AMENDMENTS TO BHRA BYLAWS

At the December 2019 special meeting of the Association, we identified several areas in our current Bylaws that needed attention. The Bylaws Revision Committee was formed by the Board this spring: Ann Dean, Lola Fehr (Parliamentarian Consultant), David Gaudio (BHRA President), Paul Hesson (Committee Chair), Mary Ann Long, Luke McOmie (BHRA Secretary), Pam Robinson (Board Director at Large), Rick Stahl, Sue Weber (Board Liaison). The committee met five times by Zoom with Parliamentarian Lola Fehr, for more than 10 hours of deliberation from the end of May through early July.

The resulting 28 proposed amendments are grouped into four categories:

- 10 wording changes (#1-10);
- 8 housekeeping changes (#11-18);
- 4 updates (#19-22); and
- 6 substantive changes (#23-28).

Each proposed change includes a committee recommendation based on extensive discussion, revision and collaboration.

We anticipate that the membership might feel comfortable acting on each of the first three groups of changes – wording, housekeeping and updates – by single motions to adopt each group, although we are prepared to discuss and vote on each amendment independently. The last six proposed amendments will likely need independent explanation, discussion and action.

Members of the Bylaws Revision Committee will be available to discuss the amendments with you via two optional Zoom meetings as follows:

- **Friday August 7 at 6:30pm**
- **Thursday August 13 at 6:30pm**

(The same registration link you receive after registering for the annual meeting will also allow you to join these optional bylaws discussion meetings.)

Please plan to join one or both of these meetings to answer any questions you may have prior to the annual meeting.

VOTING AT THE ZOOM ANNUAL MEETING

We will be using the “poll” electronic voting feature in Zoom to elect Board members and vote on proposed bylaws amendments. Here’s how:

- There are two enclosed documents that describe the proposed bylaws amendments – a brief 2-page short summary, with space for you to record your vote and another longer document with the exact wording of each proposed amendment.
- Each amendment, or group of amendments, must receive a 2/3 vote of approval for adoption. Parliamentarian Lola Fehr will tally the votes at the annual meeting.
- Registration is limited to members in good standing in the Association. Each membership should register only once under one email address. Each membership is entitled to only one vote – if both owners of the same property register under different emails and both attempt to vote, all votes from that membership will be discarded.
- When you register, you will be asked for your email address and the road address of your Buckskin Heights property.
- After registration, you will receive a confirmation email with a link that will allow you to join any of the four possible meetings listed above. Be sure to save that email!
- You may need to download and install – or update – the Zoom app on your device.
- Any questions? Contact Sue Weber (970-225-1830, suweber47@gmail.com). She can also arrange a brief “test meeting” ahead of time to be sure all is working well for you at your convenience.

PROXY VOTING AT THE ANNUAL MEETING

Proxy voting is currently allowed by state law. The membership will decide if we wish to continue the practice in the future when we consider Amendment #23 to the *Bylaws*. In the meantime, if you wish to have someone vote your proxy, please send the completed signed form found at buckskinheights.org to Secretary Luke McOmie (bhra80541@gmail.com, PO Box 352, Masonville Co 80541) by Wed Aug 19. An email containing the information on the form sent from an email address we have on file for you will also work.

You are responsible for getting your proxy to the Secretary by the deadline of Wednesday Aug 19.

BHRA EXPENSE & INCOME SUMMARY • August 21, 2020

A	B	C	D	E	F	G	H
Category	2019 Actual	2020 Approved Budget	2020 Actual Expenses & Income to Date	2020 Budget Over (Under) to Date	2020 Expected Remaining Expenses & Income	2020 Projected Total Expense & Income	2020 Projected Over (Under) Budget
Bank Fees	\$12	\$10	\$0	(\$10)	\$0	\$0	(\$10)
Emergency Expense	\$1,485	\$0	\$24	\$24	\$0	\$24	\$24
Gate Maintenance	\$339	\$150	\$0	(\$150)	\$150	\$150	\$0
Grant Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,247	\$1,250	\$0	(\$1,250)	\$1,196	\$1,196	(\$54)
Legal/Financial	\$10	\$450	\$356	(\$94)	\$100	\$456	\$6
Mailings	\$194	\$150	\$118	(\$32)	\$32	\$150	(\$0)
Miscellaneous	\$327	\$200	\$0	(\$200)	\$200	\$200	\$0
Signs	\$230	\$600	\$0	(\$600)	\$600	\$600	\$0
Supplies	\$22	\$20	\$38	\$18	\$18	\$56	\$36
Fire Expense	\$252	\$0	\$0	\$0	\$0	\$0	\$0
Road Base Homeowner	\$4,056	\$0	\$478	\$478	\$0	\$478	\$478
Culverts	\$1,009	\$800	\$360	(\$440)	\$1,500	\$1,860	\$1,060
Road Grader Operator	\$10,340	\$10,000	\$7,385	(\$2,615)	\$3,750	\$11,135	\$1,135
Road Base	\$20,777	\$19,000	\$18,060	(\$940)	\$0	\$18,060	(\$940)
<i>BHRA Road Expense Subtotal</i>	<i>\$32,126</i>	<i>\$29,800</i>	<i>\$25,805</i>	<i>(\$3,995)</i>	<i>\$5,250</i>	<i>\$31,055</i>	<i>\$195</i>
Expense Subtotal	\$40,301	\$32,630	\$26,818	(\$5,812)		\$34,364	\$1,734
Dues & Late Fees	\$26,925	\$29,700	\$30,690	\$990	\$300	\$30,990	\$1,290
Emergency Donations	\$1,705	\$0	\$200	\$200	\$0	\$200	\$200
Interest	\$2	\$2	\$1	(\$1)	\$1	\$2	(\$0)
Grant Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$128	\$128	\$112	(\$16)	\$48	\$160	\$32
Homeowner Road Base Reimburse	\$4,534	\$0	\$0	\$0	\$0	\$0	\$0
Fire Reimburse	\$516	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$40	\$0	\$51	\$51	\$0	\$51	\$51
Income Subtotal	\$33,849	\$29,830	\$31,054	\$1,224		\$31,403	\$1,573
Checking Cash Flow Balance	(\$6,452)	(\$2,800)	\$4,235			(\$2,962)	

NOTES

Parliamentarian consultant for bylaws revision \$400

Woodchuck roadbase \$478 carryover (unused in 2019)

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

Budget: 66 properties @ \$450 = \$29,700
Actual: 67 of 68 properties (65 of 66 owners) are paid partially or in full, so pandemic has not increased delinquencies. \$650 in arrears was also paid.

BHRA ASSET SUMMARY

A	B	C	D	E	F	G	H
Category	2019 Actual Ending Balance	2020 Budgeted Ending Balance	2020 Actual Balance to Date			2020 Projected Ending Balance	
BHRA Checking Balance	\$3,807	\$1,007	\$27,123			\$845	
BHRA Savings Balance	\$5,005	\$5,007	\$5,006			\$5,007	
Total Assets	\$8,812	\$6,014	\$32,129			\$5,852	

*Target is \$500 to avoid bank fee

Buckskin Heights Road Association Treasurer's Report for FY2019 With Approved 2020 Budget • January 10, 2020

EXPENSE/INCOME SUMMARY

NOTES

A	B	C	D	E	F
Category	2018 Actual	2019 Approved Budget	2019 Actual	2019 Difference Over (Under)	2020 Approved Budget
Bank Fees	\$67	\$0	\$12	\$12	\$10
Emergency Expense	\$0	\$0	\$1,485	\$1,485	\$0
Gate Maintenance	\$0	\$500	\$339	(\$161)	\$150
Grant Expense	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,237	\$1,190	\$1,247	\$57	\$1,250
Legal/Financial	\$10	\$50	\$10	(\$40)	\$450
Mailings	\$142	\$150	\$194	\$44	\$150
Miscellaneous	\$207	\$0	\$327	\$327	\$200
Signs	\$0	\$0	\$230	\$230	\$600
Supplies	\$0	\$400	\$22	(\$378)	\$20
Fire Expense	\$361	\$0	\$252	\$252	\$0
Road Base Homeowner	\$2,431	\$0	\$4,056	\$4,056	\$0
Culverts	\$0	\$0	\$1,009	\$1,009	\$800
Road Grader Operator	\$13,900	\$14,000	\$10,340	(\$3,660)	\$10,000
Road Base	\$10,049	\$19,400	\$20,777	\$1,377	\$19,000
BHRA Road Expense Subtotal	\$23,949	\$33,400	\$32,126	(\$1,274)	\$29,800
Expense Subtotal	\$28,404	\$35,690	\$40,301	\$4,611	\$32,630
Dues & Late Fees	\$27,200	\$26,400	\$26,925	\$525	\$29,700
Emergency Donations	\$0	\$0	\$1,705	\$1,705	\$0
Interest	\$2	\$2	\$2	(\$1)	\$2
Grant Income	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$128	\$100	\$128	\$28	\$128
Homeowner Road Base Reimburse	\$2,431	\$0	\$4,534	\$4,534	\$0
Fire Reimburse	\$361	\$0	\$516	\$516	\$0
Miscellaneous	\$0	\$0	\$40	\$40	\$0
Income Subtotal	\$30,121	\$26,502	\$33,849	\$7,347	\$29,830
Cash Flow Balance	\$1,717	(\$9,188)	(\$6,452)		(\$2,800)

Parliamentarian for bylaws review \$400

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

Budgeted Road Expense...

...includes \$3,807 carryover from 2019. Avg cost of 2019 delivered road base was \$375/concrete Raccoon, \$335/asphalt Lower

Budgeted Dues Income...

...assumes 66 of 68 properties pay \$450 annual dues

ASSET SUMMARY

A	B	C	D	E	F
Category	2018 Actual Ending Balance	2019 Budgeted Ending Balance	2019 Actual Ending Balance	2019 Difference Over (Under)	2020 Budgeted Ending Balance
Checking Balance	\$10,260	\$1,072	\$3,807	\$2,735	\$1,007
Savings Balance	\$5,004	\$5,006	\$5,005	(\$1)	\$5,007
Total Assets	\$15,264	\$6,078	\$8,812		\$6,014

Budgeted Checking Ending Balance...

...for 2020 is the 2019 ending balance plus the net budgeted 2020 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 2019 Data Respectfully Submitted for Audit by:

Suzanne Weber 7/10/20
Suzanne Weber, Treasurer, October 2018-Present Date

Fiscal Year 2019 Data Audited and Approved by:

Denise Jackson 7-10-2020
Denise Jackson, BHRA Resident Date
Linda Bilsing 7/10/2020
Linda Bilsing, BHRA Resident Date

Audit of the 2019 financial records was completed by Linda Bilsing & Denise Jackson on 7/10/20, who concluded that "...the [BHRA] financial position and cash flow [are] in conformity with generally accepted principles." (Full report on the BHRA website buckskinheights.org/.)

INDEPENDENT AUDITOR'S REPORT

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

Report on the Financial Statements

We have audited the Treasurer's Report; Audit Summary; VP's Work Completed details; expense invoices and authorizations; income receipts; and bank statements and check register of Buckskin Heights Road Association as of **December 31, 2019**.

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 and invoices had notations that they had been reviewed; and 5) confirming the beginning and ending cash balance in the checking and savings accounts match the Asset Summary report.

Conduct of Audit

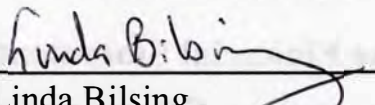
We conducted our audits in accordance with auditing standards generally accepted in the United States of America, specifically those defined by the Association of International Certified Professional Accountants (AICPA). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.


An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

Opinion

In our opinion, the statements referred to previously present fairly, in all material respects, the financial position and cash flows of Buckskin Heights Road Association as of December 31, 2019, 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

7-10-2020
Date

2020 WORK SUMMARY

© 2023 Truckstop Neighbors Road Association

Grading took place two times so far during 2020. These grading events were done at the same time as placement of material, at the end of March and the end of July. Total amount of material placed was 817.54 tons and took 53 truck trips to deliver (~15.4 tons per load average). Amount spent on material alone (not including hauling or spreading) was almost \$10,700; average cost per ton was \$13.09. (Price per ton for the July project was about 7.5% cheaper than the March project, likely because of the larger quantity.)

Length of road covered was just under 4,000 feet or a little over 3/4 of a mile. (Note: We have approximately 10 miles of road for which we are responsible.)

The ratio of road coverage below the gate (exterior road) to above the gate (interior road) was 2,946' to 1,032', or roughly 74% below and 26% above the gate.

The ratio of tonnage of material below the gate to above the gate was roughly 81% to 19% (assuming trucks all carried the average tonnage).

NOTE: This is a very difficult thing to do a direct comparison on, as width of road, thickness of material, and road condition all factor into distance covered.

Ditch cleanout work was accomplished along Raccoon Drive, Gray Squirrel Court, and Wolverine Court.

Road marker signs have been placed along the full length of Otter Road, Woodchuck Drive, and Raccoon Drive, marking approximately every 1/10 of a mile.

TOTAL EXPENSES - 2020 - ROAD WORK COMPLETED - As of August 21, 2020

MONTH	DAYS	COST	Spent to Date	BUDGET REMAINING						
JANUARY				\$ 29,800.00	STARTING AMOUNT AVAILABLE					
MARCH	3/31	\$ 6,486.59			Grading of Otter Road from pavement to intersection with Raccoon Rd. Also, placement and spreading of 12 loads of road base below the middle cattle guard. Cost Breakdown: Grading / Spreading Equipment \$2,370 Mobilization \$ 195 Material \$2,361.59 Trucking / Hauling \$1,560 Total <u>\$6,486.59</u>					
APRIL	4/1		\$ 6,486.59	\$ 23,313.41						
April	4/15 & 4/29	\$ 230.00	\$ 6,716.59	\$ 23,083.41	Ditch cleanout along Raccoon Drive and Gray Squirrel Court.					
JULY	7/26	\$ 130.00	\$ 6,846.59	\$ 22,953.41	Ditch cleanout above culvert near end of Wolverine Court.					
JULY	7/27 thru 7/29	\$ 19,436.12			Grading from pavement to intersection with Raccoon Road. Placement of material at various locations near middle of Otter Road and several interior roads. Cost Breakdown: Grading / Spreading Equipment \$ 4,625 Mobilization \$ 195 Material \$ 8,336.12 Trucking / Hauling \$ 6,280 Total <u>\$19,436.12</u>					
			\$ 26,282.71	\$ 3,517.29						

MATERIAL PLACEMENT - WORK COMPLETED, As of August 21, 2020

DATE	# OF LOADS	LOCATION OF MATERIAL DROP		MAT TYPE *	LENGTH OF DROP (FT)	LENGTH PER LOAD **	APPROX TRUCK CYCLE TIME ***
		GENERAL DESCRIPTION/LANDMARK	DISTANCE TO/FROM ROAD MARKERS				
3/31/2020 through 4/1 2020	6	Below the middle cattle guard	RM 16 + 120' TO RM 17 - 15'	R	393	65.5	1+30
	3	Below the middle cattle guard	RM 17+161' TO RM 17+280'	R	280	93.3333	1+30
	3	Sharp curve below Windmill House	RM 10-103' TO RM 10+180'	R	283	94.3333	1+15
7/27/2020 through 7/29/2020	4		RM 13 - 50' TO RM 13 + 224'	R	274	68.5	N/A
	6		RM 14 - 40' TO RM 14 + 320'	R	360	60	N/A
	11		RM 21-295' TO RM 21 + 380'	R	675	61.3636	N/A
	9.5		RM 24 - 13' TO RM 25 + 100'	R	641	67.4737	N/A
	0.5		RM 26 - 15' TO RM 26 + 35'	R	40	80	N/A
	1	Otter Road just above intersection with Woodchuck Drive	RM + 117' TO RM 234'	R	117	117	N/A
	2	Near end of Wolverine Ct	North of Driveway @ 8025 Wolverine, 125' to 330'	R	205	102.5	N/A
	2	Midway down Gray Squirrel Court	West of Driveway @ 8266 Gray Squirrel, 116' to 320	R	204	102	N/A
	3	Raccoon Drive near Intxn w/Wolverine	RM 2 - 15' to RM 2 + 306'	R	321	107	N/A
	1	Woodchuck Drive	RM 2 + 00' TO RM 2+70'	R	70	70	N/A
1	Woodchuck Drive	RM 8 + 272 TO RM 8 + 387	R	115	115	N/A	

LEGEND / NOTES: * Type: R = Recycled Asphalt Road Base: 53 Total Loads, 817.54 Total Tons of Material = 15.4 Tons per Average Load
 2) Weather: Dry and cool (~55 degrees). Heavy snow a few days before (about 5 days prior).
 * Type: R = Recycled Asphalt Road Base
 ** Length per load depends on variables such as condition of road at that location (exposed rock, etc.), actual quantity per load, thickness, and width of drop. The last two were controlled by contractor as he was spreading with general direction from me which was given as 4-5 inches
 *** 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. This information was not available for te July project because of wide spread between various drop locations.

Buckskin Heights Road Association • Proposed Bylaws Amendments • July 21, 2020

Questions? Contact Paul Hesson (sigmanu1959@gmail.com, 970-282-0848)

CURRENT	PROPOSED	EXPLANATION OR PROS & CONS
<p>01 Recommended All Articles</p>	<p>Wording: Permit non-substantive edits by Board. Approve the rewording, renumbering or re-lettering of sections/parts of the Bylaws, and addition of current amendment dates {}, as needed to maintain logic and sequencing <i>without changing meaning</i> after all amendments are approved.</p>	
<p>02 Recommended All Articles</p>	<p>Wording: Change mail “poll” to “vote/ballot” sent to all members preceded by required debate opportunity</p> <p>Change wording in all articles mentioning “mail poll” to “mail vote by all members” or “mail ballot sent to all members” as grammatically appropriate.</p> <p>Add requirement to all articles mentioning mail poll/vote/ballot that all “must be preceded by at least one opportunity for debate.”</p>	<p>“Vote” means that an action will be taken as a result of the preference shown in the vote. “Poll” is just to get an idea of what the general preference is; no action will be taken, it’s just for interest.</p> <p>Change throughout provides consistent language for the fair conduct of all mail votes.</p>
<p>03 Recommended Article I Governance Article III Officers</p>	<p>Wording: Change “he (or she)” to “he/she,” etc Throughout <i>Bylaws</i> as necessary, change alphabetically to: He (or she) to he/she Him (or her) to her/him His (or her) to her/his</p>	<p>These changes make it clear that women are not parenthetical members of the Association.</p>
<p>04 Recommended Article I Governance Article II Board Article III Officers</p> <p>Article III Officers <i>Section 6. Duties of the Members at Large. No description of duties has been defined.</i></p>	<p>Wording: Change “members at large” to “directors at large” and define duties of directors at large</p> <p>Throughout <i>Bylaws</i> as necessary, change “member(s) at large” to “director(s) at large”</p> <p><i>Section 6. Duties of the Directors at Large. The Directors at Large support Board functions as assigned.</i></p>	<p>Clarifies that all members of the Board of Directors have equal status and responsibility to serve the Association.</p>
<p>05 Recommended Article II. Board of Directors <i>Section 1. Duties.</i></p> <p>h. insure that all mandatory local, state and federal documents are filed, including, but not limited to, taxes, and other such requirements related to the legal status of the Association. {Annual Meeting 8/18/13}</p> <p>i. insure that the liabilities and assets of the Association are properly protected with appropriate insurance policies.</p>	<p>Wording: Change spelling “insure” to “ensure;” ensure board insurance coverage</p> <p>h. Ensure that all mandatory local, state and federal documents are filed, including, but not limited to, taxes, and other such requirements related to the legal status of the Association. {Annual Meeting 8/18/13}</p> <p>i. Ensure that the liabilities and assets of the Association are properly protected with appropriate insurance policies; and that the Association maintains appropriate directors’ and officers’ liability insurance coverage.</p>	<p>Correct word and spelling. To <i>ensure</i> something is to make sure it happens, to guarantee it. To <i>insure</i> something or someone is to cover it with an insurance policy.</p> <p>Puts our current practice in writing. This duty is always important, but especially so given proposed new Article II, <i>Section 8. Indemnification of Directors and Officers</i> in 13 below.</p>
<p>06 Recommended Article II Board of Directors <i>Section 6 Expenditure of Funds</i></p> <p>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.</p>	<p>Wording: Add “Special Assessment” title to section</p> <p>b. Special Assessments. Capital expenditure authorization (other than normal maintenance and operating expenses) shall require a mail ballot sent to all property owners, in accordance with these Bylaws. The expenditure shall be approved if two thirds (2/3) of those responding vote for approval.</p>	<p>Defines “special assessment” as used later in Articles IV, V and VI.</p>

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<p>07 Recommended Article III. Officers <i>Section 2. Duties of the President.</i> ... He (or she) shall keep informed of the Vice President's functions and perform these functions in the absence or disability of the Vice President.</p>	<p>Wording: Simplify wording of president takeover for vice president</p> <p><i>Section 2. Duties of the President.</i> ... He (or she) shall assume the functions of the Vice President in the absence or disability of the Vice President.</p>	<p>Eliminates awkward wording in the last sentence.</p>
<p>08 Recommended Article IV. Membership <i>Section 2. Requirements of Membership.</i> In order to become and maintain a membership of the Association, a member representing said membership shall own land or interest in land as above described; and shall pay all annual dues and assessments. <i>Section 3. Use of the Facilities of the Association.</i> a. All valid memberships of the Association shall be accorded equal use of the roads of the Association.</p>	<p>Wording: Add definition of "membership in good standing" and use of BHRA roads "and facilities"</p> <p>In order to become and maintain a membership in good standing of the Association, a member representing said membership shall own land or interest in land as above described; and shall pay all annual dues and assessments.</p> <p>a. All memberships in good standing shall be accorded equal use of the roads and facilities of the Association.</p>	<p>The definition of "valid memberships" is "memberships in good standing."</p> <p>"... "and facilities" includes gate, water tank, and possibly equipment used by Wildfire Mitigation Committee, etc.</p>
<p>09 Recommended Article V. Dues <i>Section 1. Dues.</i> i. Conduct a mail vote 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.</p>	<p>Wording: Clarify that mail vote requires pros/cons; add USPS abbreviation</p> <p>i. Conduct a mail vote in accordance with these Bylaws within thirty (30) days by providing to each membership in good standing: (1) a description of the change in dues; (2) a brief summary of reasons for and against the change in dues; and (3) a self-addressed, postage-paid, uniquely-identified ballot. ii. Ballots must be returned to the Association's United States Postal Service (USPS) mailing address within thirty (30) days of the initial mailing date to be counted.</p>	<p>Requires an even-handed description of all the issues related to the dues change, not just the positive points. (This language is repeated in 28 below Article VII Meetings Section 4 regarding other mail votes.)</p> <p>Allows the use of the USPS abbreviation throughout the rest of the document.</p> <p>This section will require minor wording changes if electronic voting is approved in 28.</p>
<p>10 Recommended Article VI. Meetings <i>Section 7. Rules of Order.</i> All meetings will be conducted according to Robert's Rules of Order.</p>	<p>Wording: Specify "Newly Revised" edition of Robert's Rules of Order as BHRA authority <i>Section 7. Rules of Order.</i> All meetings will be conducted according to Robert's Rules of Order Newly Revised.</p>	<p>Clarifies that the current version of Robert's Rules of Order is the authority for BHRA.</p>
<p>11 Recommended Article II. Board of Directors <i>Section 1. Duties.</i> j. Review, approve, and publish the minutes of the annual meeting on the Association website in a timely manner.</p>	<p>Housekeeping: Clarify board maintenance of records; ensure appropriate access to Association records</p> <p>j. Association Records. i. Review, approve, and publish the minutes of the annual and special meetings on the Association website in a timely manner. ii. Ensure both the openness of Association records and privacy of membership records as required by Colorado law. iii. Any membership may inspect public records of the Association upon specific written request. The Secretary shall make such specified records available within seven (7) days of receiving the request.</p>	<p>Ensures that minutes are drafted, approved and made publicly available for all meetings of the Association in a timely fashion.</p> <p>Puts our historical and current practices in writing.</p>

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<p>12 Recommended</p> <p>Article II. Board of Directors <i>Section 4. Meetings.</i> The Board of Directors shall meet at least semi-annually annually, and may meet at other such times and intervals as it may deem necessary.</p>	<p>Housekeeping: Increase frequency of board meetings, permit appropriate board actions without meeting</p> <p><i>Section 4. Meetings.</i> a. The Board of Directors shall meet at least quarterly, and may meet at other such times and intervals as it may deem necessary. b. The Directors may take any time-sensitive action in the absence of a meeting, which they could take at a meeting, by obtaining the approval of a majority of the Directors. Any such action or approval shall have the same effect as though taken at a meeting of the Directors; and shall be ratified and recorded in the minutes of the next Board meeting.</p>	<p>Both parts put our historical and current practice in writing.</p>
<p>13 Recommended</p> <p>Article II. Board of Directors Add NEW Section 8</p>	<p>Housekeeping: Indemnify directors & officers</p> <p><i>Section 8. Indemnification of Directors and Officers.</i> Each person who acts as a director or officer of the Association, or any agent of the Association given such privileges by the Board of Directors, shall be indemnified by the association against expenses actually and necessarily incurred by him/her in the connection with the defense of any action, suit or proceedings in which he/she is made a party by reason of his/hers being or having been a director or officer of the Association, except in relation to matters as to which he/she shall be adjudged in such action, suit or proceeding to be liable for gross negligence or willful misconduct, and except any sum paid for the Association in settlement of an action, suit or proceeding based upon the gross negligence or willful misconduct in the performance of his/her duties. The right of indemnification provided herein shall insure to each director and officer, whether or not he/she is such director or officer at the time such cost or expenses are imposed or incurred, and in the event of his/her death shall extend to his/her legal representatives.</p>	<p>An important protection for members elected to serve on the BHRA Board as fiduciary officers.</p> <p>The standard language of this provision is found in the bylaws of all common interest communities in our area.</p>
<p>14 Recommended</p> <p>Article II. Board of Directors <i>Section 1. Duties.</i> Consistent with these <i>Bylaws</i>, the Board of Directors shall: e. Constitute and appoint committees and define the powers and duties of the same.</p> <p>Article III. Officers <i>Section 2. Duties of the President.</i> He (or she) shall appoint, subject to confirmation by the Board of Directors, all standing and special committees, designating the chairman thereof. He (or she) shall be an <i>ex officio</i> member of all committees. . . .</p> <p><i>Section 4. Duties of the Secretary.</i> He (or she) shall be an <i>ex officio</i> member of all committees.</p>	<p>Housekeeping: Reduce required board involvement on committees</p> <p>Article II. Board of Directors <i>Section 1. Duties.</i> Consistent with these <i>Bylaws</i>, the Board of Directors shall: e. Constitute and appoint committees, define the powers and duties of the same, and appoint the membership and leadership of the same. At least one Board member shall be designated by the Board as an <i>ex officio</i> member of each committee formed, who shall serve as liaison to the Board.</p> <p>Article III. Officers <i>Section 2. Duties of the President.</i> The President shall preside at the meetings of the Association and of the Board. He (or she) shall be the administrative officer of the Association. He (or she) shall keep informed of the Vice President's functions and perform these functions in the absence or disability of the Vice President.</p> <p><i>Section 4. Duties of the Secretary.</i> The Secretary shall send out the notices of the meetings of the Association and of the Board; keep the minutes, maintain the corporate records and attend to the correspondence pertaining to the office as may be required by the Board. In the absence or disability of both the President and Vice-President, the Secretary shall perform the minimal necessary functions of those offices for the continuing operation of the Association.</p>	<p>This addition to Article II Section 1 replaces portions of Article III Sections 2&4.</p> <p>This amendment clarifies how committees are formed and committee membership and leadership are designated. It eliminates the current ambiguity of language between Article II Section 1(e) and Article III Section 2.</p> <p>More importantly, this amendment makes it possible for the Board to appoint the appropriate <i>ex officio</i> officer or director at-large to each committee, which may not be the President or Secretary. It reduces the potential number and influence of Board members on each committee. It distributes the work of the Board more efficiently.</p>

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<p>15 Recommended Article V. Dues <i>Section 2. Delinquencies.</i> a. In the event that members become delinquent in the payment of annual dues or assessments, the Board may: ... ii. Suspend all privileges of membership, including road use privilege, by sending a registered letter to the last known mailing address of the member.</p> <p>Article VIII. Miscellaneous <i>Section 6. Rules of the Road</i> b. Violations of the Rules of the Road. i. Reckless or careless driving that endangers persons or property shall be reported to the Larimer County Sheriff's Office. ii. Documented violations of the rules of the road may result in the suspension of road usage privileges on the platted roads within the subdivision. Violation of a Board-authorized suspension of road usage may result in civil or criminal action.</p>	<p>Housekeeping: Clarify penalties for dues delinquencies; delete penalties for violations of rules of the road.</p> <p>ii. Suspend privileges of membership, including road use by motor vehicles, by sending a registered letter to the last known mailing address of the member.</p> <p>b. Reckless or careless driving that endangers persons or property shall be reported to the Larimer County Sheriff's Office.</p> <p>DELETE (ii) as unenforceable.</p>	<p>Each membership has a legal obligation to pay dues to maintain the road. This change clarifies the penalty for dues non-payment to something we can potentially enforce.</p> <p>The Association does not have the authority to impose road use restrictions based on violations of Colorado traffic law.</p>
<p>16 Recommended Article VI. Meetings <i>Section 3. Notice.</i> Whenever notice to the membership shall be required by the Bylaws, the Article of Incorporation or otherwise, said notice shall be determined properly given and adequate when it is addressed to the memberships at such address as shall appear in the records of the Association, and is deposited in the United States Mail, postage prepaid. Notice to any member of a membership shall constitute notice to the entire membership. Each membership shall be responsible to provide the Association with its correct address and any change of address.</p>	<p>Housekeeping: Permit official notice by USPS and USPS/email combination <i>Section 3. Notice.</i> a. Whenever notice to the membership shall be required by the <i>Bylaws</i>, the Article of Incorporation or otherwise, said notice shall be determined properly given and adequate when it is either (1) addressed to the memberships at such address as shall appear in the records of the Association, and is deposited with the USPS mail, postage prepaid; or (2) addressed to the memberships at such USPS or email address as specified by the membership and contained in the records of the Association, and is either deposited with the USPS mail, postage prepaid, or electronically transmitted. b. Notice to any member of a membership shall constitute notice to the entire membership. c. Each membership shall be responsible to provide the Association with its correct address and any change of address.</p>	<p>Puts our current practice in writing.</p> <p>In adding electronic notice as an option, it is important to maintain the Association's legal right to send anyone official notice by documentable USPS only.</p>
<p>17 Recommended Article VI. Meetings Add NEW Section 3</p>	<p>Housekeeping: Permit electronic meetings</p> <p><i>Section 3. Electronic Meetings.</i> All meetings of the Association – annual, special, board and committee – may be held electronically.</p>	<p>Covid-19 reality. Electronic meetings are specifically allowed by the Colorado Revised Nonprofit Corporation Act.</p>

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<p>18 Recommended</p> <p>Article VIII. Miscellaneous Section 7. Community Water Tank. The Association shall be authorized to construct, operate and maintain a community water tank for fire suppression to promote the general welfare of the members of the Association. {Mail Poll 6/25/17}</p> <p>a. Funding for the construction, operation, and maintenance of the project shall come entirely from private sources, not from Association funds.</p> <p>b. Liability insurance for the water tank will be included in the Association's policy at no additional cost to the Association.</p> <p>c. The Association is authorized to enter into an agreement for a suitable plot of land with a cost not to exceed one (1) dollar per annum. No additional costs are authorized.</p>	<p>Housekeeping: Delete outdated water tank language</p> <p>Section 7. Community Water Tank. The Association shall be authorized to maintain a community water tank for fire suppression to promote the general welfare of the members of the Association. Funding for the maintenance of the water tank shall come entirely from private sources, not from Association funds.</p>	<p>Deleted verbiage is no longer applicable.</p>
<p>19 Recommended</p> <p>Article II. Board of Directors <i>Section 1. Duties.</i> Consistent with these <i>Bylaws</i>, the Board of Directors shall:</p> <p>e. Constitute and appoint committees and define the powers and duties of the same.</p> <p>Add NEW Section</p>	<p>Update: Describe ad hoc & standing committee structure; add Wildfire Mitigation as an unfunded standing committee</p> <p>Delete Section 1(e) and move to new Section 2 in Article II. Renumber subsequent sections. The <u>[underlined portion]</u> may or may not have been approved in 14 above.</p> <p><i>Section 1A. Committees.</i></p> <p>a. Consistent with these <i>Bylaws</i>, the Board of Directors shall constitute and appoint ad hoc committees and define the powers and duties of the same <u>[...and appoint the membership and leadership of the same. At least one Board member shall be designated by the Board as an <i>ex officio</i> member of each ad hoc committee formed, who shall serve as liaison to the Board.]</u></p> <p>b. Standing Committees:</p> <p>i. The Wildfire Mitigation Standing Committee is responsible for (1) maintaining the Community Wildfire Protection Plan and the Buckskin Heights Wildfire Evacuation Plan, both of which shall be posted on the Association's website; (2) seeking and administering community fire mitigation grants; and (3) organizing and implementing community projects to reduce the potential spread of fire in Buckskin Heights. The Board of Directors shall appoint one of its members as liaison to the committee. All memberships in good standing may join the committee. Funding for wildfire mitigation activities shall come entirely from private sources, not from Association funds.</p>	<p>This new section puts all information about committees in one place.</p> <p>An <i>ad hoc</i> committee is a temporary committee that is formed for a specific purpose. A standing committee is a permanent committee that meets regularly.</p> <p>Part (b) moves the existing Wildfire Mitigation Committee into the BHRA governance structure. It establishes a formal communication channel between the Board and the committee; and it defines the essential duties of the committee to “promote the health, civic and general welfare” of the neighborhood. It recognizes the value of state and federal grant funds for mitigation projects that focus mainly on the common road easement.</p> <p>Self-funding language is similar to 18 Article VIII Section 7 Water Tank.</p>

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<p>20 Recommended Article II Board of Directors <i>Section 6 Expenditure of Funds</i> 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.</p>	<p>Approve special assessments at annual/special meetings in addition to mail vote</p> <p>b. Special Assessments. Capital expenditure authorization (other than normal maintenance and operating expenses) shall require a two-thirds (2/3) vote of the membership in good standing present in person or by proxy at an annual meeting, or special meeting called for that purpose; or by a mail ballot sent to all property owners, in accordance with these Bylaws.</p>	<p>Annual and special meetings provide the opportunity to debate any capital expenditure above and beyond what can be absorbed by annual dues.</p> <p>"Or by proxy" will be added if proxy voting in 23 is approved.</p>
<p>21 Recommended Article VI. Meetings <i>Section 5. Quorum.</i> Ten (10) active members, present in person shall constitute a quorum at all Association meetings.</p>	<p>Update: Increase meeting quorum from 10 members to 20% (14 members)</p> <p><i>Section 5. Quorum.</i> Twenty percent (20%) of the entire membership, present in person, shall constitute a quorum at all Association meetings.</p>	<p>20% of 67 properties = 13.4 = 14 Annual (Special) Mtg Attendance: 2011: 19, 2012: 20, 2013: 14, 2014: 17, 2015: 25, 2016: 24, 2017: 21, 2018: 17, 2019: 25 (17) 1980: 12 full-time or part-time residents 2020 49 full-time or part-time residents</p> <p>The Colorado Common Interest Ownership Act provides guidance: "...unless the bylaws provide otherwise, a quorum is deemed present throughout any meeting of the association if persons entitled to cast twenty percent ... of the votes ... are present ..."</p>
<p>22 Recommended</p> <p>Article VIII. Miscellaneous <i>Section 3. Width of the Road.</i> The width of the road is legally described by the Grant of Easement (April 17, 1969) as "sixty (60) feet wide, extending thirty (30) feet from either side of the center line of said existing road," as defined by the Dedication of Access Road (October 13, 1970) and the Plat Plan of the Buckskin Heights First and Second Filings (October 21, 1970 and January 1, 1971). As a practical matter, the width of the road shall be determined by terrain, drainage, and community safety considerations. {Change approved 8/18/13}</p> <p><i>Section 4. Fences.</i> (Change approved 8/10/97) a. No fence shall be located so as to interfere with the right of way easement (thirty (30) feet in each direction perpendicular from the center line of all existing roads). b. Existing fences as of August 10, 1997 shall be exempt from this provision given that they are at least twenty feet from centerline of existing roads. c. Fences in violation of this provision shall be moved or removed at the owner's expense.</p>	<p>Update: Change title to "Road Definition"; prohibit future general encroachment on easement; delete Section 4 on fencing.</p> <p><i>Section 3. Road Easement Definition.</i> a. The width of the defined roadway is legally described by the Grant of Easement (April 17, 1969) as "sixty (60) feet wide, extending thirty (30) feet from either side of the center line of said existing road," as defined by the Dedication of Access Road (October 13, 1970) and the Plat Plan of the Buckskin Heights First and Second Filings (October 21, 1970 and January 1, 1971). b. As a practical matter, the width of the road shall be determined by terrain, drainage, and community safety considerations. c. No encroachment into the road easement shall be permitted. Existing structures as of August 21, 2020 shall be exempt from this provision.</p> <p>c. No encroachment into the defined roadway that poses a safety hazard, or impedes emergency access or road maintenance, shall be permitted. Existing structures as of August 21, 2020 shall be exempt from this provision. Larimer County ordinances shall be followed.</p> <p>DELETE ENTIRE Section 4. Fences</p>	<p>At the Annual Meeting on August 28, 2020, the original proposed amendment highlighted in yellow was referred back to the BHRA Bylaws Committee for revision.</p> <p>The revised wording highlighted in green was unanimously recommended to the Association by the Bylaws Committee at their Zoom meeting on Tuesday, September 8, 2020.</p> <p>Encroachment into the easement poses safety risks, affecting emergency access, wildfire hazard and plowing/grading.</p> <p>Part (c) added to Section 3 covers fences, so Section 4 can be deleted</p>

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<p>23 Recommended</p> <p>Assumes that <u>underlined language</u> changing “mail(ing) polls” to “mail votes” has been previously approved.</p> <p>Article VI Meetings. Section 4. <i>Voting at Meetings (or in a Mail Vote Sent to All Members)</i>. Only memberships in good standing shall be entitled to vote at meetings of the Association (or in a <u>mail vote</u> 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.</p>	<p>23 Permit proxy voting at meetings and define requirements, with proviso</p> <p><i>Section 4. Voting at Meetings <u>or by Mail.</u></i></p> <p>a. Each membership in good standing shall be entitled to one (1) vote. A membership in good standing is defined as one where no annual dues or assessments are delinquent.</p> <p>b. Voting at meetings may be by voice, but five (5) memberships shall have the right to demand a roll call vote.</p> <p>23</p> <p>c. Proxy voting.</p> <p>i. At annual and special meetings of the Association, a member entitled to vote may vote in person or by proxy.</p> <p>ii. The proxy must be executed in writing and include:</p> <ul style="list-style-type: none"> • the date of the meeting; • the name and address of the person designated to execute the proxy; • the specific or general scope of the proxy; and • the name, BHRA property address and dated signature of the member granting the proxy. <p>iii. An email containing all the bulleted information above from the member granting the proxy, sent from an email address on file with the Association, is acceptable.</p> <p>iv. All proxies must be presented to the Secretary of the Association before the meeting is called to order. It is the sole responsibility of the member granting the proxy to ensure that her/his proxy is received in a timely manner.</p> <p>v. The Secretary shall determine the validity of all proxies.</p> <p>vi. No membership may vote more than two (2) proxies at any meeting.</p> <p>Provisio: If this amendment fails, “Proxy voting at Board or Association meetings is prohibited” will be inserted into the Bylaws.</p>	<p>PRO: Proxy voting allows more members to have a voice in decisions, even when they cannot attend a meeting to participate in debate.</p> <p>CON: Proxy voting conflicts with the purpose of a deliberative assembly and the equality of members within it. Proxy voting allows members to avoid attending meetings in person. Equity is diminished when one member has more votes than another.</p> <p>BACKGROUND: The Colorado Revised Nonprofit Corporation Act permits documented proxy voting at membership (but not board) meetings unless specifically prohibited by the bylaws of the organization. Therefore, we must let out members know either that:</p> <p>(1) Proxies are legal and how to properly execute a valid proxy at our membership meetings OR</p> <p>(2) Proxies are not permitted at any membership meeting OR</p> <p>The documentation requirements for a legal proxy are defined in the Colorado Revised Nonprofit Corporation Act, and are reflected in the wording of this amendment.</p>
<p>24A Not Recommended</p> <p>24B Not Recommended</p> <p>Article V. Dues Section 1. <i>Dues.</i></p> <p>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: ...</p> <p>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.</p>	<p>24A Change simple majority vote to 2/3rds vote at a meeting to recommend a mail vote for a dues change</p> <p>24B Change simple majority vote to 2/3rds vote to approve dues change by mail vote</p> <p>[24A] b. When 2/3rds of the memberships in good standing present in person or by proxy 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: ...</p> <p>[24B] iii. If 2/3rds of all the valid mail ballots received by the deadline are cast in the affirmative, the change in dues shall be approved</p>	<p>PRO: As a compromise between the rights of the individual and the rights of the assembly, a 2/3 vote is necessary. Matters of finance and BHRA monies should be authorized by more than a difference of 1 vote.</p> <p>CON: The current procedure was approved in 2018 by 41 of 46 members (89%) as a way to give balanced voice to residents (who use the road regularly and can attend a meeting), and the entire resident/non-resident membership (in a subsequent mail vote). Realistically, a change to 2/3 mail vote would make most future dues increases difficult if not impossible; the condition of the road will get worse with inflation. Furthermore, 2/3 of our members would be unfairly at the mercy of a small minority of property owners whose “no” mail votes would each count twice as much as a “yes” vote.</p> <p>If proxy voting is approved in 23, the phrase “or by proxy” will be inserted in (b) for clarity.</p>

CURRENT	PROPOSED ©2023 Buckskin Heights Road Association	EXPLANATION OR PROS & CONS
<p>25 Not Recommended</p> <p>Article I. Governance <i>Section 1. Management.</i> The Association shall be managed by a Board of six (6) Directors. The Board shall consist of a President, Vice President, Secretary, Treasurer, and two members at large.</p> <p>Article II. Board of Directors, <i>Section 1(c)</i></p> <p>Article III. Officers <i>Section 1. Officers.</i> The officers of the Association shall be President, Vice President, Secretary, and Treasurer. The officers shall be elected annually by the Board of Directors by a majority vote from among its members; and shall hold office until the end of the first meeting of the Board following the annual meeting. An officer may be removed from office by a two-thirds (2/3) vote of the Board of Directors.</p> <p>Add New Section 7</p>	<p>Add communications officer to board and define duties of communications officer</p> <p><i>Section 1. Management.</i> The Association shall be managed by a Board of six (6) Directors. The Board shall consist of a President, Vice President, Secretary, Treasurer, Communications Officer, and one Director at Large.</p> <p><i>[Make a similar amendment to Article II]</i></p> <p><i>Section 1. Officers.</i> The officers of the Association shall be President, Vice President, Secretary, Treasurer and Communications Officer. The officers shall be elected annually by the Board of Directors by a majority vote from among its members; and shall hold office until the end of the first meeting of the Board following the annual meeting. An officer may be removed from office by a two-thirds (2/3) vote of the Board of Directors.</p> <p><i>Section 7. Duties of the Communications Officer.</i> The Communications Officer shall maintain the Association's website, internet communication system and electronic meeting platform; and implement electronic meetings as may be required by the Board or the membership.</p>	<p>PRO: With the advent of electronic communications (website, Groups.io and virtual meetings), a board member with the same terms as other officers (Article I Governance, <i>Section 2 Terms of Directors</i>) should hold an official position with the BHRA. Communications to and from the Board should be handled as seriously as the other directors and at-large members, and governed by the same term of office and rules as the rest of the Board.</p> <p>CON: The Board has the existing power in Article II(1)(d) to appoint one or more directors at large – or any other qualified persons – to perform some or all of these technical duties. This amendment would require the Board to rely solely on the skills of one of the six people willing to serve on the Board, with potential disruptive turnover every year. This would not serve the board or membership well.</p>
<p>26 Recommended</p> <p>Article VIII. Miscellaneous</p> <p><i>Section 5. Website.</i></p> <p>a. The Association website shall be known as <u>www.buckskinheights.org</u>. It shall be maintained by a webmaster appointed by the Board of Directors.</p> <p>b. The content of the website shall be determined by the Board of Directors. The content of the website shall promote the health, civic and general welfare of the members of the Association; and shall not include political or religious information, or commercial advertisement.</p>	<p>Change title to “Internet Communications;” change website wording; add internet communication system</p> <p>If communications officer in 25 is not approved: [26A] <i>Section 5. Internet Communications</i> a. The Association website shall be known as <u>www.buckskinheights.org</u>. It shall be maintained by a webmaster appointed by the Board of Directors. The content of the website shall be determined by the Board of Directors. The content of the website shall promote the health, civic and general welfare of the members of the Association; and shall not include personal opinion, political or religious information, or commercial advertisement. b. The Association shall also maintain an internet communication system for both emergency and general interest use; it shall exclude religious, political and commercial content. The Board of Directors shall appoint two co-administrators to promote civility and fairness, and provide technical support and continuity.</p> <p style="text-align: center;">OR</p> <p>[26B] If communications officer in 25 is approved: <i>Section 5. Internet Communications</i> a. The Association website shall be known as <u>www.buckskinheights.org</u>. It shall be maintained by a webmaster appointed by the Board of Directors. The content of the website shall be determined by the Board of Directors. The content of the website shall promote the health, civic and general welfare of the members of the Association; and shall not include personal opinion, political or religious information, or commercial advertisement. b. The Association shall also maintain an internet communication system for both emergency and general interest use; it shall exclude religious, political and commercial content.</p>	<p>BACKGROUND:</p> <ul style="list-style-type: none"> The website is designed to be an objective source of mostly static information useful to the community over time – contact information for board members; minutes and legal documents; descriptions of active interest groups; etc Our communication system has evolved over the last 15 years from an emergency-only email chain maintained by the fire committee through internet-based <i>AirSet, BigTent to GroupsIO</i>. It now supports general interest and board functions, as well as its original emergency function. It should be administered by the Association, not the fire committee, “to promote the health, civic and general welfare” of the neighborhood. <p>CURRENT ADMINISTRATION:</p> <ul style="list-style-type: none"> The website is currently updated infrequently by one webmaster appointed by the Board. The communication system is currently administered by two co-administrators appointed by the Wildfire Mitigation Committee. They provide immediate, though infrequent, support for individual accounts, and provide infrequent redundant coordination of emergency efforts.

CURRENT	PROPOSED ©2023 Buckskin Heights Road Association	EXPLANATION OR PROS & CONS
<p>27A Recommended 27B No Recommendation 27C No Recommendation</p> <p>Article VI. Meetings Section 2. Special Meetings.</p> <p>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.</p>	<p>27A Clarify special meeting procedures</p> <p>27B Increase special meeting petition from 5 members to ____. Vote blank 20% (14), 15% (10), 10% (7)</p> <p>27C Define board role in scheduling special meetings</p> <p>Section 2. Special Meetings.</p> <p>[27A] Special meetings of the Association to deal with important issues that require action before the next annual meeting may be called by the Board of Directors</p> <p>[27B] or upon written petition, signed by ten percent (10%) of the memberships, given to the Secretary. At least thirty (30) days written notice shall be given to the memberships.</p> <p>[27C] The Board shall determine the time and place of special meetings, within the established norm, to maximize attendance.</p>	<p><u>Underlined</u> text is consistent with RONR, p 92 language on special meetings.</p> <p>Data: 10% of 67 properties = 6.7 = 7 15% of 67 properties = 10 20% of 67 properties = 13.4 = 14</p> <p>1980: 12 full-time or part-time residents 2020 49 full-time or part-time residents</p> <p>The bold red phrase in 27C is subject amendment to “..., with a preference for in-person meetings within the platted subdivision,...” The current phrase is too vague to offer clear guidance for board action.</p>
<p>28A No Recommendation 28B Recommended</p> <p>Article VI Meetings Section 4. Voting at Meetings (or in a <u>Mail Vote Sent to All Members</u>). Only memberships in good standing shall be entitled to vote at meetings of the Association (or in a <u>mail vote</u> 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.</p>	<p>28A Add combination USPS/electronic vote option</p> <p>28B Clarify general mail vote procedures</p> <p>Section 4. Voting at Meetings <u>or by Mail.</u></p> <p>a. Each membership in good standing shall be entitled to one (1) vote. A membership in good standing is defined as one where no annual dues or assessments are delinquent.</p> <p>b. Voting at meetings may be by voice, but five (5) memberships shall have the right to demand a roll call vote.</p> <p>c. PROXY VOTING decision from 23</p> <p>[28B]</p> <p>d. Mail Votes: Mail votes not specifically authorized in these Bylaws should generally be reserved for important issues that require action before the next annual meeting. All mail votes shall be preceded by at least one opportunity for debate and conducted as follows:</p> <p>(i) Send by USPS to each membership in good standing (1) an exact description of the proposal; (2) a brief summary of reasons for and against the proposal; and (3) a self-addressed, postage-paid, uniquely-identified ballot;</p> <p>[28A] ... or</p> <p>(ii) Send by USPS or email to each membership in good standing, at such USPS or email address as specified by the membership and contained in the records of the Association, (1) an exact description of the proposal; (2) a brief summary of reasons for and against the proposal; and as appropriate (3) a self-addressed, postage-paid, identifiable paper ballot; or (4) an email with a method to return a secure identifiable electronic ballot.</p> <p>[28B Continued]</p> <p>iii. All ballots must be returned to the Association's USPS mailing address or completed electronically, as appropriate, before the published deadline to be counted. The Secretary shall keep paper ballots and printed copies of electronic ballots on file in the records of the Association.</p>	<p>The <u>Bylaws</u> specifically authorize mail votes for special assessments for capital expenditures, changes in the dues, and bylaws changes. The <u>underlined phrase</u> relative to other potential mail votes is from RONR, p 424.</p> <p>This amendment makes it clear that all mail votes must be preceded by debate and fairly conducted by including any cons as well as the pros in any summary sent to the memberships. Whatever language is adopted here about how mail votes are conducted will apply to all articles that permit mail votes – including special assessments, dues and bylaws changes – unless otherwise specified. Details need not be repeated in those articles.</p> <p>[28A] Part (ii) adds the optional use of a secure electronic voting mechanism in combination with a USPS mail vote using paper ballots.</p> <p>PROS: Electronic voting might appeal to younger residents. CONS: Exclusive electronic voting cannot be required since memberships can opt to receive official notices by USPS. Not all memberships use or trust the security of electronic devices. A USPS/email vote would be an unnecessary and work-intensive administrative challenge.</p> <p>[27A] Part (ii) and the bolded phrases in 28B are subject to an amendment to strike.</p> <p>Voting Anonymity:</p> <ul style="list-style-type: none"> • When only uniquely-identified paper ballots are used in a USPS-only mail vote in (i), the tabulation of votes is anonymous. • When a combination of paper and electronic ballots are used in (ii), the vote tabulation cannot be anonymous because each vote must be matched to the membership roster to be validated and recorded.

Buckskin Heights Road Association
MINUTES for Tuesday, September 15, 2020
Zoom Transitional and Regular Board Meeting • 6:30 pm

ATTENDANCE:

Board Present: David Gaudio, Glenn Heeney, Allan Heese, Pam Robinson, Sue Weber
Board Absent: Luke McOmie, Dan McQueen
Community Members: Jacob deBes, Andrew Michler, Bill Torrey, Brittany Woods

CALL TO ORDER, WELCOME/INTRODUCTIONS,

QUORUM: The meeting was called to order by outgoing President David Gaudio with quorum present at 6:38pm.

APPROVAL OF AGENDA: Glenn Heeney made a motion to approve the agenda as distributed. The motion was seconded and **approved**.

TRANSITIONAL MEETING:

Election of Board Officers for 2020-21: The following slate of officers was unanimously elected:

President – Glenn Heeney
Vice President – Allan Heese
Secretary – Luke McOmie
Treasurer – Pam Robinson
At Large – David Gaudio & Dan McQueen

President Glenn Heeney and Treasurer Pam Robinson will serve as signatories on the BHRA financial accounts; they will fill out the necessary paperwork at Well Fargo Bank. Glenn and Pam will also take possession of the keys to the post office box. Pam Robinson made a motion to appoint Sue Weber to serve as bookkeeper for the Board of Directors; Sue will have viewing access only on the online account. The motion was seconded and **approved**.

Adjournment & Call to Order: Allan Heese made a motion to adjourn the transitional meeting at 6:50pm. The regular board meeting was immediately called to order with quorum present by new President Glenn Heeney.

REGULAR BOARD MEETING:

Community Input: None

Secretary's Report: Glenn Heeney made a motion to confirm the email approval of the minutes of the July 16, 2020 board meeting. The motion was seconded and **approved**.

Treasurer's Report: Outgoing Treasurer Sue Weber presented the Treasurer's Report (attached). David Gaudio made a motion to approve payment to Parliamentarian Lola Fehr an additional \$125 (for a total of \$525) for her services to the Association during the three continued annual meetings on August 21, 28 and September 18, 2020. The motion was seconded and **approved**. Pam Robinson made a motion to approve the Treasurer's Report. The motion was seconded and **approved**.

Road Report: Vice President Allan Heese gave the following verbal report:

1. There is \$3,750 set aside in the budget for up to 2 fall gradings. Allan does not at present see the need for more than one before the end of the year, but option is available. There is also \$1500 set aside in the budget for work on 3-4 culverts to be done mainly by volunteers. Use of resident backhoe and other equipment will be reimbursed. Jacob deBes pointed out that the gate area was once again potholed; there was general agreement that this could also be addressed by resident volunteers with the additional application of water. Allan and Glenn will coordinate these efforts with the regular grading work by Foster.
2. Allan Heese made a motion, as amended, to repair a borrowed measuring wheel (\$40) and to purchase a new one (\$120) for ongoing use by BHRA. The motion was seconded and **approved**.
3. Allan reminded those present that the Association is not responsible for snow removal, although the Board has organized donations for such work during large snow events.

4. David Gaudio made a motion to approve the road report. The motion was seconded and **approved**.

Gate Report/Security:

1. Guest gate code, to be changed more often than the resident code – We don't know how many codes can be in use at any one time; how difficult it is to change the code; how to get this information to residents (publish a list of codes once a year?); and whether residents would remember/use the changing guest codes. Glenn Heeney will talk with Bob Faris to determine if this is practical.
2. Security cameras at the gate – Luke McOmie (absent) is the expert on this. The Board needs to develop a proposed plan for the gate area and present it to the membership for input, perhaps using the poll function in GroupsIO.
3. Electricity at the gate – Sue Weber reported that Michael Fallon, the owner of the property immediately east of the gate (as well as the ranchland below the gate), will be bringing electricity to that building site. He has offered to consult with BHRA about making electricity available at the gate as he makes his plans.

Fire Committee Report:

1. The Ezzell property address/driveway mismatch on Raccoon/Gray Squirrel was easily resolved by having Larimer County change the address to Gray Squirrel. The Kinseys know that they also can resolve their Otter/Wolverine issue.
2. Andrew Michler, Fire Committee Coordinator, gave the following report:
 - During the last Fire Committee meeting on Saturday August 3, the possibility of doing a Fire Wise project was enthusiastically endorsed. It would educate property owners about defensible space and structural improvements to reduce fire vulnerability; and encourage action on clearing the roadways, etc. Andrew will get this organized this fall.
 - We also need to provide secure egress for fire vehicles and turnarounds at the ends of each road.

- The north Otter Rd fire emergency exit for Buckskin Heights into Redstone Canyon (and vice versa) must be maintained. Katy Conrad in Buckskin Heights, Dixie Gibbons, surrounding ranch owner, and Brad/Barbara Avedon, the Redstone property owner on Puma Gulch, have all agreed to allow this emergency access. Pam Robinson will contact Katy to discuss a plan to keep this exit open.
- Andrew Michler will work on a brief "evacuation checklist" that can be distributed to the community in case of another evacuation.

Old Business: Paul Hesson reported that the Bylaws Committee met and unanimously agreed to recommend revised language to proposed amendment #22 at the September 18 continued annual meeting: "c. No encroachment into the defined roadway that poses a safety hazard, or impedes emergency access or road maintenance, shall be permitted. Existing structures as of August 21, 2020 shall be exempt from this provision. Larimer County ordinances shall be followed." David Gaudio will take Sue Weber's place as Board liaison to the Bylaws Committee, and continue to preside at the September 18 annual meeting. If necessary, Glenn Heeney will fill in until David joins the meeting.

New Business (if any): None

Executive Session (if necessary): None

Adjournment: David Gaudio made a motion to adjourn at 8:20pm. It was seconded and **approved**.

Respectfully Submitted,
Pam Robinson, Treasurer and Acting Secretary

Buckskin Heights Road Association Treasurer’s Report

Sue Weber – September 15, 2020

1. Checking account balance to date	=	\$8,448.68
Pending Expenses	=	-\$234.69
Pending Deposits	=	\$0.00
Checking Available	=	\$8,213.99
Savings account balance to date	=	\$5,005.95
TOTAL AVAILABLE	=	\$13,219.94

2. **2020 Dues:** To date, 66 of 67 properties (63 of 64 owners) are paid in full. A lien release will be filed for a delinquency paid in full. We have one long-term (9 years!) delinquency.

3. **Recent Completed Property Sales:**

- 12/30/19 – Thomas & Janine Brown (12727 Otter Rd) to Samantha Walker & Jacob Jandrew
- 3/6/20 – Susan McNally & Jon Miller (13735 Otter Rd) to Kyle Recchia
- 6/29/20 – John Niesel & Julie Weaver (8315 Raccoon Ct) to William & Bonnie Torrey
- 7/8/20 – Dawn & Glenn Coleman (3504 Raccoon Dr) to Rebecca & Teddy Ezzell
- 8/28/20 – Aaron Kerst (8001 Wolverine Ct) to Michael Lowe

4. **Current Properties for Sale:**

- Robert Gonzalez (13512 Otter Rd)

5. **BHRA Budget Update** as of September 15, 2020

Motion to increase reimbursement to Parliamentarian Lola Fehr \$125 (from \$400 to \$525 total) for professional services at our (unexpectedly) extended annual meetings to consider bylaws amendments.

BHRA EXPENSE & INCOME SUMMARY • September 15, 2020

A	B	C	D	E	F	G	H
Category	2019 Actual	2020 Approved Budget	2020 Actual Expenses & Income to Date	2020 Budget Over (Under) to Date	2020 Expected Remaining Expenses & Income	2020 Projected Total Expense & Income	2020 Projected Over (Under) Budget
Bank Fees	\$12	\$10	\$0	(\$10)	\$0	\$0	(\$10)
Emergency Expense	\$1,485	\$0	\$24	\$24	\$0	\$24	\$24
Gate Maintenance	\$339	\$150	\$0	(\$150)	\$150	\$150	\$0
Grant Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,247	\$1,250	\$0	(\$1,250)	\$1,196	\$1,196	(\$54)
Legal/Financial	\$10	\$450	\$456	\$6	\$185	\$641	\$191
Mailings	\$194	\$150	\$165	\$15	\$22	\$187	\$37
Miscellaneous	\$327	\$200	\$0	(\$200)	\$200	\$200	\$0
Signs	\$230	\$600	\$0	(\$600)	\$600	\$600	\$0
Supplies	\$22	\$20	\$0	(\$20)	\$20	\$20	\$0
Fire Expense	\$252	\$0	\$0	\$0	\$0	\$0	\$0
Road Base Homeowner	\$4,056	\$0	\$478	\$478	\$0	\$478	\$478
Culverts	\$1,009	\$800	\$360	(\$440)	\$1,500	\$1,860	\$1,060
Road Grader Operator	\$10,340	\$10,000	\$7,385	(\$2,615)	\$3,750	\$11,135	\$1,135
Road Base	\$20,777	\$19,000	\$18,060	(\$940)	\$0	\$18,060	(\$940)
BHRA Road Expense Subtotal	\$32,126	\$29,800	\$25,805	(\$3,995)	\$5,250	\$31,055	\$195
Expense Subtotal	\$40,301	\$32,630	\$26,928	(\$5,702)		\$34,551	\$1,921
Dues & Late Fees	\$26,925	\$29,700	\$30,940	\$1,240	\$300	\$31,240	\$1,540
Emergency Donations	\$1,705	\$0	\$200	\$200	\$0	\$200	\$200
Interest	\$2	\$2	\$1	(\$1)	\$1	\$2	(\$0)
Grant Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$128	\$128	\$144	\$16	\$48	\$192	\$64
Homeowner Road Base Reimburse	\$4,534	\$0	\$0	\$0	\$0	\$0	\$0
Fire Reimburse	\$516	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$40	\$0	\$51	\$51	\$0	\$51	\$51
Income Subtotal	\$33,849	\$29,830	\$31,336	\$1,506		\$31,685	\$1,855
Checking Cash Flow Balance	(\$6,452)	(\$2,800)	\$4,408			(\$2,867)	

NOTES

Parliamentarian consultant for bylaws revision \$525

Woodchuck roadbase \$478 carryover (unused in 2019)

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

Budget: 66 properties @\$450 = \$29,700
Actual: 67 of 68 properties (65 of 66 owners) are paid in full, so pandemic has not increased delinquencies.
\$650 in arrears was also paid.

BHRA ASSET SUMMARY

A	B	C	D	E	F	G	H
Category	2019 Actual Ending Balance	2020 Budgeted Ending Balance	2020 Actual Balance to Date			2020 Projected Ending Balance	
BHRA Checking Balance	\$3,807	\$1,007	\$27,123			\$940	
BHRA Savings Balance	\$5,005	\$5,007	\$5,006			\$5,007	
Total Assets	\$8,812	\$6,014	\$32,129			\$5,947	

*Target is \$500 to avoid bank fee

Buckskin Heights Road Association
MINUTES for Tuesday, November 17, 2020
Zoom Meeting • 6:30 pm

ATTENDANCE:

Board Present: David Gaudio, Glenn Heene, Allan Heese, Luke McOmie, Pam Robinson

Board Absent: Dan McQueen

Community Members: Dick Dixon, Paul Hesson, Peggy & Brett Kinsey, Sue Weber

CALL TO ORDER, WELCOME/INTRODUCTIONS,

QUORUM: The meeting was called to order by President Glenn Heene with quorum present at 6:38pm.

APPROVAL OF AGENDA: Luke McOmie made a motion to approve the meeting agenda as distributed. It was seconded and **approved**.

Finalize Revised BHRA Bylaws: Allen Heese made a motion to approve the Bylaws as approved by the membership on August 21, August 28 and September 18, 2021, and as reformatted and distributed to the Board. It was seconded and **approved**. The revised Bylaws will be filed with the Larimer County Clerk and posted on the website.

Secretary's Report:

- David Gaudio made a motion to approve the minutes of the multi-session Annual Meeting held on August 21, August 28 and September 18, 2021. It was seconded and **approved**.
- A discussion was held about fund raisers and other initiatives to benefit those who lost property during the Cameron Peak Fire. Glenn Heene will contact Linda Bilsing to discuss being the point of contact for BHRA for the Masonville Strong project. Luke McOmie offered to help create online fund raisers for those who have lost property during the fire.

Treasurer's Report: Treasurer Pam Robinson and Bookkeeper Sue Weber reviewed the Treasurer's Report (attached), which lists the 17 homes that were completely destroyed. Glenn Heene made a motion to accept the Treasurer's Report. It was seconded and **approved**.

Road Report:

- No work has been done on the road since the September 18 meeting. The road has taken a beating, it is in rougher shape than usual following the emergency trucks and clean-up efforts used during the October Cameron Peak fire.
- VP Allan Heese has spoken to Justin Foster; he is trying to schedule a grading following rain/moisture. Grading under dry conditions creates much dust, erosion and does not last. The next grading will focus on Otter Rd; we will wait for spring for internal/smaller roads. However, the Board agreed that the grading will happen with or without rain.
- Money that had been set aside for culverts is being held back to help cover other costs that may be popping up.
- The Board expressed gratitude to Lindsay Jones (Serve6.8) for the guidance, advice, and time about potential erosional issues.
- There was continuing discussion about security, upcoming needs, new concerns and focuses due to the fire. There was agreement that 2021 dues cannot be modified or waived, but that the Board will work privately with any property owner who needs financial assistance.
- David Gaudio made a motion to accept the road report. It was seconded and **approved**.

Gate Report: Swing gate was open during the Cameron Peak fire and for weeks after to accommodate fire trucks, emergency and repair vehicles. Allan Heese has already posted a notice about "going back to normal" and everybody needs to be good about locking the gate(s) behind them. Glenn Heene made a motion to approve the gate report. It was seconded and **approved**.

Fire Committee Report: We need to evaluate the changes that were made to our neighborhood during the fire – burn areas, fire lines, and evacuation routes. We need to review these new routes; we need to clean up the road easement (burned/damaged trees). Luke McOmie made a motion to accept the fire report. It was seconded and **approved**.

Old Business: None

New Business:

- Treasurer Pam Robinson will be working on the 2021 budget with Sue Weber.
- Clean-up efforts may present an opportunity for cheap loads of road base up the mountain. VP Allan Heese suggested coordination to help folks save money.

Executive Session (if necessary): None

ADJOURNMENT: David Gaudio made a motion to adjourn at 7:43pm. It was seconded and **approved**.

Respectfully Submitted,

Luke McOmie, BHRA Secretary

Buckskin Heights Road Association Treasurer's Report

Pam Robinson & Sue Weber – November 17, 2020

1. Checking account balance 10/31/20	=	\$8,113.99
Pending Expenses	=	-\$1,330.57
Pending Deposits	=	\$0.00
Checking Available	=	\$6,783.42
Savings account balance 10/31/20	=	\$5,006.04
TOTAL AVAILABLE	=	\$11,789.46

2. **2020 Dues:** To date, 66 of 67 properties (63 of 64 owners) are paid in full. A lien release will be filed for a delinquency paid in full. We have one long-term delinquency.

3. **17 Houses/Cabins Destroyed by the Cameron Peak Fire Saturday, October 17, 2020**

- Braun, Donna 13450 Raccoon Dr
- Conrad, Kathryn 14318 Otter Rd
- Embrey, Joshua 8220 Raccoon Ct
- Hesson, Paul & Joann 13428 Otter Rd
- Long, Mary Anne 8220 Gray Squirrel Ct
- Long, Stanley (Randy) 13888 Otter Rd
- May, Jeremiah & Sandy 8857 Otter Ct
- McQueen, Daniel & Kelly 13729 Raccoon Dr
- Mettler, Mark 8001 Raccoon Ct
- Nelson, Greg 13451 Raccoon Dr
- Reed, Hall & Catherine 8001 Gray Squirrel Ct
- Robinson, Pamela 8315 Gray Squirrel Ct
- Stahl, Christine & Richard 13914 Otter Rd
- Standard, Edwin 13960 Otter Rd
- Stinnett, Steven & Sheri 14296 Otter Rd
- Wilson, Justin & Matthew 13717 Raccoon Dr
- Wride, Ellen 8129 Gray Squirrel Ct

4. **Recent Completed Property Sales:**

- 12/30/19 – Thomas & Janine Brown (12727 Otter Rd) to Samantha Walker & Jacob Jandrew
- 3/6/20 – Susan McNally & Jon Miller (13735 Otter Rd) to Kyle Recchia
- 6/29/20 – John Niesel & Julie Weaver (8315 Raccoon Ct) to William & Bonnie Torrey
- 7/8/20 – Dawn & Glenn Coleman (3504 Raccoon Dr) to Rebecca & Teddy Ezzell
- 8/28/20 – Aaron Kerst (8001 Wolverine Ct) to Michael Lowe

5. **Current Properties for Sale:**

6. **BHRA Budget Update** as of November 17, 2020

BHRA EXPENSE & INCOME SUMMARY • November 17, 2020

A	B	C	D	E	F	G	H
Category	2019 Actual	2020 Approved Budget	2020 Actual Expenses & Income to Date	2020 Budget Over (Under) to Date	2020 Expected Remaining Expenses & Income	2020 Projected Total Expense & Income	2020 Projected Over (Under) Budget
Bank Fees	\$12	\$10	\$0	(\$10)	\$0	\$0	(\$10)
Emergency Expense	\$1,485	\$0	\$24	\$24	\$0	\$24	\$24
Gate Maintenance	\$339	\$150	\$0	(\$150)	\$150	\$150	\$0
Grant Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,247	\$1,250	\$1,237	(\$13)	\$0	\$1,237	(\$13)
Legal/Financial	\$10	\$450	\$556	\$106	\$0	\$556	\$106
Mailings	\$194	\$150	\$165	\$15	\$0	\$165	\$15
Miscellaneous	\$327	\$200	\$94	(\$106)	\$200	\$294	\$94
Signs	\$230	\$600	\$0	(\$600)	\$600	\$600	\$0
Supplies	\$22	\$20	\$0	(\$20)	\$20	\$20	\$0
Fire Expense	\$252	\$0	\$0	\$0	\$0	\$0	\$0
Road Base Homeowner	\$4,056	\$0	\$478	\$478	\$0	\$478	\$478
Culverts	\$1,009	\$800	\$360	(\$440)	\$1,500	\$1,860	\$1,060
Road Grader Operator	\$10,340	\$10,000	\$7,385	(\$2,615)	\$3,750	\$11,135	\$1,135
Road Base	\$20,777	\$19,000	\$18,060	(\$940)	\$0	\$18,060	(\$940)
BHRA Road Expense Subtotal	\$32,126	\$29,800	\$25,805	(\$3,995)	\$5,250	\$31,055	\$195
Expense Subtotal	\$40,301	\$32,630	\$28,358	(\$4,272)		\$34,578	\$1,948
Dues & Late Fees	\$26,925	\$29,700	\$30,940	\$1,240	\$300	\$31,240	\$1,540
Emergency Donations	\$1,705	\$0	\$200	\$200	\$0	\$200	\$200
Interest	\$2	\$2	\$1	(\$1)	\$1	\$2	(\$0)
Grant Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$128	\$128	\$144	\$16	\$48	\$192	\$64
Homeowner Road Base Reimburse	\$4,534	\$0	\$0	\$0	\$0	\$0	\$0
Fire Reimburse	\$516	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$40	\$0	\$51	\$51	\$0	\$51	\$51
Income Subtotal	\$33,849	\$29,830	\$31,336	\$1,506		\$31,685	\$1,855
Checking Cash Flow Balance	(\$6,452)	(\$2,800)	\$2,977			(\$2,894)	

NOTES

Parliamentarian consultant for bylaws revision \$525

Woodchuck roadbase \$478 carryover (unused in 2019)

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

Budget: 66 properties @\$450 = \$29,700
Actual: 67 of 68 properties (65 of 66 owners) are paid in full, so pandemic has not increased delinquencies.
\$650 in arrears was also paid.

BHRA ASSET SUMMARY

A	B	C	D	E	F	G	H
Category	2019 Actual Ending Balance	2020 Budgeted Ending Balance	2020 Actual Balance to Date			2020 Projected Ending Balance	
BHRA Checking Balance	\$3,807	\$1,007	\$27,123			\$912	
BHRA Savings Balance	\$5,005	\$5,007	\$5,006			\$5,007	
Total Assets	\$8,812	\$6,014	\$32,129			\$5,919	

*Target is \$500 to avoid bank fee