

Buckskin Heights Road Association
Meeting Minutes for January 2017
Tuesday, January 10, 2017
Hesson's Residence, Otter Road

ATTENDANCE

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

Absent: None

One community member was also present: Janine Buchal Brown

CALL TO ORDER

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

All active members were present.

Agenda for this meeting:

1. Treasurer's Report
2. 2017 Budget
3. Road Report
4. Community Water Tank Status Report
5. Membership Survey
6. Road Safety

TREASURER'S REPORT

Sue Weber explained that the 2016 Actual Ending Checking Balance of \$3914 includes the amount paid for the December 16 road grading (the check wasn't cashed until January).

Paul Hesson explained that the 2016 Actual Ending Checking Balance also includes the \$500 surplus that was remaining from the 2016 snow removal donations.

See attached for the Treasurer's Report for Fiscal Year 2016 with Proposed 2017 Budget.

2017 BUDGET

The Board discussed the effective use of funds for road maintenance in 2017. Per discussions from the previous Board meeting regarding the Advisory Committee's recommendations, and due to the time required to schedule the motor grader, the Board agreed to have JR (Jerry Campbell) perform grading on Otter Road below the gate. The goal is to have six gradings in 2017.

The Board also agreed to consider grading sections of road above the gate that are in need of maintenance, if grader availability and funds permit. Community input on the condition of interior roads would be appreciated.

If sections of the road are unable to be effectively graded by JR's box scraper, then the Board agreed that hiring the motor grader is also an option.

A motion was made to approve the Proposed 2017 Budget, as amended by discussion (attached). The motion passed.

Sue Weber asked for a volunteer to join resident Dave Guadio (CPA) to audit the Fiscal Year 2016 Data. Alan Heese volunteered to assist with the audit.

ROAD REPORT

Airn Hartwig reported that prior to the December 16 grading, she and Kevin Stewart drove Otter Road to identify areas in need of immediate and future maintenance.

Prior to December 16, Andrew Michler was hired to use his equipment to clean out ditches along Otter Road.

The Board would like to schedule more frequent gradings, but the motor grader operators are hesitant to grade Otter Road during the winter months.

Paul Hesson reported that the Advisory Committee had not met since November's Board meeting.

COMMUNITY WATER TANK STATUS REPORT

Alan Heese reported that the Fire Mitigation Committee is researching the feasibility of funding and installing a community water tank (underground cistern) for sole use as a water source for emergency responders. This water source would supplement the water from residents who have volunteered their cisterns as additional water sources.

The Fire Mitigation Committee is researching an accessible, legal location for the tank.

The Fire Mitigation Committee requests input from property owners and the Board regarding the placement of a community water tank for the sole purpose of providing water for fire suppression.

A motion was made to support the concept of a community water tank. The motion passed.

MEMBERSHIP SURVEY

The Board discussed the contents of a membership survey, the purpose of which is to find out what the community is thinking, and what suggestions the community can offer.

Airn Hartwig volunteered to assemble the survey questions and to implement the survey, either via online, hardcopy or both.

ROAD SAFETY

The Board discussed sections of Otter Road below the gate that might benefit from some type of re-grading or barrier to improve safety, primarily when road conditions are slippery. Options discussed were the placement of natural barriers, man-made barriers, or re-shaping of the road surface to minimize the down-side slope on the inside of sharp curves.

The Board agreed to ask the membership via the aforementioned Membership Survey if there are specific safety concerns with certain sections of Otter Road below the gate.

Paul motioned to adjourn the meeting at 9:10 pm. The motion passed.

Respectfully submitted,
John Niesel, Secretary

Buckskin Heights Road Association Treasurer's Report for FY2016

With Approved 2017 Budget

January 10, 2017

EXPENSE/INCOME SUMMARY

NOTES

A	B	C	D	E	F
Category	2015 Actual	2016 Approved Budget	2016 Actual	2016 Difference (Actual- Budget)	2017 Approved Budget
Bank Fees	\$0	\$0	\$6	\$6	\$10
Emergency Expense	\$0	\$0	\$1,200	\$1,200	\$0
Gate Maintenance	\$402	\$150	\$374	\$224	\$150
Grader Operator	\$5,933	\$5,334	\$7,860	\$2,526	\$10,000
Grant Expense	\$2,475	\$0	\$9,915	\$9,915	\$0
Insurance	\$1,126	\$1,150	\$1,155	\$5	\$1,200
Legal/Financial	\$70	\$100	\$22	(\$78)	\$50
Mailings	\$185	\$200	\$82	(\$118)	\$100
Miscellaneous	\$0	\$0	\$0	\$0	\$0
Road Base	\$13,065	\$20,000	\$15,647	(\$4,353)	\$15,000
Homeowner Road Base	\$0	\$0	\$2,095	\$2,095	\$0
Signs & Culverts	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$50	\$0	(\$50)	\$100
Other	\$0	\$0	\$0	\$0	\$0
Expense Subtotal	\$23,255	\$26,984	\$38,356	\$11,372	\$26,610
Dues & Late Fees	\$24,925	\$22,750	\$22,990	\$240	\$23,100
Emergency Donations	\$0	\$0	\$1,735	\$1,735	\$0
Interest	\$2	\$1	\$2	\$1	\$2
Grant Income	\$2,475	\$0	\$9,915	\$9,915	\$0
Remote Control Sales	\$274	\$96	\$128	\$32	\$100
Homeowner Road Base	\$0	\$0	\$2,095	\$2,095	\$0
Other	\$0	\$0	\$0	\$0	\$0
Income Subtotal	\$27,675	\$22,847	\$36,865	\$14,018	\$23,202
Cash Flow Balance	\$4,420	(\$4,137)	(\$1,491)	\$2,646	(\$3,408)

Budgeted Grader Operator Expenditure

The actual proportion of the \$25,000 total budgeted for grader operator and road base will be determined by the Board in response to road and weather conditions, with input from the road advisory committee

Budgeted Road Base Expenditure

Previous practice: 2016=53 15 ton loads of recycled asphalt @\$335, 2015=64, 2013=56, 2012=51, 2011=33, 2010=43, 2009=55, 2008=52

Budgeted Dues Income

Assumes 66 of 67 properties pay \$350 annual dues

ASSET SUMMARY

A	B	C	D	E	F
Category	2015 Ending Balance	2016 Budgeted Ending Balance	2016 Actual Ending Balance	2016 Difference (Actual- Budget)	2017 Budget Ending Balance
Checking Balance	\$5,370	\$1,233	\$3,914	\$2,681	\$506
Savings Balance	\$5,036	\$5,037	\$5,001	(\$36)	\$5,003
Total Assets	\$10,406	\$6,270	\$8,915	\$2,645	\$5,509

Budgeted Checking Ending Balance...

...for 2017 is the 2016 ending balance (\$3914) plus the net budgeted 2017 cash flow balance. The target should allow about \$50 for January mailings, plus \$300-500 margin of error.

Fiscal Year 2016 Data Respectfully Submitted for Audit by:

Fiscal Year 2016 Data Audited and Approved by:

Suzanne Weber, Treasurer September 2016-Present Date

David Gaudio, BHRA Resident Date

Paul Hesson, Treasurer September 2015-16 Date

Allan Heese, BHRA Resident Date