

Buckskin Heights Road Association
Meeting Minutes for July 2017
Monday, July 10, 2017
Hesson Residence, Otter Rd.

ATTENDANCE

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

Five community members were present: Bob Faris, David Gaudio, Jo Hesson, Mary Ann Long, Pam Robinson

CALL TO ORDER

The meeting was called to order at 6:40 pm.

AGENDA for this meeting:

1. Member Input
2. Treasurer's Report
3. Road Report
4. Fire Committee Report
5. Agenda for Annual Meeting

MEMBER INPUT

The community members in attendance offered their opinions on the condition of the roads, and on the results of the most recent grading and material drops. Positive and negative comments were noted. Members of the Board addressed the comments and questions that were presented. The results of the community survey influenced what road work was done and where it was done. Maintaining the roads is an ongoing project, and time will tell as to the effectiveness of new materials and methods.

TREASURER'S REPORT

Sue Weber reviewed the updated Treasure's Report. Less pending expenses, approximately \$14,000 remains to be budgeted for 2017 road maintenance.

In June, the Board voted via email to allow for a change in the type of checking account at Wells Fargo. The new account has a much lower minimum balance requirement to avoid a monthly service fee. The Board voted to authorize the change.

See attached for the July 10, 2017 Treasurer's Report.

ROAD REPORT

Airn Hartwig reported on the most recent grading and material drops, as well as the results of the box scraping of Woodchuck. It was noted that when there isn't much material to work with, the box scraper is limited in effectiveness.

The Board decided to appropriate the remaining funds in the following manner:

- 18 truck loads of material (14 recycled asphalt, 4 crushed concrete).
- Motor grade Otter Rd below the gate three more times this year, weather permitting.
- Have JR use the box scraper primarily on washboarded sections, for five hours per month, weather permitting.

FIRE COMMITTEE REPORT

Allan Heese provided an update on the Community Water Tank. The results of the recent ballot were presented. See attached “Results of Bylaws Amendment Ballot Regarding the Construction of a Community Water Tank.”

The location of the water tank easement is adjacent to Otter Road, just inside the west electric gate, on the Huntsman property.

A motion was made to authorize the Board President and Treasurer to enter into an easement agreement with the property owner. The motion passed.

A motion was made to allow the establishment of a separate bank account for funds donated for the water tank. The wording of the motion was:

“I move that the Board approve the establishment of a second bank account at Wells Fargo for the purpose of receiving and disbursing funds for the construction of a community water cistern. The account will be controlled by the Buckskin Heights Road Association President and Treasurer.”

The motion passed.

AGENDA FOR ANNUAL MEETING

The Board discussed a preliminary agenda for the annual meeting. The meeting will be held at the same location as last year: Father Don Willette's garage at the end of Raccoon Dr. Social hour will begin at 2:00. The annual meeting will begin at 3:00.

Paul motioned to adjourn the meeting at 8:25 pm. The motion passed.

Respectfully submitted,

John Niesel, Secretary

Buckskin Heights Road Association Treasurer's Report

Sue Weber – July 10, 2017

1. Checking account balance to date	=	\$19,021.16	
Pending Expenses	=	-\$4,195.00	Foster Grading \$1,495?; Arthur Trucking \$2,700?
Pending Deposits	=	\$0.00	
Checking Available	=	\$14,826.16	
Savings account balance to date	=	\$5,001.64	
TOTAL AVAILABLE	=	\$19,827.80	

2. **2017 Dues to Date:** 64 of 67 properties (59 of 62 owners) are paid in full; 1 property owner long-term delinquent.

Total Dues Income for 2017 to Date = \$22,885 of \$23,100 budgeted

3. **2017 Completed Property Sales:**

- Croteau/Merlo property at 13735 Otter was sold to Susan J McNally & Jon A Miller on 3/1/17
- Geisick property at 8220 Raccoon Ct was sold to Joshua Embrey on 4/26/17

4. **2017 Potential/Pending Property Sales:**

- Lincoln property at 13408 Woodchuck is for sale
- Schuyler property at 8857 Otter Ct is for sale
- Hillier property at 13382 Otter is for sale under bankruptcy foreclosure

5. **BHRA Budget Update July 10, 2015** is attached.

Buckskin Heights Road Association Budget Update July 10, 2017

EXPENSE/INCOME SUMMARY

NOTES

A	B	C	D	E	F	G
Category	2016 Actual	2017 Approved Budget	2017 Actual To Date	2017 Budget Remaining (Budget- Actual)	2017 Projected Expenses & Income 5/1/17 to 12/31/17	2017 Projected Total Expense & Income
Bank Fees	\$6	\$10	\$0	\$10	\$10	\$10
Emergency Expenses	\$1,200	\$0	\$0	\$0	\$0	\$0
Gate Maintenance	\$374	\$150	\$4	\$146	\$146	\$150
Grader Operator	\$7,860	\$10,000	\$5,088	\$4,913	\$4,913	\$10,000
Grant Expense	\$9,915	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,155	\$1,200	\$0	\$1,200	\$1,200	\$1,200
Legal/Financial	\$22	\$50	\$10	\$40	\$40	\$50
Mailings	\$82	\$100	\$110	(\$10)	(\$10)	\$100
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0
Road Base	\$15,647	\$15,000	\$2,473	\$12,527	\$12,527	\$15,000
Homeowner Road Base	\$2,095	\$0	\$0	\$0	\$0	\$0
Signs & Culverts	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$100	\$93	\$7	\$7	\$100
Other	\$0	\$0	\$0	\$0	\$0	\$0
Expense Subtotal	\$38,356	\$26,610	\$7,778	\$18,832	\$18,832	\$26,610
Dues & Late Fees	\$22,990	\$23,100	\$22,885	\$215	\$215	\$23,100
Emergency Income	\$1,735	\$0	\$0	\$0	\$0	\$0
Interest	\$2	\$2	\$1	\$1	\$1	\$2
Grant Income	\$9,915	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$128	\$100	\$0	\$100	\$100	\$100
Homeowner Road Base	\$2,095	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0
Income Subtotal	\$36,865	\$23,202	\$22,886	\$316	\$316	\$23,202
Cash Flow Balance	(\$1,491)	(\$3,408)	\$15,108			(\$3,408)

Budgeted Grader Operator Expense
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 Expense
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

Cash Flow Gain/Loss
Our targeted cash flow gain/loss is \$0 each year. However, we can sustain a significant negative cash flow in 2017 because we carried over about \$4,000 in unspent 2016 grading/roadbase funds.

ASSET SUMMARY

A	B	C	D	E	F	G
Category	2016 Actual Ending Balance	Budgeted 2017 Ending Balance	2017 Actual To Date Balance			2017 Projected Ending Balance
Checking Balance	\$3,914	\$506	\$19,021			\$506
Savings Balance	\$5,001	\$5,003	\$5,002			\$5,004
Total Assets	\$8,915	\$5,509	\$24,023			\$5,510

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.

Buckskin Heights Road Association
**Results of *Bylaws* Amendment Ballot Regarding the
Construction of a Community Water Tank**

The results of the June 2017 mail-in ballot regarding the water cistern for fire suppression were tabulated by the Association Secretary and two non-Board Association members on June 25, 2017. The results are as follows:

Total ballots received by June 25, 2017 from members entitled to vote: 38

Ballots neither in favor of nor opposed to amending the Bylaws of the BHRA (blanks): 1

Total votes cast, excluding blanks*: 37

Votes necessary for amending the Bylaws (at least 2/3 of votes cast, excluding blanks*): 25

Votes in favor of amending the Bylaws of the BHRA: 32 (86%)

Votes opposed to amending the Bylaws of the BHRA: 5 (14%)

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

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. {Mailing Poll 6/25/17}

- a. Funding for the construction, operation, and maintenance of the project shall come entirely from private sources, not from Association funds.
- b. Liability insurance for the water tank will be included in the Association's policy at no additional cost to the Association.
- c. The Association is authorized to enter into an agreement or a suitable plot of land with a cost not to exceed one (1) dollar per annum. No additional costs are authorized.

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