

Buckskin Heights Road Association
Meeting Minutes for March 2017
Tuesday, March 7, 2017
Niesel Residence, Raccoon Ct.

ATTENDANCE

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

Absent: Allan Heese

No community members were present.

CALL TO ORDER

The meeting was called to order at 7:07 pm.

Agenda for this meeting:

1. Treasurer's Report
2. Road Report
3. Community Water Tank
4. Membership Survey Results

TREASURER'S REPORT

Sue Weber explained that the FY2016 Audit was completed and approved with no changes.

See attached for the March 7, 2017 Treasurer's Report and audit report.

ROAD REPORT

Airn Hartwig reported that JR has been unavailable to do any grading due to other commitments. She will try to arrange for a motor grader to work Otter where possible in the next two weeks. She will contact Foster first, and if they are not available or not willing, then she will contact Road Runner Grading.

Sue Weber motioned to have Road Runner Grading provide a quote for a recommendation on how to best fix Otter Rd at the curves on the big meadow. This area of Otter is prone to washboard, as well as water and wind erosion. Road Runner Grading had previously discussed their recommendation on how to grade and treat the road. The motion passed.

Kevin Stewart motioned to identify a third-party consultant who would be qualified to provide a professional analysis for a long-term plan involving improvements and maintenance on our roads, and that the Board receive an estimate for such consulting service prior to employing their services. The motion passed.

COMMUNITY WATER TANK UPDATE

Fire Mitigation Committee has identified locations for a proposed community water tank. The property owners of the locations are in agreement. To reiterate, the tank's sole purpose is to provide a source of water for fire suppression.

Members of the Buckskin Heights Road Association will be asked to vote on a change to the Buckskin Heights Road Association Bylaws to authorize the following:

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.

- 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 for a suitable plot of land with a cost not to exceed one (1) dollar per annum. No additional costs are authorized.

Paul Hesson motioned to approve a mail-in ballot for a community vote on the Community Water Tank. The motion passed.

MEMBERSHIP SURVEY

The Board discussed the results of the online membership survey. The primary takeaways were:

1. More emphasis on maintenance of interior roads.
2. More emphasis on grading.
3. Road base (mix of dirt, sand and small gravel) and recycled asphalt (RA) both have strengths. Whether RA or road base would be beneficial is dependent on exposure to the elements, grade (angle of incline), underlying features (exposed bedrock), etc.
4. The survey results have identified areas of concern, as well as topics that would benefit from further sharing of information between the Board and the Association membership.

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

Sue Weber – March 7, 2017

1. **Checking account balance** to date = \$8,855.14
Savings account balance to date = \$5,001.14
 Pending Expenses = \$0.00
 Pending Deposits = \$0.00
 TOTAL = \$13,856.28

2. **2017 Dues to Date:** 19 of 67 properties (17 of 62 owners) are paid in full; 1 property owner partially paid; one property owner is longterm delinquent.
Total Dues Income for 2017 to Date = \$6,495.00

3. **2016-17 Completed Property Sales:**
 - Walding foreclosure at 13328 Otter Rd sold to Glenn Heeney and Ann Dean on 3/10/16
 - Pettee property on 13312 Woodchuck sold to David & Janice Gaudio on 7/22/16
 - Queen property on 3820 Raccoon Dr sold to Julie & John Niesel (adjacent property) on 8/16/16
 - Mendell Property on 12724 Otter Rd sold to Chris & Samantha Tanner of Loveland CO on 9/26/16.
 - Mortenson property at 13000 Woodchuck was sold to Cole Deines on 10/31/16
 - Atwood property on Otter was sold to Jacob Aryan De Bes on 11/11/16
 - Croteau/Merlo property at 13735 Otter was sold to Susan J McNally & Jon A Miller on 3/1/17

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

5. **January 2017 Membership Roster Changes:**

6. **FY2016 Audit:** Attached; completed and approved with no changes by David Gaudio and Allan Heese on 1/28/17.

7. **FY2016 Tax Filings:**
 - IRS Forms 1099-Misc and 1096 were filed in mid-January as required for contractors BHRA paid more than \$600 last year
 - IRS Form 1120H and Colorado C Corporation Form 112 were filed/sent on 3/7/17 for BHRA. No tax was owed, as usual.

2017 Buckskin Heights Road Association Buckskin Heights Road Association'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:

Suzanne Weber 1/11/17
Suzanne Weber, Treasurer September 2016-Present Date

Paul Hesson 1/16/17
Paul Hesson, Treasurer September 2015-16 Date

Fiscal Year 2016 Data Audited and Approved by:

David Gaudio 1/28/17
David Gaudio, BHRA Resident Date

Allan Heese 1/28/17
Allan Heese, BHRA Resident Date

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

Report on the Financial Statements

We have audited the Bank Statements, Check Register for checking account, Quicken reports, Expense/Income Summary and Asset Summary of Buckskin Heights Road Association as of December 31, 2016.

BHRA's Board of Directors Responsibility for the Financial Statements

The Board is responsible for the preparation and fair presentation of these statements, and manage 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 audits. We conducted our audits 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, BHRA Property Owner Records 2015-Present.xlsx spreadsheet titled 2016 BHRA Dues, and Quicken registers, comparing the three for consistency, 3) Reviewing expenses for reasonableness as to their use. We cannot confirm that work was actually performed, but have no reason to suspect that it was not. 4) Confirmed all bank statements had notations that they had been reviewed and confirmed the beginning and ending cash balance in the checking and savings accounts match the Asset Summary report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a reasonable basis for our audit opinion.

Opinion

In our opinion, the statements referred to previously present fairly, in all material respects, the financial position of Buckskin Heights Road Association as of December 31, 2016, and the results of its operations and its cash flows.

Both David Gaudio and Allan Heese are residents of Buckskin Heights Road Association and have performed this audit free of charge.

