

Buckskin Heights Road Association
Board of Directors Working/Executive Session Meeting Minutes
Tuesday, October 24, 2017 • 7pm • Weber Residence

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

Email Confirmations: The Minutes for the Meeting of September 12, 2017 were **confirmed** as previously approved by Board member email. The letter to the membership on October 3, 2017 about the gate code change and new signage on the damaged gate was **confirmed** as previously approved by Board member email. Both are posted on www.buckskinheights.org.

Secretary's Report: Sue Weber reported that she had gone through all the old BHRA secretary's records back to 1972 and organized them into 2 boxes of labeled records.

Treasurer's Report: David Gaudio presented the Treasurer's Report (attached). We will have about \$9,000 left for grading/materials this year. Paul Hesson moved that the report be approved as presented. The motion was seconded and **approved**.

Water Tank Project/Fire Committee Report: Paul Hesson reported that the Fire Committee is ready to send out an appeal for donations to fund the community water tank to be constructed on the Huntsman property near the gate (see attached letter). If \$4,000 is collected by June 1, 2018, a resident has offered to match this with up to \$3,000. Darin Johnson pointed out that a mitigation event is needed, taking advantage of the chipper we now have available.

Gate Report: Darin Johnson has contacted Bob Faris to repair the gate.

Road Report: Airn Hartwig summarized the circumstances that led to 7 loads of crushed concrete from Barker – instead of the planned 14 loads of recycled asphalt and 4 loads of crushed concrete from Kauffman – being spread on October 17-18, 2017. However, the two full days of grading by Foster Grading immediately following a snowstorm – with 3 loads of crushed concrete added to Wolverine Ct and a complete grading of upper Otter – has left the roads in relatively good shape, despite the reduced quantity of new material added.

The new **approved** plan is to use the approximately \$9,000 remaining in the grading/road base budget as follows:

1. Motorgrade the road once this winter when weather permits, sometime in Dec17-Feb18.
2. Have Foster assess the road sometime this winter, with Hartwig arranging that Johnson, Hesson, Weber and others interested be present to hear recommendations for a major restructuring of the road, to include perhaps a full week or more of work on drainage, culverts, grading and materials.

3. Use the carry-over remaining from the approximately \$9,00 carryover to begin to implement this major restructuring of the road in Mar-Apr18.
4. Paul Hesson moved that 2 loads of recycled asphalt be placed at either end of the S-curve on upper Otter to reduce the possible danger of winter icing as soon as practicable; Hesson will pay for one load. The motion was **approved**, with Gaudio, Hesson, Johnson, and Weber voting yes, Hartwig abstaining.
5. The Board agreed that no additional crushed concrete would be placed over recycled asphalt until we had a chance to see how it performed in terms of snow/ice melt, adhesion/erosion and eventual surface quality by next spring.
6. Hartwig will inform the membership of this new plan via *BigTent*.

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

Complaint Resolution: A complaint was received by email from a property owner regarding a dispute between the property owner and a neighbor who is a current member of the Board of Directors. Darin Johnson will inform the property owner that the BHRA *Bylaws* contain the procedure for removing a member from the Board of Directors.

Adjournment: The working/executive session was adjourned at 8:30pm.

Respectfully submitted,

Suzanne Weber, Secretary

Buckskin Heights Road Association Budget Update October 24, 2017

EXPENSE/INCOME SUMMARY

NOTES

A	B	C	D			E	F	G
Category	2016 Actual	2017 Approved Budget	2017 Actual To Date	Owed Not Paid	2017 Expenses Incurred	2017 Budget Remaining (Budget-Actual)	2017 Projected Expenses & Income 10/24/17 to 12/31/17	2017 Projected Total Expense & Income
Bank Fees	\$6	\$10	\$3		\$3	\$7	\$3	\$6
Emergency Expenses	\$1,200	\$0	\$300		\$300	(\$300)	\$0	\$300
Gate Maintenance	\$374	\$150	\$260		\$260	(\$110)	\$200	\$460
Grader Operator	\$7,860	\$10,000	\$6,818	\$2,210	\$9,028	\$973	\$0	\$6,818
Grant Expense	\$9,915	\$0	\$0		\$0	\$0	\$0	\$0
Insurance	\$1,155	\$1,200	\$1,311		\$1,311	(\$111)	\$0	\$1,311
Legal/Financial	\$22	\$50	\$48		\$48	\$2	\$0	\$48
Mailings	\$82	\$100	\$139		\$139	(\$39)	\$0	\$139
Miscellaneous	\$0	\$0	\$0		\$0	\$0	\$0	\$0
Road Base	\$15,647	\$15,000	\$4,510	\$2,300	\$6,810	\$8,190	\$0	\$4,510
Homeowner Road Base	\$2,095	\$0	\$0		\$0	\$0	\$0	\$0
Signs & Culverts	\$0	\$0	\$0		\$0	\$0	\$0	\$0
Supplies	\$0	\$100	\$234		\$234	(\$134)	\$0	\$234
Other (Fire Mitigation)	\$0	\$0	\$60		\$60	(\$60)	\$0	\$60
Expense Subtotal	\$38,356	\$26,610	\$13,683	\$4,510	\$18,193	\$8,417	\$203	\$13,886
Dues & Late Fees	\$22,990	\$23,100	\$23,665		\$23,665	(\$565)	\$0	\$23,665
Emergency Income	\$1,735	\$0	\$0		\$0	\$0	\$0	\$0
Interest	\$2	\$2	\$1		\$1	\$1	\$0	\$1
Grant Income	\$9,915	\$0	\$0		\$0	\$0	\$0	\$0
Remote Control Sales	\$128	\$100	\$32		\$32	\$68	\$0	\$32
Homeowner Road Base	\$2,095	\$0	\$0		\$0	\$0	\$0	\$0
Other (Fire Mitigation)	\$0	\$0	\$60		\$60	(\$60)	\$0	\$60
Income Subtotal	\$36,865	\$23,202	\$23,758	\$0	\$23,758	(\$556)	\$0	\$23,758
Cash Flow Balance	(\$1,491)	(\$3,408)	\$10,076	(\$4,510)	\$5,566			\$9,873

Owed Not Paid is 2 day grading, \$100 owed last Trucking, Recent material loads above gate and trucking.

Budgeted Grader Operator Expense
TO DO: One motorgrading w/RB below gate @\$1500, 2 motorgradings below gate @\$1000 = \$3500; 4 JR gradings @\$750 = \$3000

Budgeted Road Base Expense
TO DO: 15 15T loads 6/17; plus 18 15T loads @\$307/load = \$5532
Previous practice: 2016=53 15 ton loads of recycled asphalt @\$335, 2015=64, 2013=56, 2012=51, 2011=33, 2010=43, 2009=55

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 negative cash flow in 2017 because we carried over almost \$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	\$13,989					\$13,787
Savings Balance	\$5,001	\$5,003	\$5,002					\$5,002
Total Assets	\$8,915	\$5,509	\$18,991					\$18,789

Budgeted Checking Ending Balance...
...for 2017 is the 2016 ending balance (\$3,914) plus the net projected 2017 cash flow balance. The target (about \$700) should allow about \$50 for January mailings, plus \$150 margin of error and the \$500 minimum deposit to avoid bank fees.

DONATIONS NEEDED FOR COMMUNITY FIRE MITIGATION WATER TANK!

The terrible fires across the West this year remind us how vulnerable our community is. In response to the ongoing challenge of wildfire, our local Fire Committee has organized a project to begin construction of a community water storage tank near the gate for fire suppression.

The water tank project will help first responders to efficiently suppress any small fire that starts in our neighborhood. It has the enthusiastic support of the Loveland Rural Fire Department. And by an 86% vote of the Buckskin Heights Road Association (BHRA) membership, an amendment to the *Bylaws* was approved to authorize the project (buckskinheights.org/documents).

The cost to construct the water storage tank (and to make this mailing) must be financed entirely by voluntary contributions from the community. The cost of the project is estimated to be about \$6,000 to \$7,000, which includes about \$2,000 for site preparation, \$4,000 for the storage tank, and possibly about \$1,000 in unanticipated costs. We expect no significant recurring expenses after installation.

We anticipate that less than \$200 per resident membership will be required to fund the project. Some neighbors will be able to give more, and others less/none. We understand that gathering the money may take time, so the sooner we receive donations or pledges, the better!

We hope you will make a donation to begin work on this project. Please:

- **Send a check made out to Buckskin Heights Road Association (Memo: Fire Mitigation), PO Box 352, Masonville, CO; or**
- **Return the pledge form below; or**
- **Email your pledge to bhra80541@gmail.com.**

The Fire Committee will keep the community posted – via *BigTent* and the BHRA website at buckskinheight.org – as donations and pledges come in. We already have a beginning donated balance of \$500. Should donations exceed the eventual cost of the project – what a delightful “problem” that would be! – excess funds will be transferred to the BHRA operating fund.

Thank you for your contribution, however big or small, to a project that benefits everyone in our community!



Buckskin Heights Community Water Tank/Fire Mitigation Pledge Card

I/We pledge the following contribution to the Water Tank/Fire Mitigation Project. I/We understand that any excess contributions will be transferred to the BHRA operating fund. Send to BHRA, PO Box 352, Masonville CO 80541. Thank you!

One-time Donation: \$ _____ When: _____

OR

Multiple Installments: # Payments _____ of Amount \$ _____ When: _____

Signed _____

Address/Lot # _____ Date _____

Option #1: SOME REQUEST AN ABSENTEE BALLOT
ARTICLE V

Section 1. Dues.

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

Option #2: SEND A MULTIPURPOSE BALLOT TO ALL
ARTICLE V

Section 1. Dues.

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

Option #3: ALWAYS CONDUCT A MAIL POLL OF ALL
ARTICLE V

Section 1. Dues.

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

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