

**Buckskin Heights Road Association**  
**Board of Directors Meeting Minutes**  
**Tuesday, September 12, 2017 • Hartwig Residence**

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**Attendance:**

Board Members: (2017-18) David Gaudio, Airn Hartwig, Paul Hesson, Darin Johnson, Sue Weber; (2016-17) Allan Heese, John Niesel

Community Members: Matt Hartwig, Glen Heeney & Ann Dean, Kathy Hingtgen, Mary Ann Long, Jerry & Sarah May, Jon Miller

**Agenda:** The agenda for the meeting was **approved** as revised to move the election of officers for 2017-18 to the end of the meeting.

**Minutes:** The Minutes for the Annual Meeting of August 20, 2017 were **approved** as distributed by email to Board members. They are posted on [www.buckskinheights.org](http://www.buckskinheights.org).

**Treasurer's Report:** Sue Weber presented the Treasurer's Report (attached). Paul Hesson moved that the report be approved as presented. The motion was seconded and **approved**.

**Water Tank Project/Fire Committee Report:** Allan Heese reported that an "Easement Deed for Ingress and Egress" was signed by Keith and Gayle Huntsman, owners of the property on the west side of the gate, on July 31, 2017 granting BHRA permission to site a 2,500-3,000 gallon water tank for community fire mitigation. A separate business checking account was set up to handle donations to this project; no BHRA dues monies are to be spent on this project, which is being coordinated by the Fire Committee. The next steps are to determine the optimal location for the tank, given the geology of the site.

**Road Report:**

Airn Hartwig summarized the mixed results of the survey conducted in February this year. She presented a plan to have another materials drop (18 loads from Kauffman, 4 of crushed concrete, 14 of recycled asphalt) with motorgrading by the end of September. JR Campbell is going to Florida to do hurricane recovery; he will not be available to grade this fall. The pros and cons of various options for maintaining the road were discussed by Board members and members of the community.

Airn did a min-survey of residents on Wolverine Ct, where there is at least one very bad stretch that needs attention. Darin Johnson and Matt Hartwig volunteered to work to physically break up one big rock on Wolverine before road base is applied and grading occurs.

Scott Lazarowicz has a skid steerer that we may be able to utilize for some work; Greg Nelson has purchased, and Darin Johnson will maintain/operate, a small bulldozer that may also be used.

**Gate Protection:** Airn Hartwig obtained some sturdy metal pipes that can be installed outside the gate to protect it from collision by careless drivers. (Bob Faris repaired the damaged/tilted inner electronic gate a few weeks ago.) Darin Johnson, Glen Heeney and Jerry May volunteered to install one of the pipes a few feet uphill from the inner gate post, which seems to be the most vulnerable.

**Dues:** The pros and cons of changing the *Bylaws* to allow absentee mail ballots to vote for future dues increases were discussed by Board members and members of the community. There was general agreement that it was desirable to encourage wider involvement of the membership while maintaining a fair balance between resident and non-resident property owner's interests. Paul Hesson volunteered to refine the ideas expressed and report back to the Board at a future meeting.

**Member Input:** Allan Heese volunteered to organize work with Jon Miller and Airn Hartwig to post "mile markers" at intervals up the road to aid in describing the location of culverts and where work needs to be done.

**Election of Officers:** The Board elected the following officers to serve in 2017-18 as required by the *Bylaws*:

President ..... Darin Johnson  
Vice President .... Airn Hartwig  
Secretary ..... Sue Weber  
Treasurer ..... David Gaudio  
At Large ..... Paul Hesson & Kevin Stewart

**Adjournment of Public Meeting:** The public part of the meeting was adjourned at 8:30pm.

**Executive Session:** The Board went into executive session at 8:35pm. Upon the recommendation of the Larimer County Sheriff's Office, the Board agreed to send out a special notice (attached) to all members of the Association reminding them of the requirements in the *Bylaws* to drive safely and adhere to the rules of road.

**Adjournment of Executive Session:** The executive session was adjourned at 9:05pm.

Respectfully submitted,

Suzanne Weber, Secretary

## Buckskin Heights Road Association Treasurer's Report

Sue Weber – September 12, 2017

1. <b>Checking account balance</b> to date	=	\$15,369.73
Pending Expenses	=	\$0.00
Pending Deposits	=	\$0.00
Checking Available	=	\$15,369.73
<b>Savings account balance</b> to date	=	\$5,001.64
<b>TOTAL AVAILABLE</b>	=	\$20,371.37

2. **2017 Dues to Date:** 66 of 67 properties (61 of 62 owners) are paid in full; 1 property owner long-term delinquent.

Total Dues Income for 2017 to Date = \$23,665 of \$23,100 budgeted (Hillier foreclosure paid overdue 2016 dues)

3. **Fire Mitigation checking account balance** to date = \$501.70

Includes \$600 in donations prior to planned solicitation.

4. **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

5. **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

6. **BHRA Budget Update September 12, 2015** is attached.

## Buckskin Heights Road Association Budget Update September 12, 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 9/12/17 to 12/31/17	2017 Projected Total Expense & Income
Bank Fees	\$6	\$10	\$3	\$7	\$3	\$6
Emergency Expenses	\$1,200	\$0	\$300	(\$300)	\$0	\$300
Gate Maintenance	\$374	\$150	\$260	(\$110)	\$0	\$260
Grader Operator	\$7,860	\$10,000	\$6,818	\$3,183	\$6,500	\$13,318
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	\$48	\$2	\$2	\$50
Mailings	\$82	\$100	\$110	(\$10)	\$0	\$110
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0
Road Base	\$15,647	\$15,000	\$4,610	\$10,390	\$5,532	\$10,142
Homeowner Road Base	\$2,095	\$0	\$0	\$0	\$0	\$0
Signs & Culverts	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$100	\$93	\$7	\$0	\$93
Other (Fire Mitigation)	\$0	\$0	\$60	(\$60)	(\$60)	\$0
<b>Expense Subtotal</b>	<b>\$38,356</b>	<b>\$26,610</b>	<b>\$12,302</b>	<b>\$14,308</b>	<b>\$13,177</b>	<b>\$25,478</b>
Dues & Late Fees	\$22,990	\$23,100	\$23,665	(\$565)	(\$565)	\$23,665
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	\$32	\$68	\$68	\$100
Homeowner Road Base	\$2,095	\$0	\$0	\$0	\$0	\$0
Other (Fire Mitigation)	\$0	\$0	\$60	(\$60)	(\$60)	\$0
<b>Income Subtotal</b>	<b>\$36,865</b>	<b>\$23,202</b>	<b>\$23,758</b>	<b>(\$556)</b>	<b>(\$556)</b>	<b>\$23,202</b>
<b>Cash Flow Balance</b>	<b>(\$1,491)</b>	<b>(\$3,408)</b>	<b>\$11,457</b>			<b>(\$2,276)</b>

**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	\$15,370			\$1,638
Savings Balance	\$5,001	\$5,003	\$5,002			\$5,003
<b>Total Assets</b>	<b>\$8,915</b>	<b>\$5,509</b>	<b>\$20,372</b>			<b>\$6,641</b>

**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.

# Special Notice to Members of the Buckskin Heights Road Association

September 18, 2017

The Board of Directors of the Buckskin Heights Road Association has contacted the Larimer County Sheriff's Office regarding recent repeated incidents of unsafe, reckless and careless driving on the roads in our community.

The Board is reminding everyone who drives on our roads to:

- Obey the speed limit of 20 MPH;
- Be courteous to other drivers;
- Not exhibit dangerous behavior to pedestrians or animals; and
- Avoid behavior than can be damaging to the road or personal property.

All members of the Buckskin Heights Road Association must adhere to the *Bylaws* of the Association, which include the following:

Article VIII, Section 6. Rules of the Road (Annual Meeting 8/18/2013)

- a. The rules of the road shall apply to all persons residing at, or visiting, a member's property:
  - i. Vehicles ascending grades of six percent or more shall have the right-of-way.
  - ii. The speed limit on all roads is 20 mph. The speed limit shall apply to all motorized vehicles, including ATVs, motorcycles, and snowmobiles.
- 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 sub-division. Violation of a Board-authorized suspension of road usage may result in civil or criminal action.

At the urging of the Larimer County Sheriff's Office, the Board encourages residents to report any incidents of reckless/careless driving to the LCSO's Traffic Enforcement Unit for unincorporated Larimer County. Our contact at the Unit is Deputy Martin; he can be reached via voicemail at 970-498-5357. Leave a message with the details requested, and he will log the incident and return your call.

Thank you for your attention to this important safety concern.