

**Buckskin Heights Road Association**  
Meeting Agenda & Minutes for July 23, 2019  
Heese Residence, 13003 Woodchuck Dr • 7pm

**Attendance**

Board: David Gaudio (President), Allan Heese (VP), Luke McOmie (Secretary), Sue Weber (Treasurer), Paul Hesson & Glenn Heeney (At Large)  
Community: Dan McQueen, Linda Bilsing

**Call to Order:** The meeting was called to order at 7:00pm.

**Agenda:** The agenda was approved as modified:

Secretary's Report: Confirm approval of May 23, 2019 minutes

Treasurer's Report

Road Report: Recent work completed on Otter, Raccoon, Woodchuck

Gate Report

Other

- Fire Committee Report
- Prepare for annual meeting
- Possible dues increase
- Hilltop tower possible road dues

**Secretary's Report:** A motion was made by Paul Hesson to confirm the email approval of minutes from May 23, 2019. The motion was seconded and approved.

**Treasurers Report:**

- The Treasurer's Report (attached) shows that we have assets of \$42,262.86 at this time; however, big road bill will soon come in for July work.
- Sue Weber reviewed the attached BHRA Expenses & Income Summary for July 23, 2019. We increased the property insurance for the gate with no increase in price this year.
- A motion was made by Sue Weber that the Board include the proposed *Road Work Records Amendment to the Bylaws* (attached) in the annual meeting mailing with a recommendation from the Board that it be approved by the membership at the annual meeting on August 23, 2019. The motion was seconded and approved.
- A motion was made by Allan Heese to approve that the Board recommend to the membership an increase in the 2020 road dues of \$50, to a total of \$450. The motion was seconded and approved. Wear and tear on the road has increased due to more traffic on the road; in addition, the cost of materials has also increased significantly since the last dues increase in 2017. Finally, we demonstrated this year that when more money is available to spend on the road, we can make significant improvements in the condition of the road, which protects our vehicles and increases everyone's property value.
- We will ask Bob Faris to reset the gate code on September 1. Luke McOmie will attend to learn how to work/program the gate.

- A motion was made by Sue Weber to approve the revised annual meeting notice (attached). The motion was seconded and approved.
- A motion was made by Luke McOmie to approve the Treasurer's report. The motion was seconded and approved.

**Road Report:**

- Allan Heese presented current road report (attached), which includes the 2019 work completed and location of material drops. The report is very well done – good records and detail!
- Allan is going to check data and financial balances to see if we can do another grading. Justin Foster lowered truck rates to 80\$ this year, but there will be an increase next year.
- Raccoon culvert work was done by Andrew Michler, assisted by volunteers Glenn Heeney and Dan McQueen. Thank you!
- A motion was made by David Gaudio to accept the road report. The motion was seconded and approved.

**Gate Report:** None

**Fire Committee Report:** None

**Other:**

- Discussion about organizing the upcoming annual meeting.
- Long Range Plan Discussion – Paul Hesson added updated discussion/planning about Raccoon Rd, reflecting recent driving hazard concerns and recent road work completed. He will send out a draft for review before presenting the plan at the annual meeting.
- A motion was made by Luke McOmie to table further consideration of security cameras near the gate until we learn more about the changing privacy legalities. The motion was seconded and approved. Luke will continue to research these issues for the Board.
- David Gaudio will follow up with Hilltop to see if they will pitch in to help with road dues.

**Executive Session:** None

**Adjournment:** A motion was made by Luke McOmie to adjourn the meeting at 9:20pm. The motion was seconded and approved.

Respectfully submitted,

Luke McOmie, Secretary

## Buckskin Heights Road Association Treasurer's Report

Sue Weber – July 23, 2019

1. <b>Checking account balance</b> to date	=	\$37,258.22
Pending Expenses	=	\$0.00
Pending Deposits	=	\$0.00
Checking Available	=	\$37,258.22
<b>Savings account balance</b> to date	=	\$5,004.64
<b>TOTAL AVAILABLE</b>	=	\$42,262.86

2. **Dues:** In 2018, 66 of 67 properties (63 of 64 owners) were paid in full; 1 property owner long-term delinquent. So far in 2019, 66 of 68 properties (63 of 65 owners) are paid or partially paid, with \$4,534 in Woodchuck homeowner road base donations. In 2019, we added another member to BHRA, Michael Fallon & Tami Faith with about 388 acres west and below the gate that crosses Otter Rd.
3. **2019 Completed Property Sales:**
  - 4/22/19 – Gary & Kathleen Dorsey (north of Otter Woodchuck intersection) to Gianna Gariglietti & Leroy Lawrence
  - 5/31/19 -- Joseph & Dorothy Fucetola (4532 Otter Rd) to Michael Fallon & Tami Faith
  - 6/13/19 – Sena Hitt-Laustsen & Darin Johnson (13717 Raccoon Dr) to Justin & Matthew Wilson
  - 7/2/19 – Greg Pugh/REHO BH LLC (13409 Woodchuck Dr) to Erik Dolph
  - 7/3/19 -- Alicia Cook (Lower Otter Rd near lower gate) to Brian & Audrey Ludwig
  - 7/10/19 -- Chris & Samantha Tanner (12724 Otter Rd) to John & Brittany Woods
4. **2019 Properties for Sale:**
  - Thomas & Janine Brown (12727 Otter Rd)
  - Jon Miller & Susan McNally (13735 Otter Rd)
5. **BHRA Budget Update** for July 23, 2019 is attached.
6. **Insurance coverage for gate:** The property damage coverage for the gate was increased from \$5,000 to \$10,000 for an annual cost of \$30, to be applied in November when the policy is renewed.
7. **New process for approval and payment of road work invoices and road work record-keeping** has been formalized in a proposed Bylaws amendment (over), proposed by Sue Weber (Treasurer) and Allan Hesse (Vice President).

MOTION: That the Board include the proposed *Road Work Records Amendment to the Bylaws* in the annual meeting mailing with a recommendation from the Board that it be approved by the membership at the annual meeting on August 23, 2019.

**BHRA EXPENSE & INCOME SUMMARY • 7/8/19**

A	B	C	D	E	F	G	H
Category	2018 Actual	2019 Approved Budget	2019 Actual Expenses & Income to Date	2019 Budget Over (Under) to Date	2019 Expected Remaining Expenses & Income	2019 Projected Total Expense & Income	2019 Projected Over (Under) Budget
Bank Fees	\$67	\$0	\$12	\$12	\$0	\$12	\$12
Emergency Expenses (Snow)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gate Maintenance	\$0	\$500	\$40	(\$460)	\$0	\$40	(\$460)
Grant Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,237	\$1,190	\$0	(\$1,190)	\$1,220	\$1,220	\$30
Legal/Financial	\$10	\$50	\$10	(\$40)	\$40	\$50	\$0
Mailings	\$142	\$150	\$85	(\$65)	\$50	\$135	(\$15)
Miscellaneous	\$207	\$0	\$327	\$327	\$0	\$327	\$327
Signs & Culverts	\$0	\$0	\$1,239	\$1,239	\$0	\$1,239	\$1,239
Supplies	\$0	\$400	\$0	(\$400)	\$50	\$50	(\$350)
Other (Fire Mitigation)	\$361	\$0	\$252	\$252	\$0	\$252	\$252
Roadbase Homeowner	\$2,431	\$0	\$0	\$0	\$4,534	\$4,534	\$4,534
Road Base	\$13,900	\$19,400	\$1,000	(\$18,400)	\$18,800	\$19,800	\$400
Road Grader Operator	\$10,049	\$14,000	\$2,015	(\$11,985)	\$12,500	\$14,515	\$515
<b>BHRA ROAD EXPENSE SUBTOTAL</b>	<b>\$23,949</b>	<b>\$33,400</b>	<b>\$3,015</b>	<b>(\$30,385)</b>	<b>\$31,300</b>	<b>\$34,315</b>	<b>\$915</b>
Expense Subtotal	\$28,404	\$35,690	\$4,981	(\$30,709)		\$42,175	\$6,485
Dues & Late Fees	\$27,200	\$26,400	\$26,825	\$425	\$500	\$27,325	\$925
Emergency Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$2	\$2	\$1	(\$1)	\$0	\$1	(\$1)
Grant Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$128	\$100	\$48	(\$52)	\$0	\$48	(\$52)
Other (Fire Mitigation/Miscellaneous)	\$361	\$0	\$556	\$556	\$56	\$612	\$612
Road Base Homeowner Reimburse	\$2,431	\$0	\$4,534	\$4,534	\$0	\$4,534	\$4,534
Income Subtotal	\$30,121	\$26,502	\$31,964	\$5,462		\$32,520	\$6,018
Checking Cash Flow Balance	\$1,717	(\$9,188)	\$26,983			(\$9,655)	

NOTES

Increase gate damage coverage to \$10K as of 7/1/19

Website renewal/maintenance

11 loads @ \$400 Woodchuck roadbase expenditures  
 47 loads @ \$400 (3 Raccoon loads \$1200 emergency funds?)  
 Jul, Aug & Oct gradings (Dec grading \$1760 emergency funds?)

Woodchuck roadbase contributions

**BHRA ASSET SUMMARY**

A	B	C	D	E	F	G	H
Category	2018 Actual Ending Balance	2019 Budgeted Ending Balance	2019 Actual Balance to Date			2019 Projected Ending Balance	
BHRA Checking Balance	\$10,260	\$1,072	\$37,258			\$604	
BHRA Savings Balance	\$5,004	\$5,006	\$5,005			\$5,005	
Total Assets	\$15,264	\$6,078	\$42,263			\$5,609	

## PROPOSED ROAD WORK RECORDS AMENDMENT TO THE *BHRA BYLAWS* • August 2019

**Justification:** We need to keep complete records of work done on the road each year in order to make good decisions based on best practice for the future. In addition, our auditors have requested that better documentation of actual work completed on the road be filed with our financial records. This amendment clarifies the record-keeping that will ensure that both worthy goals are met. Proposed changes in the current Bylaws (<http://buckskinheights.org/BHRA-Bylaws-4-30-18-Copyright.pdf>) are highlighted in yellow below.

### Article II. Board of Directors

*Section 1. Duties. . . .*

*Section 2. Depository. . . .*

*Section 3. Annual Audit. . . .*

*Section 4. Meetings. . . .*

*Section 5. Quorum. . . .*

*Section 6. Expenditure of Funds.*

- a. The Board of Directors shall have authority to commit the Association to contracts only to the extent of resources in, or reasonably expected to be in, the treasury by the next annual meeting. Additional expenses will require the approval of a majority of the memberships. {Change approved 8/12/78}
- b. Capital expenditure authorization (other than normal maintenance and operating expenses) shall require a mail ballot sent to all property owners. The expenditure shall be approved if two thirds (2/3) of those *responding* vote for approval. {Change approved 11/17/96}
- c. Expenditure of emergency funds shall be made, as deemed necessary, at the discretion of the Board. {Change approved 8/17/03}
- d. Work on Association roads must be specifically authorized in advance by the Board of Directors. If the Board authorizes use of equipment, the Board pays for operating expenses but no maintenance of equipment. {Change approved 8/8/87}
- e. Invoices for road materials, grading, ditch and other work on the road shall be approved in writing by the Vice President before payment by the Treasurer. Such written approval in conjunction with the original invoice shall together provide complete information on who did the work; the date and specific location(s) of the work; a description of the work completed, including equipment, time spent and cost breakdown of the work and materials; and (if applicable) the kind, amount and specific location(s) of road materials applied. The written approval from the Vice President shall be attached to the original invoice by the Treasurer and be included in the annual audit. {Change approved 8/23/19}

### Article III. Officers

*Section 1. Officers. . . .*

*Section 2. Duties of the President. . . .*

*Section 3. Duties of the Vice President.* The Vice President shall monitor the condition of the roads, ditches, culverts, gates, etc. of the Association; and arrange for equipment and/or operators and work parties, if needed, to perform maintenance and/or improvements for the facilities of the Association; and keep written records of the specific work done during his (or her) tenure of office. He (or she) is not responsible for snow removal, private driveways or properties. Before contracting for equipment and/or operators and/or work parties, he (or she) shall assure funds are adequate by conferring with the President or Treasurer or both. The Vice President, in the absence of or disability of the President, shall act in his (or her) stead. {Change approved 8/23/19}

*Section 4. Duties of the Secretary. . . .*

*Section 5. Duties of the Treasurer.* The Treasurer shall by January 31st of each year issue notices of dues and be responsible for the collection thereof; maintain the books of account of the Association, deposit funds of the Association received by him (or her) in the name of the Association and disburse said funds at the direction of the Board of Directors and shall report on the financial condition of the Association at the regular meeting of the Board of Directors and at the annual meeting and special meetings of the Association and shall perform other duties as may be requested by the Board of Directors.

*Section 6. Duties of the Members at Large. . . .*

### 2019 WORK COMPLETED (as of 7/23/19)

MON TH	DAYS	COST	Spent to Date	BUDGET REMAINING	
JANUARY				\$ 33,400.00	WORK COMPLETED: James Foster, Justin's dad, graded above the water tank/sign for two days, Tue 4/2/19 through Wed 4/3/19, starting at 8am both days, finishing later in the afternoon on Tuesday than on Wednesday. James started grading up Otter Rd from the water tank/sign area on Tuesday, and moved up the road through the saddle area by the end of the day. On Wednesday, he graded from that point up to the intersection of Otter and Raccoon, with attention to the holes at the gate and the curve on Otter above Brown/Tanner. On Wednesday afternoon, he touched up Coulson's work at the bottom of the road, especially at the depression to the immediate west of the mailboxes, where Coulson had spread that load of asphalt too far up the road.
APRIL	4/2 - 4/3	\$ 2,015.00 see comment	\$ 2,015.00	\$ 31,385.00	
	4/1 - 4/2	\$ 1,000.00	\$ 3,015.00	\$ 30,385.00	Coulson Excavating milled parking lot at Masonville Church and hauled and spread material at lower end of Otter Road. total of 20 loads of 15 ton each for 300 tons total, @ \$50 per load. 15 Tons at Fort Collins price of \$8/ton would have cost \$120 for material alone, plus ~\$200 /load for hauling.
JUNE	15-Jun	\$ 1,015.00	\$ 4,030.00	\$ 29,370.00	Install new culvert on Raccoon:Michler Backhoe, Heeney/Mcqueen on Shovels
JULY	7/6-7/7	\$ 595.00	\$ 4,625.00	\$ 28,775.00	Ditch and culvert washout repair along Woodchuck Drive
	7/8 - 7/11				Grading and material drop along sections of Otter Rd, Raccoon Dr, Woodchuck Dr,

DRAFT 7/23/19

DATE	# OF LOADS	LOCATION OF MATERIAL DROP		TONS THIS SECTION	TYPE *	LENGTH OF DROP (FT)	LENGTH PER LOAD **	APPROX TRUCK CYCLE TIME ***
		GENERAL DESCRIPTION/LANDMARK	DISTANCE FROM BOTTOM OF ROAD					
07/09/19	12	FIRST TWO SHARP CURVES ABOVE WATER TANK	(MM .8-36') TO (MM .9 + 180')		R	720	60	1+15.
07/09/19	5	SHARP CURVE ABOUT 1/4 MILE BELOW DRIVEWAY AT 10330 OTTER RD	(MM 1.3 + 195') TO (MM 1.4 - 20')		R	312	62.4	1+20
07/09/19	8	SHARP CURVE AND STRAIGHT RUN ABOVE WINDMILL HOUSE	(MM 1.2 - 100') TO (MM 1.3 - 70")		R	530	53	1+20
07/10/19	2				R			
07/10/19	5	IN FRONT OF DRIVEWAY @10330 OTTER	(MM 1.4 + 130') TO (MM 1.5 + 60')		R	450	90	1+25
07/10/19	8	BIG MEADOW 'S' CURVE	(MM 2.8-340') TO (MM 2.9 -60')		R	640	80	1+30
07/10/19	8	RACCOON DR, APPROX 300 YDS SOUTH OF RACCOON CT TO RACCOON CT			C	710	88.75	1+50
07/10/19	4	RACCOON DR, FROM "NEW" CULVERT TO GRAY SQUIRREL			C	480	120	1+50
07/11/19	1	WEST SIDE SECURITY GATE	MM 3.2		R	110	110	N/A
07/11/19	1	CURVE EAST OF 13003 WOODCHUCK			R	120	120	2+20 to 2+30, depending on where on Woodchuck / Fox CT, truck turn arounds, and truck staging
07/11/19	1	140' ABOVE FOX CT ROAD SIGN			R	110	110	
07/11/19	3	BETWEEN 13311 & 13312 WOODCHUCK			R	309	103	
07/11/19	1	700' NORTH OF 13312 WOODCHUCK			R	100	100	
07/11/19	2	CURVE / LOW SPOT AT CULVERT 100' SOUTH OF 13408 WOODCHUCK			R	200	100	
07/11/19	1	CURVE 280' N. OF 13408 WOODCHUCK			R	115	115	
07/11/19	1	FOX COURT NEAR END ABOVE PWR POLE			R	140	140	

LEGEND / NOTES: 1) 63 Total Loads X (est) 15 Ton / Load = 945 Tons Total Material (est)

2) Weather: Heavy downpour on Monday (7/8) before material placed on road, during grading of Otter Rd. This may have made material delivered damp on first day or two. During material drop on Tuesday through Thursday, weather was 85-95 degrees in afternoons, slight breeze.

\* Type: R = Recycled Asphalt Road Base; C = Crushed Concrete Road Base (1" minus)

\*\* Length per load depends on variables such as actual quantity per loads, thickness and width of drop. The last two were controlled by contractor as he was preading with general direction from me which was given as 4-5 inches and condition of road at that location (exposed rock, etc.)

\*\*\* Cycle time is time between same truck's consecutive arrivals at drop point. Highly variable due to variety of factors such as pit location, traffic between pit and drop point,