

Buckskin Heights Road Association

Meeting Agenda & Minutes for May 23 2019

Weber Residence • 7pm

Attendance:

Board Present: Allan Heese, Paul Hesson, Sue Weber, Glen Heeney, Luke McOmie

Board Absent: David Gaudio

Community Members: Pam Robinson, Dick Dickson, Mary Anne Long

Call to Order: The meeting was called to order at 7:05pm.

Agenda: The agenda was approved as modified:

- Secretary's Report – Approval of Minutes
- Treasurer's Report
- Road Report
 - Lower Otter Road
 - Drainage Issue on Arnold Property at Gate
 - Raccoon, Gray Squirrel
 - Woodchuck
- Gate Report
- Fire Committee Report
- Other
 - Long-Range Plan
 - Security Cameras
 - Road Markers
 - Invitation to Hilltop to join BHRA

Minutes: Glen Heeney moved to confirm the email approval of the Minutes of the February 28, 2019 meeting, which are already posted online. The motion was seconded and approved.

Treasurers Report: The written Treasurer's report (attached) was distributed to the board and public in attendance.

- The data in the report was reviewed.
- Paul Hesson moved to increase the insurance coverage for gate damage from \$5,000 to \$10,000 at an additional cost of \$30/year. The motion was seconded and approved.
- The audit of 2018 financial by Linda Bilsing and Denise Jackson was completed and approved without qualifications.
- VP Allen Heese and Treasurer Sue Weber have worked on new procedures for paying grader and road base invoices. Email/paperwork filed with the Treasurer will be used to document materials purchased, location applied, grading locations, etc. Sue and Allan will formalize this requirement with a Bylaws amendment designed to require the VP and Treasurer to track the who, where, what, when of the road work done each year, which has not been documented systematically in the past.
- The Grading/Road base Expenditure Overview 2011-Present table was reviewed (attached)
- The Roadwork Done by Successive BHRA Boards of Directors table was reviewed(attached)
- Luke McOmie moved to accept the Treasurer's reports. The motion was seconded and approved.

Road Report:

General

- Several sections of the road are a mess due to moisture. Raccoon and Grey Squirrel are very bad shape, clearly in border-line if not actually dangerous condition for much of the winter months. Members of the community are concerned about the topsoil that was brought up by the ditchwork done last spring. It created a crown for drainage, but the previous Board did not have the resources to cap it with stabilizing material. Now the moisture has nearly destroyed the crowning work and many parts of the road are just mud holes: moisture on dirt = mud; extra traffic on Raccoon is making it nearly impossible to pass through to properties. Road has been rutted due to the agricultural operation bringing in many large loads of water and other supplies for their goats; in the past, this agricultural property owner has contributed additional money to road for base and repairs, so perhaps that could happen again. There is also a problem with drainage from a Raccoon Dr property owner's driveway (see Raccoon/Gray Squirrel discussion below).
- Meadow S-curve below the gate and the fatal drop-off section above the Mini Cooper house has wash boarding as does the big curve above the Windmill house. Below the Windmill house is a washout; Allan Heese, Glen Heeney and Keifer Jacobson did some volunteer work to correct that problem – thank you! The steep double curve above water tank is deeply wash-boarded; and the road next to the parking/turnaround area above the sign is also muddy and needs attention. From the turn below the sign to the road has been slimy, but the coarse road base from the church has helped.
- Plan for summer work was to bring in road base and do the work in June due to the warm/good weather but Foster can't schedule us until the week after the 4th of July (8th-12th).
- Allan Heese handed out a tentative Plan/Schedule for July 2019 (attached as modified); he also presented photos of where the work will be done. The plan assumes 80-90' feet of road base 3-5" deep per 15-ton load of material.
- Discussion about materials – strengths and weaknesses – ensued; we will seek advice from the pros. Allan has scheduled a consultation with Foster for his recommendations.

Raccoon/Gray Squirrel Discussion

- Dick Dickson asked if we can get "crushed rock" to provide stability for the dangerously muddy parts of Raccoon. He has used limestone to hold and bind except it is very expensive. Glen Heeney's experience says that 2B sized crushed rock will work the best, instead of the recycled asphalt. Allan will look around for additional sources for coarser material (crushed rock = \$50 a ton or \$750/load vs \$8 a ton or \$120/load for asphalt). Allan will do some research to determine what we can use, perhaps a coarser grade of crushed concrete to stabilize Raccoon. There was concern about the concrete having rebar/wire in it.
- Pam Robinson pointed out that last year at the annual meeting the board said that \$10K was unspent and then current board members thought the 2018 road work wasn't done yet. Sue Weber pointed out that it turned out to be too late to spend it on more road base after the annual meeting, so the money was carried over to this year and is included in the work plan for this year. Mary Anne Long's husband kept Raccoon in shape for 20 years without pay and now that it isn't being done (last 12 years); it has gotten progressively messier and now there is an urgent need to fix the road there. Mary Anne Long said that 8-10 years ago she repaired pot holes but now the road is messed up beyond what she or others can do to fix it.
- Everybody agreed that the Raccoon ditchwork, while recommended by the county consultant last year, created this new problem when the resulting dirt added to crown the road was not topped with materials to stabilize it. Paul Hesson recommended that we allocate \$5K this year for Raccoon due to the danger the mud has posed to residents over the winter months, increasing the \$3.8K that is currently in Allan's plan to \$5K this year. Paul suggested that the problem is severe enough that we should probably plan a 3-year program at \$5K per year. Allan is concerned that if we do 1/3 a year, the other 2/3's is still going to be a problem that a new board will inherit. Mary Anne and Pam agreed that this is the real problem because it will just get worse.

- Allan Heese pointed out that Raccoon and the meadow S-curve are both muddy, but Raccoon is clearly the worst. Successive boards historically have had to make choices with how to spend limited resources; now we need to correct a situation that was created with the best intentions – needed ditchwork – but was left unfinished in a way that resulted in very unsafe driving conditions when wet during the winter and other times of the year. Even if we cannot do it all this year, we must get started and see how much improvement we can make with our current resources.
- Allan Heese pointed out that a Raccoon property owner's south drive way has no ditches and contributes to Raccoon's drainage problems; his north drive way is blocking off a culvert, another part of the problem. Dick Dixon pointed out that the culvert is set so low that silt fills it up every time it rains. Raccoon/Gray Squirrel residents will talk to this property owner about possible solutions.
- Allan said he will reallocate 4 loads to Raccoon in his current plan if the board supports it; there was general support for the change. Paul made a motion that we allocate 12 loads instead of 8 loads for the Raccoon project this year, due to the current long-term dangerous driving conditions; that we investigate the best coarse material for that area; and that Allan will work with residents to mark the optimal places to spread the loads. Allan moved to amend the motion to include asking Raccoon property owner to do the work that he can do on his land/driveway to help. The amended motion was seconded and approved.
- Sue Weber made a motion that we accept the newly modified project plan based upon new information agreed upon during this meeting. The motion was seconded and approved.

Drainage Problem at Arnold Property East of the Gate:

- Allan recommended that we use Andrew Michler to clean out the silt that has been building up. He will talk to Mary about the new plan.

Gate Report: No damage for the last few months – yay!

Fire Committee Report: Andrew Michler is the new Fire Committee coordinator.

Other:

- Paul is leading an effort to create a long-range plan that include best practice principles for maintaining the road. The plan is goal based, rather than focused on specific situations. Sue recommends that we publish it to inform folks of what we should be trying to do in the long run. The discussion about the long-range plan was tabled for later discussion.
- Luke McOmie will talk to Bob Faris about the preexisting solar system at the gate – does it have a 110v output? – as a source of power for possible security camera installation near the gate.
- Paul Hesson has all the materials for the road marker project and wants to do the project June 2nd. We need neighbors to help – 2 mileage wheel walkers (maybe use the quad), 1 post driver and 1 to hang the markers. Paul will solicit volunteers by phone.
- Hilltop broadband volunteer BHRA membership? Can they contribute yearly? David Gaudio should be the one to reach out to them.

Executive Session: Discussion about delinquent dues.

Adjournment: Paul Hesson moved to adjourn the meeting at 9:30pm. The motion was seconded and approved.

Respectfully submitted,

Luke McOmie, Secretary

Buckskin Heights Road Association Treasurer's Report

Sue Weber – May 23, 2019

1. Checking account balance to date	=	\$32,840.04
Pending Expenses	=	\$0.00
Pending Deposits	=	\$0.00
Checking Available	=	\$32,840.04
Savings account balance to date	=	\$5,004.39
TOTAL AVAILABLE	=	\$37,844.43

- Dues:** 66 of 67 properties (63 of 64 owners) were paid in full in 2018; 1 property owner long-term delinquent. So far in 2019, 59 properties are paid or partially paid, with \$1,950 in Woodchuck homeowner road base donations. We added another member to BHRA, Michael Fallon & Tami Faith with about 388 acres west and below the gate that crosses Otter Rd.
- 2019 Completed Property Sales:**

 - 4/22/19 – Gary & Kathleen Dorsey (north of Otter Woodchuck intersection) to Gianna Gariglietti & Leroy Lawrence
- 2019 Pending Property Sales:**

 - Joseph & Dorothy Fucetola (4532 Otter Rd)
 - Thomas & Janine Brown (12727 Otter Rd)
 - Chris & Samantha Tanner (12724 Otter Rd)
 - Sena Hitt-Laustsen & Darin Johnson (13717 Raccoon Dr)
 - Greg Pugh/REHO BH LLC (13409 Woodchuck Dr)
 - Alicia Cook (Lower Otter Rd near lower gate)
- BHRA Budget Update** for May 23, 2019 is attached.
- Insurance coverage for gate:** Should we increase the amount of property damage coverage for the gate, currently \$5,000 at annual cost of \$30, to \$10,000 for an annual cost of \$75?
- Audit of 2018 Financial Records** was completed and approved without qualifications by Linda Bilsing and Denise Jackson on April 26, 2019.
- New process for approval and payment of road work invoices** has been formalized by VP Allan Heese and treasurer Sue Weber.

BHRA EXPENSE & INCOME SUMMARY • 5/23/19

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	\$24	(\$476)	\$500	\$524	\$24
Grant Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,237	\$1,190	\$0	(\$1,190)	\$1,235	\$1,235	\$45
Legal/Financial	\$10	\$50	\$10	(\$40)	\$40	\$50	\$0
Mailings	\$142	\$150	\$29	(\$121)	\$121	\$150	(\$0)
Miscellaneous	\$207	\$0	\$311	\$311	\$0	\$311	\$311
Signs & Culverts	\$0	\$0	\$87	\$87	\$0	\$87	\$87
Supplies	\$0	\$400	\$0	(\$400)	\$400	\$400	\$0
Other (Fire Mitigation)	\$361	\$0	\$252	\$252	\$0	\$252	\$252
Roadbase Homeowner	\$2,431	\$0	\$0	\$0	\$1,950	\$1,950	\$1,950
Road Base	\$13,900	\$19,400	\$1,000	(\$18,400)	\$19,000	\$20,000	\$600
Road Grader Operator	\$10,049	\$14,000	\$2,015	(\$11,985)	\$12,000	\$14,015	\$15
BHRA ROAD EXPENSE SUBTOTAL	\$23,949	\$33,400	\$3,015	(\$30,385)	\$31,000	\$34,015	\$615
Expense Subtotal	\$28,404	\$35,690	\$3,740	(\$31,950)		\$38,986	\$3,296
Dues & Late Fees	\$27,200	\$26,400	\$23,790	(\$2,610)	\$3,212	\$27,002	\$602
Emergency Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$2	\$2	\$0	(\$2)	\$0	\$1	(\$1)
Grant Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$128	\$100	\$64	(\$36)	\$0	\$64	(\$36)
Other (Fire Mitigation/Miscellaneous)	\$361	\$0	\$516	\$516	\$56	\$572	\$572
Road Base Homeowner Reimburse	\$2,431	\$0	\$1,950	\$1,950	\$0	\$1,950	\$1,950
Income Subtotal	\$30,121	\$26,502	\$26,320	(\$182)		\$29,589	\$3,087
Checking Cash Flow Balance	\$1,717	(\$9,188)	\$22,581			(\$9,398)	

NOTES

Add \$45 to double gate damage coverage to \$10K, to start June 1, 2019 (prorated) and continue in 2020?

Website renewal/maintenance

Woodchuck roadbase expenditures

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	\$32,840			\$862	
BHRA Savings Balance	\$5,004	\$5,006	\$5,004			\$5,005	
Total Assets	\$15,264	\$6,078	\$37,844			\$5,867	

Buckskin Heights Road Association Grading/Roadbase Expenditure Overview, 2011-Present

	2011	2012	2013	2014†	2015‡	2016	2017	2018†	Actual or Projected 2019	Notes
Annual Dues Per Property	\$300	\$350	\$350	\$350	\$350	\$350	\$400	\$400	\$400	33% increase since 2011***
Total Dues Income	\$20,032	\$23,952	\$22,010	\$24,670	\$24,925	\$22,900	\$23,665	\$27,200		36% increase since 2011
Homeowner Donations for Road Base	\$1,680	\$0	\$0	\$2,200	\$0	\$2,095	\$0	\$2,431		
TOTAL	\$21,712	\$23,952	\$22,010	\$26,870	\$24,925	\$24,995	\$23,665	\$29,631		
Checking Carryover to Following Year	\$5,635	\$3,633	\$1,598	\$952	\$5,370	\$3,914	\$7,349	\$10,260		
Approximate Cost of One Load of Road Base*	\$220	\$275	\$236	\$253	\$304	\$335	\$546	\$264		20% increase since 2011
Approximate Number of Loads of Road Base Applied	33	51	56	64	43	53	15	38		44 mean loads/year since 2011
Expenditures for Grading/Ditchwork	\$11,559	\$10,165	\$9,450	\$9,950	\$5,933	\$7,860	\$9,028	\$15,135		31% increase since 2011
Expenditures for Road Base	\$7,258	\$14,025	\$13,200	\$16,217	\$13,065	\$17,743	\$8,185	\$10,049		38% increase since 2011
TOTAL	\$18,817	\$24,190	\$22,650	\$26,167	\$18,998	\$25,603	\$17,213	\$25,184		
Snow Removal Expenditure (\$1,400 in 2007; \$0 in 2008-10)	\$0	\$155	\$250	\$0	\$0	\$1,200	\$300	\$0		
Average Cost for One Grade** with No Road Base	\$750	\$750	\$750	\$750	\$1,470	\$1,600	\$1,190	\$1,560		108% increase since 2011
Average Cost for One Grade** Spreading Road Base	\$750	\$750	\$750	\$750	\$3,055	\$2,800	\$2,210	\$2,925		290% increase since 2011

†2014, 2015 and 2018 income increased due to foreclosure settlements and/or resolution of long-standing delinquencies

‡Resident grader operator until early 2015 (Bucknum) and briefly in 2017 (Campbell). Foster since 2015.

*Dirt/gravel road base used up to 2011; recycled asphalt 2012-16; both concrete& asphalt in 2017-18.

**2018 grader operator cost is \$130/hr plus \$195 mobilization fee

***The \$75 dues paid in 1973 has the same buying power as \$443 in 2019

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Roadwork Done By Successive BHRA Boards of Directors By Season, 2014-15 to Present

BHRA Board of Directors	Fall	Winter	Spring	Summer	TOTALS
2014-2015 Board Appelmann, Carroll, Weber-T Faris-VP, Pettee-P, Schuyler-S	2014 Sept Bucknum boxgrader 1day Oct Bucknum boxgrader 1day Nov Bucknum boxgrader 1day Dec Bucknum box grader 1day Carryover \$952	2015 Jan Bucknum boxgrader 1day Feb Bucknum boxgrader 1day	2015 May RoadRunner motorgrader 1day	2015 Aug Foster motorgrader 2days Aug 43 loads recycled asphalt	2014-2015 Grading 9days 43 loads road base
2015-2016 Board Faris-VP, Pettee-P, Schuyler-S, Gonzalez-S, Hesson-T, Willette-P	2015 Carryover \$5,370	2016	2016 Apr Campbell boxgrader/ditchwork 1.5days May Campbell boxgrader 0.5days May Foster motograder 2.5days	2016 Aug Foster motorgrader 3days Aug 28 loads recycled asphalt	2015-2016 Grading 7.5days 53 loads road base
2016-2017 Board Gonzalez/Niesel-S, Hesson-P, Willette/Heese Hartwig-VP, Stewart, Weber-T	2016 Dec Michler ditchwork 1day Dec Foster motorgrader 1day Carryover \$3,914	2017	2017 Apr Foster motorgrader 1day May Campbell boxgrader/ditchwork 1.5days	2017 Jun Campbell boxgrader/ditchwork 0.5days Jul Foster motorgrader 1day Aug Campbell boxgrader/ditchwork 1day Jul 5 loads crushed concrete Jul 10 loads asphalt	2016-2017 Grading 7daysdays 15 loads road base
2017-2018 Board Hartwig-VP, Stewart, Weber-S Gaudio-T, Hesson, Johnson-P	2017 Oct Foster motorgrader 2days Dec Foster motorgrader 1day Oct 7 loads crushed concrete Carryover \$6,114	2018	2018 May Foster motorgrader 4.5days May Foster ditchwork 4.5days May 6 loads crushed concrete	2018 Aug Foster motorgrader 2.5days Aug 12 loads crushed concrete Aug 13 loads recycled asphalt	2017-2018 Grading/ditchwork 14.5days 38 loads road base
2018-2019 Board Gaudio-P, Hesson, Johnson/Heeney Heese-VP, McOmie-S, Weber-T	2018 Sept Foster motorgrader 1.5 days Carryover \$10,260	2019	2019 Apr Foster motorgrader 14hrs Apr 20 loads church asphalt	2019 PLANNED Jun/Jul Foster motorgrader 3-4days Aug/Sept Foster motorgrader 1day Oct Foster Motorgrading 1 day Dec? Foster motorgrading 1 day? Jun-Aug 45-65 loads recycled asphalt	2018-2019 Grading/ditchwork 6-7days 65-85 loads road base
2019-2020 Board Heese-VP, McOmie-S, Weber-T,,	2019 RECOMMENDED TO NEXT BOARD Nov/Dec Foster motorgrader 1day Carryover \$860				

2019 PLANNED/RECOMMENDED

Total Approximate Available	\$34,000	
Grading/Ditchwork		
Apr Foster motorgrading 14hrs	\$2,015	Foster motorgrader \$130/hr + \$195 mobilization
Jul Foster motorgrading 50hrs	\$6,700	
Aug Foster motorgrading 14hrs	\$2,015	
Oct Foster motorgrading 12hrs	\$1,760	
Dec? Foster motorgrading 12hrs	\$1,760	
Total Grading	\$14,250	
Road Base		
Church asphalt 20 loads @\$50/load	\$1,000	
Jul roadbase 46 loads @ \$400/load	\$18,400	
?Aug roadbase ?? loads @ \$???/load	????	
Total Road Base	\$19,400	
Total Expended/Budgeted	\$33,650	
Reserve/Carryover		

TENTATIVE PLAN / SCHEDULE FOR JULY 2019 ROAD PROJECT

DATES: JULY 8 - 12

ASSUMPTIONS

MATERIAL	RECYCLED ASPHALT
COST PER LOAD	\$400 on average
SOURCE	FORT COLLINS CRUSHING OPERATON (PRIMARY) BARKER CONSTRUCTION, FORT COLLINS (SECONDARY) KAUFMAN MATERIALS, LOVELAND (SECONDARY)
GRADING COMPANY	FOSTER
HAULING COMPANIES	ARRANGED BY FOSTER
DEPTH OF MATERIAL	3-5 INCHES
COVERAGE PER LOAD	12' WIDE X 80' LONG

BHRA FUNDED PROJECTS

ROAD BASE DOLLARS	\$ 18,400.00	
ANTICIPATED # OF LOADS	46	May increase # of loads if budget and contractors' schedules allow.
GRADING DOLLARS	\$ 6,700.00	
ANCTICIPATED # OF HOURS	50 (10 HRS / DAY FOR 5 DAYS)	

	Original	Adopted	
1 Water Tank Curves	9	34	All non-Raccoon Sites
2 Windmill House to short of Mini Cooper House	14	0	
3 Mini Cooper Driveway	4	0	
4 S-Curve Meadow	8	0	
5 Tanner-Brown Curve	3	0	
6 Raccoon: Wolverine to Raccoon Court	4	6	
7 Raccoon: Just below Gray Squirrel	4	6	
TOTAL	46	46	

WOODCHUCK RESIDENTS FUNDED PROJECT

ROAD BASE DOLLARS	\$ 1,950.00	
ANTICIPATED # OF LOADS	4	May increase if more residents pay into the pot.

GRADING DOLLARS INCLUDED IN BHRA FUNDED PROJECT

NOTE: Grading on Woodchuck will likely be done by skid steer versus large grader so as not to negatively impact work being done by large grader.

AREAS OF WORK	DESCRIPTION	# LOADS
	TBD	TBD