

Buckskin Heights Road Association
Transitional & Regular Meeting Minutes for September 17, 2019
Weber Residence, 13236 Otter Rd • 7pm

Attendance:

Board Present: David Gaudio, Allan Heese, Glenn Heeney, Luke McOmie, Pam Robinson, Sue Weber

Community Members: Jim & Kathy Hingtgen, Paul Hesson

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

Agenda: The agenda was approved as distributed:

Transitional Meeting:

Election of Board Members for 2019-20

Regular Board Meeting:

Secretary's Report

Treasurer's Report

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

Gate Report

Other

- Road marker discussion
- Road berm discussion
- Fire issues

Election of Board Officers for 2019-20: After discussion, Sue Weber nominated David Gaudio as president, Allan Heese as vice president, Luke McOmie as secretary, Sue Weber as treasurer, and Glenn Heeney and Pam Robinson as at-large members. This slate of officers was elected unanimously.

Adjournment of Transitional Meeting: A motion was made by Sue Weber to adjourn the transitional meeting at 7:10pm. The motion was seconded and approved.

Call to Order for Regular Board Meeting: The regular board meeting was immediately called to order at 7:10pm.

Secretary's Report: A motion was made by Allan Heese to confirm the email approval of minutes from July 23, 2019 and to approve the annual meeting minutes from August 23, 2019. The motion was seconded and approved.

Treasurer's Report:

- Treasurer Sue Weber reviewed the Treasurer's Report (attached). We have \$8,579.45 in our checking account and \$5,004.90 in the emergency savings account, with \$255.00 in pending expenses, for a total of \$13,329.35 available.
- The new BHRA *Bylaws* amendment describing procedures for approval and payment of road work invoices and road work record-keeping was approved by the membership at the annual meeting, and has been implemented by Sue Weber (Treasurer) and Allan Heese (Vice President). Updated *Bylaws* will be filed with Larimer County when liens are files and posted on the website.
- A motion was made by David Gaudio to approve the Treasurer's report. The motion was seconded and approved.

Road Report

- Allan Heese reported that there are concerns about the area at gate for fire trucks to pass/turn/work. Andrew Michler did 3 hours of work (grading and ditchwork) to mitigate the problems identified by fire department after the last small wildfire down at the S-curve meadow.
- Future work: Allan reported that we had planned 3 potential gradings coming up, but only two are likely. Allan and Foster are working on a schedule for upcoming work. Next grading is happening soon (within the next week); there will be 1 more grading, probably in November. We will be paying to mobilize the grader/equipment in both directions up the Buckhorn, which may make the grading(s) more expensive than we anticipated.
- There was general discussion about how to spend the remaining funds towards fixing various roads, material, equipment. We spent about 1/6 of our annual budget on Raccoon Dr this summer to remediate safety issues. There was concern about applying road base this time of the year due to lack of heat (asphalt) and water (concrete). There was also concern about grading the upper roads due to lack of material on those parts of the road. We would ideally like to set a set a fixed number of hours/cost point for the remaining work this year.
- There was discussion about emergency vehicle being able to pass each other, and turn around at the gate and at the ends of each road.
- Paul Hesson recommended that we put down some material at the 3.8 road marker north of the Wood's driveway.
- Kathy Hingtgen asked if we review the condition of the road to determine where the material and work is going to be done. Allan pointed out that the Board generally reviews the priority areas at meetings and in conversations – often with residents – between meetings, but that it is the function of the VP to determine what/where we do the work, spend the money, etc, within Board-determined parameters.
- David Gaudio made a motion to spend up to \$4,000 for 2 upcoming gradings. It was seconded and approved.
- Luke McOmie will follow up with the local fire department to see if we can get support for Firewise.
- David Gaudio made a motion to accept the road report. It was seconded and approved.

Gate Report: No issues with gate since last meeting. The ability to change the codes needs to be redundant. Currently Paul Hesson deals with the physical lock; Bob Faris does the necessary work on the electronic lock. David Gaudio made a motion to accept the gate report. It was seconded and approved.

Other:

- **Road Marker Discussion:** The board discussed replacing the current 1/10th markers with markers with greater aesthetic value as recommended by Kathy and Jim Hingtgen. The replacement of markers for Otter Rd & Raccoon Dr would be paid by Kathy and Jim Hingtgen. The board voiced concerns around all markers being the same; we hope eventually to have markers on all the roads. We should create a community map of where the 1/10th markers are so that residents can use them in emergency situations; Sue Weber pointed out that they should be reflective for nighttime visibility. Paul Hesson opposed the replacement proposal, as he had expended much effort to implement the installation of the current markers economically and unobtrusively, with the help of Glenn Heeney and others. A motion was made to accept the proposal to replace the current markers with purchased markers as proposed by Kathy and Jim Hingtgen. It was seconded but not approved.
- **Berm Discussion:** The board and community members discussed various ways to shape the road on curves, including crowns, berms, super-elevation, etc. There was general agreement to continue to allow Foster to shape road as they think best, given their expertise/experience and the conditions in each location.
- **Recent Fire-Related Issues:** The possibilities of allowing the community to hook up to the community water tank at the gate, and mapping the location of water sources were raised. All these issues should be left to the Fire Committee.

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 – September 17, 2019

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|--|---|-------------|
| 1. Checking account balance to date | = | \$8,579.45 |
| Pending Expenses | = | -\$255.00 |
| Pending Deposits | = | \$0.00 |
| Checking Available | = | \$8,324.45 |
| Savings account balance to date | = | \$5,004.90 |
| TOTAL AVAILABLE | = | \$13,329.35 |
2. **Dues:** In 2019, 66 of 68 properties (63 of 65 owners) are paid or partially paid, with \$4,534 in Woodchuck homeowner road base donations. Notice that liens will be filed have been sent to 2 property owners with delinquent dues.
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 Lodwig
 - 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 September 17, 2019 is attached.
6. **New procedures for approval and payment of road work invoices and road work record-keeping** were approved by the membership at the annual meeting, and have been implemented by Sue Weber (Treasurer) and Allan Heese (Vice President). Updated *Bylaws* will be filed with Larimer County when liens are files and posted on the website.

BHRA EXPENSE & INCOME SUMMARY • September 17, 2019

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)	\$0	\$24	(\$476)
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	\$150	(\$0)	\$0	\$150	(\$0)
Miscellaneous	\$207	\$0	\$327	\$327	\$0	\$327	\$327
Signs & Culverts	\$0	\$0	\$1,239	\$1,239	\$0	\$1,239	\$1,239
Supplies	\$0	\$400	\$16	(\$384)	\$50	\$66	(\$334)
Other (Fire Mitigation)	\$361	\$0	\$252	\$252	\$0	\$252	\$252
Roadbase Homeowner	\$2,431	\$0	\$4,056	\$4,056	\$0	\$4,056	\$4,056
Road Base	\$13,900	\$19,400	\$19,194	(\$206)	\$0	\$19,194	(\$206)
Road Grader Operator	\$10,049	\$14,000	\$8,460	(\$5,540)	\$5,790	\$14,250	\$250
BHRA ROAD EXPENSE SUBTOTAL	\$23,949	\$33,400	\$27,654	(\$5,746)	\$5,790	\$33,444	\$44
Expense Subtotal	\$28,404	\$35,690	\$33,741	(\$1,949)		\$40,841	\$5,151
Dues & Late Fees	\$27,200	\$26,400	\$26,875	\$475	\$530	\$27,405	\$1,005
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	\$96	(\$4)	\$0	\$96	(\$4)
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	\$32,062	\$5,560		\$32,648	\$6,146
Checking Cash Flow Balance	\$1,717	(\$9,188)	(\$1,679)			(\$8,194)	

NOTES

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

Website renewal/maintenance

10 loads: Woodchuck asphalt@405

53 loads: Otter 41 asphalt@\$335, Raccoon 12 concrete@\$375

Planned: Aug 14hr \$2015, Oct 12hr \$1760, Dec 12hr \$1760, plus \$255 for Sept ditchwork near gate

Woodchuck roadbase contributions (\$478 unused in 2019)

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	\$8,579			\$2,066	
BHRA Savings Balance	\$5,004	\$5,006	\$5,005			\$5,005	
Total Assets	\$15,264	\$6,078	\$13,584			\$7,071	

(\$2,066 minus Woodchuck carryover of \$478 = \$1,588)