

**Buckskin Heights Road Association**  
**Meeting Minutes for January 10, 2020**  
Heese Residence, 13003 Woodchuck Dr • 6:30pm

**Attendance:**

Board Present: David Gaudio, Glenn Heeney, Allan Heese, Luke McOmie (by phone), Pam Robinson, Sue Weber  
Community Members: Mary Arnold, Ann Dean, Jan Gaudio, Ruth Heese, Paul Hesson

**Call to Order:** The meeting was called to order at 6:40pm

**Agenda:** The meeting agenda was approved as modified to discuss the erosion at gate issue first.

**Erosion at Gate Issue:**

As discussed at previous meetings, Mary Arnold has an issue with road base flooding/eroding into her pasture near the gate, which started 4-5 years ago and is now an ongoing problem. We have a new estimate of \$3,920 to install 80' of ABS double-wall storm pipe between the water tank and library box near the gate. Mary cannot contribute toward this expensive long-term culvert fix. We could also just continue to do ditch cleanout each year to address the problem.

Board members expressed concern about setting an expensive precedent that would potentially apply to other property owners with drainage issues, perhaps in violation of our *Bylaws*. After extensive discussion, Allan Heese made a motion that the Board should continue to do periodic ditch cleanout, at a cost of up to \$400 for 2020, with Mary renting equipment to carry this out. The motion was seconded and approved, with 5 in favor, one opposed. Allan pointed out that moving forward the Board needs to focus on ditches in general as the Association is responsible for their maintenance.

**Secretary's Report:** Glenn Heeney made a motion to confirm the email approval of the minutes of the September 17, 2019 meeting and the minutes of the Special Meeting on December 13, 2019 as distributed. The motion was seconded and approved.

**Treasurer's Report:** Treasurer Sue Weber reviewed the Treasurer's Report (attached), which includes the proposed 2020 budget. After detailed discussion, Sue made a motion to approve the proposed 2020 budget as modified (attached), and the rest of the January 2020 Treasurer's Report. It was seconded and approved.

**Road Report:** VP Allan Heese distributed and reviewed the road report (attached). He anticipates that we will need to spend about 25% of our 2020 road maintenance budget on the interior roads, mainly on Raccoon Dr to address long-term issues. After detailed discussion of the report, Allan Heese made a motion to approve the tentative plan. It was seconded and approved.

**Gate Report:** Sue Weber made a motion to confirm the email approval of the purchase of 20 new gate remote controls to replenish our supply. The motion was seconded and approved. The Board thanked Bob Faris for ordering and programming the new supply.

**Bylaw Committee:** Sue Weber will send out another call for volunteers. David Gaudio made the following motion to organize the work of this committee. It was seconded and approved:

The Board directs President David Gaudio to appoint a committee to review our Bylaws and make recommendations for possible revisions to the Board by June 30, 2020 as follows:

1. Any interested member of the Association in good standing may volunteer to serve on the Bylaws Committee.
2. The Bylaws Committee shall consult with Parliamentarian Lola Fehr at BHRA expense not to exceed \$400. The Bylaws Committee shall meet with Fehr at its initial organizational meeting; subsequent consultation may be done electronically.
3. At their initial meeting, the Bylaws Committee shall recommend one of its members to serve as committee chair. President David Gaudio will consider this recommendation when he appoints the committee chair as required by our current *Bylaws*.
4. Sue Weber shall serve as liaison to the Board; have responsibility for arranging meetings to maximize attendance in consultation with the chair of the committee; keep minutes for Bylaws Committee meetings in the absence of *ex officio* Bylaws Committee member Secretary Luke McOmie; and provide secretarial support for potential bylaws revisions.

**Fire Committee Report:** Paul Hesson reported on the recent activities of the Fire Committee, which included completed and planned tree thinning work on upper Otter Rd.

**Adjournment:** The meeting was adjourned at 9:10pm.

Respectfully submitted,

Luke McOmie, Secretary

## Buckskin Heights Road Association Treasurer's Report

Sue Weber – January 10, 2020

1. <b>Checking account balance</b> to date	=	\$3,806.80
Pending Expenses	=	\$24.00
Pending Deposits	=	\$0.00
Checking Available	=	\$3,830.80
<b>Savings account balance</b> to date	=	\$5,005.40
<b>TOTAL AVAILABLE</b>	=	\$8,836.20

2. **2019 Dues:** In 2019, 66 of 68 properties (63 of 65 owners) were paid. Liens will be filed on the 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
- ??/??/19 – Thomas & Janine Brown (12727 Otter Rd) to Samantha Walker & Jacob Jandrew

4. **2020 Properties for Sale:**

- Jon Miller & Susan McNally (13735 Otter Rd)

5. **BHRA Treasurer's Report for FY 2019 & 2020 Proposed Budget** is attached.

6. **Snow Emergency Donations** for the 2019 pre-Thanksgiving snow event totaled \$1,705. Cost of plowing was \$1,509, with a surplus of \$196.

**Non-Dues Income 2016-19**

2016 Snow Plow Surplus Donations	\$435
Water Tank Surplus Donations	\$264
<u>2019 Snow Plow Surplus Donations</u>	<u>\$196</u>
<b>Total Non-Dues Surplus Donations</b>	<b>\$895</b>

7. **Woodchuck Road Base Donation** balance from 2019

2019 Donations	\$4,534
<u>2019 Expenditure</u>	<u>– \$4,056</u>
<b>Woodchuck Balance</b>	<b>\$ 478</b>

8. **2020 Dues Invoices** will be sent out by USPS and email next week. Dues for 2020 are \$450.

## Buckskin Heights Road Association Treasurer's Report for FY2019 With Approved 2020 Budget • January 10, 2020

### EXPENSE/INCOME SUMMARY

### NOTES

A	B	C	D	E	F
Category	2018 Actual	2019 Approved Budget	2019 Actual	2019 Difference Over (Under)	2020 Approved Budget
Bank Fees	\$67	\$0	\$12	\$12	\$10
Emergency Expense	\$0	\$0	\$1,485	\$1,485	\$0
Gate Maintenance	\$0	\$500	\$339	(\$161)	\$150
Grant Expense	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,237	\$1,190	\$1,247	\$57	\$1,250
Legal/Financial	\$10	\$50	\$10	(\$40)	\$450
Mailings	\$142	\$150	\$194	\$44	\$150
Miscellaneous	\$207	\$0	\$327	\$327	\$200
Signs	\$0	\$0	\$230	\$230	\$600
Supplies	\$0	\$400	\$22	(\$378)	\$20
Fire Expense	\$361	\$0	\$252	\$252	\$0
Road Base Homeowner	\$2,431	\$0	\$4,056	\$4,056	\$0
Culverts	\$0	\$0	\$1,009	\$1,009	\$800
Road Grader Operator	\$13,900	\$14,000	\$10,340	(\$3,660)	\$10,000
Road Base	\$10,049	\$19,400	\$20,777	\$1,377	\$19,000
<i>BHRA Road Expense Subtotal</i>	<i>\$23,949</i>	<i>\$33,400</i>	<i>\$32,126</i>	<i>(\$1,274)</i>	<i>\$29,800</i>
<i>Expense Subtotal</i>	<i>\$28,404</i>	<i>\$35,690</i>	<i>\$40,301</i>	<i>\$4,611</i>	<i>\$32,630</i>
Dues & Late Fees	\$27,200	\$26,400	\$26,925	\$525	\$29,700
Emergency Donations	\$0	\$0	\$1,705	\$1,705	\$0
Interest	\$2	\$2	\$2	(\$1)	\$2
Grant Income	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$128	\$100	\$128	\$28	\$128
Homeowner Road Base Reimburse	\$2,431	\$0	\$4,534	\$4,534	\$0
Fire Reimburse	\$361	\$0	\$516	\$516	\$0
Miscellaneous	\$0	\$0	\$40	\$40	\$0
<i>Income Subtotal</i>	<i>\$30,121</i>	<i>\$26,502</i>	<i>\$33,849</i>	<i>\$7,347</i>	<i>\$29,830</i>
<i>Cash Flow Balance</i>	<i>\$1,717</i>	<i>(\$9,188)</i>	<i>(\$6,452)</i>		<i>(\$2,800)</i>

Parliamentarian for bylaws review \$400

**Budgeted Road Expense...**  
...includes \$3,807 carryover from 2019.

Avg cost of 2019 delivered road base was \$375/concrete Raccoon, \$335/asphalt Lower Otter, \$405 Woodchuck

**Budgeted Dues Income...**  
...assumes 66 of 68 properties pay \$450 annual dues

### ASSET SUMMARY

A	B	C	D	E	F
Category	2018 Actual Ending Balance	2019 Budgeted Ending Balance	2019 Actual Ending Balance	2019 Difference Over (Under)	2020 Budgeted Ending Balance
Checking Balance	\$10,260	\$1,072	\$3,807	\$2,735	\$1,007
Savings Balance	\$5,004	\$5,006	\$5,005	(\$1)	\$5,007
<i>Total Assets</i>	<i>\$15,264</i>	<i>\$6,078</i>	<i>\$8,812</i>		<i>\$6,014</i>

**Budgeted Checking Ending Balance...**  
...for 2020 is the 2019 ending balance plus the net budgeted 2020 cash flow balance. The target of about \$1,000 allows for \$500 minimum balance plus \$50 for January mailings, plus \$300-500 margin of error.

Fiscal Year 2019 Data Respectfully Submitted for Audit by:

Fiscal Year 2019 Data Audited and Approved by:

Suzanne Weber, Treasurer, October 2018-Present \_\_\_\_\_ Date

Denise Jackson, BHRA Resident \_\_\_\_\_ Date

Linda Bilsing, BHRA Resident \_\_\_\_\_ Date

# TOTAL EXPENSES - 2019 - ROAD WORK COMPLETED - As of Dec 31, 2019

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MONTH	DAYS	COST	Spent to Date	BUDGET REMAINING	
JANUARY				\$ 33,400.00	STARTING AMOUNT AVAILABLE
					WORK COMPLETED: Foster 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. He 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 above 12727 Otter. 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
APRIL	4/2 - 4/3	\$ 2,015.00	\$ 2,015.00	\$ 31,385.00	
APRIL	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 (estimated), @ \$50 per load. 15 Tons at Fort Collins price of \$10/ton would have cost \$120 for material
JUNE	6/15	\$ 1,009.28	\$ 4,024.28	\$ 29,375.72	Install new culvert on Raccoon: Michler Backhoe, Heeney/Mcqueen on Shovels
JULY	7/6-7/7	\$ 595.00	\$ 4,619.28	\$ 28,780.72	Ditch clean out and culvert washout repair along Woodchuck Drive by Michler
JULY	7/8 - 7/11	\$ 24,044.38	\$ 28,663.66	\$ 4,736.34	Grading prior to material delivery, purchase and delivery of 53 loads of material on Otter Rd and Raccoon Dr (see Mat Loc and Load Alloc sheets) and spreading and grading of delivered material. Also includes 8 hrs of skidsteer time for spreading material (purchased by extra donations by Woodchuck Dr/Fox Ct residents) on Woodchuck Dr and Fox Ct.
JULY	7/11	\$ 4,056.39	\$ 28,663.66	\$ 4,736.34	Material purchased by special donations of Woodchuck & Fox residents. No cost to BHRA for material purchase or delivery, cost of spreading (\$720) paid from BHRA general funds
		Woodchuck Dr/Fox CT Special Donations			
SEPTEMBER	9/14	\$ 255.00	\$ 28,918.66	\$ 4,481.34	Andrew Michler for work done on the road and ditch near our security gate
	9/25	\$1,525	\$ 30,443.66	\$ 2,956.34	Foster Dirt grading Lower Otter from pavement up to and through gate. Didn't grade over areas of July material drop because still in good condition.
OCTOBER	10/16	\$ 1,682.51	\$ 32,126.17	\$ 1,273.83	Material placement on Raccoon Dr. Mat = 1582.51; Spreading = \$100
NOVEMBER	11/26-28	\$ 1,485.00	\$ 32,126.17	\$ 1,273.83	Brad Moore (MCMS. Inc) Invoice for Emer Snow plowing after 3' snowfall on Nov 25 & 26
	11/27-28	\$24	\$ 32,126.17	\$ 1,273.83	Andrew Michler-reimbursement for gas for emergency snow plowing Woodchuck and Fox Ct
NOTE: Emergency plowing costs to be covered by Emergency fund; donations from members will replenish Emer. fund as they are received. Many neighbors contributed to plowing, make seek reimbursement in future.					

## MATERIAL PLACEMENT WORK COMPLETED JULY 9-11, 2019

DATE	# OF LOADS	LOCATION OF MATERIAL DROP		TONS THIS SECTION	MAT 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')	178.48	R	720	60	1+15
07/09/19	5	SHARP CURVE ABOUT 1/4 MILE BELOW DRIVEWAY @ 10330 OTTER	(MM 1.3 + 195') TO (MM 1.4 - 20')	76.54	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')	150.43	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')	77.05	R	450	90	1+25
07/10/19	8	BIG MEADOW 'S' CURVE	(MM 2.8-340') TO (MM 2.9 -60')	122.19	R	640	80	1+30
07/10/19	8	RACCOON DR, APPROX 300 YDS SOUTH OF RACCOON CT TO RACCOON CT	(MM .3 +30') TO (MM .4 + 220')	121.86	C	710	88.75	1+50
07/10/19	4	RACCOON DR, FROM "NEW" CULVERT TO GRAY SQUIRREL	(MM .6 +300') TO (MM .7 + 248')	60.35	C	480	120	1+50
07/11/19	1	WEST SIDE SECURITY GATE	MM 3.2	14.98	R	110	110	N/A
07/11/19	1	CURVE EAST OF 13003 WOODCHUCK		155.44	R	120	120	2 hrs + 20 min to 2 hrs + 40 min, 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 AND 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, 957.32 Total Tons of Material = 15.2 Ton per Average Load

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 arrival's at drop point. Highly variable due to variety of factors such as pit location, traffic between pit and drop point, location of drop point (e.g. Lower Otter versus end of Raccoon), staging and sequencing of trucks at drop point, etc.

## MATERIAL PLACEMENT - WORK COMPLETED OCTOBER 16, 2019

DATE	# OF LOADS	LOCATION OF MATERIAL DROP		TONS THIS SECTION	MAT TYPE *	LENGTH OF DROP (FT)	LENGTH PER LOAD **	APPROX TRUCK CYCLE TIME ***
		GENERAL DESCRIPTION/LANDMARK	DISTANCE FROM BOTTOM OF ROAD					
10/16/2019	2		FROM 238' BEFORE TO 40' PAST .3	29.19	C	278	139	
10/16/2019	1		From 196' past .4 to 370' past .4	14.57	C	175	175	
10/16/2019	2		from 70' before .5 to 245' past .5	28.91	C	315	157	

# DRAFT 2020 ROAD MAINTENANCE BUDGET MANY ASSUMED VALUES (January 10, 2020)

BHRA Budget (abbreviated) dues \$ 29,700.00 carry over \$ 3,807 Total Avail \$ 33,507.00

Non-Road Budgeted Expenses \$ 3,507.00 Road Work Avail Funds (Budgeted) \$ 30,000.00

Available for Road Work	Cost Per	Total Cost	Balance	
misc gradings	4 \$	2,000 \$	8,000 \$	22,000 \$

If all available money goes to Material Purchase/Hauling/Grading (assumption based on 2019 averages)

New Material Placement - Estimated based on historical data

Item	% of Total	Amount	\$/Ton	Tons	Tons/Load	Loads
Material	0.44	\$ 9,680.00	12.5	774.4	15	52
Hauling	0.35	\$ 7,700.00				
Grading	0.21	\$ 4,620.00				
		\$ 22,000.00				

## Potential Material Placement Locations

### LOWER OTTER CANDIDATE LOCATIONS FOR 2020

Location	Length	Loads	Notes	Conditions	
1 7+70 to 7+250	180'	3 loads	Near water tank & private signs	muddy and soft surface	
2 10-130 to 10 + 200	330'	5 loads	tight curves below windmill house	compacted RAP with bad potholes	
3 13-90 to 13+225	315'	5 loads	Various road segments below and above lower cattle guard	significant potholes & exposed rocks	
4 14-40 to 14+190	230'	4 loads		significant potholes & exposed rocks	
5 15+50 to 15+90	40'	1 load		significant potholes & exposed rocks	
6 15+170 to 15+490	420'	7 loads		significant potholes & exposed rocks	
7 16-420 to 16+100	520'	9 loads		significant potholes & exposed rocks	
8 17+0 to 17+450	450'	7 loads		significant potholes & exposed rocks	
9 20+0 to 21+250	780'	13 loads		significant potholes & exposed rocks	
10 To Be Named Later					
11 To Be Named Later					
12 To Be Named Later					

### OTHER CANDIDATE ROAD LOCATIONS

RACCOON	8 Loads + Ditch Cleanout	~ 80'/load = 640'	muddy and soft surface
WOLVERINE	2 Loads + Ditch Cleanout	~80'/load = 160'	rutting and exposed rocks
GRAY SQUIRREL	3 Loads + Ditch Cleanout	~80'/load = 240'	muddy and soft surface, exposed rocks

## Other Potential Work

Emergency Vehicle Turnarounds at Road Ends

Ditch Cleanouts and Shaping

Culvert Installation/Improvement