

Buckskin Heights Road Association MINUTES for Thursday, July 16, 2020

Zoom Meeting • 6:30 pm

ATTENDANCE:

Board Present: David Gaudio, Glenn Heeney, Allan Heese, Luke McOmie, Pam Robinson, Sue Weber
Community Members: Mary Arnold, Keifer & Alexis Jacobson, Sherri Stinnett, Lulu Tupper, John & Brittany Woods

CALL TO ORDER, WELCOME/INTRODUCTIONS,

QUORUM: The meeting was called to order with quorum present at 6:38pm.

APPROVAL OF AGENDA: The meeting agenda was approved as distributed.

Community Input: None

Secretary's Report: Sue Weber made a motion to confirm the email approval of the minutes of the January 10, 2020 meeting. The motion was seconded and **approved**.

Treasurer's Report: Treasurer Sue Weber reviewed her report (attached) on the screen. Luke McOmie made a motion to approve the Treasurer's report. It was seconded and **approved**.

Road Report:

Vice President Allan Heese reviewed his report (attached) on the screen, explaining higher costs for upper road areas. Pam Robinson made a motion to accept the road report. The motion was seconded and **approved**.

Keifer Jacobson asked how a resident might get reimbursement for work voluntarily performed? He values neighborhood initiatives in keeping the road in as good shape as possible. David Gaudio and Allan Heese explained that the Board has authorized fuel reimbursement for emergency work in the past, funded by donations by residents, not by dues income; an example was last year's Thanksgiving snow storm. Sue Weber explained that any other reimbursed work on the road must be authorized in advance by the Vice President on behalf of the Board, guided by the current plan for maintenance on the road. Once the approved work is completed, the person submits an invoice which is paid by the Treasurer. There is no mechanism for volunteer work by property owners to be reimbursed by a reduction in road dues.

Gate Report:

- Security concerns after recent break-in – cameras, gate location, lighting, etc. Michael Fallon contacted the Board to suggest moving the gate down near the lower cattle guard near his south property boundary. That location would protect his property; he would be willing to contribute funds for this change. There was general agreement that moving the gate (1) would not significantly address security concerns (e.g., the recent break-in may not have involved a breach of the gate code); and (2) represent a very large expense to the Association. Luke McOmie pointed out that moving it to the lowest point possible might be best if it's going to happen at all; Pam Robinson pointed out that residents of Lower Otter pay road dues as well.

Other suggestions included:

- Cameras at the gate, which have been proposed in the past;
 - Window stickers or fluorescent bumper stickers to discretely identify resident vehicles;
 - Getting power to the gate for bright motion-activated floodlights;
 - Not giving out the code at all and meeting visitors at the gate;
 - Making sure visitors know name and address of destination if challenged;
 - Guest electronic gate code that changes much more often than the resident code; and
 - Reminding residents to only give the swing gate code to commercial vendors
- Luke pointed out that criminals are not deterred by lights or cameras, but cameras are the best bet for identification and apprehension of intruders by law enforcement.
 - Sue made a motion that Luke explore the options for camera(s) and come back with a proposal at the next board meeting. The motion was seconded and **approved**. Luke will also talk to Bob Ferris about the potential of rotating/temporary guest codes.

Fire Committee Report:

- Emergency implications of property address/driveway mismatches on Woodchuck/Otter and Raccoon/Gray Squirrel
Dick Dickson is concerned that emergency responders need to know where actual residences are. There was general agreement that this is not strictly a Board issue, but that delay in getting to any fire can jeopardize the entire community. David Gaudio will talk with Peggy and Brett Kinsey (Woodchuck address with Otter driveway). Pam Robinson and Allan Heese will talk with Teddy and Rebecca Ezzell (Raccoon address/potential Gray Squirrel driveway), who are probably years from building a house.
- Allan Heese pointed out that we need to continue to do fire mitigation with social distancing. Sue Weber will work with Andrew Michler, Fire Committee coordinator, to set up a community information meeting. Brittany and John Woods thanked everybody for help putting out the July 5 fire on their property and emphasized the need for new residents to learn about fire mitigation, Firewise and defensible space. Local fire departments will support the training. Pam Robinson recommended that the new residents be encouraged to join the fire committee, see what is currently available, and come back to the board with recommendations. Keifer Jacobson emphasized the need for our current water source signs to provide accurate locations.

Old Business:

- Bylaws revisions recommended by the Bylaws Review Committee (attached); Paul Hesson summarized the process used by the Bylaws Revision Committee to generate the proposed amendments and credited Parliamentarian Lola Fehr for her excellent assistance. The committee intends to hold at least 2 informational Zoom meetings to discuss these changes before the annual meeting.
 - Sue Weber made a motion that the Board should forward the proposed amendments with the Bylaws Committee's recommendation to the membership for action at the annual meeting. The motion was seconded and **approved**.

- Sue made a second motion to limit the annual meeting to 2 hours by sending usual reports ahead of time and streamlining the agenda (attached), with the bylaws items last. There are 28 proposed amendments; 22 are probably non-controversial and can be passed in groups; 6 will probably require discussion. Limiting the time for the meeting might mean we do not finish considering all amendments, but a second special meeting can be called before the 2021 annual meeting to finish if necessary. The motion was seconded and **approved**.
- Sue made a third motion to authorize the Bylaws Committee to hold 2 Zoom informationals meetings before the annual meeting. The motion was seconded and **approved**.

New Business:

- Agenda for the annual meeting (attached): Sue Weber demonstrated the voting feature of Zoom, and reported that Rick Stahl is working with Rise Broadband to improve the latency in our internet connections.
- Allen Heese pointed out that Board has not made a decision on a dues increase; this should be on the agenda. Sue made a motion to increase dues by \$50 for 2021. It was seconded and **not approved** unanimously. Allan Heese made a motion that the Board recommend no dues increase this year. It was seconded and **approved** unanimously. We will add that information to the agenda. Allan made a motion to approve the annual agenda as modified. It was seconded and **approved**.

Executive Session (if necessary): None

ADJOURNMENT: Allan Heese made a motion to adjourn at 8:38pm. It was seconded and **approved**.

Respectfully Submitted,
Luke McOmie, Secretary

Buckskin Heights Road Association Treasurer's Report

Sue Weber – July 16, 2020

1. Checking account balance to date	=	\$27,138.11
Pending Expenses	=	\$0.00
Pending Deposits	=	\$0.00
Checking Available	=	\$27,138.11
Savings account balance to date	=	\$5,005.87
TOTAL AVAILABLE	=	\$32,143.98

2. **2020 Dues:** To date, 65 of 67 properties (62 of 64 owners) are paid partially or in full. A(nother) lien has been filed against our one long-term delinquent owner.

3. **Recent Completed Property Sales:**

- 12/30/19 – Thomas & Janine Brown (12727 Otter Rd) to Samantha Walker & Jacob Jandrew
- 3/6/20 – Susan McNally & Jon Miller (13735 Otter Rd) to Kyle Recchia
- 6/29/20 – John Niesel & Julie Weaver (8315 Raccoon Ct) to William & Bonnie Torrey
- 7/8/20 -- Dawn & Glenn Coleman (3504 Raccoon Dr) to Rebecca & Teddy Ezzell

4. **Current Properties for Sale:**

- Robert Gonzalez (13512 Otter Rd)
- Aaron Kerst (8001 Wolverine Ct)

5. **BHRA Budget Update** as of July 16, 2020

BHRA EXPENSE & INCOME SUMMARY • July 16, 2020

A	B	C	D	E	F	G	H
Category	2019 Actual	2020 Approved Budget	2020 Actual Expenses & Income to Date	2020 Budget Over (Under) to Date	2020 Expected Remaining Expenses & Income	2020 Projected Total Expense & Income	2020 Projected Over (Under) Budget
Bank Fees	\$12	\$10	\$0	(\$10)	\$0	\$0	(\$10)
Emergency Expense	\$1,485	\$0	\$24	\$24	\$0	\$24	\$24
Gate Maintenance	\$339	\$150	\$0	(\$150)	\$150	\$150	\$0
Grant Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,247	\$1,250	\$0	(\$1,250)	\$1,196	\$1,196	(\$54)
Legal/Financial	\$10	\$450	\$356	(\$94)	\$200	\$556	\$106
Mailings	\$194	\$150	\$93	(\$57)	\$57	\$150	\$0
Miscellaneous	\$327	\$200	\$0	(\$200)	\$200	\$200	\$0
Signs	\$230	\$600	\$0	(\$600)	\$600	\$600	\$0
Supplies	\$22	\$20	\$0	(\$20)	\$20	\$20	\$0
Fire Expense	\$252	\$0	\$0	\$0	\$0	\$0	\$0
Road Base Homeowner	\$4,056	\$0	\$0	\$0	\$478	\$478	\$478
Culverts	\$1,009	\$800	\$230	(\$570)	\$570	\$800	\$0
Road Grader Operator	\$10,340	\$10,000	\$2,565	(\$7,435)	\$7,435	\$10,000	\$0
Road Base	\$20,777	\$19,000	\$3,922	(\$15,078)	\$15,078	\$19,000	(\$0)
BHRA Road Expense Subtotal	\$32,126	\$29,800	\$6,717	(\$23,083)	\$23,083	\$29,800	(\$0)
Expense Subtotal	\$40,301	\$32,630	\$7,190	(\$25,440)		\$33,174	\$544
Dues & Late Fees	\$26,925	\$29,700	\$30,190	\$490	\$760	\$30,950	\$1,250
Emergency Donations	\$1,705	\$0	\$200	\$200	\$0	\$200	\$200
Interest	\$2	\$2	\$0	(\$2)	\$2	\$2	\$0
Grant Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$128	\$128	\$80	(\$48)	\$48	\$128	\$0
Homeowner Road Base Reimburse	\$4,534	\$0	\$0	\$0	\$0	\$0	\$0
Fire Reimburse	\$516	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$40	\$0	\$51	\$51	\$0	\$51	\$51
Income Subtotal	\$33,849	\$29,830	\$30,521	\$691		\$31,331	\$1,501
Checking Cash Flow Balance	(\$6,452)	(\$2,800)	\$23,332			(\$1,843)	

NOTES

Parliamentarian consultant for bylaws revision \$400

Woodchuck roadbase \$478 carryover (unused in 2019)

*Might be able to spend \$1-1.5K more, given end target

66 properties @\$450 = \$29,700 + \$650 arrears paid
*Pandemic has not increased delinquencies

BHRA ASSET SUMMARY

A	B	C	D	E	F	G	H
Category	2019 Actual Ending Balance	2020 Budgeted Ending Balance	2020 Actual Balance to Date			2020 Projected Ending Balance	
BHRA Checking Balance	\$3,807	\$1,007	\$27,138			\$1,964	
BHRA Savings Balance	\$5,005	\$5,007	\$5,006			\$5,007	
Total Assets	\$8,812	\$6,014	\$32,144			\$6,971	

*Target is \$500 to avoid bank fee

JULY 27-28 2020 ANTICIPATED WORK

MOBILIZATION	\$ 200
GRADING ROAD FROM PAVEMENT TO INTERSECTION OF OTTER/RACCOON	\$ 1,920
SPREADING NEW MATERIAL	\$ 2,400
DITCH CLEANOUT ON WOLVERINE	\$ 150
TOTAL	\$ 4,670

LOCATION - REFERENCED TO ROAD MARKERS	DISTANCE TO COVER - FEET	NUMBER OF LOADS	ESTIMATED COST PER LOAD	MATERIAL COST PLUS HAULING
OTTER 13-20 TO 13 + 218	238	4	\$ 400	\$ 1,600
OTTER 14 - 40 TO 14 +300	340	6	\$ 400	\$ 2,400
OTTER 21 - 280 TO 21 + 360	640	11	\$ 400	\$ 4,400
OTTER 24 - 20 TO 25 + 50 (May be shortened to meet budget)	600	10	\$ 400	\$ 4,000
				\$ -
WOLVERINE BETWEEN Lazarowicz Driveway & Road End	180	2	\$ 500	\$ 1,000
GRAY SQUIRREL FROM Dickson Driveway Uphill	180	2	\$ 500	\$ 1,000
RACCOON 2 + 90 to 2 + 300	210	3	\$ 425	\$ 1,275
WOODCHUCK 2 + 00 to 2 + 70	70	1	\$ 450	\$ 450
WOODCHUCK 8 + 300 to 8 + 370	70	1	\$ 450	\$ 450
TOTAL LOADS		40		
TOTAL COST OF MATERIAL				\$ 16,575
TOTAL ESTIMATED PROJECT COST				\$ 21,245

BUCKSKIN HEIGHTS ROAD ASSOCIATION

Bylaws Committee Meeting Minutes for Thursday, June 4 and 11, 2020

Zoom Virtual Meetings • 6:30 pm

ATTENDANCE JUNE 4, 2020:

Committee Present: Ann Dean, Paul Hesson, Mary Anne Long, Pam Robinson, Rick Stahl, Sue Weber,
Committee Absent: David Gaudio (*ex officio*), Luke McOmie (*ex officio*)
Guest: Lola Fehr, Parliamentarian

CALL TO ORDER, WELCOME, QUORUM: Committee Chair Paul Hesson called the meeting to order at 6:35pm.

APPROVAL OF AGENDA: The agenda was approved as distributed.

MINUTES: The approval by email of the minutes of the May 21, 2020 meeting was confirmed.

PRESENTATION BY PARLIAMENTARIAN: Lola Fehr made a brief presentation in which she described her planned role at the annual meeting when we vote on the proposed *Bylaws* changes. She will draft the necessary motions and guide the process, which usually includes a provision that the Board is given permission to make editorial changes that do not affect the content, and if a change in one article impacts another, that change is automatic so we don't have to vote on every little thing. We are doing some major amendments; she does not want the membership to get frustrated in the voting process, but at the same time they need to participate meaningfully in the important content.

REVIEW OF PROPOSED AMENDMENTS: The committee worked through pages 1-8 of the "DRAFT BHRA Proposed Bylaws Amendments 6-4-20," answering these questions for each amendment section:

- a) Are there any changes that need to be made to the wording of the amendment?
- b) Does anything need to be added/subtracted/revise to the rationale? If so, what?
- c) Priority: Is the amendment going to be easy to pass or hard? Is it a high, medium or low priority?
- d) Straw vote: How does each committee member feel about each amendment after the discussion?

NEXT MEETING: Thursday evening, June 11, 2020 at 6:30pm by Zoom.

ADJOURNMENT: The meeting was adjourned at about 8:30pm

ATTENDANCE JUNE 11, 2020:

Committee Present: Ann Dean, David Gaudio (*ex officio*), Paul Hesson, Pam Robinson, Rick Stahl, Sue Weber,
Committee Absent: Mary Anne Long, Luke McOmie (*ex officio*)
Guest: Lola Fehr, Parliamentarian

CALL TO ORDER, WELCOME, QUORUM: Committee Chair Paul Hesson called the meeting to order at 6:40pm.

APPROVAL OF AGENDA: The agenda from the last meeting was continued.

CONTINUED REVIEW OF PROPOSED AMENDMENTS: The committee worked through pages 8-11 of the "DRAFT BHRA Proposed Bylaws Amendments 6-11-20," answering the same questions as above for each amendment section.

NEXT STEPS:

- e) Sue Weber will work with Lola Fehr to format the final draft document, get all the parts in a sensible order, the rationales revised, etc; and
- f) Either embed or create a separate document with the motions recommended to adopt various parts.
- g) Sue will send final draft document to committee members for review early in the week of June 25.
- h) Approve the final document and associated motions to be used at the annual meeting.

NEXT MEETING: Thursday, June 25, 6:30pm by Zoom

ADJOURNMENT: The meeting was adjourned at about 9:00pm

BUCKSKIN HEIGHTS ROAD ASSOCIATION

Bylaws Committee Meeting Minutes for Thursday, June 25 and July 2, 2020

Zoom Virtual Meetings • 6:30 pm

ATTENDANCE JUNE 25, 2020:

Committee Present: Ann Dean, David Gaudio (*ex officio*), Paul Hesson, Mary Anne Long, Luke McOmie (*ex officio*), Pam Robinson, Rick Stahl, Sue Weber

Guest: Lola Fehr, Parliamentarian

CALL TO ORDER, WELCOME, QUORUM: Committee Chair Paul Hesson called the meeting to order at 6:34pm.

APPROVAL OF AGENDA: The agenda from the last meeting was continued.

MINUTES: The approval by email of the minutes of the June 4 and 11, 2020 meetings were confirmed.

CONTINUED REVIEW OF PROPOSED AMENDMENTS: The committee reviewed all and revised some of the proposed amendments in the "DRAFT BHRA Proposed Bylaws Amendments 6-25-20" document. Sue Weber will produce another draft and send it out to the committee for comment, with the expectation that members will get back to her with suggestions for improvement by about June 30.

NEXT MEETING: No meeting was scheduled.

ADJOURNMENT: The meeting was adjourned at about 9:00pm

ATTENDANCE JULY 2, 2020:

Committee Present: Ann Dean, David Gaudio (*ex officio*), Paul Hesson, Mary Anne Long, Luke McOmie (*ex officio*), Pam Robinson, Rick Stahl, Sue Weber

Guest: Lola Fehr, Parliamentarian

CALL TO ORDER, WELCOME, QUORUM: Committee Chair Paul Hesson called the meeting to order at 6:33pm.

APPROVAL OF AGENDA: The agenda from the last meeting was continued.

CONTINUED REVIEW OF PROPOSED AMENDMENTS: The committee reviewed and then unanimously agreed to delete the proposed amendment that would have restricted changes to the bylaws to mail votes only. The 28 proposed amendments are now listed in order in groups: 10 wording changes, 8 housekeeping changes, 4 updates, all unanimously recommended; plus 6 debatable amendments, two of which are unanimously recommended.

DEMONSTRATION OF ZOOM POLL FEATURES: Members were able to successfully use the poll feature built into Zoom. Paul Hesson made a motion to recommend that the Board use this feature for the annual meeting. It was seconded and **approved**.

NEXT STEPS:

1. Paul Hesson made a motion to forward the summary table and three-column detailed bylaws document to the Board, with a recommendation to accept and pass on to the membership the recommendations of the Bylaws Committee on all amendment. It was seconded and **approved**.
2. Paul Hesson made a motion to suggest to the Board that the duration of the annual meeting could be limited to 1.5 hours if:
 - Board reports and bylaws amendments were distributed ahead of time; and
 - Two Zoom informational forums planned by the Bylaws Committee were conducted to allow conversation with the interested members prior to the vote at the annual meeting.
 - It was seconded and **approved**.

NEXT MEETING: No meeting was scheduled.

ADJOURNMENT: The meeting was adjourned at about

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 SUMMARY Proposed Bylaws Amendments • Printed 7/16/2020

#	ARTICLE	SECTION	ACTION	RECOMMEND	YOUR VOTE
1	All Articles	All sections	Wording: Permit non-substantive edits by board	Yes	
2	All Articles	All sections	Wording: Change mail "poll" to "vote/ballot" sent to members preceded by required debate opportunity	Yes	
3	Article I Govern Article III Officers	All sections	Wording: Change "he (or she)" to "he/she," etc	Yes	
4	Article I Govern Article II Board Article III Officers	Section 1 Management Section 1 Duties (c) Section 6 Duties At-large	Wording: Change "members at large" to "directors at large;" duties of directors at large	Yes	
5	Article II Board	Section 1 Duties (h)-(i)	Wording: Change spelling "insure" to "ensure;" ensure board insurance coverage	Yes	
6	Article II Board	Section 6 Expenditure of Funds (b)	Wording: Add "Special Assessments" title to section	Yes	
7	Article III Officers	Section 2 Duties President	Wording: Simplify wording of president takeover for vice president	Yes	
8	Article IV Members	Section 3 Use of Facilities	Wording: Add use of BHRA roads "and facilities"	Yes	
9	Article V Dues Article VI Meetings	Section 1 Dues (b)(i) & (b)(ii) Section 4 Voting (c) Mail Votes	Wording: Clarify that mail votes require pros/cons; add USPS abbreviation	Yes	
10	Article VI Meetings	Section 7 Rules of Order	Wording: Specify "Newly Revised" edition of Robert's Rules of Order as BHRA authority	Yes	
11	Article II Board	Section 1 Duties (j)	Housekeeping: Clarify board maintenance of records; ensure appropriate access to Association records	Yes	
12	Article II Board	Section 4 Meetings (a)-(b)	Housekeeping: Increase frequency of board meetings, allow appropriate board actions without meeting	Yes	
13	Article II Board	Section 8 NEW	Housekeeping: Indemnify of directors & officers	Yes	
14	Article II Board Article III Officers Article III Officers	Section 1 Duties Section 2 Duties President Section 4 Duties Secretary	Housekeeping: Reduce required board committee involvement on committees	Yes	
15	Article V Dues Article VIII Misc	Section 2 Delinquencies Section 6 Rules of the Road	Housekeeping: Clarify penalties for dues delinquencies; delete penalties for violations of rules of the road.	Yes	
16	Article VI Meetings	Section 3 Notice	Housekeeping: Permit official notice by USPS and USPS/email combination	Yes	
17	Article VI Meetings	Section 2A NEW	Housekeeping: Permit electronic meetings	Yes	
18	Article VIII Misc	Section 7 Water Tank	Housekeeping: Delete outdated water tank language	Yes	
19	Article II Board	Section 1A NEW	Update: Describe ad hoc & standing committee structure; add Wildfire Mitigation as an unfunded standing committee	Yes	
20	Article II Board	Section 6 Special Assessments	Update: Approve special assessment at an annual/special meeting in addition to mail vote	Yes	
21	Article VI Meetings	Section 5 Quorum	Update: Increase meeting quorum from 10 members to 20% (14 members)	Yes	
22	Article VIII Misc	Section 3 Road Easement Section 4 Fences	Update: Change title to "Road Easement"; prohibit future general encroachment on easement; delete Section 4 on fencing.	Yes	

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 SUMMARY Proposed Bylaws Amendments • Printed 7/16/2020

#	ARTICLE	SECTION	ACTION	RECOMMEND	YOUR VOTE
23	Article VI Meetings	Section 4 Voting (d) NEW	Permit proxy voting at meetings and define requirements with proviso	Yes	
24	Article V Dues	Section 1 Dues (b) Section 1 Dues (b)(iii)	A. Change simple majority to 2/3rds vote at a meeting to recommend a mail vote for a dues change	No	
			B. Change simple majority to 2/3rds vote to approve dues change by mail vote	No	
25	Article I Govern	Section 1 Management	Add communications officer to board and define duties of communications officer	No	
	Article II Board	Section 1 Duties 1(d)			
	Article III Officers	Section 1 Officers			
	Article III Officers	Section 7 NEW			
26	Article VIII Misc	Section 5 Website	Change title to "Internet Communications"; change website wording; add internet communication system	Yes	
27	Article VI Meetings	Section 2 Special Meetings	A. Clarify that appropriate issues for special meetings require action before the next annual meeting	Yes	
			B. Increase special meeting petition from 5 members to ____. Vote in order: 20% (14), 15% (10), 10% (7)	Yes (Level to be determined)	
			C. Define board role in scheduling special meetings	Yes	
28	Article VI Meetings	Section 4 Voting (c) Mail Votes	A. Add combination USPS/electronic vote option	None	
			B. Clarify general mail vote procedures	Yes	

Buckskin Heights Road Association • Proposed Bylaws Amendments • July 16, 2020

CURRENT	PROPOSED	EXPLANATION OR PROS & CONS
<p>01 Recommended All Articles</p>	<p>Wording: Permit non-substantive edits by Board. Approve the rewording, renumbering or re-lettering of sections/parts of the Bylaws, and addition of current amendment dates {}, as needed to maintain logic and sequencing <i>without changing meaning</i> after all amendments are approved.</p>	
<p>02 Recommended All Articles</p>	<p>Wording: Change mail “poll” to “vote/ballot” sent to all members preceded by required debate opportunity</p> <p>Change wording in all articles mentioning “mail poll” to “mail vote by all members” or “mail ballot sent to all members” as grammatically appropriate.</p> <p>Add requirement to all articles mentioning mail poll/vote/ballot that all “must be preceded by at least one opportunity for debate.”</p>	<p>“Vote” means that an action will be taken as a result of the preference shown in the vote. “Poll” is just to get an idea of what the general preference is; no action will be taken, it’s just for interest.</p> <p>Change throughout provides consistent language for the fair conduct of all mail votes.</p>
<p>03 Recommended Article I Governance Article III Officers</p>	<p>Wording: Change “he (or she)” to “he/she,” etc Throughout <i>Bylaws</i> as necessary, change alphabetically to: He (or she) to he/she Him (or her) to her/him His (or her) to her/his</p>	<p>These changes make it clear that women are not parenthetical members of the Association.</p>
<p>04 Recommended Article I Governance Article II Board Article III Officers</p> <p>Article III Officers <i>Section 6. Duties of the Members at Large. No description of duties has been defined.</i></p>	<p>Wording: Change “members at large” to “directors at large” and define duties of directors at large</p> <p>Throughout <i>Bylaws</i> as necessary, change “member(s) at large” to “director(s) at large”</p> <p><i>Section 6. Duties of the Directors at Large. The Directors at Large support Board functions as assigned.</i></p>	<p>Clarifies that all members of the Board of Directors have equal status and responsibility to serve the Association.</p>
<p>05 Recommended Article II. Board of Directors <i>Section 1. Duties.</i></p> <p>h. Insure that all mandatory local, state and federal documents are filed, including, but not limited to, taxes, and other such requirements related to the legal status of the Association. {Annual Meeting 8/18/13}</p> <p>i. Insure that the liabilities and assets of the Association are properly protected with appropriate insurance policies.</p>	<p>Wording: Change spelling “insure” to “ensure;” ensure board insurance coverage</p> <p>h. Ensure that all mandatory local, state and federal documents are filed, including, but not limited to, taxes, and other such requirements related to the legal status of the Association. {Annual Meeting 8/18/13}</p> <p>i. Ensure that the liabilities and assets of the Association are properly protected with appropriate insurance policies; and that the Association maintains appropriate directors’ and officers’ liability insurance coverage.</p>	<p>Correct word and spelling. To <i>ensure</i> something is to make sure it happens, to guarantee it. To <i>insure</i> something or someone is to cover it with an insurance policy.</p> <p>Puts our current practice in writing. This duty is always important, but especially so given proposed new Article II, <i>Section 8. Indemnification of Directors and Officers</i> in 13 below.</p>
<p>06 Recommended Article II Board of Directors <i>Section 6 Expenditure of Funds</i></p> <p>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.</p>	<p>Wording: Add “Special Assessment” title to section</p> <p>b. Special Assessments. Capital expenditure authorization (other than normal maintenance and operating expenses) shall require a mail ballot sent to all property owners, in accordance with these Bylaws. The expenditure shall be approved if two thirds (2/3) of those responding vote for approval.</p>	<p>Defines “special assessment” as used later in Articles IV, V and VI.</p>

CURRENT	PROPOSED ©2020 Buckskin Heights Road Association	EXPLANATION OR PROS & CONS
<p>07 Recommended Article III. Officers <i>Section 2. Duties of the President.</i> ... He (or she) shall keep informed of the Vice President's functions and perform these functions in the absence or disability of the Vice President.</p>	<p>Wording: Simplify wording of president takeover for vice president</p> <p><i>Section 2. Duties of the President.</i> ... He (or she) shall assume the functions of the Vice President in the absence or disability of the Vice President.</p>	<p>Eliminates awkward wording in the last sentence.</p>
<p>08 Recommended Article IV. Membership <i>Section 2. Requirements of Membership.</i> In order to become and maintain a membership of the Association, a member representing said membership shall own land or interest in land as above described; and shall pay all annual dues and assessments. <i>Section 3. Use of the Facilities of the Association.</i> a. All valid memberships of the Association shall be accorded equal use of the roads of the Association.</p>	<p>Wording: Add definition of "membership in good standing" and use of BHRA roads "and facilities"</p> <p>In order to become and maintain a membership in good standing of the Association, a member representing said membership shall own land or interest in land as above described; and shall pay all annual dues and assessments.</p> <p>a. All memberships in good standing shall be accorded equal use of the roads and facilities of the Association.</p>	<p>The definition of "valid memberships" is "memberships in good standing."</p> <p>"... "and facilities" includes gate, water tank, and possibly equipment used by Wildfire Mitigation Committee, etc.</p>
<p>09 Recommended Article V. Dues <i>Section 1. Dues.</i> i. Conduct a mail vote within thirty (30) days by providing to each membership in good standing: (1) a description and justification for the change in dues; and (2) a self-addressed, postage-paid, uniquely-identified ballot. ii. Ballots must be returned to the Association's United States Postal Service mailing address within thirty (30) days of the initial mailing date to be counted.</p>	<p>Wording: Clarify that mail vote requires pros/cons; add USPS abbreviation</p> <p>i. Conduct a mail vote in accordance with these Bylaws within thirty (30) days by providing to each membership in good standing: (1) a description of the change in dues; (2) a brief summary of reasons for and against the change in dues; and (3) a self-addressed, postage-paid, uniquely-identified ballot. ii. Ballots must be returned to the Association's United States Postal Service (USPS) mailing address within thirty (30) days of the initial mailing date to be counted.</p>	<p>Requires an even-handed description of all the issues related to the dues change, not just the positive points. (This language is repeated in 28 below Article VII Meetings Section 4 regarding other mail votes.)</p> <p>Allows the use of the USPS abbreviation throughout the rest of the document.</p> <p>This section will require minor wording changes if electronic voting is approved in 28.</p>
<p>10 Recommended Article VI. Meetings <i>Section 7. Rules of Order.</i> All meetings will be conducted according to Robert's Rules of Order.</p>	<p>Wording: Specify "Newly Revised" edition of Robert's Rules of Order as BHRA authority <i>Section 7. Rules of Order.</i> All meetings will be conducted according to Robert's Rules of Order Newly Revised.</p>	<p>Clarifies that the current version of Robert's Rules of Order is the authority for BHRA.</p>
<p>11 Recommended Article II. Board of Directors <i>Section 1. Duties.</i> j. Review, approve, and publish the minutes of the annual meeting on the Association website in a timely manner.</p>	<p>Housekeeping: Clarify board maintenance of records; ensure appropriate access to Association records</p> <p>j. Association Records. i. Review, approve, and publish the minutes of the annual and special meetings on the Association website in a timely manner. ii. Ensure both the openness of Association records and privacy of membership records as required by Colorado law. iii. Any membership may inspect public records of the Association upon specific written request. The Secretary shall make such specified records available within seven (7) days of receiving the request.</p>	<p>Ensures that minutes are drafted, approved and made publicly available for all meetings of the Association in a timely fashion.</p> <p>Puts our historical and current practices in writing.</p>

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<p>12 Recommended</p> <p>Article II. Board of Directors <i>Section 4. Meetings.</i> The Board of Directors shall meet at least semi-annually, and may meet at other such times and intervals as it may deem necessary.</p>	<p>Housekeeping: Increase frequency of board meetings, permit appropriate board actions without meeting</p> <p><i>Section 4. Meetings.</i> a. The Board of Directors shall meet at least quarterly, and may meet at other such times and intervals as it may deem necessary. b. The Directors may take any time-sensitive action in the absence of a meeting, which they could take at a meeting, by obtaining the approval of a majority of the Directors. Any such action or approval shall have the same effect as though taken at a meeting of the Directors; and shall be ratified and recorded in the minutes of the next Board meeting.</p>	<p>Both parts put our historical and current practice in writing.</p>
<p>13 Recommended</p> <p>Article II. Board of Directors Add NEW Section 8</p>	<p>Housekeeping: Indemnify directors & officers</p> <p><i>Section 8. Indemnification of Directors and Officers.</i> Each person who acts as a director or officer of the Association, or any agent of the Association given such privileges by the Board of Directors, shall be indemnified by the association against expenses actually and necessarily incurred by him/her in the connection with the defense of any action, suit or proceedings in which he/she is made a party by reason of his/hers being or having been a director or officer of the Association, except in relation to matters as to which he/she shall be adjudged in such action, suit or proceeding to be liable for gross negligence or willful misconduct, and except any sum paid for the Association in settlement of an action, suit or proceeding based upon the gross negligence or willful misconduct in the performance of his/her duties. The right of indemnification provided herein shall insure to each director and officer, whether or not he/she is such director or officer at the time such cost or expenses are imposed or incurred, and in the event of his/her death shall extend to his/her legal representatives.</p>	<p>An important protection for members elected to serve on the BHRA Board as fiduciary officers.</p> <p>The standard language of this provision is found in the bylaws of all common interest communities in our area.</p>
<p>14 Recommended</p> <p>Article II. Board of Directors <i>Section 1. Duties.</i> Consistent with these <i>Bylaws</i>, the Board of Directors shall: e. Constitute and appoint committees and define the powers and duties of the same.</p> <p>Article III. Officers <i>Section 2. Duties of the President.</i> He (or she) shall appoint, subject to confirmation by the Board of Directors, all standing and special committees, designating the chairman thereof. He (or she) shall be an <i>ex officio</i> member of all committees. . . .</p> <p><i>Section 4. Duties of the Secretary.</i> He (or she) shall be an <i>ex officio</i> member of all committees.</p>	<p>Housekeeping: Reduce required board involvement on committees</p> <p>Article II. Board of Directors <i>Section 1. Duties.</i> Consistent with these <i>Bylaws</i>, the Board of Directors shall: e. Constitute and appoint committees, define the powers and duties of the same, and appoint the membership and leadership of the same. At least one Board member shall be designated by the Board as an <i>ex officio</i> member of each committee formed, who shall serve as liaison to the Board.</p> <p>Article III. Officers <i>Section 2. Duties of the President.</i> The President shall preside at the meetings of the Association and of the Board. He (or she) shall be the administrative officer of the Association. He (or she) shall keep informed of the Vice President's functions and perform these functions in the absence or disability of the Vice President.</p> <p><i>Section 4. Duties of the Secretary.</i> The Secretary shall send out the notices of the meetings of the Association and of the Board; keep the minutes, maintain the corporate records and attend to the correspondence pertaining to the office as may be required by the Board. In the absence or disability of both the President and Vice-President, the Secretary shall perform the minimal necessary functions of those offices for the continuing operation of the Association.</p>	<p>This addition to Article II Section 1 replaces portions of Article III Sections 2&4.</p> <p>This amendment clarifies how committees are formed and committee membership and leadership are designated. It eliminates the current ambiguity of language between Article II Section 1(e) and Article III Section 2.</p> <p>More importantly, this amendment makes it possible for the Board to appoint the appropriate <i>ex officio</i> officer or director at-large to each committee, which may not be the President or Secretary. It reduces the potential number and influence of Board members on each committee. It distributes the work of the Board more efficiently.</p>

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<p>15 Recommended Article V. Dues <i>Section 2. Delinquencies.</i> a. In the event that members become delinquent in the payment of annual dues or assessments, the Board may: ... ii. Suspend all privileges of membership, including road use privilege, by sending a registered letter to the last known mailing address of the member.</p> <p>Article VIII. Miscellaneous <i>Section 6. Rules of the Road</i> 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 subdivision. Violation of a Board-authorized suspension of road usage may result in civil or criminal action.</p>	<p>Housekeeping: Clarify penalties for dues delinquencies; delete penalties for violations of rules of the road.</p> <p>ii. Suspend privileges of membership, including road use by motor vehicles, by sending a registered letter to the last known mailing address of the member.</p> <p>b. Reckless or careless driving that endangers persons or property shall be reported to the Larimer County Sheriff's Office.</p> <p>DELETE (ii) as unenforceable.</p>	<p>Each membership has a legal obligation to pay dues to maintain the road. This change clarifies the penalty for dues non-payment to something we can potentially enforce.</p> <p>The Association does not have the authority to impose road use restrictions based on violations of Colorado traffic law.</p>
<p>16 Recommended Article VI. Meetings <i>Section 3. Notice.</i> Whenever notice to the membership shall be required by the Bylaws, the Article of Incorporation or otherwise, said notice shall be determined properly given and adequate when it is addressed to the memberships at such address as shall appear in the records of the Association, and is deposited in the United States Mail, postage prepaid. Notice to any member of a membership shall constitute notice to the entire membership. Each membership shall be responsible to provide the Association with its correct address and any change of address.</p>	<p>Housekeeping: Permit official notice by USPS and USPS/email combination <i>Section 3. Notice.</i> a. Whenever notice to the membership shall be required by the <i>Bylaws</i>, the Article of Incorporation or otherwise, said notice shall be determined properly given and adequate when it is either (1) addressed to the memberships at such address as shall appear in the records of the Association, and is deposited with the USPS mail, postage prepaid; or (2) addressed to the memberships at such USPS or email address as specified by the membership and contained in the records of the Association, and is either deposited with the USPS mail, postage prepaid, or electronically transmitted. b. Notice to any member of a membership shall constitute notice to the entire membership. c. Each membership shall be responsible to provide the Association with its correct address and any change of address.</p>	<p>Puts our current practice in writing.</p> <p>In adding electronic notice as an option, it is important to maintain the Association's legal right to send anyone official notice by documentable USPS only.</p>
<p>17 Recommended Article VI. Meetings Add NEW Section 3</p>	<p>Housekeeping: Permit electronic meetings</p> <p><i>Section 3. Electronic Meetings.</i> All meetings of the Association – annual, special, board and committee – may be held electronically.</p>	<p>Covid-19 reality. Electronic meetings are specifically allowed by the Colorado Revised Nonprofit Corporation Act.</p>

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<p>18 Recommended</p> <p>Article VIII. Miscellaneous Section 7. Community Water Tank. The Association shall be authorized to construct, operate and maintain a community water tank for fire suppression to promote the general welfare of the members of the Association. {Mail Poll 6/25/17}</p> <p>a. Funding for the construction, operation, and maintenance of the project shall come entirely from private sources, not from Association funds.</p> <p>b. Liability insurance for the water tank will be included in the Association's policy at no additional cost to the Association.</p> <p>c. The Association is authorized to enter into an agreement for a suitable plot of land with a cost not to exceed one (1) dollar per annum. No additional costs are authorized.</p>	<p>Housekeeping: Delete outdated water tank language</p> <p>Section 7. Community Water Tank. The Association shall be authorized to maintain a community water tank for fire suppression to promote the general welfare of the members of the Association. Funding for the maintenance of the water tank shall come entirely from private sources, not from Association funds.</p>	<p>Deleted verbiage is no longer applicable.</p>
<p>19 Recommended</p> <p>Article II. Board of Directors <i>Section 1. Duties.</i> Consistent with these <i>Bylaws</i>, the Board of Directors shall:</p> <p>e. Constitute and appoint committees and define the powers and duties of the same.</p> <p>Add NEW Section</p>	<p>Update: Describe ad hoc & standing committee structure; add Wildfire Mitigation as an unfunded standing committee</p> <p>Delete Section 1(e) and move to new Section 2 in Article II. Renumber subsequent sections. The <u>[underlined portion]</u> may or may not have been approved in 14 above.</p> <p><i>Section 1A. Committees.</i></p> <p>a. Consistent with these <i>Bylaws</i>, the Board of Directors shall constitute and appoint ad hoc committees and define the powers and duties of the same <u>[...and appoint the membership and leadership of the same. At least one Board member shall be designated by the Board as an <i>ex officio</i> member of each ad hoc committee formed, who shall serve as liaison to the Board.]</u></p> <p>b. Standing Committees:</p> <p>i. The Wildfire Mitigation Standing Committee is responsible for (1) maintaining the Community Wildfire Protection Plan and the Buckskin Heights Wildfire Evacuation Plan, both of which shall be posted on the Association's website; (2) seeking and administering community fire mitigation grants; and (3) organizing and implementing community projects to reduce the potential spread of fire in Buckskin Heights. The Board of Directors shall appoint one of its members as liaison to the committee. All memberships in good standing may join the committee. Funding for wildfire mitigation activities shall come entirely from private sources, not from Association funds.</p>	<p>This new section puts all information about committees in one place.</p> <p>An <i>ad hoc</i> committee is a temporary committee that is formed for a specific purpose. A standing committee is a permanent committee that meets regularly.</p> <p>Part (b) moves the existing Wildfire Mitigation Committee into the BHRA governance structure. It establishes a formal communication channel between the Board and the committee; and it defines the essential duties of the committee to “promote the health, civic and general welfare” of the neighborhood. It recognizes the value of state and federal grant funds for mitigation projects that focus mainly on the common road easement.</p> <p>Self-funding language is similar to 18 Article VIII Section 7 Water Tank.</p>

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<p>20 Recommended Article II Board of Directors <i>Section 6 Expenditure of Funds</i> 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.</p>	<p>Approve special assessments at annual/special meetings in addition to mail vote</p> <p>b. Special Assessments. Capital expenditure authorization (other than normal maintenance and operating expenses) shall require a two-thirds (2/3) vote of the membership in good standing present in person or by proxy at an annual meeting, or special meeting called for that purpose; or by a mail ballot sent to all property owners, in accordance with these Bylaws.</p>	<p>Annual and special meetings provide the opportunity to debate any capital expenditure above and beyond what can be absorbed by annual dues.</p> <p>"Or by proxy" will be added if proxy voting in 23 is approved.</p>
<p>21 Recommended Article VI. Meetings <i>Section 5. Quorum.</i> Ten (10) active members, present in person shall constitute a quorum at all Association meetings.</p>	<p>Update: Increase meeting quorum from 10 members to 20% (14 members)</p> <p><i>Section 5. Quorum.</i> Twenty percent (20%) of the entire membership, present in person, shall constitute a quorum at all Association meetings.</p>	<p>20% of 67 properties = 13.4 = 14 Annual (Special) Mtg Attendance: 2011: 19, 2012: 20, 2013: 14, 2014: 17, 2015: 25, 2016: 24, 2017: 21, 2018: 17, 2019: 25 (17) 1980: 12 full-time or part-time residents 2020 49 full-time or part-time residents</p> <p>The Colorado Common Interest Ownership Act provides guidance: "...unless the bylaws provide otherwise, a quorum is deemed present throughout any meeting of the association if persons entitled to cast twenty percent ... of the votes ... are present ..."</p>
<p>22 Recommended</p> <p>Article VIII. Miscellaneous <i>Section 3. Width of the Road.</i> The width of the road is legally described by the Grant of Easement (April 17, 1969) as "sixty (60) feet wide, extending thirty (30) feet from either side of the center line of said existing road," as defined by the Dedication of Access Road (October 13, 1970) and the Plat Plan of the Buckskin Heights First and Second Filings (October 21, 1970 and January 1, 1971). As a practical matter, the width of the road shall be determined by terrain, drainage, and community safety considerations. {Change approved 8/18/13}</p> <p><i>Section 4. Fences.</i> (Change approved 8/10/97) a. No fence shall be located so as to interfere with the right of way easement [thirty (30) feet in each direction perpendicular from the center line of all existing roads]. b. Existing fences as of August 10, 1997 shall be exempt from this provision given that they are at least twenty feet from centerline of existing roads. c. Fences in violation of this provision shall be moved or removed at the owner's expense.</p>	<p>Update: Change title to "Road Easement"; prohibit future general encroachment on easement; delete Section 4 on fencing.</p> <p><i>Section 3. Road Easement.</i> a. The width of the road is legally described by the Grant of Easement (April 17, 1969) as "sixty (60) feet wide, extending thirty (30) feet from either side of the center line of said existing road," as defined by the Dedication of Access Road (October 13, 1970) and the Plat Plan of the Buckskin Heights First and Second Filings (October 21, 1970 and January 1, 1971). b. As a practical matter, the width of the road shall be determined by terrain, drainage, and community safety considerations. c. No encroachment into the road easement shall be permitted. Existing structures as of August 21, 2020 shall be exempt from this provision.</p> <p>DELETE ENTIRE SECTION 4</p>	<p>Part (c) added to Section 3 covers fences, so Section 4 can be deleted.</p> <p>Encroachment into the easement poses safety risks, affecting emergency access, wildfire hazard and plowing/grading.</p>

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<p>23 Recommended</p> <p>Assumes that <u>underlined language</u> changing “mail(ing) polls” to “mail votes” has been previously approved.</p> <p>Article VI Meetings. Section 4. <i>Voting at Meetings (or in a Mail Vote Sent to All Members)</i>. Only memberships in good standing shall be entitled to vote at meetings of the Association (or in a mail vote sent to all members). Voting may be by voice, but five (5) memberships shall have the right to demand a roll call vote. Each membership shall be entitled to one (1) vote. A membership in good standing is defined as one where no annual dues or assessments are delinquent.</p>	<p>23 Permit proxy voting at meetings and define requirements, with proviso</p> <p><i>Section 4. Voting at Meetings or by Mail.</i></p> <p>a. Each membership in good standing shall be entitled to one (1) vote. A membership in good standing is defined as one where no annual dues or assessments are delinquent.</p> <p>b. Voting at meetings may be by voice, but five (5) memberships shall have the right to demand a roll call vote.</p> <p>23</p> <p>c. Proxy voting.</p> <p>i. At annual and special meetings of the Association, a member entitled to vote may vote in person or by proxy.</p> <p>ii. The proxy must be executed in writing and include:</p> <ul style="list-style-type: none"> • the date of the meeting; • the name and address of the person designated to execute the proxy; • the specific or general scope of the proxy; and • the name, BHRA property address and dated signature of the member granting the proxy. <p>iii. An email containing all the bulleted information above from the member granting the proxy, sent from an email address on file with the Association, is acceptable.</p> <p>iv. All proxies must be presented to the Secretary of the Association before the meeting is called to order. It is the sole responsibility of the member granting the proxy to ensure that her/his proxy is received in a timely manner.</p> <p>v. The Secretary shall determine the validity of all proxies.</p> <p>vi. No membership may vote more than two (2) proxies at any meeting.</p> <p>Provisio: If this amendment fails, “Proxy voting at Board or Association meetings is prohibited” will be inserted into the Bylaws.</p>	<p>PRO: Proxy voting allows more members to have a voice in decisions, even when they cannot attend a meeting to participate in debate.</p> <p>CON: Proxy voting conflicts with the purpose of a deliberative assembly and the equality of members within it. Proxy voting allows members to avoid attending meetings in person. Equity is diminished when one member has more votes than another.</p> <p>BACKGROUND: The Colorado Revised Nonprofit Corporation Act permits documented proxy voting at membership (but not board) meetings unless specifically prohibited by the bylaws of the organization. Therefore, we must let out members know either that:</p> <p>(1) Proxies are legal and how to properly execute a valid proxy at our membership meetings OR</p> <p>(2) Proxies are not permitted at any membership meeting OR</p> <p>The documentation requirements for a legal proxy are defined in the Colorado Revised Nonprofit Corporation Act, and are reflected in the wording of this amendment.</p>
<p>24A Not Recommended</p> <p>24B Not Recommended</p> <p>Article V. Dues Section 1. <i>Dues</i>.</p> <p>b. When a simple majority of the memberships in good standing present at an annual meeting, or special meeting called to consider a change in dues, recommends a vote to change the annual dues, the Board shall: ...</p> <p>iii. If a simple majority (more than half) of all the valid mail ballots received by the deadline are cast in the affirmative, the change in dues shall be approved.</p>	<p>24A Change simple majority vote to 2/3rds vote at a meeting to recommend a mail vote for a dues change</p> <p>24B Change simple majority vote to 2/3rds vote to approve dues change by mail vote</p> <p>[24A] b. When 2/3rds of the memberships in good standing present in person or by proxy at an annual meeting, or special meeting called to consider a change in dues, recommends a vote to change the annual dues, the Board shall: ...</p> <p>[24B] iii. If 2/3rds of all the valid mail ballots received by the deadline are cast in the affirmative, the change in dues shall be approved</p>	<p>PRO: As a compromise between the rights of the individual and the rights of the assembly, a 2/3 vote is necessary. Matters of finance and BHRA monies should be authorized by more than a difference of 1 vote.</p> <p>CON: The current procedure was approved in 2018 by 41 of 46 members (89%) as a way to give balanced voice to residents (who use the road regularly and can attend a meeting), and the entire resident/non-resident membership (in a subsequent mail vote). Realistically, a change to 2/3 mail vote would make most future dues increases difficult if not impossible; the condition of the road will get worse with inflation. Furthermore, 2/3 of our members would be unfairly at the mercy of a small minority of property owners whose “no” mail votes would each count twice as much as a “yes” vote.</p> <p>If proxy voting is approved in 23, the phrase “or by proxy” will be inserted in (b) for clarity.</p>

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<p>25 Not Recommended</p> <p>Article I. Governance <i>Section 1. Management.</i> The Association shall be managed by a Board of six (6) Directors. The Board shall consist of a President, Vice President, Secretary, Treasurer, and two members at large.</p> <p>Article II. Board of Directors, <i>Section 1(c)</i></p> <p>Article III. Officers <i>Section 1. Officers.</i> The officers of the Association shall be President, Vice President, Secretary, and Treasurer. The officers shall be elected annually by the Board of Directors by a majority vote from among its members; and shall hold office until the end of the first meeting of the Board following the annual meeting. An officer may be removed from office by a two-thirds (2/3) vote of the Board of Directors.</p> <p>Add New Section 7</p>	<p>Add communications officer to board and define duties of communications officer</p> <p><i>Section 1. Management.</i> The Association shall be managed by a Board of six (6) Directors. The Board shall consist of a President, Vice President, Secretary, Treasurer, Communications Officer, and one Director at Large.</p> <p><i>[Make a similar amendment to Article II]</i></p> <p><i>Section 1. Officers.</i> The officers of the Association shall be President, Vice President, Secretary, Treasurer and Communications Officer. The officers shall be elected annually by the Board of Directors by a majority vote from among its members; and shall hold office until the end of the first meeting of the Board following the annual meeting. An officer may be removed from office by a two-thirds (2/3) vote of the Board of Directors.</p> <p><i>Section 7. Duties of the Communications Officer.</i> The Communications Officer shall maintain the Association's website, internet communication system and electronic meeting platform; and implement electronic meetings as may be required by the Board or the membership.</p>	<p>PRO: With the advent of electronic communications (website, Groups.io and virtual meetings), a board member with the same terms as other officers (Article I Governance, <i>Section 2 Terms of Directors</i>) should hold an official position with the BHRA. Communications to and from the Board should be handled as seriously as the other directors and at-large members, and governed by the same term of office and rules as the rest of the Board.</p> <p>CON: The Board has the existing power in Article II(1)(d) to appoint one or more directors at large – or any other qualified persons – to perform some or all of these technical duties. This amendment would require the Board to rely solely on the skills of one of the six people willing to serve on the Board, with potential disruptive turnover every year. This would not serve the board or membership well.</p>
<p>26 Recommended</p> <p>Article VIII. Miscellaneous</p> <p><i>Section 5. Website.</i></p> <p>a. The Association website shall be known as <u>www.buckskinheights.org</u>. It shall be maintained by a webmaster appointed by the Board of Directors.</p> <p>b. The content of the website shall be determined by the Board of Directors. The content of the website shall promote the health, civic and general welfare of the members of the Association; and shall not include political or religious information, or commercial advertisement.</p>	<p>Change title to “Internet Communications;” change website wording; add internet communication system</p> <p>If communications officer in 25 is not approved: [26A] Section 5. Internet Communications a. The Association website shall be known as <u>www.buckskinheights.org</u>. It shall be maintained by a webmaster appointed by the Board of Directors. The content of the website shall be determined by the Board of Directors. The content of the website shall promote the health, civic and general welfare of the members of the Association; and shall not include personal opinion, political or religious information, or commercial advertisement. b. The Association shall also maintain an internet communication system for both emergency and general interest use; it shall exclude religious, political and commercial content. The Board of Directors shall appoint two co-administrators to promote civility and fairness, and provide technical support and continuity.</p> <p style="text-align: center;">OR</p> <p>[26B] If communications officer in 25 is approved: <i>Section 5. Internet Communications</i> a. The Association website shall be known as <u>www.buckskinheights.org</u>. It shall be maintained by a webmaster appointed by the Board of Directors. The content of the website shall be determined by the Board of Directors. The content of the website shall promote the health, civic and general welfare of the members of the Association; and shall not include personal opinion, political or religious information, or commercial advertisement. b. The Association shall also maintain an internet communication system for both emergency and general interest use; it shall exclude religious, political and commercial content.</p>	<p>BACKGROUND:</p> <ul style="list-style-type: none"> The website is designed to be an objective source of mostly static information useful to the community over time – contact information for board members; minutes and legal documents; descriptions of active interest groups; etc Our communication system has evolved over the last 15 years from an emergency-only email chain maintained by the fire committee through internet-based <i>AirSet, BigTent to GroupsIO</i>. It now supports general interest and board functions, as well as its original emergency function. It should be administered by the Association, not the fire committee, “to promote the health, civic and general welfare” of the neighborhood. <p>CURRENT ADMINISTRATION:</p> <ul style="list-style-type: none"> The website is currently updated infrequently by one webmaster appointed by the Board. The communication system is currently administered by two co-administrators appointed by the Wildfire Mitigation Committee. They provide immediate, though infrequent, support for individual accounts, and provide infrequent redundant coordination of emergency efforts.

CURRENT	PROPOSED ©2020 Buckskin Heights Road Association	EXPLANATION OR PROS & CONS
<p>27A Recommended 27B No Recommendation 27C No Recommendation</p> <p>Article VI. Meetings Section 2. Special Meetings.</p> <p>Special meetings of the Association may be called by the Board of Directors or upon written request of five (5) memberships given to the Secretary, stating the purpose thereof. At least thirty (30) days written notice shall be given to the memberships.</p>	<p>27A Clarify special meeting procedures</p> <p>27B Increase special meeting petition from 5 members to ____. Vote blank 20% (14), 15% (10), 10% (7)</p> <p>27C Define board role in scheduling special meetings</p> <p>Section 2. Special Meetings.</p> <p>[27A] Special meetings of the Association to deal with important issues that require action before the next annual meeting may be called by the Board of Directors</p> <p>[27B] or upon written petition, signed by ten percent (10%) of the memberships, given to the Secretary. At least thirty (30) days written notice shall be given to the memberships.</p> <p>[27C] The Board shall determine the time and place of special meetings, within the established norm, to maximize attendance.</p>	<p><u>Underlined</u> text is consistent with RONR, p 92 language on special meetings.</p> <p>Data: 10% of 67 properties = 6.7 = 7 15% of 67 properties = 10 20% of 67 properties = 13.4 = 14</p> <p>1980: 12 full-time or part-time residents 2020 49 full-time or part-time residents</p> <p>The bold red phrase in 27C is subject amendment to “..., with a preference for in-person meetings within the platted subdivision,...” The current phrase is too vague to offer clear guidance for board action.</p>
<p>28A No Recommendation 28B Recommended</p> <p>Article VI Meetings Section 4. Voting at Meetings (or in a <u>Mail Vote Sent to All Members</u>). Only memberships in good standing shall be entitled to vote at meetings of the Association (or in a <u>mail vote</u> sent to all members). Voting may be by voice, but five (5) memberships shall have the right to demand a roll call vote. Each membership shall be entitled to one (1) vote. A membership in good standing is defined as one where no annual dues or assessments are delinquent.</p>	<p>28A Add combination USPS/electronic vote option</p> <p>28B Clarify general mail vote procedures</p> <p>Section 4. Voting at Meetings <u>or by Mail.</u></p> <p>a. Each membership in good standing shall be entitled to one (1) vote. A membership in good standing is defined as one where no annual dues or assessments are delinquent.</p> <p>b. Voting at meetings may be by voice, but five (5) memberships shall have the right to demand a roll call vote.</p> <p>c. PROXY VOTING decision from 23</p> <p>[28B]</p> <p>d. Mail Votes: Mail votes not specifically authorized in these Bylaws should generally be reserved for important issues that require action before the next annual meeting. All mail votes shall be preceded by at least one opportunity for debate and conducted as follows:</p> <p>(i) Send by USPS to each membership in good standing (1) an exact description of the proposal; (2) a brief summary of reasons for and against the proposal; and (3) a self-addressed, postage-paid, uniquely-identified ballot;</p> <p>[28A] ... or</p> <p>(ii) Send by USPS or email to each membership in good standing, at such USPS or email address as specified by the membership and contained in the records of the Association, (1) an exact description of the proposal; (2) a brief summary of reasons for and against the proposal; and as appropriate (3) a self-addressed, postage-paid, identifiable paper ballot; or (4) an email with a method to return a secure identifiable electronic ballot.</p> <p>[28B Continued]</p> <p>iii. All ballots must be returned to the Association's USPS mailing address or completed electronically, as appropriate, before the published deadline to be counted. The Secretary shall keep paper ballots and printed copies of electronic ballots on file in the records of the Association.</p>	<p>The <u>Bylaws</u> specifically authorize mail votes for special assessments for capital expenditures, changes in the dues, and bylaws changes. The <u>underlined phrase</u> relative to other potential mail votes is from RONR, p 424.</p> <p>This amendment makes it clear that all mail votes must be preceded by debate and fairly conducted by including any cons as well as the pros in any summary sent to the memberships. Whatever language is adopted here about how mail votes are conducted will apply to all articles that permit mail votes – including special assessments, dues and bylaws changes – unless otherwise specified. Details need not be repeated in those articles.</p> <p>[28A] Part (ii) adds the optional use of a secure electronic voting mechanism in combination with a USPS mail vote using paper ballots.</p> <p>PROS: Electronic voting might appeal to younger residents. CONS: Exclusive electronic voting cannot be required since memberships can opt to receive official notices by USPS. Not all memberships use or trust the security of electronic devices. A USPS/email vote would be an unnecessary and work-intensive administrative challenge.</p> <p>[27A] Part (ii) and the bolded phrases in 28B are subject to an amendment to strike.</p> <p>Voting Anonymity:</p> <ul style="list-style-type: none"> • When only uniquely-identified paper ballots are used in a USPS-only mail vote in (i), the tabulation of votes is anonymous. • When a combination of paper and electronic ballots are used in (ii), the vote tabulation cannot be anonymous because each vote must be matched to the membership roster to be validated and recorded.

BUCKSKIN HEIGHTS ROAD ASSOCIATION 2020 ANNUAL MEETING BY ZOOM

When: Friday, August 21, 2019 at 6:30pm
Attached meeting materials also available at buckskinheights.org/

Where: By ZOOM due to Covid-19 Pandemic

[Insert Zoom information here]

MEETING AGENDA

1. Call to Order; welcome; attendance; review agenda
2. Review of the Board-approved 2019 Annual Meeting Minutes
3. Date for next year's meeting: Friday, August 20, 2021
4. Treasurer's Report – attached
5. Road Report – Work done to date, recommended future work to be done
6. Gate Report
7. Fire Committee Report
8. Nomination and election of BHRA Board members
9. Open floor for additional BHRA-related items
10. Action on Proposed Bylaws Amendments
11. Adjourn

CURRENT BHRA BOARD MEMBERS

David GaudioPresident
 Allan Heese* Vice President
 Luke McOmie*Secretary
 Sue Weber** Treasurer
 Pam RobinsonAt Large
 Glenn HeeneyAt Large

* 1st term ending, eligible for re-election
 ** 2nd term ending, ineligible for re-election

