

Buckskin Heights Road Association Meeting Minutes for May 28, 2020

Zoom Meeting • 6:30 pm

ATTENDANCE:

Board Present: David Gaudio, Glenn Heeney, Allan Heese, Luke McOmie, Pam Robinson, Sue Weber
Community Members: Jacob De Bes, Paul Hesson, Samantha Walker

CALL TO ORDER, WELCOME, QUORUM: The meeting was called to order with quorum present at 6:35pm.

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

COMMUNITY INPUT: No community feedback at present.

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. Glenn Heeney 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. We can probably afford about 40 loads of recycled asphalt, in addition to the 12 loads already spread this spring. About 75% will probably be spread on lower Otter and the rest on interior roads – Raccoon (to continue the job we started last year), plus some on Gray Squirrel, Wolverine and Woodchuck (homeowner purchase leftover from last year). Some ditch work is also needed. Timing will be in late June or early July, depending on Foster's schedule. David Gaudio made a motion to accept the road plan for summer 2020 as described. The motion was seconded and **approved**.

GATE REPORT: Allan Heese asked how many BHRA residents know how to fix that gate? Bob Faris has been the person who has done nearly all the repairs on the electronic parts of the gate. Paul Hesson knows how the mechanics of the gate work. Allan will reach out to Bob to set up a time to go over the whole gate maintenance process with Glenn Heeney, Luke McOmie and Allan.

NEW BUSINESS:

1. **Report from the Bylaws Review Committee**

- A. Sue Weber, David Gaudio, Luke McOmie, Pam Robinson and Paul Hesson are all serving on the Bylaws Committee with Ann Dean, Mary Ann Long and Rick Stahl. Sue reviewed the minutes of the committee's May 21 meeting (attached).
- B. Paul Hesson was recommended and appointed chair of the committee. Parliamentarian Lola Fehr is attending the committee's meetings and will attend annual meeting to help keep it on track and make sure we can move effectively through the bylaw changes. The next meeting of the committee is June 4, 2020
- C. The Bylaws Committee recommends to the Board that the committee should pass all the proposed changes to Board for review. Proposed bylaws changes will be approved at the community-wide annual meeting giving everybody a chance to comment.
- D. Glenn Heeney made a motion to accept the Bylaws Committee report. It was seconded and **approved**.

2. **Planning the August 21, 2020 Annual Meeting**

during the coronavirus pandemic: Sue Weber made a motion that the annual meeting be done by Zoom; it was seconded. After discussion, the motion was **approved**. Luke and Sue will work together to work out voting options. Paul Hesson asked if we could do a mini-zoom gathering for folks that want to host folks physically; there was agreement that this was possible.

3. **Fire Committee:** David Gaudio will reach out to Andrew to discuss social distancing fire mitigation. The application deadline for 2020 fire grants is likely to be October 1, 2020.

EXECUTIVE SESSION: None

ADJOURNMENT: Allan Heese made a motion to adjourn at 7:55pm. It was seconded and approved.

Respectfully Submitted,
Luke McOmie, Secretary

Buckskin Heights Road Association Treasurer's Report

Sue Weber – May 28, 2020

1. Checking account balance to date	=	\$18,583.11
Pending Expenses	=	\$0.00
Pending Deposits	=	\$2,740.00
Checking Available	=	\$21,323.11
Savings account balance to date	=	\$5,005.78
TOTAL AVAILABLE	=	\$26,328.89

- 2020 Dues:** To date, 57 of 67 properties (54 of 64 owners) are paid partially or in full. Reminder notice have been sent to all delinquent property owners.
- 2019-20 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 Wilson & 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 cattle guard) to Brian & Audrey Lodwig
 - 7/10/19 – Chris & Samantha Tanner (12724 Otter Rd) to John & Brittany Woods
 - 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
- 2020 Properties for Sale:**
 - Dawn & Glenn Coleman (3504 Raccoon Dr)
 - Robert Gonzalez (13512 Otter Rd)
 - Aaron Kerst (8001 Wolverine Ct)
 - John & Julie Niesel (8315 Raccoon Ct)
- BHRA Budget Update** as of May 28, 2020

BHRA EXPENSE & INCOME SUMMARY • May 28, 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	\$156	(\$294)	\$300	\$456	\$6
Mailings	\$194	\$150	\$37	(\$113)	\$113	\$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	\$270	(\$530)	\$530	\$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)
<i>BHRA Road Expense Subtotal</i>	<i>\$32,126</i>	<i>\$29,800</i>	<i>\$6,757</i>	<i>(\$23,043)</i>	<i>\$23,043</i>	<i>\$29,000</i>	<i>(\$0)</i>
Expense Subtotal	\$40,301	\$32,630	\$6,974	(\$25,656)		\$33,074	\$444
Dues & Late Fees	\$26,925	\$29,700	\$23,800	(\$5,900)	\$6,790	\$30,590	\$890
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	\$24,131	(\$5,699)		\$30,971	\$1,141
Checking Cash Flow Balance	(\$6,452)	(\$2,800)	\$17,158			(\$2,103)	

NOTES

Parliamentarian consultant for bylaws revision \$400

Woodchuck roadbase \$478 carryover (unused in 2019)

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

66 properties @\$450 = \$29,700 + \$650 arrears paid
*Will pandemic increase 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	\$18,583			\$1,704	
BHRA Savings Balance	\$5,005	\$5,007	\$5,006			\$5,007	
Total Assets	\$8,812	\$6,014	\$23,589			\$6,711	

*Target is \$500 to avoid bank fee

MARCH/APRIL PROJECT ANALYSIS			
Grader	\$ 1,740.00	12 hrs	\$ 145.00 per hour
Bobcat	\$ 630.00	7 hrs	\$ 90.00 per hour
		0.58 hrs per load	
		35 minutes per load	
Trucking	\$ 520.00	4 trips	
	\$ 520.00	4 trips	
	\$ 520.00	4 trips	
		\$ 130.00 cost per trip	
Material	\$ 1,868.00	144 tons	\$ 12.97 per ton
	\$ 494.00	32.3 tons	\$ 15.29 per ton
		176.3 tons	
		12 loads	
		14.7 tons per load	
		\$ 325.00 cost per load	
Mobilization	\$ 195.00		
	\$ 6,487.00		
Grader	\$ 1,740.00		
Bobcat	\$ 630.00	13.84% of total w/out grader	
Trucking	\$ 1,560.00	34.27% of total w/out grader	
Material	\$ 2,362.00	51.89% of total w/out grader	
	\$ 4,552.00	100%	

PROJECTED JUNE/JULY PROJECT BREAKOUT			
Grader	\$ 1,740.00	12 hrs	\$ 145.00 per hour
Total Available			\$ 23,000
Less Grader Costs (3 Gradings)			\$ 5,835
Available for Project			\$ 17,165

ASSUMPTIONS - 15 tons per load and use of Bobcat for all spreading	
Total per Load = \$13/ton*15 tons + \$150 trucking	\$ 345
Total per Load = \$15/ton*15 tons + \$150 trucking	\$ 375
Total per Load = \$15.50/ton*15 tons + \$160 trucking	\$ 393

Bobcat Time per Load of .6 hr		Bobcat Cost per Load	\$	54
Total Cost per load				
	\$ 399	\$ 429	\$	447
# Loads	Total Cost			
35	\$ 13,965	\$ 15,015	\$	15,628
36	\$ 14,364	\$ 15,444	\$	16,074
37	\$ 14,763	\$ 15,873	\$	16,521
38	\$ 15,162	\$ 16,302	\$	16,967
39	\$ 15,561	\$ 16,731	\$	17,414
40	\$ 15,960	\$ 17,160	\$	17,860
41	\$ 16,359	\$ 17,589	\$	18,307
42	\$ 16,758	\$ 18,018		
43	\$ 17,157	\$ 18,447		
44	\$ 17,556			
45	\$ 17,955			

Bobcat Time per Load of .6 hr		Bobcat Cost per Load	\$	60
Total Cost per load				
	\$ 405	\$ 435	\$	453
# Loads	Total Cost			
35	\$ 14,175	\$ 15,225	\$	15,838
36	\$ 14,580	\$ 15,660	\$	16,290
37	\$ 14,985	\$ 16,095	\$	16,743
38	\$ 15,390	\$ 16,530	\$	17,195
39	\$ 15,795	\$ 16,965	\$	17,648
40	\$ 16,200	\$ 17,400	\$	18,100
41	\$ 16,605	\$ 17,835		
42	\$ 17,010	\$ 18,270		
43	\$ 17,415			
44	\$ 17,820			
45	\$ 18,225			

Buckskin Heights Road Association
Bylaws Committee Meeting MINUTES for Thursday, May 21, 2020
Zoom Virtual Meeting • 6:30 pm

ATTENDANCE:

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

CALL TO ORDER, WELCOME, QUORUM: BHRA President David Gaudio called the meeting to order at 6:45pm.

APPROVAL OF AGENDA: Paul Hesson made a motion to approve the agenda as distributed. It was seconded and **approved**.

INTRODUCTION OF COMMITTEE MEMBERS: All participants were known to one another.

CHARGE TO THE COMMITTEE: David Gaudio reviewed the charge to the committee:

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, for action by the membership of the Association at the annual meeting on August 21, 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 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 committee member, Secretary Luke McOmie; and provide secretarial support for potential bylaws revisions.*

ORGANIZING THE WORK OF THE COMMITTEE:

- 5. Election of Committee Chair – David Gaudio asked for nomination or volunteers to serve as chair of this Committee. Paul Hesson and Rick Stahl volunteered. Luke McOmie declined to serve. David asked that all members of the committee email him by Saturday May 23 with their choice for chair. He stated that the opinion of the group will weigh heavily in his decision about who to appoint as chair, as required by our *Bylaws*. (Note: Rick Stahl subsequently withdrew his name from consideration; Paul Hesson was appointed as chair.)*

- 6. Scope of the Committee's Work – The committee will work through the meeting agenda to identify areas in our current *Bylaws* which potentially need modification. We will prioritize the changes as low, medium and high priority, and identify items which will be non-controversial and those that will generate disagreement. We will eventually make recommendations about adoption of each proposed amendment to the Board and to the membership.*
- 7. Roles/Procedures of the Committee, Board and Membership in Amending the Bylaws – Sue Weber made a motion that the Bylaws Revision Committee (a) transmit to the Board all proposed amendments, both those recommended for approval as well as those not recommended for approval; along with (b) a recommendation to the Board that the Board should pass all proposed amendments to the general membership at the annual meeting, both those recommended for approval as well as those not recommended for approval. The motion was seconded and **approved**. Parliamentarian Lola Fehr stated that this was an appropriate way to proceed, given that:*
 - Only the Association membership as a whole has the power to approve changes to the bylaws;*
 - Any membership can propose a bylaws change, which does not need preliminary approval by the Bylaws Committee or the Board;*
 - Both the Bylaws Committee and the Board are free to make recommendations about the value of any bylaws change, which can be accepted or ignored by the membership; and*
 - The agenda for the annual meeting is the appropriate mechanism to give proper notice of all proposed bylaws changes from any source.*

REVIEW OF CURRENT CONSTITUTION/BYLAWS AND IDENTIFICATION OF POTENTIAL AMENDMENTS NEEDED/DESIRED:

The Committee then proceeded to go through the current Constitution and Bylaws, article by article, using Paul Hesson's chart (attached) as a guide. Each committee member explained their proposed changes. The Committee did not debate the merits of each proposed amendment, but informally assigned a rough priority to each. Committee members will send their written proposed amendments to Sue by the end of next week, who will put them in a summary document for further discussion at the next meeting.

NEXT MEETING: Thursday evening, June 4, 2020 at 6:30pm by Zoom.

ADJOURNMENT: The meeting was adjourned at about 8:15pm