

**Buckskin Heights Road Association**  
**MINUTES for Tuesday, September 15, 2020**  
Zoom Transitional and Regular Board Meeting • 6:30 pm

**ATTENDANCE:**

Board Present: David Gaudio, Glenn Heeney, Allan Heese, Pam Robinson, Sue Weber  
Board Absent: Luke McOmie, Dan McQueen  
Community Members: Jacob deBes, Andrew Michler, Bill Torrey, Brittany Woods

**CALL TO ORDER, WELCOME/INTRODUCTIONS,**

**QUORUM:** The meeting was called to order by outgoing President David Gaudio with quorum present at 6:38pm.

**APPROVAL OF AGENDA:** Glenn Heeney made a motion to approve the agenda as distributed. The motion was seconded and **approved**.

**TRANSITIONAL MEETING:**

**Election of Board Officers for 2020-21:** The following slate of officers was unanimously elected:

President – Glenn Heeney  
Vice President – Allan Heese  
Secretary – Luke McOmie  
Treasurer – Pam Robinson  
At Large – David Gaudio & Dan McQueen

President Glenn Heeney and Treasurer Pam Robinson will serve as signatories on the BHRA financial accounts; they will fill out the necessary paperwork at Well Fargo Bank. Glenn and Pam will also take possession of the keys to the post office box. Pam Robinson made a motion to appoint Sue Weber to serve as bookkeeper for the Board of Directors; Sue will have viewing access only on the online account. The motion was seconded and **approved**.

**Adjournment & Call to Order:** Allan Heese made a motion to adjourn the transitional meeting at 6:50pm. The regular board meeting was immediately called to order with quorum present by new President Glenn Heeney.

**REGULAR BOARD MEETING:**

**Community Input:** None

**Secretary's Report:** Glenn Heeney made a motion to confirm the email approval of the minutes of the July 16, 2020 board meeting. The motion was seconded and **approved**.

**Treasurer's Report:** Outgoing Treasurer Sue Weber presented the Treasurer's Report (attached). David Gaudio made a motion to approve payment to Parliamentarian Lola Fehr an additional \$125 (for a total of \$525) for her services to the Association during the three continued annual meetings on August 21, 28 and September 18, 2020. The motion was seconded and **approved**. Pam Robinson made a motion to approve the Treasurer's Report. The motion was seconded and **approved**.

**Road Report:** Vice President Allan Heese gave the following verbal report:

1. There is \$3,750 set aside in the budget for up to 2 fall gradings. Allan does not at present see the need for more than one before the end of the year, but option is available. There is also \$1500 set aside in the budget for work on 3-4 culverts to be done mainly by volunteers. Use of resident backhoe and other equipment will be reimbursed. Jacob deBes pointed out that the gate area was once again potholed; there was general agreement that this could also be addressed by resident volunteers with the additional application of water. Allan and Glenn will coordinate these efforts with the regular grading work by Foster.
2. Allan Heese made a motion, as amended, to repair a borrowed measuring wheel (\$40) and to purchase a new one (\$120) for ongoing use by BHRA. The motion was seconded and **approved**.
3. Allan reminded those present that the Association is not responsible for snow removal, although the Board has organized donations for such work during large snow events.

4. David Gaudio made a motion to approve the road report. The motion was seconded and **approved**.

#### **Gate Report/Security:**

1. Guest gate code, to be changed more often than the resident code – We don't know how many codes can be in use at any one time; how difficult it is to change the code; how to get this information to residents (publish a list of codes once a year?); and whether residents would remember/use the changing guest codes. Glenn Heeney will talk with Bob Faris to determine if this is practical.
2. Security cameras at the gate – Luke McOmie (absent) is the expert on this. The Board needs to develop a proposed plan for the gate area and present it to the membership for input, perhaps using the poll function in GroupsIO.
3. Electricity at the gate – Sue Weber reported that Michael Fallon, the owner of the property immediately east of the gate (as well as the ranchland below the gate), will be bringing electricity to that building site. He has offered to consult with BHRA about making electricity available at the gate as he makes his plans.

#### **Fire Committee Report:**

1. The Ezzell property address/driveway mismatch on Raccoon/Gray Squirrel was easily resolved by having Larimer County change the address to Gray Squirrel. The Kinseys know that they also can resolve their Otter/Wolverine issue.
2. Andrew Michler, Fire Committee Coordinator, gave the following report:
  - During the last Fire Committee meeting on Saturday August 3, the possibility of doing a Fire Wise project was enthusiastically endorsed. It would educate property owners about defensible space and structural improvements to reduce fire vulnerability; and encourage action on clearing the roadways, etc. Andrew will get this organized this fall.
  - We also need to provide secure egress for fire vehicles and turnarounds at the ends of each road.

- The north Otter Rd fire emergency exit for Buckskin Heights into Redstone Canyon (and vice versa) must be maintained. Katy Conrad in Buckskin Heights, Dixie Gibbons, surrounding ranch owner, and Brad/Barbara Avedon, the Redstone property owner on Puma Gulch, have all agreed to allow this emergency access. Pam Robinson will contact Katy to discuss a plan to keep this exit open.
- Andrew Michler will work on a brief "evacuation checklist" that can be distributed to the community in case of another evacuation.

**Old Business:** Paul Hesson reported that the Bylaws Committee met and unanimously agreed to recommend revised language to proposed amendment #22 at the September 18 continued annual meeting: "c. No encroachment into the defined roadway that poses a safety hazard, or impedes emergency access or road maintenance, shall be permitted. Existing structures as of August 21, 2020 shall be exempt from this provision. Larimer County ordinances shall be followed." David Gaudio will take Sue Weber's place as Board liaison to the Bylaws Committee, and continue to preside at the September 18 annual meeting. If necessary, Glenn Heeney will fill in until David joins the meeting.

**New Business** (if any): None

**Executive Session** (if necessary): None

**Adjournment:** David Gaudio made a motion to adjourn at 8:20pm. It was seconded and **approved**.

Respectfully Submitted,  
Pam Robinson, Treasurer and Acting Secretary

## Buckskin Heights Road Association Treasurer's Report

Sue Weber – September 15, 2020

1. <b>Checking account balance</b> to date	=	\$8,448.68
Pending Expenses	=	-\$234.69
Pending Deposits	=	\$0.00
Checking Available	=	\$8,213.99
<b>Savings account balance</b> to date	=	\$5,005.95
TOTAL AVAILABLE	=	\$13,219.94

2. **2020 Dues:** To date, 66 of 67 properties (63 of 64 owners) are paid in full. A lien release will be filed for a delinquency paid in full. We have one long-term (9 years!) delinquency.

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
- 8/28/20 – Aaron Kerst (8001 Wolverine Ct) to Michael Lowe

4. **Current Properties for Sale:**

- Robert Gonzalez (13512 Otter Rd)

5. **BHRA Budget Update** as of September 15, 2020

Motion to increase reimbursement to Parliamentarian Lola Fehr \$125 (from \$400 to \$525 total) for professional services at our (unexpectedly) extended annual meetings to consider bylaws amendments.

**BHRA EXPENSE & INCOME SUMMARY • September 15, 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	\$456	\$6	\$185	\$641	\$191
Mailings	\$194	\$150	\$165	\$15	\$22	\$187	\$37
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	\$478	\$478	\$0	\$478	\$478
Culverts	\$1,009	\$800	\$360	(\$440)	\$1,500	\$1,860	\$1,060
Road Grader Operator	\$10,340	\$10,000	\$7,385	(\$2,615)	\$3,750	\$11,135	\$1,135
Road Base	\$20,777	\$19,000	\$18,060	(\$940)	\$0	\$18,060	(\$940)
<b>BHRA Road Expense Subtotal</b>	<b>\$32,126</b>	<b>\$29,800</b>	<b>\$25,805</b>	<b>(\$3,995)</b>	<b>\$5,250</b>	<b>\$31,055</b>	<b>\$195</b>
<b>Expense Subtotal</b>	<b>\$40,301</b>	<b>\$32,630</b>	<b>\$26,928</b>	<b>(\$5,702)</b>		<b>\$34,551</b>	<b>\$1,921</b>
Dues & Late Fees	\$26,925	\$29,700	\$30,940	\$1,240	\$300	\$31,240	\$1,540
Emergency Donations	\$1,705	\$0	\$200	\$200	\$0	\$200	\$200
Interest	\$2	\$2	\$1	(\$1)	\$1	\$2	(\$0)
Grant Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$128	\$128	\$144	\$16	\$48	\$192	\$64
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
<b>Income Subtotal</b>	<b>\$33,849</b>	<b>\$29,830</b>	<b>\$31,336</b>	<b>\$1,506</b>		<b>\$31,685</b>	<b>\$1,855</b>
<b>Checking Cash Flow Balance</b>	<b>(\$6,452)</b>	<b>(\$2,800)</b>	<b>\$4,408</b>			<b>(\$2,867)</b>	

**NOTES**

Parliamentarian consultant for bylaws revision \$525

Woodchuck roadbase \$478 carryover (unused in 2019)

\*Expected expenses should leave at least \$500 in projected ending balance

Budget: 66 properties @\$450 = \$29,700  
Actual: 67 of 68 properties (65 of 66 owners) are paid in full, so pandemic has not increased delinquencies.  
\$650 in arrears was also paid.

**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	\$27,123			\$940	
BHRA Savings Balance	\$5,005	\$5,007	\$5,006			\$5,007	
<b>Total Assets</b>	<b>\$8,812</b>	<b>\$6,014</b>	<b>\$32,129</b>			<b>\$5,947</b>	

\*Target is \$500 to avoid bank fee