

Buckskin Heights Road Association

MINUTES of Board Meeting on Wednesday, June 9, 2021

Glenn Heeney' House, 13328 Otter Rd & by Zoom • 6:30 pm

ATTENDANCE:

Board Present: David Gaudio, Glenn Heeney, Allan Heese, Luke McOmie, Dan McQueen, Pam Robinson

Board Absent:

Community Members: Sue Weber

CALL TO ORDER, WELCOME/INTRODUCTIONS,

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

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

SECRETARY'S REPORT:

1. Luke McOmie made a motion to confirm the email approval of Board Meeting Minutes from January 28, 2021. The motion was seconded and **approved**.
2. Allan Heese made a motion to confirm the actions taken by email on March 22, 2021 listed below. The motion was seconded and **approved** to confirm:
 - Pam Robinson made a motion to bring the issue of future emergency snow removal to the membership at the annual meeting of the Association on Friday, August 20, 2021 at 6:30pm. The motion was seconded and **approved**.
 - Luke McOmie made a motion to add electronic money transfer capability via Zelle to our existing Wells Fargo checking account. The motion was seconded and **approved**. (Subsequent investigation revealed that this service is not yet available to business accounts at Wells Fargo.)

TREASURER'S REPORT:

3. Glenn Heeney made a motion to approve the June 9, 2021 budget report (attached) as distributed. The motion was seconded and **approved**.
4. Dan McQueen made a motion to accept the findings (attached) of independent auditors, Linda Bilsing and Jodi Abbott, that the financial position and cash flows of BHRA as of December 31, 2020 are in conformity with generally accepted account principles in the USA. The motion was seconded and **approved**.

5. Glenn Heeney will investigate the option of filing a delinquent dues report with credit agencies as another method of encouraging payment.

ROAD REPORT: Plan for summer 2021 road maintenance

6. Our summer road maintenance project had to be postponed until at least July due to a severe lack of asphalt road base material due to major DOT project up the Buckhorn.
7. Summer maintenance plan
 - Allan Heese anticipates spreading ~50 loads as in previous years
 - Repair rough spots between Jackson/Bane mini-cooper house and Lodwig bigfoot property
 - Washboard above the hang-glider launch
 - Few loads on internal roads off Raccoon Dr
 - Prefer recycled asphalt; some Raccoon owners hate crushed concrete.
 - No grading until July until materials are available.
8. Culverts
 - Erik Dolph was a great help on Woodchuck culvert work.
 - Work party at the end of Wolverine set for Sat, July 26.
 - Raccoon south of Braun driveway needs an extension. Glenn Heeney made a motion to buy the extension and rent the power washer at a cost not to exceed \$400. The motion was seconded and **approved**.
9. Road markers – We need to replace damaged markers.
10. Driveway runoff problem – Allan Heese will contact property owners where runoff is damaging the road to see what can be done to improve drainage.

GATE REPORT:

11. Gate – Allan Heese, Glenn Heeney, Luke McOmie, Jacob DeBes, and perhaps Scott Lazarowicz are interested in meeting with Bob Faris to learn more about how the gate is operated and maintained.

FIRE COMMITTEE REPORT:

12. Emergency exit issues – Allan Heese, Glenn Heeney, Luke McOmie and Pam Robinson will meet at the north emergency exit to assess the situation and post “no trespassing” signage as agreed to by Katie Conrad, the owner of the northernmost property in BHRA.

OLD BUSINESS: None

NEW BUSINESS:

13. Annual meeting planning – The board had a long discussion about the possibility of raising the road dues, given the poor condition of the road due to the fire and heavy precipitation and the uncertainty of getting the necessary materials at a reasonable price this year. Allan Heese made a motion to include on the annual meeting agenda a possible \$50 increase in annual dues to \$500/year in 2022. The motion was seconded, discussed and approved by a 4 Yes/1 No vote. No one really wants to increase the dues, but the board generally felt that the possibility needed discussion by the Association as a whole. We will know more about the costs involved by August.

EXECUTIVE SESSION (if necessary): None

ADJOURNMENT: Glenn Heeney made a motion to adjourn at 7:50pm. It was seconded and **approved**.

Respectfully Submitted,

Sue Weber, Recorder

Buckskin Heights Road Association Treasurer's Report

Pam Robinson & Sue Weber – June 9, 2021

1. **Checking account balance 6/8/21** = \$29,530.28
 - Pending Expenses = \$0.00
 - Pending Deposits = \$780.00
 - Checking Available = \$30,310.28
- Savings account balance 6/8/21** = \$5,006.33
- TOTAL AVAILABLE 6/9/21** = \$35,316.61

2. **Dues:** In 2020, dues for 66 of 67 properties (64 of 65 owners) were paid in full; we have one long-term delinquency. In 2021 to date, 61 of the 67 properties have paid their dues in part or in full.

3. **Recent Completed Property Sales:**
 - 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
 - 2/12/21 – Cole Deines (13000 Woodchuck Dr) to Shana Longo
 - 2/23/21 – Ryan Green (3724 Woodchuck Dr) to Bryon & Amy Brockel

4. **Current Properties for Sale:**
 - Rob Gonzalez (13512 Otter Rd)

5. **ACTION ITEMS:**
 - Review and approve the June 9, 2021 budget report (as modified if necessary).
 - Accept the findings (attached) of independent auditors, Linda Bilsing and Jodi Abbott, that the financial position and cash flows of BHRA as of December 31, 2020 are in conformity with generally accepted account principles in the USA.

BHRA EXPENSE & INCOME SUMMARY • June 9, 2021

A	B	C	D	E	F	G	H
Category	2020 Actual	2021 Approved Budget	2021 Actual Expenses & Income to Date	2021 Budget Over (Under) to Date	2021 Expected Remaining Expenses & Income	2021 Projected Total Expense & Income	2021 Projected Over (Under) Budget
Bank Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Emergency Expense	\$24	\$0	\$2,025	\$2,025	\$0	\$2,025	\$2,025
Gate Maintenance	\$0	\$170	\$0	(\$170)	\$170	\$170	\$0
Grant Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,186	\$1,240	\$0	(\$1,240)	\$1,240	\$1,240	\$0
Legal/Financial	\$556	\$100	\$61	(\$39)	\$39	\$100	\$0
Mailings	\$165	\$165	\$48	(\$117)	\$117	\$165	(\$0)
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Signs	\$94	\$150	\$0	(\$150)	\$150	\$150	\$0
Supplies	\$0	\$100	\$99	(\$1)	\$1	\$100	\$0
Fire Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Road Base Homeowner	\$478	\$0	\$0	\$0	\$0	\$0	\$0
Road Ditches & Culverts	\$360	\$1,000	\$477	(\$523)	\$523	\$1,000	\$0
Road Grader Operator	\$8,958	\$10,500	\$2,796	(\$7,704)	\$7,704	\$10,500	\$0
Road Base	\$18,060	\$21,000	\$0	(\$21,000)	\$21,000	\$21,000	\$0
BHRA Road Expense Subtotal	\$27,377	\$32,500	\$3,273	(\$29,227)	\$29,227	\$32,500	\$0
Expense Subtotal	\$29,880	\$34,425	\$5,506	(\$28,919)		\$36,450	\$2,025
Dues & Late Fees	\$30,940	\$30,150	\$26,850	(\$3,300)	\$3,300	\$30,150	\$0
Emergency Donations	\$200	\$0	\$2,175	\$2,175	\$0	\$2,175	\$2,175
Interest	\$1	\$1	\$0	(\$1)	\$1	\$1	\$0
Grant Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$144	\$0	\$0	\$0	\$0	\$0	\$0
Homeowner Road Base Reimburse	\$0	\$0	\$800	\$800	\$0	\$800	\$800
Fire Reimburse	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income Subtotal	\$31,285	\$30,151	\$29,825	(\$326)		\$33,126	\$2,975
Checking Cash Flow Balance	\$1,405	(\$4,274)	\$24,319			(\$3,324)	

NOTES

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

Budget: 67 properties @\$450 = \$30,150

(Dues total includes Otter donations \$450, Raccoon donations \$100; see below for Woodchuck donations)

Woodchuck donations \$800

BHRA ASSET SUMMARY

A	B	C	D	E	F	G	H
Category	2020 Actual Ending Balance	2021 Budgeted Ending Balance	2021 Actual Balance to Date			2021 Projected Ending Balance	
BHRA Checking Balance	\$5,211	\$937	\$30,310			\$1,887	
BHRA Savings Balance	\$5,006	\$5,007	\$5,006			\$5,007	
Total Assets	\$10,217	\$5,944	\$35,317			\$6,894	

*Target is \$500 to avoid bank fee

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Buckskin Heights Road Association Treasurer's Report for FY2020
 With **APPROVED** 2021 Budget • January 28, 2021

EXPENSE/INCOME SUMMARY

NOTES

A	B	C	D	E	F
Category	2019 Actual	2020 Approved Budget	2020 Actual	2020 Difference Over (Under)	2021 PROPOSED Budget
Bank Fees	\$12	\$10	\$0	(\$10)	\$0
Emergency Expense	\$1,485	\$0	\$24	\$24	\$0
Gate Maintenance	\$339	\$150	\$0	(\$150)	\$170
Grant Expense	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,247	\$1,250	\$1,186	(\$64)	\$1,240
Legal/Financial	\$10	\$450	\$556	\$106	\$100
Mailings	\$194	\$150	\$165	\$15	\$165
Miscellaneous	\$327	\$200	\$0	(\$200)	\$0
Road Signs & Accessories	\$230	\$600	\$94	(\$506)	\$150
Office Supplies	\$22	\$20	\$0	(\$20)	\$100
Fire Expense	\$252	\$0	\$0	\$0	\$0
Road Base Homeowner	\$4,056	\$0	\$478	\$478	\$0
Road Culverts & Ditchwork	\$1,009	\$800	\$360	(\$440)	\$1,000
Road Grader Operator	\$10,340	\$10,000	\$8,958	(\$1,043)	\$10,500
Road Base	\$20,777	\$19,000	\$18,060	(\$940)	\$21,000
BHRA Road Expense Subtotal	\$32,126	\$29,800	\$27,377	(\$2,423)	\$32,500
Expense Subtotal	\$40,301	\$32,630	\$29,880	(\$2,750)	\$34,425
Dues & Late Fees	\$26,925	\$29,700	\$30,940	\$1,240	\$30,150
Emergency Donations	\$1,705	\$0	\$200	\$200	\$0
Interest	\$2	\$2	\$1	(\$1)	\$1
Grant Income	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$128	\$128	\$144	\$16	\$0
Homeowner Road Base Reimburse	\$4,534	\$0	\$0	\$0	\$0
Fire Reimburse	\$516	\$0	\$0	\$0	\$0
Miscellaneous	\$40	\$0	\$0	\$0	\$0
Income Subtotal	\$33,849	\$29,830	\$31,285	\$1,455	\$30,151
Cash Flow Balance	(\$6,452)	(\$2,800)	\$1,405		(\$4,274)

2020 Parliamentarian for bylaws review \$500

Fire Expenses/Income in 2019 were managed from the Wildfire Mitigation account. Income came entirely from donations from the community. The account was closed in 2019.

Budgeted Road Expense...
 ...includes \$5,211 carryover from 2020.
 Avg cost of delivered road base in 2020 was \$330-\$360/load

Budgeted Dues Income...
 ...assumes 67 of 68 properties pay \$450 annual dues

ASSET SUMMARY

A	B	C	D	E	F
Category	2019 Actual Ending Balance	2020 Budgeted Ending Balance	2020 Actual Ending Balance	2020 Difference Over (Under)	2021 Budgeted Ending Balance
Checking Balance	\$10,260	\$1,072	\$5,211	\$4,139	\$937
Savings Balance	\$5,004	\$5,006	\$5,006	\$0	\$5,007
Total Assets	\$15,264	\$6,078	\$10,217		\$5,944

Budgeted Checking Ending Balance...
 ...for 2021 is the 2020 ending balance plus the net budgeted 2021 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 2020 Data Respectfully Submitted for Audit by:

Suzanne Weber
 Suzanne Weber, Treasurer, October 2018-20

3/3/21
 Date

Pamela Robinson
 Pamela Robinson, Treasurer, October 2020-Present

3-03-2021
 Date

Fiscal Year 2020 Data Audited and Approved by:

Linda Bilow
 BHRA Resident

6/1/2021
 Date

[Signature]
 BHRA Resident

6/1/2021
 Date

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Buckskin Heights Road Association
P.O. Box 352, Masonville, CO 80541

Report on the Financial Statements

We have audited the Treasurer's Report; Audit Summary; expense invoices and authorizations; income receipts; and bank statements and check register of Buckskin Heights Road Association as of **December 31, 2020**.

BHRA's Board of Directors Responsibility for the Financial Statements

The Board is responsible for the preparation and fair presentation of these statements, and management of them to be free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we perform the audit to obtain reasonable assurance about whether the statements are free of material misstatement.

The procedures we have performed include but are not limited to: 1) reviewing invoices, receipts and deposits of the organization; 2) reviewing the check register, bank statements, and BHRA Membership Roster, comparing the three for consistency; 3) reviewing expenses for reasonableness as to their use; 4) confirming all invoices had notations that they had been reviewed; and 5) confirming the beginning and ending cash balance in the checking and savings accounts match the Asset Summary report.

Conduct of Audit

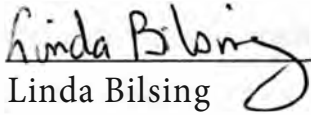
We conducted our audits in accordance with auditing standards generally accepted in the United States of America, specifically those defined by the Association of International Certified Professional Accountants (AICPA). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.


An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

Opinion

In our opinion, the statements referred to previously present fairly, in all material respects, the financial position and cash flows of Buckskin Heights Road Association as of December 31, 2020, in conformity with generally accepted accounting principles in the United States of America.

Both Linda Bilsing and Jodi Abbott are residents of Buckskin Heights Road Association and have performed this audit free of charge.


Linda Bilsing


Jodi Abbott

June 1, 2021
Date