

Buckskin Heights Road Association

MINUTES for Board Meeting on Wednesday, August 31, 2022

Zoom Meeting • 6:30 pm

ATTENDANCE:

Board Members: 2022-23 – Brian Abbott, Mary Arnold, Dan McQueen, Cindy Smith, Bill Torrey, Sue Weber

2021-22 – Allan Heese, Luke McOmie

Community Members: Peggy & Brett Kinsey, Ruth Hesse, Mike Lowe, Max McGowan, Paul Rutt, Rick Stahl

CALL TO ORDER, WELCOME/INTRODUCTIONS, QUORUM:

Brian Abbott called the meeting to order with a quorum present at 6:32pm.

AGENDA:

Allan Heese made a motion to approve the agenda as distributed. It was seconded and **approved**.

TRANSITIONAL MEETING:

Election of Board Officers for 2022-23: The following directors were nominated and elected to serve as officers:

- * President – Dan McQueen
- Vice President – Mary Arnold
- Secretary – Cindy Smith
- * Treasurer – Sue Weber
- At Large – Brian Abbott & Bill Torrey
- * Key officers with financial control of entity. On our Wells Fargo bank account, outgoing President Glenn Heeney shall be removed as an authorized signatory; incoming President Dan McQueen shall be added as an authorized signatory; and Treasurer Sue Weber shall remain as an authorized signatory.

Adjournment & Call to Order: The transitional meeting was adjourned. Incoming president Dan McQueen called the meeting to order with a quorum present at 6:41pm.

REGULAR BOARD MEETING:

Community Input:

1. Luke McOmie expressed optimism for the new board.
2. Brian Abbott expressed thanks to out-going board
3. Quality/Quantity of posts on BHRA's Buckskin Heights GroupsIO
 - A. Dan McQueen recommended that BHRA's GroupsIO be reserved for only important items such as road maintenance issues, fire, flood, etc. He suggested that purely social comments to be directed to Rick Stahl's Buckskin Heights Herald Open Forum.
 - B. NB: The Board did not change the official description of the BHRA GroupsIO site:
"The Buckskin Heights Group provides an emergency communication system for the Buckskin Heights

neighborhood near Masonville, Colorado. It is an integral component of our Community Wildfire Protection Plan (CWPP). It can also be used for less dire general interest neighborhood events – my dog is lost, there's a truck stuck on the road, and so on. In addition, the Buckskin Heights Road Association posts information of general interest to the community, like notices of board meetings and upcoming road work."

Secretary's Report:

1. The Annual Meeting Minutes of August 21, 2022 were approved as distributed.
2. The email vote to approve the Minutes of the July 7, 2022 Board meeting was confirmed.

Treasurer's Report: Treasurer Sue Weber reviewed the Treasurer's Report (attached).

1. Budget update
 - A. There is about \$17K available in the checking account. Of this, \$14 K can be devoted to road items this fall. Allan Heese reported a probable donation of up to \$2,000 for road maintenance from an anonymous donor that will likely be donated soon.
 - B. 100% of memberships paid dues!
 - C. There have been 16 completed property sales completed since the Cameron Peak Fire.
 - D. There was about \$6K carried over from last year. VP Mary Arnold make a plan for road work this fall and next spring. As bills are received, this becomes the "road map" for expenditures within the limits set by the budget each year.
2. Sue made a motion to approve payment of \$350.00 to Parliamentarian Lola Fehr for direct in-person services at the annual meeting of the Association on 8/21/22. After discussion, it was seconded and **approved**. Another \$75 will be donated by some board members to pay Fehr for consultation prior to 2022 annual meeting.
3. Brian Abbott made a motion to approve the Treasurer's Report. It was seconded and **approved**.
4. Dues Increase Mail Ballot
 - A. The board has 30 days from annual meeting to mail out ballots to all memberships.
 - B. Community input is requested via various websites, due by 9/16, to be compiled by Cindy Smith.
 - C. Letters containing postcard ballots to be mailed by 9/21, by Sue and Cindy.

- D. Sue Weber made a motion to include pros/cons in letter, not to exceed 1,000 characters, and to include only vote, no pros/cons on the postcard ballot. It was seconded and **approved**.
5. Bank Signatures – Sue and Dan will schedule time to visit bank and submit signature cards.

Road Report:

1. **Road maintenance for rest of year** – Outgoing VP Allan Heese reported on outstanding projects to carry into this year.

- A. Racoon Ct culvert is buried and needs cleaning.
- B. Cattle guards to be removed. Bill Torrey, Dan McQueen and Allan Heese have graciously volunteered to deal with this.
- C. Upper Otter – a culvert was discovered by grader in front of Smith’s, which needs work and possible replacement.
- D. Large rocks blocking ditches in many places reroute water onto Otter and other roads. This needs to be addressed.
- E. Replacement of lower Otter culvert – there is difficulty with landowner who is resisting water diversion.
 - Incoming VP Mary Arnold will look into this issue.
 - Sue Weber made a motion to support the replacement of the culvert on lower Otter Rd to enhance drainage of Otter and Buckhorn Rd after seeking support from neighboring HOA. It was seconded and **approved**. This will decrease accumulation of mud and debris at junction with asphalt on Buckhorn Road.
- F. Allan provided a list of board assets: sign “Grader on Road;” 2 (missing) orange cones; 18’ extendable washer wand and 5 tips; measurement wheel; 1 long-handled shovel; 2 culvert sections purchased for lower Otter Rd; security gate; and water tank.
- G. The placement of high-quality material and rain this year made for excellent road work, praised by all. Thank you, Allan!

2. **Road Equipment Evaluation Group (REEG) Proposals**

- A. Max McGowan, a member of the REEG, presented background information on all three proposals, with input from Mary Arnold. Consideration of equipment purchase discussion was deferred by the annual meeting participants to the Board.

- B. No conclusions were reached, as some members oppose purchasing equipment and do not want to incur liability for operator/machinery, and other members want to proceed with researching which equipment is best and who will operate.
 - C. Brian Abbott made a motion to dedicate further effort to identifying options and bring report back to Board at next meeting. Dan McQueen agreed to initiate contact with REEG and invite additional community members to join the group. After discussion, the motion was seconded and **approved**.
3. **Road Stabilization Project** – Allan Heese pointed out that the consensus at the annual meeting seemed to be that \$5K was a reasonable amount to spend on the application of MgCl/Beet/Lignon mixture on a bad section of lower Otter Rd. Mary Arnold will follow up.

Gate Report: Only one community member maintains ability to reprogram electronic gate; this should be knowledge held by other board members as needed. The gate code will be re-programmed as of September 1.

New Business:

1. Cindy Smith made a motion to appoint Sue Weber as webmaster, and Brian Abbott and Sue as GroupsIO co-administrators, for 2022-23. It was seconded and **approved**.
2. Sue Weber made a motion to post historical data going back to 2000 regarding board members positions and service dates on the BHRA website. It was seconded and **approved**.
3. The Board approved a suggestion by Max McGowan that he and others research possible revenue generating opportunities for the community, such as solar and wind.
4. Cindy Smith made a motion to create a community social roster including private e-mail/phone numbers, with an “opt-in” requirement. Cindy will work with Sue to implement this project. After discussion, the motion was seconded and **approved**.
5. Rick Stahl suggested that all-electronic voting be considered for future in-person and Zoom meetings of the Association. Brian Abbott made a motion that a committee be formed to explore this option and other possible changes to the *Bylaws*. It was seconded and **approved**. Rick, Sue and Bill Torrey will follow up on these ideas.

Executive Session: None

Adjournment: The meeting was adjourned 8:56pm.

Respectfully submitted,
Cindy Smith, Secretary

Buckskin Heights Road Association Treasurer's Report

Sue Weber – August 31, 2022 (Board Meeting)

1. Checking account balance 8/31/22	=	\$17,233.29
Pending Expenses	=	-\$36.00
Pending Deposits	=	\$0.00
Checking Available	=	\$17,197.29
Savings account balance 8/31/22	=	\$5,006.91
TOTAL AVAILABLE 8/31/22	=	\$22,204.20

2. Dues:

- 2022 – Dues for 67 of 67 properties (61 of 61 owners) are paid in full; 100% compliance for 2022.

3. 16 Completed Property Sales Since the Cameron Peak Fire, October 2020:

- 2/12/21 – Cole Deines (13000 Woodchuck Dr) to Shana Longo
- 2/23/21 – Ryan Green (3724 Woodchuck Dr) to Bryon & Amy Brockel
- 6/18/21 – Robert Gonzalez (13512 Otter Rd) to David & Cynthia Smith
- 8/6/21 – Scott Roth (10100 Otter Rd) to Kaitlyn & Samuel McBride
- 8/30/21 – Jo & Paul Hesson (13428 Otter Rd) to Jacob Jandrew & Samantha Walker
- 9/10/21 – Steven & Sherri Stinnett (14296 Otter Rd) to Paul Rutt
- 11/5/21 – Richard Dixon & Charlene Ferra (8266 Gray Squirrel Ct) to Sean Cloutier
- 12/23/21 – Kyle Recchia (13735 Otter Rd) to Sanjeev & Krystal Karki
- 1/7/22 – Jeremiah & Sandra May (8857 Otter Ct) to Luke & Melanie McOmie & Jonathan Dilley
- 1/7/22 – Heather Speicher (13728 Raccoon Dr) to Justin Wilson
- 2/8/22 – Pamela Robinson (8315 Gray Squirrel Ct) to Cameron & Alice Louie
- 4/8/22 – Estate of Gregory Nelson (13451 Raccoon Dr) to Justin Wilson
- 4/15/22 – Estate of Stanley Long (13888 Otter Rd) to Sarah Simpkins, James Leslie & Robert Leslie
- 4/26/22 – Joshua Embrey (8220 Raccoon Ct) to Jeffrey Moe
- 7/15/22 – Glenn Heeney & Ann Dean (13328 Otter Rd) to Bethany & Allison Seymour
- 8/30/22 – Airn & Matthew Hartwig (13001 Otter Rd) to Rich & Debbie Evans

4. Current Properties for Sale/Pending Closings:

- Scott & Sharon Lazarowicz (8025 Wolverine Ct)
- Jacob Jandrew & Samantha Walker (12727 Otter Rd)

5. Budget Update, August 31, 2022 (attached)

6. Motion to approve payment of \$350.00 to Parliamentarian Lola Fehr for direct in-person services at the annual meeting of the Association on 8/21/22.

- President Brian Abbott could not attend the annual meeting for health reasons. Fehr stepped in to officiate at the meeting because (1) remaining officers had other meeting duties, and (2) the conduct of the meeting included complex voting options and technological challenges.
- The total invoice of \$425.00 also includes \$75 that was intended to be paid independently by individual board members for preliminary consultation about the annual meeting for the reasons listed above (2).

7. Schedule Wells Fargo bank visit to establish 2022-23 authorized signatories

BHRA EXPENSE & INCOME SUMMARY • August 31, 2022

A	B	C	D	E	F	G	H
Category	2021 Actual	2022 Approved Budget	2022 Actual Expenses & Income to Date	2021 Budget Over (Under) to Date	2022 Expected Remaining Expenses & Income	2022 Projected Total Expense & Income	2022 Projected Over (Under) Budget
Bank Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Emergency Expense	\$2,025	\$0	\$0	\$0	\$0	\$0	\$0
Gate Maintenance	\$0	\$200	\$0	(\$200)	\$200	\$200	\$0
Grant Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,235	\$1,300	\$0	(\$1,300)	\$1,300	\$1,300	\$0
Legal/Financial	\$61	\$100	\$33	(\$67)	\$40	\$73	(\$27)
Mailings	\$104	\$100	\$122	\$22	\$85	\$207	\$107
Miscellaneous	\$0	\$0	\$154	\$154	\$0	\$154	\$154
Signs	\$0	\$200	\$0	(\$200)	\$200	\$200	\$0
Supplies	\$99	\$100	\$54	(\$46)	\$100	\$154	\$54
Fire Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Savings/Emergency Acct	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Road Base Homeowner	\$3,950	\$0	\$0	\$0	\$0	\$0	\$0
Road Ditches & Culverts	\$1,372	\$4,000	\$1,425	(\$2,575)	\$5,700	\$7,125	\$3,125
Road Grader Operator	\$14,006	\$14,700	\$12,598	(\$2,103)	\$4,500	\$17,098	\$2,398
Road Base	\$12,933	\$14,000	\$17,349	\$3,349	\$4,500	\$21,849	\$7,849
BHRA Road Expense Subtotal	\$28,311	\$32,700	\$31,371	(\$1,329)	\$14,700	\$46,071	\$10,247
Expense Subtotal	\$35,784	\$34,700	\$31,734	(\$2,966)		\$48,359	\$13,659
Dues & Late Fees	\$30,410	\$29,700	\$41,890	\$12,190	\$0	\$41,890	\$12,190
Emergency Donations	\$2,175	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$1	\$1	\$0	(\$1)	\$0	\$1	(\$0)
Grant Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$16	\$0	\$64	\$64	\$0	\$64	\$64
Homeowner Road Reimburse/Donation	\$3,950	\$0	\$1,000	\$1,000	\$0	\$1,000	\$1,000
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Savings/Emergency Acct	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income Subtotal	\$36,552	\$29,701	\$42,954	\$13,253		\$42,955	\$13,254
Checking Cash Flow Balance	\$767	(\$4,999)	\$11,220			(\$5,405)	

NOTES

Dues mail ballot
Zoom account 2022-23

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

Budget: 66 properties @\$450 = \$29,700
Dues total includes \$10,849 from 11-years (2011-22) of dues/fees/interest from delinquent property estate.
Dues total also includes undesignated donations.
No outstanding dues delinquencies!

BHRA ASSET SUMMARY

A	B	C	D	E	F	G	H
Category	2021 Actual Ending Balance	2022 Budgeted Ending Balance	2022 Actual Balance to Date			2021 Projected Ending Balance*	
BHRA Checking Balance Available	\$5,978	\$979	\$17,233			\$573	
BHRA Savings Balance	\$5,007	\$5,008	\$5,007			\$5,007	
Total Assets	\$10,984	\$5,986	\$22,240			\$5,580	

*Target is \$500 to avoid bank fee.