

Buckskin Heights Road Association

BOARD MINUTES for Monday, January 17 & 26, 2022

Zoom Meeting • 6:30 pm

ATTENDANCE:

Board Members: Brian Abbott, Glenn Heeney, Allan Heese, Luke McOmie, Sue Weber (Dan McQueen, excused)

Community Members: Mary Arnold, Jacob/Eileen DeBes, Ruth Heese, Keifer/Alexis Jacobson, Peggy/Brett Kinsey, Mike Lowe, Paul Rutt, Cindy Smith, Bill/Bonnie Torrey

CALL TO ORDER, WELCOME/INTRODUCTIONS, QUORUM:

The meeting was called to order by President Glenn Heeney with quorum present at 6:36pm.

APPROVAL OF AGENDA:

Luke McOmie made a motion to approve the agenda. It was seconded and **approved**.

Community Input: None at this time.

Secretary's Report: Secretary Luke McOmie made a motion to confirm the email approval of the minutes from the September 16, 2021 BHRA Board meeting as distributed. It was seconded and **approved**.

Treasurer's Report:

1. Treasurer Sue Weber reviewed the attached Treasurer's Report. It summarizes the cash on hand, collection of dues for 2021, and the property sales in 2021.
2. Sue Weber reviewed the "Final YTD 2021 Financial Report," which summarizes the income and expenditures from last year and a proposed budget for 2022. Brian Abbott made a motion to approve the "Final YTD 2021 Financial Report" and the proposed 2022 budget as modified by discussion. It was seconded and **approved**.

Road Report:

1. Mary Arnold raised the issue of clearing the culvert bordering her property. Allan Heese confirmed a previous commitment that we support \$400-600 reimbursement for the equipment (perhaps a mini-excavator) if Mary does the work. The Board agreed to this plan.

2. Allan Heese summarized the drainage problem at the end of Otter Rd, below road marker 2 to intersection of Buckhorn Rd. We removed tree(s) from the west side ditch last year; there was a flood from the water tank on the east side of the road earlier this year. Allan proposed to reestablish the drainage toward the west. After discussion of this and other culvert/ditch work elsewhere, Brian Abbott made a motion to increase the budget for 2022 culvert/ditch work to \$4,000, adjusting the Grader Operator line to \$14,700 and the Road Base line to \$14,000. It was seconded and **approved**.
3. Tentative Road Plan for 2022
 - A. Allan Heese summarized our current approach to annual road improvement/maintenance planning: 3-4 gradings per year, including one major grading/materials application project with a possible second smaller project later in the year.
 - B. Last year's costs were impacted by inflation. Late timing and reduced size of the major 2021 project was caused by lack of recycled asphalt and other materials due to county road projects up the Buckhorn. Cost of material increases dramatically the further up the road we have to haul whatever material we use.
 - C. Interior Roads: In 2021, we did significant work on Gray Squirrel, which was the worst interior road section. Raccoon Ct needs to be the next 2022 priority based upon the conditions and need.
 - D. Allan is looking into using a chemical to bond and improve the driving surface. He's been looking for 1-2 locations to test the material. He is researching the idea and will bring it back to the Board if it seems viable.
 - E. CSU Engineering Department: Students have accepted the project looking at the hairpin corner at road marker 9; they are looking at ways to reduce the grade and improve the line of sight for safety. Report will be available in May.
 - F. Glenn Heeney reported on Raccoon Dr damage caused by the concrete truck. He has spoken to the company about making it right by delivering a load of road base. Glenn has volunteered to do the work if they bring up the load.

Gate Report/Security: Gate use has been much better since the problem we had in the fall. Contractors have been closing the gate.

Fire Committee Report: Post your permitted burns on GroupsIO so neighbors are not alarmed to see smoke. Be smart and safe; follow the law and register with the county; make sure you have proper snow depth with no/low winds.

Old Business: Update on formation of committee to investigate purchase/rental of equipment for BHRA to maintain road.

- Committee members are Mary Arnold, Keifer Jacobson, Max McGowan, and Eric Dolph. Brian Abbott has agreed to be the Board liaison to the committee. Allan Heese is also happy to work on the list of the questions to qualify and help set needs, controls, etc. around the task. Allan Heese asked Keifer and Mary to reach out to the group to select a chair for the group and schedule the first meeting.
- Sue Weber pointed out that the project analysis/proposal must be completed by mid-June to give the Board time to review it before the required 30-day notice to vote on any proposal at the August annual meeting.

New Business:

1. Date for 2022 Annual Meeting: Glenn Heeney made a motion to move the meeting date to Sunday August 21 afternoon instead of Friday, August 19 evening. The evening meeting was not conducive to thoughtful discussion of Association issue. The motion was seconded and **approved**.
2. Sue Weber made a motion to appoint Jodi Abbott and Bonnie Torrey to perform the 2021 financial audit. The motion was seconded and **approved**.

Adjournment to Executive Session: Glenn Heeney made a motion to adjourn the public meeting at 7:55pm. It was seconded and **approved**. At 8:20pm, Sue Weber made a motion to continue the executive session on January 26, 2022 at 6:30pm due to the lateness of the hour. It was seconded and **approved**. At the continued executive session on January 26, 2022, Allan Heese made a motion to hold a public informational Zoom meeting on Thursday, February 17 at 7pm, to discuss a possible *Bylaws* amendment to address parking on Association roads – see below, Article VIII, Section 3, proposed part (d). The motion was seconded and **approved**.

TENTATIVE BHRA BYLAW AMENDMENT

Article VIII. Miscellaneous
Section 3. Road Definition.

- a. The width of the defined roadway is legally described ...
- b. As a practical matter, the width of the road ...
- c. No encroachment into the defined roadway ...
- d. ***Overnight parking of any motor vehicle/trailer (or succession of motor vehicles/trailers) is prohibited within the easement of any of the Association's roads, in order to preserve the essential functions of the road to (i) provide unimpeded safe access to and from Association properties and (ii) protect the life and property of members of the Association. Any Director may authorize temporary exceptions in an emergency or with advance notice. The Board may work with the property owner adjacent to the easement and/or law enforcement to tow violators at the motor vehicle/trailer owner's expense, in accordance with the Code of Colorado Regulations 4 CCR 723-6-6508 (Authorization for Towing of Motor Vehicles) and CRS 42-4 Part 21 (Vehicles Abandoned on Private Property).***

Respectfully Submitted,

Luke McOmie, Secretary

Buckskin Heights Road Association Treasurer's Report

Sue Weber – January 17, 2022

1. Checking account balance 12/31/22	=	\$5,977.69
Pending Expenses	=	\$0.00
Deposit made since 12/31/22	=	\$16.00
Checking Available	=	\$5,993.69
Savings account balance 12/31/22	=	\$5,006.62
TOTAL AVAILABLE 1/17/22	=	\$11,000.31

2. **Dues:** In 2021, dues for 66 of 67 properties (64 of 65 owners) were paid in full, 98% compliance. We have one long-term delinquency.

3. Recent Completed Property Sales:

- 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 Froboese-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

4. Current Properties for Sale/Pending Closings:

- 1/7/22 – Heather Speicher (13728 Raccoon Dr)
- 1/7/22 – Jeremiah & Sandra May (8857 Otter Ct)
- 2/8/22 – Pamela Robinson (8315 Gray Squirrel Ct)

5. **Approval of the 2021 Year-End Audit Financials & Proposed 2022 Budget Report** (attached)

Buckskin Heights Road Association Treasurer's Report for FY2021

With **APPROVED** 2022 Budget • January 17, 2022

EXPENSE/INCOME SUMMARY

NOTES

A	B	C	D	E	F
Category	2020 Actual	2021 Approved Budget	2021 Actual	2021 Difference Over (Under)	2022 APPROVED Budget
Bank Fees	\$0	\$0	\$0	\$0	\$0
Emergency Expense	\$24	\$0	\$2,025	\$2,025	\$0
Gate Maintenance	\$0	\$170	\$0	(\$170)	\$200
Grant Expense	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,186	\$1,240	\$1,235	(\$5)	\$1,300
Legal/Financial	\$556	\$100	\$61	(\$39)	\$100
Mailings	\$165	\$165	\$104	(\$61)	\$100
Miscellaneous	\$0	\$0	\$0	\$0	\$0
Road Signs & Accessories	\$94	\$150	\$0	(\$150)	\$200
Office Supplies	\$0	\$100	\$99	(\$1)	\$100
Fire Expense	\$0	\$0	\$0	\$0	\$0
Road Base Homeowner	\$478	\$0	\$3,950	\$3,950	\$0
Road Culverts & Ditchwork	\$360	\$1,000	\$1,372	\$372	\$4,000
Road Grader Operator	\$8,958	\$10,500	\$14,006	\$3,506	\$14,700
Road Base	\$18,060	\$21,000	\$12,933	(\$8,067)	\$14,000
BHRA Road Expense Subtotal	\$27,377	\$32,500	\$28,311	(\$4,189)	\$32,700
Expense Subtotal	\$29,880	\$34,425	\$35,784	\$1,359	\$34,700
Dues & Late Fees	\$30,940	\$30,150	\$30,410	\$260	\$29,700
Emergency Donations	\$200	\$0	\$2,175	\$2,175	\$0
Interest	\$1	\$1	\$1	(\$1)	\$1
Grant Income	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$144	\$0	\$16	\$16	\$0
Homeowner Road Base Reimburse	\$0	\$0	\$3,950	\$3,950	\$0
Fire Reimburse	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0
Income Subtotal	\$31,285	\$30,151	\$36,552	\$6,401	\$29,701
Cash Flow Balance	\$1,405	(\$4,274)	\$767		(\$4,999)

Budgeted Road Expense...
 ...includes \$5,978 carryover from 2021.
 Avg cost of 37 loads of delivered road base in 2021 was \$455/load (range \$440-\$540)

Budgeted Dues Income...
 ...assumes 66 of 67 properties (63 of 64 owners) pay \$450 annual dues

ASSET SUMMARY

A	B	C	D	E	F
Category	2020 Actual Ending Balance	2021 Budgeted Ending Balance	2021 Actual Ending Balance	2021 Difference Over (Under)	2022 Budgeted Ending Balance
Checking Balance	\$5,211	\$937	\$5,978	\$5,041	\$979
Savings Balance	\$5,006	\$5,007	\$5,007	(\$0)	\$5,008
Total Assets	\$10,217	\$5,944	\$10,984		\$5,986

Budgeted Checking Ending Balance...
 ...for 2022 is the 2021 actual ending balance plus the net budgeted 2022 cash flow balance. The target of about \$900 allows for \$500 minimum balance plus \$50 for January mailings, plus \$300-\$400 margin of error.

Fiscal Year 2021 Data Respectfully Submitted for Audit by:

Fiscal Year 2021 Data Audited and Approved by:

Suzanne Weber, Treasurer, October 2020-Present _____ Date

Jodi Abbott, BHRA Member _____ Date

Bonnie Torrey, BHRA Member _____ Date