

Buckskin Heights Road Association

BOARD MINUTES for Thursday, July 27, 2023

Zoom Meeting • 6:30pm & 7:00pm

EXECUTIVE SESSION:

ATTENDANCE:

Board Members: Brian Abbott (At Large), Mary Arnold (Vice President), Dan McQueen (President), Cindy Smith (Secretary), Bill Torrey (At Large), Sue Weber (Treasurer)

Community Members: Traci Reynolds, Michael Lowe

EXECUTIVE SESSION CALL TO ORDER, WELCOME/INTRODUCTIONS, QUORUM, PURPOSE, ADJOURNMENT:

The meeting was called to order by President Dan McQueen with board quorum present at 6:35pm. The purpose of the meeting was to discuss details regarding the proposed Road Groom contract with owner Traci Reynolds and her guest, Mike Lowe. The executive session was adjourned at 7:02pm.

PUBLIC MEETING

ATTENDANCE:

Board Members: Brian Abbott (At Large), Mary Arnold (Vice President), Dan McQueen (President), Cindy Smith (Secretary), Bill Torrey (At Large), Sue Weber (Treasurer)

Community Members: Rich Evans, Allan Heese, Kathy & Jim Hingtgen, Sanjeev Karki, Michael Lowe, Luke McOmie, Erin Ross & Paul Rutt, Alison Seymour, Brittany Woods

PUBLIC MEETING CALL TO ORDER, WELCOME/INTRODUCTIONS, QUORUM:

Dan McQueen called the public meeting to order at 7:03pm. Sue Weber made a motion to approve the agenda. It was seconded **and approved**.

PUBLIC MEETING AGENDA:

Secretary's Report: Cindy Smith made a motion to approve the previously distributed minutes of the Board Meeting on June 15, 2023. It was seconded **and approved**.

Treasurer's Report: Sue Weber reviewed the Treasurer's Report with budget update (attached). Dan McQueen made a motion to approve the Treasurer's Report. It was seconded **and approved**.

Road & Gate Reports:

1. Road Update:

- A. Mary Arnold reported that grading and spreading materials will occur next week at the locations previously identified. Work on Woodchuck will also be done.
- B. Mary Arnold will keep trying to get a response from the Greeley transport company that caused the damage on Lower Otter Rd above the Jackson/Bane property during the Braun/Sheddy house transport. Damage will be repaired next week, but Sue Weber mentioned the possibility of using small claims court action to recoup loss if necessary from unresponsive company.
- C. Dan McQueen will contact the construction company at new mobile home park in Horsetooth Heights to see if we can obtain scrap concrete to stabilize the house transport damage.

2. Gate Repair Update:

- A. Bill Torrey worked with Leroy Lawrence, with the help of Bethany Seymour, to weld and otherwise repair the east post of the electronic gate. We are so lucky to have the time, talent and initiative from these neighbors!
- B. Paul Rutt is willing to fund a small project to add a counter to the gate if having usage data would be helpful. Bill pointed out that the main source of wear on the gate is collision, not normal open/shut; he will check with Bob Faris to see if gate already has a counter, although such data may not be particularly relevant.

3. Sue Weber made a motion to accept the road and gate reports. It was seconded **and approved**.

Old Business:

1. Road Groom Contract

- A. Dan McQueen made a motion on behalf of the Board to approve the 2-year contract with Association member Traci Reynolds for the use of the road groom as modified in executive session (hourly rate of \$105; limited to road groom equipment; general work location specified on invoices). The motion was seconded.

- B. Mike Lowe spoke in favor of the contract. The road groom is available on demand in optimal weather.
- C. Cindy Smith felt the contract cost was too high; we should be careful not to divert money from materials purchase and reserve money for a possible new electronic gate; and that the professional motor grader was more efficient than the road groom.
- D. Erin Rutt expressed concern that too much road base ends up in the ditch.
- E. Brian Abbott pointed out that recycled asphalt often does not erode and that the road groom actually can bring loose road base back onto the road, unlike the usual effect of the professional motor grader.
- F. Kathy and Jim Hingtgen expressed concern about the cost and effectiveness of the road groom, given the limited parts of the road that could benefit.
- G. Sue Weber pointed out that the road groom proved beneficial in the summer of 2022 on significant parts of Lower Otter and the interior roads; that the cost and timeframe of the contract reflects the commitment of the membership to a neighbor who will perform valuable services for the community (purchase/maintenance of equipment, insurance, coordination of operators); and that we will only pay for actual billed services.
- H. After discussion, the Board voted to **approve** the contract as modified in executive session by roll call vote: Yes – Arnold, Abbott, McQueen, Smith, Weber; No – None; Abstain – Torrey.

- 2. Mailing of 2023 Annual Meeting Agenda – Sue Weber reviewed the previously-approved agenda; it will be mailed 30-days in advance of the meeting as required by our *Bylaws*.

New Business: Katy Conrad at the end of upper Otter Rd is having a survey done to determine the location of the BHRA easement relative to her property. Dan McQueen will work with others to determine if we can install a BHRA lock on the gate(s) across our north emergency exit.

Executive Session (If Any): None

Adjournment of Public Meeting: Dan McQueen made a motion to adjourn the public meeting at 7:55pm. It was seconded and **approved**.

Respectfully submitted,
Sue Weber, Acting Secretary

NOTE: After the meeting, the Board was notified that Traci Reynolds declined to accept the contract as modified by the Board.

Buckskin Heights Road Association Treasurer's Report

Sue Weber – July 27, 2023 (Board Meeting)

1. Checking account balance 7/27/23	=	\$41,949.55
Pending Expenses – MCMS Grading?	=	-\$2,500.00
Pending Deposits	=	\$0.00
Checking available	=	\$39,449.55
Savings account balance 7/27/23	=	\$5,011.67
TOTAL AVAILABLE 7/27/23	=	\$44,461.22

- 2. Dues:** 2023 dues for 66 of 67 properties (61 of 62 owners) are paid in full. Delinquent property owner has received warning letter that lien will be filed the week of August 1 if balance due or installment payment not made.
- 3. July 27, 2023 Budget Update** (attached): The only significant things that have changed since the June 15 Board meeting are a result of the \$450 reduction in anticipated dues income, given the non-response of the delinquent property owner. In this case, we do have the additional option of taking small claims action since the membership is currently employed and wage garnishment is possible.
- 4. Recent Completed Property Sales**

2021=8 sales; 2022=9 sales; 2023 YTD=4 sales; Total 2021-YTD = 21 sales, 31% since Cameron Peak Fire

 - 1/27/23 – Keifer Jacobson (13382 Otter) to Melissa St Clair & Benjamin Hodgin
 - 2/8/23 – Edwin Standard (13960 Otter Rd) to Ian Morello, John & Jennifer Appelman
 - 5/1/23 – Scott & Sharon Lazarowicz (8025 Wolverine Ct) to John Ferrier
 - 5/16/23 – Darin & Erin Glenn (12721 Woodchuck Dr) to Landon & Anna Bruggeman
- 5. Current Properties for Sale/Pending Closings – NA**
 - Kenneth Hersh (2 properties on Lower Otter)
- 6. Other Actions:** A lien release was filed to acknowledge payment in full of delinquent dues back in 2004 as a result of a small claims judgment in favor of BHRA. Digging back into old financial files and minutes demonstrated that the BHRA Board of the time did not follow through with the required lien release. The situation is now resolved to all parties' satisfaction.

BHRA EXPENSE & INCOME SUMMARY • July 27, 2023

A	B	C	D	E	F	G	H
Category	2022 Actual	2023 Approved Budget	2023 Actual Expenses & Income to Date	2023 Budget Over (Under) to Date	2023 Expected Remaining Expenses & Income	2023 Projected Total Expense & Income	2023 Projected Over (Under) Budget
Bank Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Emergency Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gate Maintenance	\$0	\$500	\$622	\$122	\$500	\$1,122	\$622
Grant Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,337	\$1,400	\$0	(\$1,400)	\$1,400	\$1,400	\$0
Legal/Financial/Procedural	\$383	\$500	\$23	(\$477)	\$490	\$513	\$13
Mailings	\$198	\$300	\$99	(\$201)	\$201	\$300	(\$0)
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Road Signs & Accessories	\$0	\$500	\$0	(\$500)	\$500	\$500	\$0
Office Supplies	\$54	\$100	\$23	(\$77)	\$77	\$100	\$0
Technology	\$154	\$350	\$196	(\$154)	\$154	\$350	(\$0)
Transfer to Savings/Emergency Acct	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Road Base Homeowner	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0
Road Ditches & Culverts	\$1,705	\$1,500	\$0	(\$1,500)	\$1,500	\$1,500	\$0
Road Grader Operator	\$18,243	\$16,000	\$0	(\$16,000)	\$16,000	\$16,000	\$0
Road Base	\$14,349	\$20,000	\$0	(\$20,000)	\$20,500	\$20,500	\$500
<i>BHRA Road Expense Subtotal</i>	<i>\$34,296</i>	<i>\$37,500</i>	<i>\$0</i>	<i>(\$37,500)</i>	<i>\$38,000</i>	<i>\$38,000</i>	<i>\$500</i>
Expense Subtotal	\$39,423	\$41,150	\$963	(\$40,187)	\$41,322	\$42,285	\$1,135
Dues & Late Fees	\$41,890	\$30,150	\$29,570	(\$580)	\$0	\$29,570	(\$580)
Emergency Donations	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$1	\$6	\$4	(\$2)	\$3	\$7	\$1
Grant Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$112	\$100	\$32	(\$68)	\$84	\$116	\$16
Homeowner Road Reimburse/Donation	\$3,004	\$0	\$1,750	\$1,750	\$0	\$1,750	\$1,750
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Savings/Emergency Acct	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income Subtotal	\$45,007	\$30,256	\$31,356	\$1,100	\$87	\$31,443	\$1,187
Checking Cash Flow Balance	\$5,585	(\$10,894)	\$30,392			(\$10,846)	

NOTES

Anticipated gate repair

Special meeting mailings/handouts

Zoom meeting equipment: Zoom subscription

Does not include spring MCMS grading (~\$2,500); also slightly reduced due to one delinquent property owner**
 2022: 29 BHRA 15T loads + 6 homeowner loads = 35 loads
 2022: Single grading ~\$3K; with 35 loads road base ~\$9K
 2023: Assumes 41 loads (15T) at \$500/load (~\$20K)

Budgeted Dues Income...
 ...assumes 66** of 67** properties (61** of 62 owners) pay \$450 annual dues and includes undesignted donations

\$1500 for Raccoon Ct/Dr?, \$250 undesignted

BHRA ASSET SUMMARY

A	B	C	D	E	F	G	H
Category	2022 Actual Ending Balance	2023 Budgeted Ending Balance	2023 Actual Balance to Date			2021 Projected Ending Balance*	
BHRA Checking Balance Available	\$11,561	\$667	\$41,950			\$715	
BHRA Savings Balance	\$5,008	\$5,014	\$5,012			\$5,015	
Total Assets	\$16,569	\$5,681	\$46,961			\$5,729	

*Target is \$500 to avoid bank fee.