

# Buckskin Heights Road Association

## BOARD MINUTES for Thursday, June 15, 2023

Zoom Meeting • 6:30 pm

### ATTENDANCE:

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

Community Members: Jodi Abbott, Jessica Blinkinsop, Rich & Deb Evans, David Gaudio, Allan & Ruth Heese, Michael Lowe, Erin Ross, David Smith, Rick Stahl, Bonnie Torrey, Brittany Woods

### CALL TO ORDER, WELCOME/INTRODUCTIONS, QUORUM:

The meeting was called to order by President Dan McQueen with quorum present at 6:35pm.

### APPROVAL OF AGENDA:

Cindy Smith made a motion to approve the agenda. It was seconded and **approved**.

### AGENDA:

**Community Input:** Jodi Abbott identified a tree at the corner of Woodchuck and Otter that impairs visibility and could use removal or trimming.

**Secretary's Report:** Cindy Smith made a motion to approve the Board Meeting minutes of 3/27/2023 as distributed. The motion was seconded and **approved**.

**Treasurer's Report:** Treasurer Sue Weber reviewed the attached Treasurer's Report:

1. 67 of 67 properties are paid, 35% by Zelle.
2. We have approximately \$2,500 of pending grading expenses. 31% of properties in our community have been sold since the Cameron Peak Fire.
3. Final state and federal forms were filed before the April deadline.
4. Treasurer's Report was **approved**.

### Road Report:

1. **Roadwork plan for summer 2023:** VP Mary Arnold reported that:
  - A. The grader re-did work below the gate which was ruined by the unprecedented rains we've had this spring/summer.
  - B. Upper cattle guard is to be removed; lower one will not be removed at this time.
  - C. Rick and Mary have cleared corner of Racoon and Otter of debris.
  - D. Recycled asphalt will be added to road this summer, Mary hopes before August.
  - E. Allan Heese let the Board know that Donna Braun and Jae Shedly will have their home delivered in 2 pieces, which may involve shutting down the road. Concerns were expressed about damage to the road.
  - F. Allan let us know about Aug 5 wedding on Ezell's property, anticipating 80-100 guests.
2. **Road Groom Contract Possibility:** Mary Arnold shared that we have an investor within the community who would like to contract for the operation of the road groom with the Board; the rate put forth is \$6,000/year for a 2-year contract with the owner of the road groom who has formed an LLC. Mary and Rich Evans would be the operators. Brian made a motion to draft a contract for later consideration and approval. It was seconded and **approved**.
3. **Convex Safety Mirror:** Bill Torrey has purchased the mirror and is preparing to install.
4. **News road signage, road marker repair:** This is on the "to do" list.
5. Cindy Smith made a motion to approve the road report as delivered. The motion was seconded and **approved**.

**Gate Report/Security:**

1. Repair of gate: Bill Torrey temporarily welded the gate. Leroy Lawrence will be involved with permanent welding to repair damage. Ruth Heese has volunteered to research the costs associated with a sliding gate to replace existing electronic gate if needed.
2. Removal of cattle guard: The upper guard can be removed, not the lower one.
3. Painting the gate: Cindy Smith has a couple volunteers. Rick Stahl offered to donate reflective glass beads.
4. Dan McQueen will contact Bob Faris about learning how to program and service the electronic gate.
5. The gate report was accepted by the board.

**Fire Committee Report:** Report of May 17 Reorganizational Meeting (Michael Lowe, Rick Stahl, Jodi Abbott, John Applemann, Mary Arnold, Sanjeev Karki, Paul Rutt, Sue Weber, John Woods).

1. Michael Lowe shared that he has removed trees from Wolverine to start work.
2. Rick Stahl mentioned that limbs need cutting to avoid power lines – REA will do this.
3. Emergency egress at top of Otter – observations of fallen trees and some intentionally placed trees across the road.
4. Fire committee members are committed to working with property owners and getting permission before doing work on easements.
5. Rick reported that there are grants for fire mitigation that he is investigating.

**Old Business:** The *Ad Hoc* Bylaws Committee (Arnold, Allan Heese, McQueen, Smith, Torrey, Stahl, Weber) is proposing various changes to the Bylaws. The Board suggested that each author of modifications to bylaws should write pros/cons, and provide original vs proposed language. Sue Weber will collate the amendments for mailing with the annual meeting agenda.

**New Business:**

1. Brian Abbott offered to research the possibility of charging a transfer fee when property changes hands.
2. Sue Weber made a motion to place a \$50 increase in annual dues, to \$500/year, on the agenda for discussion and a vote at the annual meeting. The motion was seconded and **approved**.
3. The draft annual meeting agenda/notice was reviewed. Brian Abbot made a motion to approve the agenda as edited. It was seconded and approved. The agenda with proposed Bylaws amendment will be finalized on or about 7/24/23 and mailed to the membership no later than 7/28/23.

**Executive Session** (If Any): None

**Adjournment:** The meeting was adjourned at 8:58pm by Dan McQueen.

Respectfully submitted,  
Cindy Smith, Secretary

## Buckskin Heights Road Association Treasurer's Report

Sue Weber – June 15, 2023 (Board Meeting)

<b>1. Checking account balance 6/15/23</b>	=	\$41,872.01
Pending Expenses – MCMS Grading?	=	-\$2,500.00
Pending Deposits	=	\$0.00
Checking available	=	\$39,372.01
<b>Savings account balance 6/15/23</b>	=	\$5,011.05
<b>TOTAL AVAILABLE 6/15/23</b>	=	\$44,383.06

### 2. Dues:

- 2023 dues for 66 of 67 properties (61 of 62 owners) are paid in full.
- 24 of the 66 properties (35%) paid by Zelle.

### 3. Recent Completed Property Sales

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

- 1/7/22 – 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 – Gregory Nelson Estate (13451 Raccoon Dr) to Justin Wilson
  - 4/15/22 – Stanley Long Estate (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
  - 9/30/22 – Jacob Jandrew & Samantha Walker (13428 Otter Rd) to Hermine & Clinton Culley
  - ~~12/20/22 – Rudy Hansch Trust (12721 Woodchuck Dr) to Darin & Erin Glenn~~
- 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

### 4. Current Properties for Sale/Pending Closings – NA

### 5. June 15, 2023 Budget (attached)

**BHRA EXPENSE & INCOME SUMMARY • June 15, 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	\$10	(\$490)	\$490	\$500	\$0
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)	\$17,000	\$17,000	\$1,000
Road Base	\$14,349	\$20,000	\$0	(\$20,000)	\$20,000	\$20,000	\$0
<b>BHRA Road Expense Subtotal</b>	<b>\$34,296</b>	<b>\$37,500</b>	<b>\$0</b>	<b>(\$37,500)</b>	<b>\$38,500</b>	<b>\$38,500</b>	<b>\$1,000</b>
<b>Expense Subtotal</b>	<b>\$39,423</b>	<b>\$41,150</b>	<b>\$950</b>	<b>(\$40,200)</b>	<b>\$41,822</b>	<b>\$42,772</b>	<b>\$1,622</b>
Dues & Late Fees	\$41,890	\$30,150	\$29,495	(\$655)	\$450	\$29,945	(\$205)
Emergency Donations	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$1	\$6	\$3	(\$3)	\$3	\$6	\$0
Grant Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$112	\$100	\$16	(\$84)	\$84	\$100	\$0
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
<b>Income Subtotal</b>	<b>\$45,007</b>	<b>\$30,256</b>	<b>\$31,264</b>	<b>\$1,008</b>	<b>\$537</b>	<b>\$31,801</b>	<b>\$1,545</b>
<b>Checking Cash Flow Balance</b>	<b>\$5,585</b>	<b>(\$10,894)</b>	<b>\$30,314</b>			<b>(\$10,974)</b>	

**NOTES**

Anticipated gate repair

Special meeting mailings/handouts

Zoom meeting equipment; Zoom subscription

**Does not include spring MCMS grading (~\$2,500)**  
 2022: 29 BHRA 15T loads + 6 homeowner loads = **35 loads**  
 2022: Single grading ~\$3K; with 35 loads road base ~\$9K  
 2023: Assumes **40 loads** (15T) at \$500/load (~\$20K)

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

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

**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	\$41,872			\$587	
BHRA Savings Balance	\$5,008	\$5,014	\$5,011			\$5,014	
<b>Total Assets</b>	<b>\$16,569</b>	<b>\$5,681</b>	<b>\$46,883</b>			<b>\$5,601</b>	

\*Target is \$500 to avoid bank fee.