

## Buckskin Heights Road Association

### MINUTES for Board Meeting on Monday, September 18, 2023

In-Person & Zoom Meeting • 6:30 pm

#### ATTENDANCE:

Board Members:

2023-24 – Rich Evans, Dan McQueen, Cindy Smith,  
Bill Torrey, Sue Weber, Justin Wilson

2022-23 – Brian Abbott, Mary Arnold

Community Members: David Smith

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

Cindy Smith called the meeting to order with a quorum present at 6:30pm.

#### AGENDA:

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

#### TRANSITIONAL MEETING:

**Election of Board Officers for 2023-24:** Sue Weber made a motion to approve the following slate of officers for 2023-24. The motion was seconded and **approved**.

- \* President – Dan McQueen
- Vice President – Rich Evans
- Secretary – Cindy Smith
- \* Treasurer – Sue Weber
- At Large – Bill Torrey & Justin Wilson
- \* Key officers with financial control of entity.  
President Dan McQueen and Treasurer Sue Weber shall remain as an authorized signatories on our Wells Fargo bank accounts.

**Adjournment & Call to Order:** The transitional meeting was adjourned. Dan McQueen called the meeting to order with a quorum present at 6:37pm.

#### REGULAR BOARD MEETING:

**Community Input:** None

#### Secretary's Report:

1. Cindy Smith made a motion to approve the Annual Meeting Minutes of August 21, 2022 as distributed. The motion was seconded and **approved**.
2. The Board confirmed the email vote to approve the Minutes of the July 7, 2022 Board meeting.

3. The Board confirmed the email vote on August 3, 2023 to “hire Echo Enterprises to smooth Otter Rd using a Road Groom from the pavement to the gate, and interior roads as mutually agreed upon- at a rate of \$110/hour; and to authorize the BHRA Vice President to schedule such work as needed with Echo Enterprises, subject to the following conditions: that (1) Echo Enterprises and their assigns carry adequate liability and damage insurance (\$500K) on the Road Groom and each tow vehicle; and (2) that Echo Enterprises executes a ‘Hold Harmless’ agreement with BHRA.”
  - A. We are waiting for Traci Reynolds to sign this agreement; Dan McQueen is working on this.
  - B. Rich Evans asked about expectations for his position, and road plan left by outgoing VP. Board assured Rich that we will work as a team with the community to provide input, direction, labor, machinery, etc. to maintain and improve road conditions.
4. Justin Wilson moved that we approve the updated record of “Board of Directors Membership, 2000-Present.” The motion was seconded and **approved**.
5. Action item from annual meeting: Board confirmed email vote on 9/12/23 to approve dues increase mail ballot mailing using new combined USPS/electronic procedure. The motion was seconded and **approved**.
  - A. Sue Weber reviewed the voting process required by the newly-amended *Bylaws*, and she shared the documents to be mailed and sent electronically.
  - B. Bill Torrey suggested we should notify voters of electronic votes received. Sue and Cindy agreed.

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

6. We have ~\$7,000 to be spent by Vice President on road maintenance by December 2023. This may include a final grading in October or November. We have used MCMS/Brad Moore to grade this year instead of Justin Foster.
7. The updated membership roster was distributed to Board members.
8. Cindy Smith made a motion to approve the Treasurer's report. The motion was seconded and **approved**.

## Road Report:

9. Maintenance plan for remainder of 2023:
  - A. In general, we have 3 motor gradings/yr, in spring (~\$3,000); summer, when material is added (~\$6,000+); and fall (~\$3,000).
  - B. At this time, the Board agreed that VP Rich Evans should schedule a fall grading and purchase material. It was suggested that 1 load be placed below the McBride property.
  - C. Rubble from recent intense rain event at intersection of Woodchuck on Otter be addressed. Perhaps the Road Groom would be useful here.
  - D. Bill Torrey pointed out that there is a safety issue at the end of Gray Squirrel Ct. Sue Weber noted that more than \$8,000 was spent on this section of road in the past 2 years, but Bill observed that the material has basically eroded away.
10. GIS Mapping Project – Rich Evans reported that several community members have concerns that they have no idea when and where material has been placed and when, so he suggests we notify community via GroupsIO what work was done. The Board agreed that this would be a good idea.
  - A. David Smith joined the conversation and presented the GIS mapping done over the past 2 years, with Allan Heese and Bill Torrey.
  - B. This map work which is on-line, and shows material applied. Every location has a clickable box containing photos, description and details of work done and needs.
  - C. Also included is information on status of culverts and ditches.
  - D. It was suggested that a non-editable web map be published on GroupsIO after work is done. Cindy volunteered to work with David to update names of property owners.
  - E. David said the map shows change over time, which can assist with decision-making regarding road improvement. He also pointed out that there is a way for members to flag areas of need on an interactive map.
11. Rich suggested we have a pile of recycled asphalt on hand to fill in pot holes as needed. Bob Faris has mentioned in the past that the quality of asphalt should be inspected prior to application.
12. Experiment on-going this year: Brad Moore suggested we try applying road base 3" thick and applying it wider across the road to see if it lasts longer. Historically, road base has been applied 6" thick; when this material erodes, it leaves behind "islands" which are then difficult to repair.
13. David suggested that the road report at meetings, especially annual meetings, include the use of on-line mapping to show visually where trouble spots are and where road maintenance has been done.
14. **Action Item:** David suggested that we complete the culvert/ditch inspection that was started a month ago, and that we add in the new culvert Mary Arnold, Mike Lowe and others installed at intersection of Racoon and Otter. Bill thought the new culvert, which is dual-layer with plastic outside and smooth surface inside, may collect less debris and may hold up better than galvanized. Allan Heese purchased this culvert during his tenure asVP.
15. **Action Items from annual meeting:**
  - A. **Data on above/below gate road base application:** Linda Bilsing would like to see data on location of new road base, amount, and type of material applied. See #10 above on the GIS mapping project. We have no data this year on where material was applied, Sue Weber has invoices paid and Allan and David have mapped locations. David suggested that a GIS web map be embedded into the Buckskin Heights website.
  - B. **Repair of road edge damage on fatal drop-off section (road marker 17-18):** Dan McQueen has a contact for large aggregate that he is pursuing, intending to add material over the edge of this gully. Bill Torrey suggested that retaining posts would be challenging to install; we would need professional work, going over the edge and stacking boulders, very risky indeed. Dan has some large boulders he may be able to use. It was pointed out that this section of road has been a problem for years, and members should drive to the inside of the road in this section.
  - C. **Drainage at bottom of road:** Dan is polishing up the draft letter to the owner; Cindy Smith and Dan will hand-deliver to the resident. The culverts should be installed prior to freezing temperatures. We hope that the owner will purchase the culverts and we will supply volunteer labor to install, which will save the owner a significant amount of money.
  - D. **Road survey to determine priority remediation:** David Smith, Bill Torrey, and Rich Evans will continue to survey all the roads, adding to the GIS mapping project to drive decisions on road work needed.

**Gate Report/Security:**

16. A big thank you to Bill and Bonnie Torrey for the purchase and installation of the convex mirror on blind corner below the McBride windmill house.
17. Justin Wilson and Dan McQueen suggested having 2 gate codes, one for residents, a second code for guests, contractors, etc. They will ask Bob Faris to share information with Bill regarding programming of gate.

**18. Action Items from annual meeting:**

- A. Priority preventative maintenance: Bill reports that the inner post of gate is strong.
  - B. Easier-to-open BHRA lock for emergency egress of swing gate in case electronic gate is inoperable: We could change the by-laws at 2024 annual meeting to allow a close and fasten arrangement when the electronic gate is broken. A solar powered light was suggested for safety.
19. Options for future gate replacement: Bill suggested that, if in the future the gate was replaced, one option to consider would be a standard cattle gate which, when damaged, could be replaced for as low as \$150. He also suggested we explore a latch mechanism for the swing gate which could be operated by remote control or keypad to improve ease of access when the automatic gate is out of order.

**Fire Committee Report:**

20. We need to keep upper Otter free of downed trees and open for emergency egress. Cindy and David Smith will walk up and report on current situation.
21. Dan McQueen will check on the status of the committee.

**New Business:**

22. Appointment of BHRA webmasters and GroupsIO administrators:
  - A. The Board appointed Rick Stahl and Sue Weber as co-webmasters of the BHRA website.
    - The Board must approve all materials prior to public posting on the website, as has been the practice in the past.
    - Sue will continue to take responsibility for maintaining the current website. Rick will design a new WordPress version with similar content for Board approval, which both Sue and Rick will co-administer going forward.
  - B. Justin Wilson and Sue Weber were appointed co-administrators of GroupsIO.
23. Disposal of old cattle guard: If Michael Fallon does not want it, Dan will post a community auction of the cattle guard on GroupsIO. Estimated value of scrap metal is \$50-100.
24. The possibility of creating a "BHRA Policies and Procedures Handbook" to supplement the *Bylaws* was discussed. Sue Weber volunteered to coordinate this project. The handbook could be made available to new owners, published on the website and include such items as Allan Heese's description of responsibility for culverts and ditches by the Association and property owners.

**Executive Session:** None

**Adjournment:** The meeting was adjourned 8:37pm.

Respectfully submitted,  
Cindy Smith, Secretary

## Buckskin Heights Road Association Treasurer's Report

Sue Weber, Treasurer (2022-23) – September 18, 2023 (Transitional Board Meeting)

<b>1. Checking account balance 9/18/23</b>	=	\$9,948.33
Pending Expenses	=	\$0.00
Pending Deposits	=	\$0.00
Checking available	=	\$9,948.33
<b>Savings account balance 9/18/23</b>	=	\$5,012.95
<b>TOTAL AVAILABLE 9/18/23</b>	=	\$14,961.28

- Dues:** 2023 dues for 67 of 67 properties (61 of 61 owners) are paid in part or in full.
- September 18, 2023 Budget Update** (attached): The only significant thing that has changed since the annual meeting is the unexpectedly large \$200 increase in our insurance coverage over last year, to \$1,535.
- Recent Completed Property Sales**  

2021=8 sales; 2022=9 sales; 2023 YTD=5 sales; Total 2021-YTD = 22 sales, 33% 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
  - 8/23/23 – Kenneth Hersh (2 properties on Lower Otter) to Boondocks Land LLC/Lacy & Kieth Haugan
- Current Properties for Sale/Pending Closings**
  - Boondocks Land LLC/Lacy & Kieth Haugan (2 properties on Lower Otter)
- Updated Membership Roster** – Sent to new board members and uploaded to BHRA Google Drive
- 2023-24 Bank Signatories** – Schedule trip to Wells Fargo if necessary.

**BHRA EXPENSE & INCOME SUMMARY • Transitional Meeting, September 18, 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)	\$1,535	\$1,535	\$135
Legal/Financial/Procedural	\$383	\$500	\$23	(\$477)	\$490	\$513	\$13
Mailings	\$198	\$300	\$182	(\$118)	\$50	\$232	(\$68)
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	\$855	(\$645)	\$300	\$1,155	(\$345)
Road Grader Operator	\$18,243	\$16,000	\$6,295	(\$9,706)	\$5,000	\$11,295	(\$4,706)
Road Base	\$14,349	\$20,000	\$25,294	\$5,294	\$1,200	\$26,494	\$6,494
<b>BHRA Road Expense Subtotal</b>	<b>\$34,296</b>	<b>\$37,500</b>	<b>\$32,443</b>	<b>(\$5,057)</b>	<b>\$6,500</b>	<b>\$38,943</b>	<b>\$1,443</b>
<b>Expense Subtotal</b>	<b>\$39,423</b>	<b>\$41,150</b>	<b>\$33,490</b>	<b>(\$7,660)</b>	<b>\$9,806</b>	<b>\$43,296</b>	<b>\$2,146</b>
Dues & Late Fees	\$41,890	\$30,150	\$30,095	(\$55)	\$225	\$30,320	\$170
Emergency Donations	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$1	\$6	\$5	(\$1)	\$2	\$7	\$1
Grant Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$112	\$100	\$32	(\$68)	\$16	\$48	(\$52)
Homeowner Road Reimburse/Donation	\$3,004	\$0	\$1,750	\$1,750	\$200	\$1,950	\$1,950
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>\$31,882</b>	<b>\$1,626</b>	<b>\$443</b>	<b>\$32,325</b>	<b>\$2,069</b>
<b>Checking Cash Flow Balance</b>	<b>\$5,585</b>	<b>(\$10,894)</b>	<b>(\$1,608)</b>			<b>(\$10,976)</b>	

**NOTES**

Anticipated gate repair

\$200 more than last year

Special meeting mailings/handouts; dues ballots

Zoom meeting equipment; Zoom subscription

Fall motorgrading ~\$3K?; Road Groom ~\$2K?  
2022: 35 loads (15T) at \$496/load  
2023: 35 loads (15T) at \$695/load (40% increase over 2022)

Dues Income...  
...all 67 properties/61 owners have paid or are in the process of paying \$450 annual dues; includes undesignated donations

\$1500 for Raccoon Ct/Dr, \$250 undesignated

We can spend more in 2023 than our annual income because of \$11.6K carryover from 2022 (long-term delinquency resolution)

**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	\$9,948			\$585	
BHRA Savings Balance	\$5,008	\$5,014	\$5,013			\$5,014	
<b>Total Assets</b>	<b>\$16,569</b>	<b>\$5,681</b>	<b>\$14,961</b>			<b>\$5,599</b>	

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