

Buckskin Heights Road Association
BOARD MEETING MINUTES • Monday, March 25, 2024
Zoom Meeting • 6:30 pm

ATTENDANCE:

Board Members: Donna Braun, Rich Evans, Dan, McQueen, Cindy Smith, Sue Weber, Justin Wilson
Community Members: Mike Fallon, Allan Heese, Max McGowan, Luke McOmie, Paul Rutt, Rick Stahl, Bill & Bonnie Torrey

CALL TO ORDER, WELCOME/INTRODUCTIONS, QUORUM:

President Dan McQueen called the meeting to order at 6:35pm and declared that a quorum was present.

APPROVAL OF AGENDA:

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

Community Input: Allan Heese thanked Donna Braun for agreeing to serve out Bill Torrey's Director at Large term of office through August 2024.

Secretary's Report:

1. Secretary Cindy Smith made a motion to confirm the email approval of the Minutes of the January 22, 2024 board meeting. It was seconded and **approved**.
2. Cindy made a motion to report decisions taken in executive sessions on December 5, 2023 and February 2, 2024 and by email on January 23, February 22 and February 26, 2024 (attached). It was seconded and **approved**.

Treasurer's Report:

3. Treasurer Sue Weber reviewed the March 25 Treasurer's report and budget update (attached).
4. Sue made a motion to appoint Jodi Abbott and Bonnie Torrey to audit BHRA's 2023 financial data. It was seconded and **approved**.

Road Report: VP Rich Evans thanked many members of the community for their help over the past months in grading the road, hauling and spreading materials, clearing culverts and ditches and plowing snow – including Brian Abbott, Mary Arnold, Donna Braun, Eric Dolph, Allan Heese, Jim Hingtgen, Mike Lowe, Max McGowan, Dan McQueen, Dave Smith, Kevin Stewart and Bill Torrey. Rich's work on the road, and as coordinator of the work of others, is also much appreciated by everyone!

5. Current state of the road
 - A. Recent wet slushy snow events delayed a planned drop and spread (by Bill Torrey) of 4 loads of recycled asphalt (RAP).
 - B. Repair of a washout on the west side of the road between McBride and Jackson (road markers 11-13) is also planned soon.
 - C. Thanks to Bill Torrey who donated the replacement mirror at the hairpin turn at road marker 9; and to Bill, Max McGowan and Rich Evans, who installed it.
6. Update on the drainage issues on lower Otter Rd
 - A. No action regarding this issue has been taken with neighbor(s) at the south end of Otter Rd.
 - B. Allan Heese contacted CSU civil engineering program to arrange possible student project on drainage issues on lower Otter Rd, no response as yet.
 - C. Justin Wilson has contacted Todd Jergens at Larimer County to arrange consultation on this drainage issue. Justin will work with Rich and Allan on this possibility.
7. Update on plan for summer road and ditch work
 - A. Rich Evans, Allan Heese, Dan McQueen and Bill Torrey have surveyed the roads to identify priority areas for maintenance and repair this summer.
 - B. Rich plans to spread the same amount of road base as last year – 35 15-T loads of RAP at about \$600/load (~\$21K total) on priority areas, hopefully in May or June. The rest of the budgeted road funds (~\$9K) will be spent on grading and culverts. We are grateful for Bill Torrey's continued involvement – his efforts have already improved the road while keeping costs low, since he refuses payment.
 - C. Rich is considering using a roller compactor at ~\$265/day from Arapahoe Rentals some Saturday/Sunday this summer to pack asphalt.
8. Update on GIS data collection project
 - A. Justin Wilson reminded us of the need to track volunteer work on the GIS database.
 - B. Cindy Smith reported that Dave will pay for a \$100/year individual subscription to the Esri GIS platform where Dave has stored BHRA road data for several years. Sue Weber made a motion to appoint Dave as the BHRA GIS coordinator, later withdrawn as too much bureaucracy.

9. Boondocks exemption request

- A. Boondocks Land LLC is the new owner of two small BHRA properties on lower Otter – now 3.3 and 2.8 acres separated by a 10-acre BLM mining property – purchased for \$50K each from Kenneth Hersh in August 2023 and on the market briefly last fall for \$150K and \$175K. To allow the sale for home sites, Boondocks has applied to Larimer County for an exemption to the County's subdivision requirements and an appeal of the Open Zone District regulations, which require a 10-acre minimum lot size to qualify for a building permit (unless property is in a County-approved subdivision or was created prior to May, 1972).
- B. Adjacent BHRA member Denise Jackson opposes the request for exemption and appeal due to (1) serious concerns for the short- and long-term impacts of blasting/construction on Otter Rd itself, their adjacent property and well, and continued access to the 62 BHRA properties/39+ homes north of the Boondocks properties; (2) the lack of initial due diligence by Boondocks; (3) the numerous misrepresentations contained in the Boondocks proposal used to justify the exemption; and (4) the magnitude of the difference between these 2-3 acre plots and the sensible 10-acre requirement.
- C. BHRA member Luke McOmie has written a letter opposing the exemption to the County as well. He (1) has an active mining claim on the BLM property; (2) has completed several years of active surface and underground (tunnel) work; and (3) has active plans for future reclamation/safety improvements to preserve the historical nature of the site.
- D. Rich Evans and Max McGowan (retired civil engineer) spent several hours inspecting the sites and surroundings to assess the impact of construction and erosion on Otter Rd. Max subsequently wrote a personal letter to Larimer County opposing the exemption, pointing out that development of the two parcels will have substantial construction and long-term maintenance impacts on Otter Rd.
- E. Allan Heese pointed out that an engineering analysis is needed before any development on the site is permitted.
- F. Interested people can comment on the exemption application using the following information:
PROJECT NAME: Boondocks Land LLC Exemption & Appeal
PLAN NUMBER: 24-GNRL0549

PLANNER: Laura Culleton

PLANNER EMAIL: culletla@co.larimer.co.us

For more information please go to:

Larimer.org/onlineportal and using the search option along the top enter 24-GNRL0549, Click Search. Click on the highlighted number for plan details and attachments.

Gate Report/Security Report:

- 10. State of the gate -- Solar panels at the gate were damaged when heavy snow/dirt were accidentally plowed on top. Bob Faris will replace the panels and repair the supports; BHRA will reimburse him for materials and labor. Rich Evans will order and place 6' markers around the panels to avoid future problems.
- 11. Report on gate replacement possibilities – Fallon gate proposal
 - A. Michael Fallon has had nuisance trespassers on his property east of the gate. He asked the Association to consider moving the gate south to a point on his second larger property, somewhere above the turnaround at road marker ~20 or back to its original location near the sign above the water tank at road marker 7-8.
 - B. Bill Torrey and Dan McQueen got three quotes (attached) to construct a new gate for \$18-\$25K; we could also contract with these companies to maintain the gate after installation. Mike generously offered to cover purchase and installation costs over ~\$10K if the gate were moved farther down the mountain away from his property at the gate.
 - C. A decision to relocate the gate and cover the cost up to \$10K would probably have to be covered by a special assessment, requiring a 2/3 mail ballot of the membership.
 - D. Sue Weber pointed out that the gate was moved from near the water tank to its present location at road marker 33 in ~1996 due to persistent vandalism and inability to enforce gate closure rules. (The electronic/solar gate controls at the present location were installed after a special assessment in 2005.)
 - E. Donna Braun agreed to be the Board point person for gate issues.
 - F. Rich Evans, Mike Fallon, Bob Faris and Ruth Heese will continue (or be asked) to investigate possibilities for both gate construction and location, and report back to the Board as soon as possible.
- 12. Painting the existing gate – Cindy Smith will organize this project when the weather is warmer.

Fire Committee Report:

13. Update on the state of the emergency exit at the top of Otter Rd and other – Rick Stahl, Fire Committee co-chair, reported that:
 - A. Several fire committee members will meet with a representative from Loveland Fire Station #7 to assess the state of the north emergency exit.
 - B. The Fire Committee has plans to:
 - Assess and clear road easement(s) of small fire hazard trees;
 - Apply for grants for fire mitigation activities in 2025, which might include labor, training, materials and equipment;
 - Explore new ways to retain and store ditch runoff in cistern(s) for possible firefighting use;
 - Identify places how/where fire extinguishers can be evaluated/recharged in a cost-effective way. Donna Braun will let Rick know of a place in Fort Collins she uses.
14. New Fire Committee website – Dan McQueen made a motion to approve linking the new Fire Committee website (<https://buckskinheights.info/>) created by Rick to the BHRA website (<https://buckskinheights.org/>), while retaining the current fire mitigation information on the BHRA website. The motion was seconded and **approved** after discussion by a 4 yes/2 no vote.

Old Business:

15. Copyright and personnel issues relative to BHRA websites
 - A. The Board requested that Rick Stahl remove personal contact information of all Board members from his personal website at Buckskinheights.com. Rick agreed to do so.
 - B. The Board requested that Rick Stahl remove documents copyrighted by BHRA from his personal website at Buckskinheights.com. Rick refused to do so, stating his belief that copyright laws do not apply to websites like his which viewers may use for educational or research purposes.

New Business:

16. Rich Evans made a motion to approve the proposed “GroupsIO Policies & Procedures” document (attached). It was seconded and **approved** by a 5 yes/1 no vote.
17. Sue Weber presented a draft “BHRA Directors Policies & Procedures Manual.” It was retitled after discussion “BHRA Directors Reference Manual” with all “policies & procedures” language changed to “guidelines” (attached) to reflect the reality that BHRA is not an HOA and the manual contents are not bylaws. The Board tabled consideration of the modified document until an informational meeting to discuss it could be scheduled next month.

Executive Session (If Necessary): None

ADJOURNMENT: The meeting was adjourned at 8:32pm.

Respectfully submitted,
Sue Weber & Donna Braun, Acting Secretaries

BHRA BOARD DECISIONS/ACTIONS TAKEN

December 2023 – February 2024

Executive Session – Tuesday, December 5, 2023

Rick Stahl's House

Board: Rich Evans, Dan McQueen, Bill Torrey, Sue Weber, Justin Wilson (Cindy Smith absent)

Community: Rick Stahl

Decisions:

1. Copyright marks will remain on BHRA documents and elsewhere when posted on the new BHRA buckskinheights.org website.
2. Copyrighted BHRA documents will be removed from buckskinheights.com once the new BHRA buckskinheights.org website is uploaded.

Email Vote Approved – January 23, 2024

Sue Weber made a motion to approve Rick Stahl's January 23, 2024 email proposal #1, authorizing Stahl to "post the extended version of the existing website (nothing changed except it will be enlarged to fill the entire screen)," with the understanding that the entire new site is simultaneously posted to the BHRA Google drive. The motion was seconded and **approved**.

Email Vote Approved – February 6-22, 2024

Cindy Smith made a motion on February 6, 2024 to approve the January 22, 2024 minutes. The motion was seconded and **approved** on February 22, 2024 after suggested corrections were made.

Email from Bill Torrey to the Board – February 8, 2024

Bill Torrey resigned from the board, agreeing to serve until his replacement was appointed, but abstaining on website and GroupsIO votes.

Executive Session – Monday, February 20, 2024

Sue Weber's House

Board: Rich Evans, Dan McQueen, Cindy Smith (Zoom), Sue Weber, Justin Wilson (Bill Torrey absent)

Community: Rick Stahl

Decisions:

3. Sue Weber made a motion to restore the original brief descriptors of areas of responsibility for each office/contact person on the Contact Us page of the new buckskinheights.org website; and label the email address at the top of the section "For all inquiries." The motion was seconded and **approved** after discussion.

4. Sue Weber made a motion to restore the list of summary PDF files of "Past Board & Annual Meeting Minutes by Year" on the new buckskinheights.org website. The motion was seconded but was **not approved**.
5. Sue Weber made a motion to confirm that the new website will continue to include an interactive/linked menu of questions at the top of the page; and restore [Back to Top] functionality to each answer on the lower half of the page. The motion was seconded but was **not approved**. The Board approved Justin Wilson's recommendation that all the questions/answers on the new buckskinheights.org website remain the same as on the current website.
6. The Board approved Justin Wilson's recommendation that the co-webmasters use Github.com to store the current version of the new buckskinheights.org website.
7. The Board acknowledged that the Fire Committee is independent of the Association. Updated information on the Fire Committee webpage on the new buckskinheights.org website will be generated by the Fire Committee. However, the Board remains responsible for all content posted on the buckskinheights.org website, in accordance with Bylaws Article VIII(4)(a).
8. The Board approved the appointment of Donna Braun to fill the remainder of Bill Torrey's term ending in August 2024, in accordance with Bylaws Article II(1)(f).

GroupsIO Announcement – February 23, 2024

President Dan McQueen publicly announced the appointment of Donna Braun to the Board.

Email from Rick Stahl to the Board – February 26, 2024

Rick Stahl withdrew his offer to be co-webmaster of the official BHRA website.

Email Vote Approved – February 26, 2024

Justin Wilson nominated himself to replace Rick Stahl as co-webmaster with Sue Weber. The motion was seconded and **approved**.

Buckskin Heights Road Association Treasurer's Report

Sue Weber, Treasurer – March 25, 2024

1. Checking account balance 3/24/24	=	\$14,432.91
Pending Expenses	=	\$0.00
Pending Deposits	=	\$0.00
Checking available	=	\$14,432.91
Savings account balance 3/24/24	=	\$5,015.64
TOTAL AVAILABLE 3/24/24	=	\$19,448.55

2. Dues: 2024 dues for 25 of 67 properties (23 of 60 owners) are paid in full.

3. Budget Update as of March 24, 2024 attached.

4. Recently Completed Property Sales

2021=8 sales; 2022=9 sales; 2023=6 sales; 2024=1 sale YTD. Total 2021-YTD = 24 sales, 36% since Cameron Peak Fire

- 1/27/23 – Keifer Jacobson (13382 Otter) to Melissa St Clair & Benjamin Hodgins
- 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
- 3/7/24 – Julie Weaver/John Niesel (3820 Raccoon Dr) to William & Bonnie Torrey

5. Current Properties for Sale/Pending Closings

- Boondocks Land LLC/Lacy & Kieth Haugan (2 properties on Lower Otter)
- Jacob & Samantha Jandrew (12727 Otter Rd)

6. Appointment of Audit Committee: Jodi Abbott and Bonnie Torrey have volunteered to serve on the 2023 audit committee as they did in 2022.

7. Preparation of 2023 Tax Filings are underway, due April 15, 2024. No tax payments anticipated.

BHRA EXPENSE & INCOME SUMMARY • March 25, 2024

A	B	C	D	E	F	G	H
Category	2023 Actual	2024 Approved Budget	2024 Actual Expenses & Income to Date	2024 Budget Over (Under) to Date	2024 Expected Remaining Expenses & Income	2024 Projected Total Expense & Income	2024 Projected Over (Under) Budget
Bank Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Emergency Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gate Maintenance	\$1,005	\$1,000	\$0	(\$1,000)	\$1,000	\$1,000	\$0
Grant Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,535	\$1,650	\$0	(\$1,650)	\$1,650	\$1,650	\$0
Legal/Financial/Procedural	\$398	\$350	\$10	(\$340)	\$340	\$350	\$0
Mailings	\$206	\$150	\$14	(\$136)	\$136	\$150	(\$0)
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Road Signs & Accessories	\$0	\$500	\$0	(\$500)	\$500	\$500	\$0
Office Supplies	\$23	\$100	\$0	(\$100)	\$100	\$100	\$0
Technology	\$196	\$400	\$0	(\$400)	\$400	\$400	\$0
Transfer to Savings/Emergency Acct	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Road Base Homeowner	\$951	\$0	\$0	\$0	\$0	\$0	\$0
Road Ditches & Culverts	\$855	\$1,000	\$0	(\$1,000)	\$1,000	\$1,000	\$0
Road Grader Operator	\$9,100	\$10,000	\$0	(\$10,000)	\$10,000	\$10,000	\$0
Road Base	\$27,438	\$19,000	\$0	(\$19,000)	\$19,000	\$19,000	\$0
BHRA Road Expense Subtotal	\$37,393	\$30,000	\$0	(\$30,000)	\$30,000	\$30,000	\$0
Expense Subtotal	\$41,706	\$34,150	\$24	(\$34,126)	\$34,126	\$34,150	(\$0)
Dues & Late Fees	\$30,095	\$33,000	\$12,725	(\$20,275)	\$20,500	\$33,225	\$225
Emergency Donations	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$8	\$8	\$0	(\$8)	\$8	\$8	\$0
Grant Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$32	\$50	\$0	(\$50)	\$50	\$50	\$0
Homeowner Road Reimburse/Donation	\$1,750	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Savings/Emergency Acct	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income Subtotal	\$31,885	\$33,058	\$12,725	(\$20,333)	\$20,558	\$33,283	\$225
Checking Cash Flow Balance	(\$9,822)	(\$1,092)	\$12,702			(\$867)	

NOTES

Anticipated gate repair

\$115 more than last year

Special meeting mailings/handouts; dues ballots

Zoom, GIS(?) subscriptions

2022: 35 loads (15T) at \$496/load

2023: 35 loads (15T) at \$695/load (40% increase over 2022)

Dues Income...

...25 (of 67) properties, 23 (of 60) owners have paid \$500 annual dues; \$0 undesignated donations

We can spend about \$1K more in 2024 than our budgeted annual income because of \$1,732 carryover from 202

BHRA ASSET SUMMARY

A	B	C	D	E	F	G	H
Category	2023 Actual Ending Balance	2024 Budgeted Ending Balance	2024 Actual Balance to Date			2024 Projected Ending Balance*	
BHRA Checking Balance Available	\$1,732	\$640	\$14,433			\$865	
BHRA Savings Balance	\$5,016	\$5,024	\$5,016			\$5,023	
Total Assets	\$6,748	\$5,664	\$19,449			\$5,888	

*Target is \$500 to avoid bank fee.



Black Eagle Fence Inc.
5441 Boeing Dr., Suite 1B
Loveland, CO 80538
970-667-1228
blackeaglefence.com

QUOTATION:

DATE: 01/18/2024

CUSTOMER:

JOB LOCATION:

Buckskin Heights Subdivision
dkmcqueen@msn.com
Otter Road
Masonville CO

New Entry gate system

NOTES:

BLACK EAGLE FENCE AGREES TO PROVIDE MATERIALS AND LABOR FOR THE FOLLOWING:

- Remove and dispose of existing gate system.
- Install ProAccess 24 x 4 aluminum barrier cantilever style gate with 4" galvanized steel posts set in concrete.
- Install LiftMaster CSL24 Solar powered gate operator with photo eyes and contact edge for code compliance.
- Install 4' walk gate on East side of new gate.
- Install Edge E-1 keypad on existing mount with existing solar power if compatible.

- **Use existing solar system and exit device if compatible.
- * GATE SYSTEM TO BE INSTALLED BY CERTIFIED GATE AUTOMATION TECHNICIANS.

GENERAL EXCLUSIONS:

- (1.) CORE DRILLING (2.) PRIVATE UTILITY LOCATES (3.) LAYOUT & STAKING
- (4.) MOW STRIP (5.) ACCESS CONTROLS (6.) ELECTRICAL
- (7.) SITE SECURITY (8.) LANDSCAPE RECLAMATION (9.) GROUNDING
- (10.) PERMITS (11.) BONDS (12.) TESTING
- (13.) PREVALING WAGES (14.) SOD REPAIR (15.) IRRIGATION REPAIR
- (16.) ROCK DRILLING (17.) JACKHAMMER (18.) ENGINEERING
- (19.) HYDROVAC EXCAVATION

TERMS & CONDITIONS

Black Eagle Fence Inc. agrees to guarantee above fence to be free from defects in materials and workmanship for one year. Black Eagle Fence Inc. shall advise the customer as to local zoning regulations but responsibility for complying with said regulations and obtaining any required permits shall rest with the customer. Black Eagle Fence Inc. will assist the customer, upon request, in determining where the fence is to be erected, but under no circumstance does Black Eagle Fence Inc. assume any responsibility concerning property lines or in any way guarantee their accuracy. If property pins cannot be located it is recommended that the customer have the property surveyed. Black Eagle Fence Inc. will assume the responsibility for having underground public utilities located and marked. However, Black Eagle Fence Inc. assumes no responsibility for unmarked sprinkler lines, or any other unmarked buried lines or objects. The customer will assume all liability for any damage caused by directing Black Eagle Fence Inc. to dig in the immediate vicinity of known utilities. The customer will assume full financial and legal liability for property pins, boundaries, easements, right of ways, and subdivision covenants. The final billing will be based on the actual footage of fencing built and the work performed. Partial billing for materials delivered to the job site and work completed may be sent at weekly intervals. Adjustments for material used on this job and adjustments for labor will be charged or credited at the currently established rates. Additional charges for any extra work not covered in this contract that was requested by the customer will also be added. The full amount of this contract along with any additional charges will become payable upon completion of all work whether or

Subtotal	\$	20788.83
Tax	\$	547.19
Grand Total	\$	21336.02
Down Payment	\$	

Approved & Accepted for Customer:

Customer	Date

BALANCE DUE \$ 21336.02

Customer

Date

©2024 Buckskin Heights Road Association

Accepted for Black Eagle Fence Inc.:

Salesperson

Date

not it has been invoiced.

A finance charge of 1 1/2% per month (or a minimum of \$1.00), which is an annual percentage rate of 18%, shall be applied to accounts that are not paid within 10 days after completion of any work invoiced. All materials will remain the property of Black Eagle Fence Inc. until all invoices pertaining to this job are paid in full. The customer agrees to pay all interest and any costs incurred in the collection of this debt.

CUSTOMER INITIAL _____

CUSTOMER INITIAL _____

SALESPERSON INITIAL _____

Black Eagle Examples



Maxwell Natural Area at the foot of middle Horsetooth dam.



EDGE



27 SERIES

SMART KEYPAD AND CARD READER SYSTEMS

FEATURES

- Bluetooth connectivity
- 2 Wiegand inputs*
- Control of up to 2 gates/doors
- App-based programming and management
- SBI Flex™ 64-bit and standard 26-bit protocol

MODELS

- **27-210** - Edge E1 Smart Keypad
- **27-220** - Edge E2 Smart Card Reader
- **27-230** - Edge E3 Smart Keypad / Card Reader
- **27-240** - Edge E4 Smart Weather-resistant Door Controller

Edge E1 and E2 available with optional intercom

Edge E2 and E3 available with HID or Secura Key card reader



* Number of Wiegand inputs available dependent on model



GET THE EDGE SMART KEYPAD APP



POWERFULLY SIMPLE APP

All programming and management can be done quickly and securely via the app.

SBI FLEX 64-BIT PROTOCOL

Our proprietary Wiegand protocol allows for 4- to 11-digit keypad codes with 3-digit facility code for maximum flexibility.

DUAL 365-DAY TIMERS

A separate 365-day timer on each relay gives you the versatility and control you need.

CONFIGURABLE USER PERMISSIONS

Set specific user permissions on all keypad codes, transmitters, card readers, and long-range tag readers independently.



SPECIFICATIONS

PHYSICAL

Dimensions	6.30"(H) x 7.44"(W) x 5.25"(D)
(27-240)	8.97"(H) x 7.09"(W) x 2.44"(D)
Shipping Weight	6 lbs.
(27-240)	3 lbs.

ELECTRICAL

Input	12-24 VAC/DC 12-VDC transformer included (PS-12DC1)
Current Draw	less than 111 mA @ 12 VDC less than 60 mA @ 24 VDC with one relay latched and LED components on

RELAY

Contact Rating	10 A @ 120 VAC / 24 VDC
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COMMUNICATION




Connection	Bluetooth
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ENVIRONMENTAL

Operating Temperature	-15 to 158 °F
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▲ Actual voltage should be no more than 10% beyond specified range. Use of the included 12-VDC transformer is recommended.

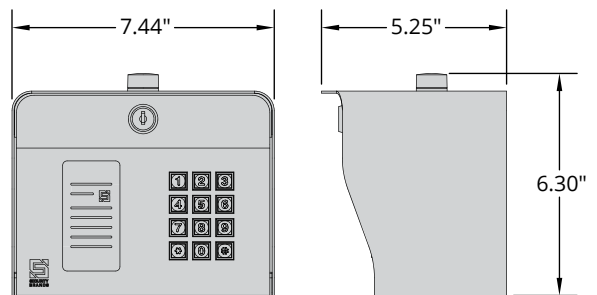
CONTROL IT YOUR WAY

-  APP[†]
-  KEYPAD
-  WIEGAND DEVICES

[†] Administrator only

CONNECTIVITY

-  BLUETOOTH



Model 27-210 shown

AVAILABLE MODELS (SEE PRICE GUIDE TO SEE ALL MODELS)



EDGE E1
Keypad
27-210



EDGE E2
Card Reader
27-220



EDGE E3
Keypad / Card Reader
27-230



EDGE E4
Weather-resistant Controller
27-240

For more information, visit us online:
securitybrandsinc.com

 **SECURITY BRANDS INC**[™]
your *partner* in access control

24VDC HIGH-TRAFFIC COMMERCIAL SLIDE GATE OPERATOR

Ideal for the most demanding slide gate environments.



PRODUCT HIGHLIGHT

BATTERY BACKUP
Provides up to 208 Cycles or 24 Days of Standby Power

RELIABLE

BATTERY BACKUP PROVIDES SEAMLESS ACCESS BY PROVIDING STANDBY POWER WHEN THE POWER IS DOWN.

COMMERCIAL GEAR-DRIVEN TRANSMISSION PROVIDES UNSURPASSED RELIABILITY.

SMOOTH START/STOP OPERATION AND MID-TRAVEL REVERSAL EXTEND OPERATOR HARDWARE LIFE.

WARRANTY 5 YEARS COMMERCIAL, 7 YEARS RESIDENTIAL.

SMART

myQ® TECHNOLOGY ENABLES YOU TO SECURELY CONTROL AND MONITOR YOUR GATE OPERATOR FROM ANYWHERE.*

WIRELESS DUAL-GATE COMMUNICATION SYNCHRONIZES GATE OPENING/CLOSING AND ELIMINATES EXPENSIVE DRIVEWAY TRENCHING COSTS.

SAFE AND SECURE

SECURITY+ 2.0® SAFEGUARDS ACCESS WITH AN ENCRYPTED TRI-BAND SIGNAL TO VIRTUALLY ELIMINATE INTERFERENCE AND OFFER EXTENDED RANGE.

QUICK CLOSE AND ANTI-TAILGATE QUICKLY SECURES THE PROPERTY, PREVENTING UNAUTHORIZED ACCESS.

FIRE DEPARTMENT COMPLIANCE ALLOWS GATE TO AUTO-OPEN UPON LOSS OF AC POWER OR BATTERY DEPLETION.

MANUAL DISCONNECT WHEN UNLOCKED ALLOWS GATE TO BE OPENED MANUALLY.

UL® LISTED GATE OPERATORS WITH MONITORED SAFETY ENTRAPMENT PROTECTION DEVICES.

*Cellular data or Wi-Fi® connection required. Test equipment regularly and follow safety instructions.

INCLUDED ACCESSORIES:

MONITORED RETRO-REFLECTIVE PHOTO EYE
Enhanced retro-reflective photo eye now with heater and wider beam, engineered to stay aligned; max. range: 50 ft.



LMRRUL

MONITORED SMALL PROFILE RESISTIVE EDGE
Pressure-sensitive edge stops and/or reverses gate when obstructed.



S505AL

SAFETY ADD-ONS:

MONITORED THROUGH-BEAM PHOTO EYES
Enhanced through-beam now with wider beam and heater for high performance in most environments; max. range: 90 ft.



LMTBUL

MONITORED WIRELESS EDGE KIT
Low-energy Bluetooth® connection between a LiftMaster Monitored Resistive Edge and the gate operator; max. range: 130 ft.**



LMWEKITU

MONITORED SAFETY ENTRAPMENT EDGES
Full line of Small, Large and Wraparound Profile Edges that sense obstructions.



EDGES

TOTAL SOLUTION ACCESSORIES:

CONNECTED ACCESS PORTAL, HIGH CAPACITY
Cloud-based access control for residential communities.



CAPXL

PLUG-IN LOOP DETECTOR
Prevents the gate from closing on a vehicle in the path; power efficient for maximum cycles on Battery Backup.



LOOPDETLM

INTERNET GATEWAY
Connects myQ-enabled gate operators to the Internet and enables control through the myQ App.



828LM

**Wireless kit for up to 4 transmitters and 2 resistive edges per transmitter.

MASTERFUL ENGINEERING.

MECHANICS



- **24VDC** Continuous Duty
- **Operator Duty Rating:** High-Cycle, High-Temperature Continuous Duty
- **Wormgear Reduction:** Commercial Oil-Bath Gearbox Provides 10:1 Wormgear Reduction
- **Chain:** #41 Black Oxide (30 ft. Supplied)

POWER



- **120/230V** Single-Phase
- **Optional Kit (3PHCONV)** to Convert an Input Voltage of 208/230/460/575VAC to an Output Voltage of 120VAC
- **Solar-Ready Ultra-Reliable System** Delivers Power When and Where You Need It (LMRRUL/LMTBUL Heater Option Not Recommended for Solar Applications)
- **Accessory Power:** 24VDC 500mA Output; Switched and Unswitched Power

COMMERCIAL-GRADE DESIGN



- **Chassis** Constructed with 1/4 in. Gold Zinc-Plated Steel for Rust Prevention
- **Cover:** High-Density, UV-Resistant Polycarbonate 2-Piece Cover for Excellent Heat and Corrosion Resistance
- **UL® Usage Classification:** I, II, III and IV
- **Operator Weight:** 140 lbs.

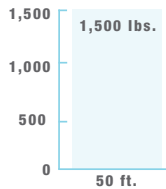


25.07"

15.55"

19.51"

SLIDE RATING



TEMPERATURE SPECIFICATIONS

WITHOUT HEATER -4°F (-20°C)		WITHOUT HEATER 140°F (60°C)
WITH HEATER (HTR) -40°F (-40°C)		WITH HEATER (HTR) 140°F (60°C)

BATTERY BACKUP OPERATION

Battery	Cycles	Standby Time
(2) 7Ah	208	24 Days
(2) 33Ah	1,179	105 Days

(Cycles and Standby Time Based on Stand-Alone System)

GATE SPEED

12" per second

STANDARD FEATURES.

INHERENT REVERSING SENSOR

- Detects Obstructions and Reverses Gate When Closing or Stops/Reverses Gate When Opening

POSILOCK®

- Automatically Closes the Gate When It Is Pushed from the Closed Limit

MONITORED SAFETY INPUTS

- 3 Main Board, 3 Expansion Board

SECURITY+ 2.0® ON-BOARD

RADIO RECEIVER

- Tri-Band 310/315/390 MHz Frequency
- Up to 50 Remote Controls (Unlimited with 811LM/813LM)

LED DIAGNOSTIC DISPLAY

- Simplifies Installation and Troubleshooting

PROGRAMMABLE AUXILIARY RELAYS

- Make Adding Additional Features Easy

HOMELINK® COMPATIBLE

- Version 4.0 or Higher*

SUPPORT.



For Support Tools and Training Videos, Visit LiftMasterTraining.com

For More Information on Gate Operators, Visit LiftMaster.com/UL325Gates

To Find the Right Perimeter Access Solution for You, Visit LiftMaster.com/Solution-Generator



Sales Support: **800.282.6225**
Technical Support Center: **800.528.2806**
To Order: **800.323.2276**



*May require an external adapter depending on the model and year of your vehicle. Visit HomeLink.com for additional information.

1- NEMA ENCLOSURE TO HOUSE BATTERIES

1- KNOX FIRE DEPARTMENT EMERGENCY ACCESS KEY SWITCH

LABOR, TOOLS, EQUIPMENT NECESSARY TO HANG AND ADJUST GATES

LABOR, CONCRETE TO SET POST MOUNT KIT WITH MOUNT PLATE, MOUNT THE GATE OPERATOR AND ATTACH CHAIN TO GATE

LABOR TO MOUNT PHOTO EYES TO POST PROVIDED BY CAG

LABOR TO MOUNT SOLAR PANEL KIT

LABOR, TOOLS, EQUIPMENT, COCNRETE NECESSARY TO SET ALL POSTS FOR BOLLARDS, GATE AND SOLAR PANELS

LABOR, EQUIPMENT TO TRENCH IN LOOPS, SEAL AND ROUTE WIRE TO OPERATOR

LABOR, WIRE FASTNERS TO TERMINTATE, PROGRAM, ADJUST AND TEST ALL EQUIPMENT

FREIGHT TO DELIVER GATE

INCLUDES ONE MOBILIZATION; ANY ADDITIONAL ADD \$500 EACH

EXCLUSIONS

FINAL GRADING; STAKING; SURVEY; MARKING OF GATE LOCATIONS; ANY CONCRETE OR ASPHALT CORE DRILLING; ANY LOCKSETS FOR GATES; COST OF PERMIT; ANY X-RAYING OF CONCRETE; CONCRETE TESTING; ENGINEERING; BONDS; CERTIFIED PAYROLL; DAMAGE TO SPRINKLERS; GROUNDING RODS FOR OPERATORS; PRIVATE LOCATES; SNOW REMOVAL; CAG EXCLUDES PROTECTION OF GATES AND EQUIPMENT AFTER PLACEMENT FROM DAMAGE BY OTHERS.

LOCATING OF ALL UNDERGROUND UTILITIES AND SPRINKLER LINES IS THE RESPONSIBILITY OF THE OWNER/GENERAL CONTRACTOR. CAG RESERVES THE RIGHT TO NOT INSTALL POSTS UNTIL FINAL GRADE IS WITHIN +/- 1/10"

WORK BY OTHERS:

-ELECTRICAL CONTRACTOR TO BE RESPONSIBLE FOR ALL TRENCHING, BORING, BACKFILLING, PATCHING, WALL AND ENCLOSURE PENETRATIONS FOR CONDUIT RUNS, FURNISHING AND INSTALLING ALL CONDUITS, FITTINGS AND HARDWARE NECESSARY FOR POWER, CONTROL, DATA, COMMUNICATION WIRING.

-ELECTRICAL CONTRACTOR TO FURNISH AND INSTALL ALL REQUISITE EARTH GROUND COMPONENTS. PROPERLY TERMINATE CONDUITS TO ENCLOSURES. ALL EMPTY CONDUITS TO BE LEFT WITH A PULL STRING FOR FUTURE USE.

-ELECTRICAL CONTRACTOR TO FURNISH AND INSTALL ALL WIRE AND ALL ASSOCIATED COMPONENTS AS NEEDED TO SUPPLY REQUISITE LINE VOLTAGE CIRCUITS TO DESIGNATED LOCATIONS.

-ELECTRICAL CONTRACTOR TO PROVIDE ELECTRICAL POWER SUPPLY, TELEPHONE LINE SUPPLY, CONDUIT, WIRE AND WIRE PULLING TO AND BETWEEN OPERATORS AND ALL CONTROLS.

BASE BID: \$17,733

SALES TAX INCLUDED? YES

TERMS: NET 30 DAYS. Materials Deposit may be required. Payment not made by this date is subject to interest charges at 1.5% per month until paid. Any and all attorney fees, mechanics lien, collection costs or other unknown costs are in addition to invoice monies.

PROPOSAL IS GOOD FOR 10 DAYS FROM DATE OF QUOTE

Submitted by: **Gilbert Perez**

Date:02-14-24

Owner Acceptance

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance _____

Signature _____



ESTIMATE

High Pointe Companies LLC
Cole Patterson
1142 Windcrest Lane
Fort Collins, Colorado 80524
United States

(970) 381-2836
highpointefence.com

BILL TO
Buckskin Heights HOA
Bill Torrey
8315 RACCOON CT
Loveland, Colorado 80538
United States

9703718249
wwtorrey@gmail.com

Estimate Number: 1760

Customer Ref: Buckskin Heights Gate Replacement

Estimate Date: February 26, 2024

Valid Until: March 27, 2024

Estimate Total (USD): **\$24,446.00**

Services	Quantity	Price	Amount
Automatic Gate New Automated Gate and Pedestrian Gate -Remove and Recycle all old gate structure and components -Install new hinge posts and gooseneck -Reuse Existing radio receiver and keypad -Trench under drive for com and photo eye wire -Fabricate and install barrier arm style gates 24' Opening (galv in color) -Provide and install new 4ft cattle gate on east side of road -Install LA500s -Mount operator box on standoff on West hinge post -Photo eye closed and edge open safety -Install direct bury loops (free exit and interrupt) -Provide emergency service access Vehicle remotes are not included but can be added and programmed	1	\$24,446.00	\$24,446.00

Subtotal: \$24,446.00

Total: \$24,446.00

Estimate Total (USD): **\$24,446.00**



ESTIMATE

High Pointe Companies LLC
Cole Patterson
1142 Windcrest Lane
Fort Collins, Colorado 80524
United States

(970) 381-2836
highpointefence.com

Notes / Terms

Terms and Conditions: By accepting this bid, the customer agrees that this agreement is to be governed by the following terms and conditions. Any exceptions to the following terms and conditions must be clearly identified by customer and agreed to by both High Pointe Fence and customer prior to execution:

1. The quoted scope of work is based on the required mobilizations for the scope of the project. Additional mobilizations caused by any parties other than High Pointe, may be charged an additional fee including, but not limited to, all costs and expenses incurred, plus reasonable overhead and profit.
 2. Fence scope of work to be 100% ready before mobilization, including finish grade, fence line cleared and staked. High Pointe Fence may require full access for required skid steer equipment to install fence, depending on scope of work.
 3. High Pointe Fence will not be responsible for any underground obstructions not marked by one call network (811). Private utilities, new or existing, including but not limited to electric, gas, sewer, conduit, geothermal HVAC, septic systems, sprinkler systems, radiant concrete heat, private utilities, etc. are the responsibility of the buyer.
 4. Includes standard (1) year workmanship warranty
 5. EXCLUSIONS: Staking/Surveying - Traffic Control - Permits - Engineering - Clearing of fence line - Saw cutting/core drilling - Potholing due to obstructions, including but not limited to utilities within 24" of dig area - Solid Rock or Hand Dig Excavation - Seeding and restoration of disturbed areas - Dirt/rock spoils cleanup - Location of Private Utilities - Fence grounding - Power service to any gate operators - Communication conduit from buildings to gate operators - Bond Premium [unless otherwise called out on estimate as part of scope of work or otherwise in writing.]
 6. Payment Terms are strictly Net 30 from the date of invoice. 1.5%/month interest will be assessed on all invoices past due.
 7. Above quote includes High Pointe Fence, standard insurance limits for general liability of \$1m per occurrence, \$2m aggregate. Additional insurance limits/requirements are excluded from this quote unless specifically called out elsewhere.
- **Fence installations may require a deposit of 50% to secure a spot on our schedule, order materials and pay hauling/dump fees for the project. Deposit is acceptance of terms**
- **Due to market volatility, pricing on items is subject to change based on fluctuating costs from our vendors.**

Highpoint Gate Example



PROPOSED BUCKSKIN HEIGHTS GROUPSIO POLICY STATEMENT

Black Text: *Current Bylaws language* or policy language taken directly from the current GroupsIO homepage.

Blue Text: *Current policies that have been in place for decades, now written down.*

Red text: *Proposed new policies:*

- 4b – In the past, we have had fewer membership changes over time, so cleaning up the list whenever we had a platform change worked: Fire Committee email chain in the mid-2000s → AirSet ~2010 → BigTent ~2015 → GroupsIO 2018. But we have had 45 (!) properties sold in the 6 years since 2018, so former owner accounts remaining on the site are unusually high.
 - 5c – The few violations of the civility or content guidelines that we've ever had were handled quietly by the co-administrators, sometimes in informal consultation with the board. However, we should think about how to handle the possibility of something more serious.
-

Buckskin Heights GroupsIO Internet Platform (buckskinheights@groups.io)

1. Bylaws Framework.

Article VIII. Miscellaneous, Section 4. Internet Communications

a. . . .

b. The Association shall also maintain an internet communication system for both emergency and general interest use; it shall exclude religious, political and commercial content. The Board of Directors shall appoint two co-administrators to promote civility and fairness, and to provide technical support and continuity.

2. Purpose.

- 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 (BHRA) **Board of Directors** posts information of general interest to the community, like notices of board meetings and upcoming road work.

3. Levels of Participation.

- "Basic member" status allows an account-holder to receive all messages posted on the site, but not to send any messages.
- "Full member" status allows an account-holder to send and receive messages on the site, but does not allow sending "special notices" to all account-holders in an emergency.
- "Basic moderator" status permits an account-holder to send and receive messages on the site, plus send "special notices" to all account-holders in an emergency.

4. Participation Eligibility.

- All current property owners (and others they designate) can participate after joining and signing into this site. (Email buckskinheights@gmail.com to join.)
 - Accounts held by current property owners are assigned "basic moderator" status by default.
 - Accounts held by close family members, significant others and tenants who are designated by current property owners for membership are also assigned "basic moderator" status by default unless otherwise specified by the property owner.

- iii. Accounts held by any others who are designated by current property owners for membership are assigned “basic member” status by default unless (1) the property owner requests and justifies in writing an upgraded status, and (2) the BHRA Board of Directors, representing the interests and values of the members of the Association, approves the request.
- b. When a property is sold, the account(s) of the former property owner(s) and their designees shall be assigned “full member” status for three (3) months, followed by three (3) months of “basic member” status. After six (6) months, all account(s) of the former property owner(s) and their designees shall be deleted.
5. Administration.
 - a. The site is maintained for the Buckskin Heights neighborhood by at least two administrators *to promote civility and fairness, and to provide technical support and continuity.*
 - b. The site *excludes religious, political and commercial content* so as to remain welcome by all.
 - c. **Any account holder who significantly and/or persistently violates community civility, fairness or content standards shall be assigned “basic member” status by action of the BHRA Board of Directors, representing the interests and values of the members of the Association.**
 - d. The site owner is email account buckskinheights@gmail.com; the site email archive is buckskinheights1@gmail.com. Password(s) for both accounts shall be changed and provided to current Board members by the current co-administrators within seven (7) days after the transitional Board meeting (*Bylaws* Article III, Section 1a).

FROM THE CURRENT GROUPSIO HOMEPAGE (<https://groups.io/g/buckskinheights/>):

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.

Property owners (and others they designate) can participate after joining and signing into this site. (Email buckskinheights@gmail.com to join.) Once a member, you can send an email to other members in two ways -- by (1) emailing buckskinheights@groups.io from your personal email account or (2) logging into the BH GroupsIO website and starting a new topic. You can control the frequency of non-emergency emails you receive from the site as well. More information about how to use GroupsIO is linked from the BHRA website at <https://buckskinheights.org/communityresources.html>.

The site is maintained for the Buckskin Heights neighborhood by at least two administrators to provide continuity, fairness and technical support; it excludes religious, political and commercial content so as to remain welcome by all. We encourage all Buckskin Heights residents to participate in this neighborhood effort to keep us connected and safe!

Buckskin Heights Road Association
Board of Directors Reference Manual
DRAFT March 26, 2024

BACKGROUND

- The Board over the years has established guidelines for action that have been approved at a board meeting, but not collected in one place or updated when necessary. Doing so would make these established Board guidelines transparent to the community.
- It is important to understand that these are Board guidelines, not bylaws; however, they are consistent with the BHRA *Bylaws*. Any of these guidelines can be changed by majority vote by any Board at any time for any reason, given new situations and new information.

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Job Description: Buckskin Heights Road Association Secretary

Buckskin Heights Road Association Bylaws

Article III, Section 4. Duties of the Secretary.

The Secretary shall send out the notices of the meetings of the Association and of the Board; keep the minutes, maintain the corporate records and attend to the correspondence pertaining to the office as may be required by the Board. In the absence or disability of both the President and Vice-President, the Secretary shall perform the minimal necessary functions of those offices for the continuing operation of the Association.

Guidelines for Implementation:

1. **New Officers.** Communicate new Board positions after the transition meeting and as needed. This has traditionally been done with a posting at the gate, ~~but also doing an email communication may be worthwhile.~~ Arrange to post a notice on *BigTent* the BHRA internet communication platform and on the BHRA website buckskinheights.org.
2. **Records.**
 - a. Take minutes at Board/committee meetings and distribute to Board/committee members for approval after the meeting. Print the approved minutes and file them in the Secretary's files. Arrange to post a copyrighted PDF of Board meeting minutes on the BHRA website buckskinheights.org.
 - b. Take minutes at the annual meeting and any special meetings of the Association. The *Bylaws* Article II(1)(j) state that the Board shall approve and publish the annual meeting minutes in a timely manner; this requirement should also apply to minutes of special meetings as per *Robert's Rules of Order* (Article X, Section 60). Print approved minutes and file them in the Secretary's files. Arrange to post a copyrighted PDF on the BHRA website buckskinheights.org.
 - c. Print **significant** public and non-public board communications to and from the membership (US Mail, email, *BigTent*, **website, internet communication platform**, etc); and file in the appropriate location in the Secretary's files.
 - d. The Secretary shall make public records of the Association available to any membership within seven (7) days of receiving the request, in accordance with *Bylaws* Article II(1)(j)(iii).
 - d. At the end of the term of office, transfer the Secretary's printed and appropriate digital files to the new Secretary.
3. **Property Owner Information.** With the Treasurer, keep a file of current contact information for each property owner to be used for official mailings. Distribute a roster of current property owners to Board members as needed. Property owner information not listed in the Larimer County Property Records is subject to State of Colorado privacy laws, and shall not be shared beyond the Board.
4. **Official Mailings.**
 - a. With the **President and** Treasurer, monitor the BHRA post office box and email account at bhra80541@gmail.com.
 - b. Print and mail notices for the annual meeting and any special meetings **in accordance with the** *The Bylaws* (Article IV, Section 3) currently state that notices should be sent via the US Post Office. However, memberships have been able to request official notification by email since August 2007. The *Bylaws* (Article VI, Section 1a & 2), **which** require a minimum 30-day notice for annual and special meetings.
 - c. Organize mailing polls **in accordance with the** *Bylaws* for bylaws amendments or membership decisions on other issues on behalf of the Association (*Bylaws* Article VI, Section 4; *Article VII, Section 1*), implementing appropriate controls to ensure a fair vote. Retrieve and count the ballots with one other member in good standing; report the results to the Board for inclusion in the minutes of the next Board or Association meeting; and file the completed ballots in the Secretary's files.
6. **Bylaws.** When the *Bylaws* are amended, file an updated copy with the Larimer County Clerk & Recorder's Office. File the original recorded *Bylaws* in the Secretary's files. Arrange to post a copyrighted PDF on BHRA website buckskinheights.org.

Job Description: Buckskin Heights Road Association Treasurer

Buckskin Heights Road Association Bylaws

Article III, Section 5. *Duties of the Treasurer.* The Treasurer shall by January 31st of each year issue notices of dues and be responsible for the collection thereof; maintain the books of account of the Association; deposit funds of the Association received by her/him in the name of the Association and disburse said funds at the direction of the Board of Directors; and shall report on the financial condition of the Association at the regular meeting of the Board of Directors and at the annual meeting and special meetings of the Association; and shall perform other duties as may be requested by the Board of Directors.

Article II, Section 1(h). Ensure that all mandatory local, state and federal documents are filed, including, but not limited to, taxes, and other such requirements related to the legal status of the Association. {Annual Meeting 8/18/13}

Article II, Section 3. *Annual Audit.* The Board shall cause the books of the Association to be audited annually by a committee selected by the directors. The fiscal year for the Buckskin Heights Road Association (BHRA) shall be January 1 – December 31. {Change approved 8/18/02}

Article V, Section 2(c). Collection action for delinquent dues shall commence not later than 45 days after such dues or assessments become delinquent. Collection of delinquent dues shall be substantially completed within 180 days of delinquent date unless circumstances exist beyond the control of the Board of Directors. The responsibility to administer this action shall reside with the Treasurer or with a member of the Association appointed by the President. {Change approved 8/29/04}

Guidelines for Implementation:

1. Meetings & Mailings

- a. Attend all board meetings and the annual BHRA meeting.
- b. **With the Secretary, monitor and** maintain the BHRA PO Box 352 and check it **at least** once per week. **This should be done more often whenever possible.** Distribute the mail to the appropriate board member within a week of receipt. Treasurer, **President and Secretary** each have a key to the post office box.
- c. **With the Secretary, monitor the email account at bhra80541@gmail.com.** Distribute email to the appropriate board member(s) ASAP.
- d. Purchase stamps and other office supplies as needed.

2. Budget and Expenditures

- a. Maintain the budget book in Quicken or other common financial software. This includes tracking monies spent and received in each budget category.
- b. Communicate with board members about where the budget stands and any potential overages.
- c. By January 15th of each year, create a budget proposal for the new fiscal (calendar) year for the board's consideration.
- d. Work with a committee selected by the board to complete the annual audit of the books of the association by **April 15th** of each year.
- e. Create a budget update for board approval before the annual meeting.
- f. Maintain the BHRA **and Fire Mitigation** checking and **the BHRA** savings accounts. Balance the accounts when the statements arrive. Transfer and deposit monies when appropriate. Note: Must maintain \$500 in each of the two checking accounts to avoid \$10 monthly service fee.
- g. Pay and record BHRA bills and requests for reimbursements as they arrive. Maintain a file of invoices paid. Reimbursement checks to the Treasurer must be issued by the President.

3. Property Owner Information. With the Secretary, keep a file of current contact information for each property owner to be used for official mailings. Distribute a roster of current property owners to Board members as needed. Property owner information not listed in the Larimer County Property Records is subject to State of Colorado privacy laws, and shall not be shared beyond the Board.

4. Dues Collection, Processing and Legal Actions

- a. ~~Mail~~ **Send** dues notices by **January 31th** of each new year.
- b. ~~Mail~~ **Send** dues reminder notices by **April 15th** of each year.
- c. If possible, call or otherwise contact by **May 15th** any property owners who have not paid their dues to remind them of the \$20/month interest/late fee policy; arrange payment if possible; and inform them of the timing of probable legal action.
- d. By **July 1st**, send **letter notice** describing impending legal action to property owners with delinquent dues, including statement of all dues/late fees owed. By **August 1st**, commence legal action (liens/small claims court) to collect unpaid dues/late fees. When unpaid dues/late fees are paid in full, file a lien release within 30 days.

- e. Deposit dues collected at least once per month. Photocopy each dues check; file bank deposit receipt with each group of dues checks deposited. Keep paper record of each check with evidence of bank deposit for audit purposes.
- f. Maintain records regarding dues paid, dues deposited, and dues owed; communications with property owners regarding unpaid dues; and legal actions taken. For each property with delinquent dues, maintain a longitudinal record of invoices sent and payments made until all dues/late fees are paid in full; and send an annual statement of total dues/late fees owed to property owner(s)

5. Other Legal and Financial Responsibilities

- a. Complete IRS Form 1099-Misc with Form 1096 (transmittal cover sheet) for any individual or LLC vender paid more than \$600/year by BHRA as follows:
 - i. Order scannable 1099-Misc and 1096 forms by mail from www.irs.gov/formspubs/ by November 1st of each year. Complete scannable form(s) using a typewriter (handwriting unacceptable) or persuade an accountant to fill out the form for BHRA.
 - ii. Mail completed 1099-Misc to vender(s) by January 31st of each year.
 - iii. Mail completed 1099-Misc forms with Form 1096 to IRS by February 28th of each year.
 - iv. Maintain a record of each filing and supporting documentation.
- b. Maintain BHRA's status as a Colorado non-profit corporation (#19871289658) in good standing by serving as BHRA's registered agent; and filing online the required annual report by February 28th each year with the Colorado Secretary of State. Maintain a record of each filing and supporting documentation. When a new treasurer is elected, transfer this responsibility on the www.sos.state.co.us website.
- c. Complete and mail IRS Form 1120H, and complete Colorado Form 112 online as required at www.colorado.gov/revenueonline, by April 15th of each year. Maintain a record of each filing and supporting documentation.
- d. Work with realtors and financial institutions as needed to provide the financial status reports on properties and Buckskin Heights Road Association documents that are required for the sale of real estate in Buckskin Heights. Maintain a record of each interaction and supporting documentation.
- e. Maintain stock of electronic gate remote controls, and record sales of each unit by number to individual property owners.

**BUCKSKIN HEIGHTS ROAD ASSOCIATION
PROXY VOTING**

BYLAWS REGARDING PROXY VOTING

BHRA Bylaws, Article VI, Section 5(c):

- i. At annual and special meetings of the Association, a member entitled to vote may vote in person or by proxy.
- ii. The proxy must be executed in writing and include:
 - The date of the meeting;
 - The name and address of the person designated to execute the proxy;
 - The specific or general scope of the proxy; and
 - The name, BHRA property address and dated signature of the member granting the proxy.
- iii. An email containing all the bulleted information above from the member granting the proxy, sent from an email address on file with the Association, is acceptable.
- iv. All proxies must be presented to the Secretary of the Association before the meeting is called to order. It is the sole responsibility of the member granting the proxy to ensure that her/his proxy is received in a timely manner.
- v. The Secretary shall determine the validity of all proxies.
- vi. No membership may vote more than two (2) proxies at any meeting.

INSTRUCTIONS

You may execute a proxy in one of three ways:

1. **EMAIL:** Copy the PROXY FORM below into an email, and send the completed information to bhra80541@gmail.com from the email address we have on file for you, preferably by 9am of the morning of the scheduled meeting.
2. **USPS:** Copy, print and complete the PROXY FORM below and mail it to BHRA, PO Box 194, Masonville CO 80541. Your hard copy proxy should reach the Masonville post office at least 24 hours before the scheduled meeting to be sure it is in the hands of the Secretary when the meeting is called to order.
3. **HAND DELIVER:** Copy, print and complete the PROXY FORM below and hand deliver your hard copy in person (or otherwise verify your identity) to the BHRA Secretary preferably by the day before the meeting is called to order.

PROXY FORM

I am a Member in good standing of the Buckskin Heights Road Association. I will not attend the annual/special meeting of the Association designated below and wish to appoint a proxy as follows:

Address of Property Owned in Buckskin Heights:

Name of Person Designated as Proxy:

Physical Address of Person Designated as Proxy:

Email Address of Person Designated as Proxy:

Association Meeting Date:

Scope of Proxy: By this designation of proxy, the Proxy may attend and represent the Member with the full power to vote and act for the Member in the same manner, to the extent and with the same effect as if the Member were personally present. The Proxy shall have the authority to vote entirely at the discretion of the Proxy.

Your Name (Member):

Date Signed:

BUCKSKIN HEIGHTS GROUPSIO ADMINISTRATION GUIDELINES

Board Minutes, March 25, 2024

(buckskinheights@groups.io)

1. Bylaws Framework.
Article VIII. Miscellaneous, Section 4. Internet Communications
 - a. . . .
 - b. *The Association shall also maintain an internet communication system for both emergency and general interest use; it shall exclude religious, political and commercial content. The Board of Directors shall appoint two co-administrators to promote civility and fairness, and to provide technical support and continuity.*
2. Purpose.
 - a. 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).
 - b. 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.
 - c. In addition, the Buckskin Heights Road Association (BHRA) Board of Directors posts information of general interest to the community, like notices of board meetings and upcoming road work.
3. Levels of Participation.
 - a. “Basic member” status allows an account-holder to receive all messages posted on the site, but not to send any messages.
 - b. “Full member” status allows an account-holder to send and receive messages on the site, but does not allow sending “special notices” to all account-holders in an emergency.
 - c. “Basic moderator” status permits an account-holder to send and receive messages on the site, plus send “special notices” to all account-holders in an emergency.
4. Participation Eligibility.
 - a. All current property owners (and others they designate) can participate after joining and signing into this site. (Email buckskinheights@gmail.com to join.)
 - i. Accounts held by current property owners are assigned “basic moderator” status by default.
 - ii. Accounts held by close family members, significant others and tenants who are designated by current property owners for membership are also assigned “basic moderator” status by default unless otherwise specified by the property owner.
 - iii. Accounts held by any others who are designated by current property owners for membership are assigned “basic member” status by default unless (1) the property owner requests and justifies in writing an upgraded status, and (2) the BHRA Board of Directors, representing the interests and values of the members of the Association, approves the request.
 - b. When a property is sold, the account(s) of the former property owner(s) and their designees shall be assigned “full member” status for three (3) months, followed by three (3) months of “basic member” status. After six (6) months, all account(s) of the former property owner(s) and their designees shall be deleted.
5. Administration.
 - a. The site is maintained for the Buckskin Heights neighborhood by at least two administrators *to promote civility and fairness, and to provide technical support and continuity.*
 - b. The site *excludes religious, political and commercial content* so as to remain welcome by all.

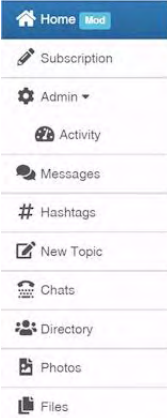
- c. Any account holder who significantly and/or persistently violates community civility, fairness or content standards shall be assigned “basic member” status by action of the BHRA Board of Directors, representing the interests and values of the members of the Association.
- d. The site owner is email account buckskinheights@gmail.com; the site email archive is buckskinheights1@gmail.com. Password(s) for both accounts shall be changed and provided to current Board members by the current co-administrators within seven (7) days after the transitional Board meeting (*Bylaws* Article III, Section 1a).

THE GROUPSIO HOMEPAGE (<https://groups.io/g/buckskinheights/>):

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.

Property owners (and others they designate) can participate after joining and signing into this site. (Email buckskinheights@gmail.com to join.) Once a member, you can send an email to other members in two ways -- by (1) emailing buckskinheights@groups.io from your personal email account or (2) logging into the BH GroupsIO website and starting a new topic. You can control the frequency of non-emergency emails you receive from the site as well. More information about how to use GroupsIO is linked from the BHRA website at <https://buckskinheights.org/communityresources.html>.

The site is maintained for the Buckskin Heights neighborhood by at least two administrators to provide continuity, fairness and technical support; it excludes religious, political and commercial content so as to remain welcome by all. We encourage all Buckskin Heights residents to participate in this neighborhood effort to keep us connected and safe!



Email: buckskinheights@groups.io
Web: groups.io/g/buckskinheights

How to communicate using **GroupsIO**

NOTE: Only BH residents who have signed up for GroupsIO can use these tools and features:

- [Sign up for GroupsIO](#)
- [Send general interest messages](#)
- [Send an EMERGENCY SPECIAL NOTICE EMAIL* to everyone](#)
- [Set up my GroupsIO account and password](#)
- [Set my email delivery preferences in GroupsIO](#)
- [Receive GroupsIO text messages on my cell phone](#)
- [Add a #hashtag to a message](#)
- [Add an identifying signature to my messages](#)
- [Spellchecking my messages](#)

***EMERGENCY SPECIAL NOTICES:** Buckskin Heights GroupsIO is specifically configured to function as an effective EMERGENCY COMMUNICATION SYSTEM. In an emergency, you can GO ONLINE to send a SPECIAL NOTICE from the website to all other members. Special notices are sent and received by each member immediately, overriding individual members email preferences. Please USE THE SPECIAL NOTICE FEATURE ONLY FOR IMPORTANT MESSAGES so your neighbors aren't overwhelmed with emails. Individuals using special notices inappropriately will be barred from this feature.

HOW TO SIGN-UP FOR GroupsIO: [\[Back to Menu\]](#)

1. Email Buckskinheights@gmail.com and request an invitation to join GroupsIO. You may also request that family members, caregivers, etc be invited by email to join GroupsIO system.

2. To get text messages from GroupsIO, include your cell phone's email address in your request – if you do not know your cell phone's email address, [see below](#) for instructions on how to discover it.
3. You will get an email (and/or text message) invitation back from GroupsIO. The invitation is time-sensitive, so respond ASAP.
4. Set up your account(s) ([see below](#)) and begin to explore GroupsIO tools and features.

HOW TO SEND A MESSAGE TO MEMBERS OF GroupsIO: [\[Back to Menu\]](#)

There are two ways to send a message to your neighbors in GroupsIO:

1. From your personal email account to Buckskinheights@groups.io for non-emergency general interest email – no religious, political or commercial content, please. The GroupsIO site then forwards messages to all members according to their email preferences.

----- OR -----

2. By logging to the GroupsIO website at groups.io/g/buckskinheights with your user name and password ([see how to setup below](#)).
 - Click on “New Topic” on the left side menu. A blank email form will appear.
 - **TO SEND AN EMERGENCY SPECIAL NOTICE*** email immediately to all, type in your message and check “Send this message as a special notice.” [\[Back to Menu\]](#)
 - To send a non-emergency email, type in your general interest message. Do not check “Send this message as a special notice.”

HOW TO SET UP YOUR GroupsIO ACCOUNT(S) AND PASSWORD(S): [\[Back to Menu\]](#)

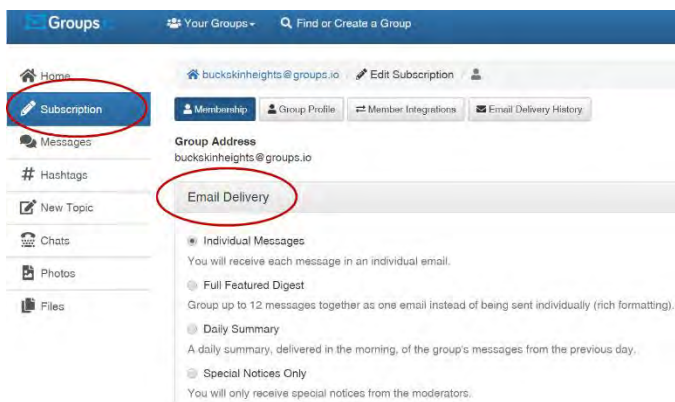
When you receive your email invitation to join GroupsIO, reply or click on the link to accept the invitation. Then – or any time after – go to the GroupsIO website at groups.io/g/buckskinheights to chose a password for your online account. Click on “Log In” in the upper right to view the screen below. Then click on “Email me a link to log in.”



You will get a follow-up email with directions about how to set your password. Note that if you have both email and cell phone text accounts, you must sign in and choose a password for each account to activate them.

HOW TO SET YOUR GroupsIO EMAIL PREFERENCES: [\[Back to Menu\]](#)

Once you are in your online account, click on the “SUBSCRIPTIONS” link on the left side menu:



You will see four “EMAIL DELIVERY” options for receiving emails from your neighbors. Choose and save your preference. Remember that because this system is set up to function effectively in an emergency, you will immediately get special notices sent by your neighbors, no matter which delivery option you choose for communications of everyday general interest. [\[Back to Menu\]](#)

HOW TO GET GroupsIO MESSAGES ON YOUR CELL PHONE: [\[Back to Menu\]](#)

Email Buckskinheights@gmail.com with your cell phone’s email address to request an invitation to join GroupsIO on your cell phone (in addition to your regular email account).

If you know your cell phone carrier:

- AT&T: number@txt.att.net (SMS), number@mms.att.net (MMS)
- T-Mobile: number@tmomail.net (SMS & MMS)
- Verizon: number@vtext.com (SMS), number@vzwpx.com (MMS)
- Sprint: number@messaging.sprintpcs.com (SMS), number@pm.sprint.com (MMS)
- Virgin Mobile: number@vmobl.com (SMS), number@vmpix.com (MMS)
- Tracfone: number@mmst5.tracfone.com (MMS)
- Metro PCS: number@mymetropcs.com (SMS & MMS)
- Boost Mobile: number@sms.myboostmobile.com (SMS), number@myboostmobile.com (MMS)
- Cricket: number@sms.cricketwireless.net (SMS), number@mms.cricketwireless.net (MMS)
- Republic Wireless: number@text.republicwireless.com (SMS)
- Google Fi (Project Fi): number@msg.fi.google.com (SMS & MMS)
- U.S. Cellular: number@email.uscc.net (SMS), number@mms.uscc.net (MMS)
- Ting: number@message.ting.com
- Consumer Cellular: number@mailmymobile.net
- C-Spire: number@cspire1.com
- Page Plus: number@vtext.com

----- OR -----

If you are not sure of your cell phone carrier:

- Open the text message app on your cell phone.
- Send a test message to your regular email address.
- Go to your email account and look for the message from your cell phone. Click on “reply.” Your cell phone email address will be displayed in the “To” field.

[\[Back to Menu\]](#)

HOW TO ADD A #HASHTAG TO A GroupsIO

MESSAGE: [\[Back to Menu\]](#)

Simply type your new #hashtag into the SUBJECT line of a new message. (This does not work when replying to an existing message.)

HOW TO ADD AN IDENTIFYING SIGNATURE ON

MY GroupsIO MESSAGES: [\[Back to Menu\]](#)

Click on “Subscription” on the left menu. Scroll down to the “Signature” section to add your signature to the footer of each message you send.

SPELLCHECKING MY MESSAGES: [\[Back to Menu\]](#)

There is no internal spellchecker in GroupsIO, but the spellchecker on your computer/tablet/phone should work within each message to alert you to errors.

**Special Notice to Members of the
Buckskin Heights Road Association
Reckless Driving Guidelines**

September 18, 2017; Updated March 25, 2024

The Board of Directors of the Buckskin Heights Road Association has contacted the Larimer County Sheriff's Office regarding recent repeated incidents of unsafe, reckless and careless driving on the roads in our community.

The Board is reminding everyone who drives on our roads to:

- Obey the speed limit of 20 MPH;
- Be courteous to other drivers;
- Not exhibit dangerous behavior to pedestrians or animals; and
- Avoid behavior than can be damaging to the road or personal property.

All members of the Buckskin Heights Road Association must adhere to the *Bylaws* of the Association, which include the following:

Article VIII, Section 6. Rules of the Road {Annual Meeting 8/18/2013; change approved 8/21/20}

- a. The rules of the road shall apply to all persons residing at, or visiting, a member's property:
 - i. Vehicles ascending grades of six percent or more shall have the right-of-way. arch 25
 - ii. The speed limit on all roads is 20 mph. The speed limit shall apply to all motorized vehicles, including ATVs, motorcycles, and snowmobiles.
- ~~b. Violations of the Rules of the Road.~~
 - ~~b.i. Reckless or careless driving that endangers persons or property shall be reported to the Larimer County Sheriff's Office.~~
 - ~~ii. Documented violations of the rules of the road may result in the suspension of road usage privileges on the platted roads within the subdivision. Violation of a Board authorized suspension of road usage may result in civil or criminal action.~~

At the urging of the Larimer County Sheriff's Office, the Board encourages residents to report any incidents of reckless/careless driving to the LCSO's Traffic Enforcement Unit for unincorporated Larimer County. Our contact at the Unit is Deputy Martin; he can be reached via voicemail at 970-498-5357. Leave a message with the details requested, and he will log the incident and return your call.

Thank you for your attention to this important safety concern.

Buckskin Heights Road Association
Overnight Parking Guidelines

Informational Meeting Minutes • February 17, 2022

(Updated March 25, 2024)

Bylaws Article VIII. Miscellaneous

Section 3. Road Definition.

- a. . . .
- b. . . .
- c. No encroachment into the defined roadway that poses a safety hazard, or impedes emergency access or road maintenance, shall be permitted. Existing structures as of August 21, 2020 shall be exempt from this provision. Larimer County ordinances shall be followed. {Annual Meeting 9/18/20}

OVERNIGHT PARKING

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 maintain traffic safety and unimpeded emergency access and road maintenance as required by the *Bylaws*.

- 1. Any Director may authorize temporary exceptions in case of emergency or with advance notice.
- 2. The Board may work with the property owner adjacent to the easement and/or law enforcement to tow **persistent** violators at the motor vehicle/trailer owner's expense, in accordance with Colorado state laws regarding motor vehicles.

Buckskin Heights Road Association
Driveway, Culvert & Ditch Guidelines
Annual Meeting Meeting Minutes • August 2023
(Updated March 25, 2024)

Bylaws Article VIII. Miscellaneous.

Section 1. Culverts. Culverts for driveways to private property shall be a minimum of fifteen (15) inches in diameter, conforming to Larimer County standards. {Annual Meeting 8/14/76}

DRIVEWAYS, CULVERTS AND DITCHES

Minimizing erosion on our shared roads requires a partnership between individual memberships and the Association in general that benefits both.

1. **Driveways** to membership properties shall be constructed and maintained in order to minimize water flowing down the driveway entering into the roadway.
 - A. Membership responsibility begins at the edge of the adjacent road into their property.
 - B. Driveways shall be constructed in such a way to allow, where possible, a culvert under the driveway a minimum of fifteen (15) inches in diameter, conforming to Larimer County standards.
2. **Culverts** shall be checked and cleared periodically to ensure no blockage to water passage exists from rocks, silt, vegetation, or other debris.
 - A. Culverts which pass under Association roads are the responsibility of the Association for inspection and maintenance.
 - B. Culverts which pass under any membership's driveway(s) are the responsibility of the membership for inspection and maintenance.
3. **Ditch Maintenance** is generally the responsibility of the Association, except the membership is responsible for maintaining/cleaning the ditch ten (10) feet on either side of a culvert under any driveway to make sure that the culvert functions as designed.

Buckskin Heights Road Association
Membership Road Base Purchase Guidelines
Board Meeting Minutes • May 2, 2013
(Updated March 25, 2024)

In consultation with the Vice President, a membership may purchase load(s) of road base to be spread, at BHRA expense **during scheduled gradings,** on road location(s) designated by the membership. [Board Mtg, May 2, 2013; Updated March 25, 2024]

Buckskin Heights Road Association

Snowstorm Guidelines

Board Meeting Meeting Minutes • **Month? ??, 2024**

Bylaws Article III. Officers. Section 3. *Duties of the Vice President.* The Vice President shall monitor the condition of the roads, ditches, culverts, gates, etc. of the Association; arrange for equipment and/or operators and work parties, if needed, to perform maintenance and/or improvements for the facilities of the Association; and keep written records of the specific work done during her/his tenure of office. **He/she is not responsible for snow removal**, private driveways or properties. Before contracting for equipment and/or operators and/or work parties, he/she shall assure funds are adequate by conferring with the President or Treasurer or both. The Vice President, in the absence of or disability of the President, shall act in her/his stead. {Change approved 8/23/19}

Guidelines for Implementation:

1. Snow removal on Association roads is clearly not a Board/Association responsibility. As a result, dues income cannot be used to pay for snow removal.
2. However, the membership looks to the Board – particularly the Vice President – for leadership during and after significant snowstorms that prevent vital emergency services from reaching Buckskin Heights residents and vice versa.
3. A Summary of Past Practice During and After Snowstorms
 - A. *When the snow is deep and persistent*, the Board has solicited donations for snow removal from the memberships via the emergency communication platform. Snow donation income over time, since at least 2011, has always exceeded snow removal expenditures. Snow donation income and removal expense is recorded by the Treasurer; a running snow donation balance is kept for future use (see chart below). In the past, such snow donations have been spent in two ways:
 - i. In 2016 and 2019, the Board hired a professional motorgrader to clear the main portions of lower and upper Otter Rd, Raccoon Dr and Woodchuck Dr as far up as safely feasible.
 - ii. In 2021, when a professional motorgrader was unavailable, the Board used the donations to reimburse all volunteers with plowing equipment who worked to clear the main roads over time. The Board divided the amount donated evenly among all volunteers.
 - B. *When the snowfall is moderate*, main roads are usually plowed by neighborhood volunteers with no Board involvement needed. The Board has reimbursed documented fuel expenditures if a volunteer requests it, paid from the balance of snow donations in the past.

	2011†	2012	2013	2014†	2015††	2016	2017	2018†	2019†	2020	2021	2022††	2023	YTD 2024	Notes
Snow Removal Donations	\$0	\$0	\$0	\$0	\$0	\$1,735	\$0	\$0	\$1,705	\$0	\$2,175	\$0	\$0	\$0	
Snow Removal Expenditure	\$0	\$155	\$250	\$0	\$0	\$1,200	\$300	\$0	\$1,485	\$24	\$2,025	\$0	\$0	\$0	
Snow Donations Remaining	\$0	-\$155	-\$250	\$0	\$0	\$535	-\$300	\$0	\$220	-\$24	\$150	\$0	\$0	\$0	\$176 Snow Funds Available

Buckskin Heights Road Association Long Range Plan August 2019

Mission: The mission of the Buckskin Heights Road Association is to maintain and improve the mountain roads of Buckskin Heights for the use of the members, their families and other invitees. The mission shall be executed by an unpaid Board of Directors elected by the membership of the organization. The Board shall execute their duties in a transparent manner to promote the health, civic and general welfare of its members. The Board of Directors shall be responsible for the stewardship of the funds of the organization.

Vision: The residents of Buckskin Heights share the beautiful scenery, magnificent vistas, and serenity of our neighborhood. The beauty of Buckskin Heights is enhanced by the abundant wildlife, deer, turkeys, bobcats, bears, cougars, fox, and coyotes, as well as numerous small game and birds. The residents enjoy freedom from excessive restrictive regulation that is all too often found in home owners' associations. Our shared values give the residents of Buckskin Heights a strong sense of community, cooperation and respect for our neighbors' quiet enjoyment of the environment. The residents of Buckskin Heights recognize mountain living means sacrificing the comforts of the roads found in city living. Smiles and hand waves are typical as we travel washboard roads that many would find as a serious inconvenience. Recognizing these tradeoffs, our mountain roads will be maintained to standards appropriate to our environment, our values, and consistent with the funding of membership dues.

About Us:

The Buckskin Heights property owners met at the Klies cabin in the summer of 1973 to discuss the formation of the Buckskin Heights Road Association (BHRA). This effort was successful, and the Association was formed. The Bylaws were constructed to guide the actions of the newly formed organization.

In 1976 the Association filed Bylaws with the Colorado Secretary of State to acquire a nonprofit corporation status with the designation of Buckskin Heights Road Association Inc.

Prior to the formation of the organization each property owner had an agreement with the developer, John Anderson, to maintain the road. These agreements required each property owner to pay seventy-five dollars per year for road maintenance. Some of these agreements were recorded on the property titles, but most were not. The seventy-five-dollar dues were also the dues recorded in the initial Bylaws. It is interesting to note that the \$75 compounded by the labor department cost of living data since 1973 would equal dues of \$443 in 2019 dollars. Currently Association dues are \$400 for each property.

The current governing documents of the Association – Grant of Easement, Dedicated Access, Constitution & Bylaws – may be viewed on www.buckskinheights.org

Environment: Annual Budget of \$27,000 with approximately \$25,000 for road maintenance and improvement

Total of 9.4 Miles of Road to Maintain, Serving 52 Houses and 15 Vacant Properties:

- Otter Road to the gate
Mileage 3.3 2 houses, 6 vacant properties
- Otter Road gate to the end
Mileage 2.2 23 houses, 3 vacant properties
- Otter Ct
Mileage 0.1 1 house, 0 vacant properties
- Woodchuck Dr
Mileage 1.3 8 houses, 3 vacant properties
- Fox Ct
Mileage 0.1 1 house, 0 vacant properties
- Raccoon Dr
Mileage 0.8 5 houses, 2 vacant properties
- Raccoon Ct
Mileage 0.4 2 houses, 1 vacant properties
- Wolverine Ct
Mileage 0.3 5 houses, 0 vacant properties
- Grey Squirrel Ct
Mileage 0.9 5 houses, 0 vacant properties

Road Maintenance Costs in 2019:

- Recycled Asphalt \$13/ton; crushed concrete \$13/ton
- Trucking cost for 15-ton load averaged \$156, which varies with distance traveled
- In 2019, recycled asphalt cost an average of \$335/load delivered to Lower Otter Rd, \$405/load delivered to Woodchuck; crushed concrete cost \$375/load delivered to Raccoon Rd; overall average \$353/load of either material.
- Cost to grade the roads is \$135 per hour

Pros and Cons of Different Materials: It should be noted that all material types are adversely affected by excessive speed and this is the most important factor leading to deterioration of the road surface.

Packed Recycled Asphalt Paving

Pros: Few if any washboards, good melting qualities, no dust, pleasant driving surface, resists erosion caused by wind and water, durable if applied properly (adequate thickness), grading is not required and more funds can be spent on materials.

Cons: Potholes become a problem and are difficult to repair with grading, repair may require another application of material.

Loose Recycled Asphalt Paving

Pros: Easily reworked with grading to repair washboard, good melting qualities, minimum dust.

Cons: Susceptible to washboarding, susceptible to water and wind erosion.

Road Base

Pros: Similar to loose recycled, but more dust and less melting properties.

Cons: Susceptible to washboarding, susceptible to water and wind erosion, increased dust over other products, reduced melting properties.

Crushed Concrete

Pros: Good compaction for a good driving surface, less washboarding than loose recycled or road base, easily reworked with grading.

Cons: Dust is a problem, quality may be an issue as material can be contaminated with porcelain and granite, subject to wind and water erosion, but less than road base.

Assessment of the Roads in 2019:

Otter Road to the Intersection of Woodchuck

Drive: This is the road that everyone uses and has been the priority for maintenance and historically this section has consumed the majority of the budget. This section is in good condition, but the high usage creates potholes and washboard that must be addressed frequently. Drainage is generally good, but some erosion /washouts of the edges has occurred. wind erosion is a problem. A variety of materials have been used to varying degrees of success.

Otter Road from the Woodchuck Intersection to

the End: This section is a real mixed bag, with the first third being in relatively good condition and has been improved by property owners in 2014 and 2016 with over 10 loads of recycled asphalt. This section of road has also received four loads of crushed concrete in 2017 and four more in 2018. The middle third has numerous drainage problems and is in need of removing the berm build up on the outside edge of the road as well as needed additional material. The final stretch of this section is in very poor condition and will require reconstruction in the future.

Woodchuck Dr: Property owners on this road provided funding for five loads of recycled asphalt in 2018 and ten loads in 2019; BHRA applied 7 loads of recycled asphalt in 2018. Ditch improvement and grading were also undertaken by BHRA to support this homeowner-funded work. The road is now mostly in acceptable condition.

Raccoon Dr: Two loads of crushed concrete were laid down at the end of Raccoon in 2018. Ditch work and crowning were done in 2018 which resulted in a relative improvement in drainage. However, mud on the road surface is now a serious problem and appears to be the result of well-intentioned work done in 2018. This problem was partially addressed with the application of crushed concrete in 2019 and will be continued in the future.

Wolverine Ct: Work was performed in 2017 to correct a ditch problem that had caused a deep rut on the road surface. In addition to correcting the ditch drainage, a load of crushed concrete was spread on the problem area. Future maintenance work will be on an as-needed basis.

Raccoon Ct: This road is in very poor condition and will require work over multiple years to bring the road to acceptable standards. This road currently provides access to two home owners and is relatively long making significant resource allocation a challenge.

Grey Squirrel Ct: In many sections the road is lower than the side of the road causing drainage problems. Severe rock outcrops will need to be addressed, in particular on the very tight s-curve. Grading this road is difficult and the rocks turned up as a result is a serious problem.

Fox Ct: To be determined.

Otter Ct: To be determined.

Goals:

- It shall be the five-year goal of the Association to have all of the major roads (Otter, Woodchuck, Raccoon) assessed as acceptable. Priority will be given to the portion of Otter Road that all residents use. Tributary roads will require additional time to become acceptable (see criteria below).
- Conduct open and transparent Board meetings at least every two months and encourage the participation of the membership.
- Maintain the roads with recycled asphalt according to recommended practices (Appendix A). Develop recommended practices for use of crushed concrete as we gain more experience with this material.
- Implement road improvements that provide for the safety and welfare of the membership.
- Provide the membership with up to date plans and status via the web site and Groups IO.
- Assist property owners who voluntarily fund the improvement of interior roads.

Criteria for Assessing the Roads: The assessment of the roads is subjective and seldom will all of the factors be positive for an acceptable rating. Mountain roads by their very nature will not be the same quality as those that are constructed in the flat lands. Multiple factors determine if the road is assessed as acceptable:

1. Shape of the road: Road surface is crowned or slanted to drain to a ditch; ditches are adequate to drain the expected volume of water.
2. Surface of the road free of rock outcrops.

3. Surface of the road free of washboard and potholes.
4. Road material adequate to prevent muddy condition.
5. Driving surface not lower than the side of the road.
6. No washouts.

Annual Planning Process:

Each year at the first Board meeting of the calendar year and in conjunction with establishing the annual budget a road maintenance plan will be developed in accordance with established policies and objectives. Membership input will be an important component of this process. Typically, resources will not provide for all of the identified needs and prioritization will be required. The Association Vice President will report at the annual meeting of the membership the progress in executing the plan.

APPENDIX A

Recommended Practices for BHRA Road Maintenance with Recycled Asphalt (Bob Faris, VP 2006-10, 2014-16)

1. The Vice President is the project manager for road maintenance. The Vice President needs to coordinate the timing of the grader, trucking, and material selection; decide which sections of the road should be graded; mark the road where material application should be done; be on site for material application; and be able to direct and supervise grader operation.
2. Use of recycled asphalt (RAP) when applied properly and in the correct season will give a stable, low dust and long-lasting road requiring much less ongoing maintenance than using road base.
3. Use of road base on our road has been ineffective primarily due to wind/water erosion combined with the steep grade resulting in high dust, rough rocks and loss of traction. There is almost no consolidation of this material to create a stable road.

4. Apply the RAP in a single lane, rather than across the entire road, and contour the application so there is more depth in the center. This will keep more of the material on the road where it can consolidate and reduce the inevitable migration of material over the side of the road.
5. Apply RAP when temperatures will be hot, preferably in the 90s, to hasten the consolidation of the material before it is lost over the side of the road. This is especially important where there is a steep grade.
6. RAP density is around 3,000 pounds per cubic yard and has about 15% compaction. With a spread load of around 10' width, this will give ~80-100 linear feet of application with a typical depth of 3" on a tandem truck load. Using the cross-gate belly dump will give ~130-170 linear feet.
7. The best longevity of the RAP on our road has been when it was applied over bare rock surfaces and not over gravel. The original road was very solid with large and stable rocks. These provide good adhesion for the RAP and give a very stable final result. The biggest problem areas of the application of the RAP has been in places that were previously treated with road base. These areas cause more contamination of the RAP and do not allow as favorable adhesion to the road, resulting in a much looser final road surface.
8. The cost of hauling material above the gate is significantly higher, due to the additional distance.
9. The quality of RAP is highly variable. Choosing the source of the material is vital for a successful project. The material should be personally inspected before it is purchased.
10. We have always used a motor grader with angled moldboards to maintain the road, with the exception of the period between 2000, when our grader was sold, and spring of 2015. During those years a box grader was used and there was a significant loss of road material because the material is flat graded and not returned to the middle of the road during grading.
11. A grader operator with a large amount of experience in maintaining steep mountain roads is the best resource in keeping our road in good shape.
12. Grading should be done in a manner to pull the material from the side of the road and back to the center. This is not done to crown the road, but rather to minimize loss of material into the ditches.
13. Trying to pull material out of the ditch back onto the road will only result in contamination of the RAP along with a large amount of rocks.
14. Grading the road when the soil moisture is low will give poor results and pull up many rocks. Spring rains in May and monsoonal flow in August are ideal.
15. Trying to remove all the washboards, especially when the temperature is not very high, will often cause damage to the RAP and can pull up sections of the road, along with rocks.
16. Never grade the road when it is frozen, because it will cause road damage.
17. When planning which sections of the road to address, prioritize road condition as well as number of residents affected.

Buckskin Heights Road Association

Combined Properties Guidelines

Board Meeting Meeting Minutes • September 2021

Bylaws Article IV. Membership

Section 1. Membership Defined.

- a. Membership shall be defined as the owners of lots as described below:
 - i. All lots of the Buckskin Heights first sub-division as detailed on the approved plat and accepted by the Larimer County Planning Commission on October 14, 1970.
 - ii. All lots of the Buckskin Heights second sub-division as detailed on the approved plat and accepted by the Larimer County Planning Commission on February 10, 1971.
 - iii. All tracts adjacent to the access road to the Buckskin Heights first sub-division.
Description of access road is recorded in Book 1444 at page 325 of the Larimer County Clerk and Records Office.
- b. In the event that a lot shall be owned by more than one person, as undivided owners, said undivided group shall be considered to be one (1) membership. Each membership shall be considered to be a single entity, entitled to a single vote and obligated to a single fee, assessment or obligation. Subsequent division of recorded lots will constitute an additional membership. In all cases, a single lot will constitute one membership.

Section 2. Requirements of Membership. In order to become and maintain a membership in good standing of the Association, a member representing said membership shall own land or interest in land as above described; and shall pay all annual dues and assessments.

Combined Properties Guidelines: Association members may not treat two properties as one to save on road dues and subsequently as two to profit from resale; members must choose one property configuration relative to BHRA and the County, and be consistent to both throughout the period of ownership.

Explanation: As a practical matter, owner(s) of two properties pay road dues on both properties; they have two votes at any Association meeting. Owner(s) of a combined property (two properties joined by the County) pay road dues as if it is one property; they have one vote at any Association meeting. Owner(s) of a combined property who subsequently petition the County to separate the properties for re-sale or any other reason must pay back road dues on the second property from date of purchase.

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BUCKSKIN HEIGHTS ROAD ASSOCIATION
PO Box 352
MASONVILLE CO 80541
(Updated March 25, 2024)

3RD NOTICE for selected properties with no delinquent dues from previous years, sent with invoice showing \$40 May and June late fees:

JULY ??

Dear - - - ,

As you know, we rely on everyone in the neighborhood to pay their annual dues to keep the road open and maintained for safety. You are 3 months late in paying your fair share and we need to hear from you soon.

According to our *Bylaws*, we must collect the dues every year in a timely fashion. We try to be flexible with property owners who might be struggling to pay dues, but we must be fair to the other property owners on the mountain. We can make arrangements for you to pay in installments. **But if we do not hear from you about this matter by Friday, July ??, our *Bylaws* obligate me as Treasurer to place a lien on your property** with the Larimer County Clerk & Recorder until the dues are brought up to date. A lien can affect your credit score and will certainly affect your ability to sell your property until the debt is paid in full.

You currently owe BHRA \$??? to avoid lien action – \$???

 plus \$60 in late fees/interest at \$20/month, assessed on May 1, June 1 and July 1. You may send a check to the address above **or pay by Zelle through your bank portal.**

In addition, non-payment of dues means that you are no longer a member in good standing in the Association – you lose your right to speak and vote at any of our meetings and you may lose your road use privileges. We may also take you to small claims court or refer your debt to a collection agency. **We do not want any of these things to happen!** Please contact me to arrange payment of the \$???

 that you currently owe as soon as possible.

4TH NOTICE for selected properties with no delinquent dues from previous years, sent with invoice showing \$60 May-July late fees:

AUGUST ??

Property Owner

Address

Address

Dear Mr/Ms Property Owner,

In accordance with the BHRA Bylaws, collection action beginning with a lien filed against your property will be filed with the Larimer County Clerk & Recorder’s Office for delinquent road association dues and late fees **The lien against your property is scheduled to be filed during the week of August ??, 20??.**

Please immediately pay your BHRA road association dues of \$??? (\$???

 plus late fees of \$20 for each of May, June and July) to avoid lien action. When a lien is filed against your property due to non-payment of road association dues, you are responsible for all associated legal and filing fees as well.

To avoid a lien on your property, send a check to the address above **or pay by Zelle through your bank portal.** If you have any questions about this matter, please do not hesitate to contact me.

Sincerely,

???, Treasurer, Buckskin Heights Road Association

Phone #

BHRA80541@gmail.com



BUCKSKIN HEIGHTS ROAD ASSOCIATION
PO Box 352
MASONVILLE CO 80541
bhra80541@gmail.com

NEW PROPERTY OWNER INFORMATION REQUEST

Welcome to Buckskin Heights! You will find your new neighbors to be friendly, without being intrusive; the views to be spectacular; and the road . . . well, the road is a lot better than most private mountain roads!

As a property owner, you are a member of the Buckskin Heights Road Association (BHRA). BHRA exists to “promote the health, civic and general welfare of its members,” and to maintain the road in a manner that provides a relatively smooth ride as safely as possible. Our *Bylaws* spell out how we go about these tasks; and our 6-member volunteer Board of Directors organizes our community efforts to get the job done. We welcome the participation of all our property owners, and hope you will get involved as you are able. Our website at www.buckskinheights.org has a wealth of information about the neighborhood for you to explore, including how to sign up for our neighborhood emergency communication system (GroupsIO), and the dates of board and annual meetings. We hope to see you soon.

In the meantime, please fill out ALL THE INFORMATION below, either electronically or in hard copy. Please return it for our records to the USPS or email address above.

Thank you! *Dan McQueen*, BHRA President

Property Owner Name(s):

Buckskin Heights Property Address:

Mailing Address:

Landline Phone If Any:

Cell Phone(s) If Any:

Email Address(es) If Any:

I/We prefer to have official BHRA correspondence sent by (select only one):

Email to this address:

U.S. Postal Service to the mailing address above.

NOTE: Please remember that it is your responsibility to notify BHRA if/when your contact information changes. We need to stay in touch with you.



BUCKSKIN HEIGHTS ROAD ASSOCIATION
PO Box 352
MASONVILLE CO 80541
bhra80541@gmail.com

NEW RESIDENT TENANT INFORMATION REQUEST

Welcome to Buckskin Heights! You will find your new neighbors to be friendly, without being intrusive; the views to be spectacular; and the road...well, the road is a lot better than most private mountain roads!

As a resident tenant, you are not a voting member of the Buckskin Heights Road Association (BHRA), but we welcome you to attend any neighborhood event throughout the year. BHRA exists to “promote the health, civic and general welfare of its members,” and to maintain the road in a manner that provides a relatively smooth ride as safely as possible. Our *Bylaws* spell out how we go about these tasks; and our 6-member volunteer Board of Directors organizes our community efforts to get the job done. Our website at www.buckskinheights.org has a wealth of information about the neighborhood for you to explore, including our *Bylaws*, Board of Directors contact information, how to sign up for our GroupsIO emergency notification system, and the dates of the next board and annual meetings. We hope to see you soon.

In the meantime, please fill out and return this form to the USPS address above for our resident records. Or you may email the information requested to: bhra80541@gmail.com.

Thank you! *Dan McQueen*, BHRA President

Resident Tenant Name(s):

Buckskin Heights Property Address:

Mailing Address:

Landline Phone If Any:

Cell Phone(s) If Any:

Email Address(es) If Any:

I/We prefer to have any BHRA-related correspondence sent by (select only one):

Email to this address:

U.S. Postal Service to the mailing address above.

NOTE: Please remember that it is your responsibility to notify BHRA if/when your contact information changes. We would like to stay in touch with you.

Statement of Assessment Lien

TO ALL WHOM IT MAY CONCERN:

The BUCKSKIN HEIGHTS ROAD ASSOCIATION wishing to avail itself of the provisions of the Declaration of Covenants, Conditions and Restrictions, recorded in Book 1444 Page 325 of the records of Larimer County, Colorado, makes the following Statement of Assessment Lien:

Name of Owner of Property to be Charged with Lien: LastName, FirstName

Legal Description of Property Charged with Lien:

Lot ??, Buckskin Heights 1st/2nd Larimer County, Parcel #00000-00-000
???? Otter Rd (Formerly ??? Otter Rd), Loveland CO 80538

Name of Association Claiming Lien: Buckskin Heights Road Association

Present Amount of Indebtedness to Association (see detailed statement on next page):

\$	0	Past Unpaid Dues, Late Fees and Filing Fees
\$	0	Unpaid 20?? Association Dues
\$	0	Unpaid 20?? Late Fees May 1 through August 1, 20??*
\$	0	Unpaid 20?? Larimer County Clerk & Recorder Filing Fee
\$???	TOTAL Association Balance Due to Date

By: _____
Suzanne Weber, Treasurer, Buckskin Heights Road Association

STATE OF COLORADO)
County of Larimer)

I, **Treasurer Name**, being of lawful age, do say that I am the Treasurer of the Buckskin Heights Road Association and that I have read the within statement of Assessment Lien and know the contents thereof; and that the same is true and correct to the best of my knowledge, information and belief; and is made on behalf of the Buckskin Heights Road Association.

By: _____ **Date:** _____
Treasurer Name, Treasurer, Buckskin Heights Road Association

Witness my hand and official seal.

Signature: _____
Signature of Notary

Affiant: Known ___ Produced ID ___
Type of ID _____

Return Acknowledgement to:
Treasurer Name, Treasurer
Buckskin Heights Road Association
PO Box 352, Masonville CO 80541

Real Estate Lien Release

STATE OF COLORADO)
County of Larimer)

KNOW ALL PERSONS BY THESE PRESENTS:

That I, the undersigned: **Treasurer Name**, Treasurer of the Buckskin Heights Road Association for and in consideration of: **One Thousand or Whatever Dollars (\$1,XXX.00)** and other good and valuable consideration, to me paid as representative of the **Buckskin Heights Road Association**, the receipt whereof is hereby acknowledged, do hereby waive, release, remise and relinquish any and all right to claim any lien or liens for work done or material furnished, or any kind or class of lien whatsoever on the following described property:

Title Owner and Description of Said Property:

Instrument numbers can be searched on the Index of Recorded Documents at:
<http://www.larimer.org/clerk/search/search.aspx>

Property Owner's Name (Lien, Instrument #1111111111)
[Optional: Ownership Transferred to Bank Name (Public Trustee Certificate of Purchase, Instrument #9999999999)]
Lot XX, Buckskin Heights 1st /2nd Larimer County, Parcel #00000-00-000
12345 Otter Rd (Formerly 4321 Otter Rd), Loveland CO 80538

Signed, sealed and dated this _____ day of _____, 20__ at _____
Location

By: _____
Treasurer Name, Signature of Lienholder

STATE OF COLORADO)
County of Larimer)

On _____ before me, appeared _____ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her /their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

Witness my hand and official seal.

Signature: _____ Affiant: Known _____ Produced ID _____
Signature of Notary

Type of ID _____

RETURN ACKNOWLEDGEMENT TO:
Treasurer Name, Treasurer
Buckskin Heights Road Association
PO Box 352, Masonville CO 80541

For BHRA Use Only:

PAID: Date:

Check #

Amount:

Buckskin Heights Road Association (BHRA) Request for Reimbursement

I hereby request to be reimbursed for the following monies expended for the benefit of the BHRA.

Respectfully Submitted By:

Signature

Date

Please attach receipt(s) and provide the information below.

Date of Expenditure	Vender & Item(s) Purchased Brief Explanation for Expenditure If Not Obvious	Amount
Total to Be Reimbursed		