

Buckskin Heights Road Association

MINUTES for BHRA Transitional/Regular Board Meeting • Tuesday, September 10, 2024

Zoom Meeting • Rich Evan’s Residence (13001 Otter Rd) • 6:30 pm

ATTENDANCE:

Board Members:

2024-26: Donna Braun, Allan Heese, Brittany Woods
2023-25: Rich Evans, Sue Weber, Justin Wilson
2022-24 (Outgoing): None

Community Members: None (Sanjeev Karki and Dan McQueen briefly by Zoom before meeting started)

CALL TO ORDER, WELCOME/INTRODUCTIONS, QUORUM, APPROVAL OF AGENDA:

Justin Wilson called the meeting to order at 6:32pm and declared that a quorum was present.
Sue Weber made a motion to approve the agenda as distributed. It was seconded and **approved**.

TRANSITIONAL MEETING:

Buckskin Heights Road Association (BHRA)
13236 Otter Rd, Loveland CO 80541 (Wells Fargo Profile)

1. The following individuals were unanimously elected as **BHRA Board Officers for 2024-25:**

- * President – Justin Wilson
- Vice President – Rich Evans
- Secretary – Suzanne Weber
- * Treasurer – Brittany Woods
- At Large – Donna Braun & Allan Heese
- **Key executives with control of entity.*

- Glenn E Heeny and Suzanne P Weber (and Daniel B McQueen if necessary) are to be removed from BHRA’s Wells Fargo account(s) as key executives with control of entity.
- Daniel B McQueen and Suzanne P Weber are to be removed as signatories on BHRA’s Wells Fargo checking and savings accounts.
- Justin Wilson and Brittany Woods are to be added to BHRA’s Wells Fargo account(s) as key executives with control of entity.
- Justin Wilson and Brittany Woods are to be added as signatories on BHRA’s Wells Fargo checking and savings accounts.
- Physical address of BHRA to be updated to 12724 Otter Rd, Loveland CO 80538 (treasurer’s address)
- Issue debit card to Brittany Woods, Treasurer.

All actions/signatures completed at Wells Fargo on September 25, 2024
Suzanne Weber Signature _____ Date _____

All actions/signatures completed at Wells Fargo on September 25, 2024
Justin Wilson Signature _____ Date _____

All actions/signatures completed at Wells Fargo on September 25, 2024
Brittany Woods Signature _____ Date _____

- 2. Justin Wilson, Brittany Woods and Sue Weber will meet in person with Jamie Sigley at Wells Fargo to implement these changes on all accounts.
- 3. Sue and Brittany have keys to the BHRA PO box.

Adjournment & Call to Order: The transitional meeting was adjourned. Justin Wilson called the regular board meeting to order with a quorum present at 6:42pm.

REGULAR BOARD MEETING:

Community Input: None.

Secretary's Report:

- 4. Incoming secretary Sue Weber made a motion to approve the Annual Meeting Minutes, August 25, 2024 as distributed. It was seconded and **approved**.
- 5. Sue made a motion to confirm the email vote to approve Minutes of July 16, 2024 Board meeting. It was seconded and **approved**.
- 6. Sue made a motion to approve the updated record of “Board of Directors Membership, 2000-Present” (page 1 attached). It was seconded and **approved**.
- 7. Sue made a motion to approve an update to the “Secretary Job Description” (attached). It was seconded and **approved** as amended.
- 8. Sue reported that the *BHRA Bylaws* as amended at the August 25, 2024 annual meeting were filed with the Larimer County Clerk & Recorder’s Office.

Treasurer's Report:

- 9. Outgoing treasurer Sue Weber reviewed the Treasurer’s Report (attached), including the current Budget update and recent property sales. Allan Heese made a motion to approve the Treasurer’s report. It was seconded and **approved**.
- 10. **Action Item** from annual meeting: Data on above/below gate road base application – location, amount, type, cost (attached) – was reviewed as requested. Allan Heese recalled that a survey of the neighborhood circa 2018 when Airn Hartwig was VP resulted in general agreement that 20-25% of annual road maintenance expenditures should be above the gate, depending on actual road priorities.
- 11. Sue distributed hard copies of the updated confidential membership roster to Board members.
- 12. Sue made a motion to approve an update to the “Treasurer Job Description” (attached). It was seconded and **approved**.

Road Report:

13. VP Rich Evans reviewed recent road maintenance work (attached).
14. Maintenance plan for the rest of the year
 - A. Recycled asphalt (RAP) will be spread on Woodchuck (2 loads) and upper Otter at the S-curve (RM 42-43)
 - B. For the rest of the year, Rich plans 4-6 loads on Otter below the gate.
 - C. Culvert replacement on Saturday, September 21 at bottom of Otter near RM 3:
 - The road will not be closed – half of the 40' culvert will be installed and covered, then other half to maintain access.
 - Rich Evans, Allan Heese and Bill Torrey will be joined by Mike Fallon, Sanjeev Karki and Rick Stahl on this project – thanks to all!
 - D. Allan Heese pointed out that we need to inspect all the culverts in the neighborhood and then set up a schedule to re-inspect them on a regular basis.
 - E. Director at Large Allan Heese was appointed culvert coordinator for 2024-25. He will work closely with VP Rich.
15. **Action Item** from annual meeting: Replace road markers.
 - A. Rich Evans is working on a final prototype with Bethany Seymour.
 - B. We will solicit donations – perhaps at ~\$10/marker – from the membership. We intend this to be a self-funded project. Members will have the option of having their names engraved on the back of donated markers.

Gate Report/Security:

16. The gate code change occurred as planned. Thank you, Bob Faris.
17. Sue Weber made a motion to approve the draft Gate Guidelines (attached). It was seconded and **approved.**
18. **Action Item** from annual meeting: *Ad Hoc* Gate Committee
 - A. Director at Large Donna Braun was appointed as Board liaison to the Gate Committee.
 - B. The Gate Committee will meet on Thursday, September 12 to consider options/costs for future gate replacement to include:
 - Location options
 - Design options
 - Maintenance
 - Security
 - Costs – initial and ongoing for each item above.

19. **Action Item** from annual meeting: Rich Evans was authorized to purchase and install an easy-to-open electronic lock to add to the chain on the swing gate.

Fire Committee Report:

20. **Action Item** from annual meeting: Date of next Fire Committee meeting – no information.
21. Relationship between the BHRA Association/Board and the Fire Committee
 - Rich Evans was appointed as Board liaison to the Fire Committee. His major task will be to coordinate contacts with property owners and actions with regard to BHRA's emergency exit at the north end of Otter Rd.
 - Justin Wilson will contact Fire Committee co-chairs Mike Lowe and Rick Stahl to establish procedures for consultation between the Association/Board liaison and the Fire Committee regarding the BHRA road easements that form the BHRA section of the emergency exit.
22. **Action Item** from annual meeting: Brian Abbott provided many good ideas for fire mitigation (attached) for consideration by the Fire Committee and the Board at the next meeting.

Old Business (If Any): None.

New Business:

23. Sue Weber and Justin Wilson were appointed webmaster(s) and GroupsIO administrators for 2024-25. Usernames/passwords on all accounts, including Gmail, will be changed and distributed ASAP.
24. The Board reviewed the Snowstorm Guidelines (attached), but agreed that we don't need guidelines because the Association is not responsible for snow removal.
25. Discussion about the imposition of a possible transaction fee for new property sales proposed by Brian Abbott (attached) was tabled until the next Board meeting.
26. Allan Heese brought up a concern about monitoring events possibly open to the general public on membership properties.

Executive Session (if necessary): None.

ADJOURNMENT:

The meeting was adjourned 8:05pm.

Respectfully submitted,
Sue Weber, Incoming Secretary



BUCKSKIN HEIGHTS ROAD ASSOCIATION Summary of Board of Directors Membership

2000-Present

Updated September 2024

Buckskin Heights Road Association • 2024-25 Board Members (Status Sep 2024)

Name	Term & Year Elected	Status
Evans, Rich*	1 st term Aug 2023	Serving through Aug 2025
Weber, Sue**	1 st term Aug 2021, 2 nd term Aug 2023	Serving through Aug 2025
Wilson, Justin*	1 st term Aug 2023	Serving through Aug 2025
Braun, Donna	1 st term Aug 2024	Serving through Aug 2026
Heese, Allan	1 st term Aug 2024	Serving through Aug 2026
Woods, Brittany	1 st term Aug 2024	Serving through Aug 2026

* Indicates a board member whose 1st term is ending in 2025; eligible for a second 2-year term

** Indicates a board member whose 2nd term is ending in 2025; ineligible for another 2-year term

Buckskin Heights Road Association • 2023-24 Board Members (Status July 2024)

Name	Term & Year Elected	Status
McQueen, Dan, President**	1 st term Aug 2020, 2 nd term Aug 2022	Serving through Aug 2024
Smith, Cindy, Secretary*	1 st term Aug 2022	Serving through Aug 2024
Torrey, Bill, At Large*→Donna Braun†	1 st term Aug 2022	Serving through Aug 2024
Evans, Rich, Vice President	1 st term Aug 2023	Serving through Aug 2025
Weber, Sue, Treasurer	1 st term Aug 2021, 2 nd term Aug 2023	Serving through Aug 2025
Wilson, Justin, At Large	1 st term Aug 2023	Serving through Aug 2025

* Indicates a board member whose 1st term is ending in 2024; eligible for a second 2-year term

** Indicates a board member whose 2nd term is ending in 2024; ineligible for another 2-year term

† Completing Torrey 2022-24 term (see below)

Buckskin Heights Road Association • 2022-23 Board Members (Status July 2023)

Name	Term & Year Elected	Status
Abbott, Brian, At Large*	1 st term Aug 2021	Serving through Aug 2023
Arnold, Mary, Vice President*†	1 st term (1 year) Aug 2022	Serving through Aug 2023
Weber, Sue, Treasurer*	1 st term Aug 2021	Serving through Aug 2023
McQueen, Dan, President	1 st term Aug 2020, 2 nd term Aug 2022	Serving through Aug 2024
Smith, Cindy, Secretary	1 st term Aug 2022	Serving through Aug 2024
Torrey, Bill, At Large	1 st term Aug 2022	Serving through Aug 2024

* Indicates a board member whose 1st term is ending; eligible for a second 2-year term

† Completing Heeney 2021-23 term (see below)

Job Description: Buckskin Heights Road Association Secretary

Board Meeting January 30, 2012; Updated September 17, 2017; Updated September 10, 2024

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 by posting notices on the BHRA internet communication platform and on the BHRA website buckskinheights.org.
 - 2. Records.**
 - a. Take minutes at Board meetings and distribute to Board 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, 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).
 - e. 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 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 *Bylaws*, which require a minimum 30-day notice.
 - c. Organize mailing polls in accordance with the *Bylaws* for bylaws amendments or membership decisions on other issues on behalf of the Association, 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.

Buckskin Heights Road Association Treasurer’s Report

Sue Weber, Treasurer – September 10, 2024

1. Checking account balance 9/10/24	=	\$16,750.02	
Pending Expenses	=	-\$5,466.21	Electronic gate repairs; estimated costs for
Pending Deposits	=	\$0.00	recent road base & culvert purchases
Checking available	=	\$11,283.81	
Savings account balance 9/10/24	=	\$5,015.90	
TOTAL AVAILABLE 9/10/24	=	\$16,299.71	

2. Dues: 2024 dues for all 67 properties (all 59 owners) are in progress or paid in full. We’ve had 100% of membership dues paid annually since FY2022.

3. Budget Update as of September 10, 2024 (attached). Highlights include:

- A. Road Base: Cost/15-T load of delivered recycled asphalt (RAP) increased:
 - 2020 - \$342/load RAP
 - 2022 - \$496/load RAP
 - 2024 - \$601/load RAP, an increase of ~75% over 2020
\$784 for delivered crushed gravel
- B. Road Maintenance: Eliminated possible commercial motor-grading from the budget this year because of Bill Torrey’s continued work in spreading road base and other grading; that money is now available to buy road base instead.
- C. Technology: Quicken financial software is no longer available as a one-time stand-alone purchase. \$72/yr is current subscription cost.

4. Recently Completed Property Sales

2021=8 sales; 2022=9 sales; 2023=6 sales; 2024=5 sales YTD.

Total 2021-YTD = 28 sales, 42% since Cameron Peak Fire in October 2020

- 3/7/24 – Julie Weaver/John Niesel (3820 Raccoon Dr) to William & Bonnie Torrey
- 4/19/24 – Jacob & Samantha Jandrew (12727 Otter Rd) to Crystal DeLorey
- 6/17/24 – Melissa St Clair/Benjamin Hodgkin (13382 Otter Rd) to Alix Meisinger/Leah Loostrom
- 8/16/24 – Boondocks Land LLC (north parcel on Lower Otter Rd) to Brian & Audrey Lodwig
- 8/30/24 – *Boondocks Land LLC (south parcel on Lower Otter Rd) to Brian & Audrey Lodwig (Not counted in total 2024 sales above, since the property immediately changed ownership again within BHRA)*
- 9/6/24 – Brian & Audrey Lodwig (former Boondocks Land LLC south parcel on Lower Otter Rd) to Denise Jackson & Michael Bane

5. Current Properties for Sale/Pending Closings

- Culley, Hermine & Clinton Trust (13428 Otter Rd)

6. Action Item from annual meeting: **2024 Road Base Application Summary YTD** (attached).

BHRA EXPENSE & INCOME SUMMARY • September 10, 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	\$181	(\$819)	\$819	\$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	\$58	(\$292)	\$0	\$58	(\$292)
Mailings	\$206	\$150	\$168	\$18	\$15	\$183	\$33
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Road Signs & Accessories	\$0	\$500	\$476	(\$24)	\$24	\$500	(\$0)
Office Supplies	\$23	\$100	\$0	(\$100)	\$100	\$100	\$0
Technology	\$196	\$400	\$165	(\$235)	\$72	\$237	(\$163)
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)	\$5,000	\$5,000	\$4,000
Road Grader Operator	\$9,100	\$10,000	\$287	(\$9,713)	\$0	\$287	(\$9,713)
Road Base	\$27,438	\$19,000	\$17,972	(\$1,028)	\$8,500	\$26,472	\$7,472
BHRA Road Expense Subtotal	\$37,393	\$30,000	\$18,259	(\$11,741)	\$13,500	\$31,759	\$1,759
Expense Subtotal	\$41,706	\$34,150	\$19,305	(\$14,845)	\$16,180	\$35,485	\$1,335
Dues & Late Fees	\$30,095	\$33,000	\$34,286	\$1,286	\$229	\$34,515	\$1,515
Emergency Donations	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$8	\$8	\$0	(\$8)	\$1	\$1	(\$7)
Grant Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$32	\$50	\$38	(\$12)	\$0	\$38	(\$12)
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	\$34,324	\$1,266	\$230	\$34,554	\$1,496
Checking Cash Flow Balance	(\$9,822)	(\$1,092)	\$15,019			(\$931)	

NOTES

\$115 more than last year

Annual/special meeting & miscellaneous mailings/handouts

Zoom, Quicken subscriptions

Down from \$951 last year

2022: 15-T load at \$496/load

2024: 15-T loads at \$600-785/load, 21%-58% increase over 2022

Road expense over budget possible due to carryover from last year and higher anticipated income

Dues Income...

...all 67properties (59 owners) have paid all/some \$500 annual dues; \$200 in undesignated donations (down from last year)

We can spend more in 2024 than our budgeted annual income because of \$1,732 carryover from 2023

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	\$16,750			\$800	
BHRA Savings Balance	\$5,016	\$5,024	\$5,016			\$5,017	
Total Assets	\$6,748	\$5,664	\$21,766			\$5,817	

*Target is \$500 to avoid bank fee.

2024 ROAD BASE APPLICATION SUMMARY, YTD

DATE	LOCATION	TYPE	# LOADS	COST/LOAD	TOTAL	TOTAL COST	% TOTAL COST
03/29/24	Lower Otter RM 24-26	RAP	2	\$563	\$1,126		
04/26/24	Lower Otter Various	RAP	6	\$603	\$3,616		
06/21/24	Lower Otter RM 3 & 4	RAP	3	\$548	\$1,645		
06/21/24	Lower Otter RM 17 & 25	Crush Rock	3	\$720	\$2,160		
07/19/24	Lower Otter RM 1-3	Crush Rock	3	\$784	\$2,353		
07/19/24	Lower Otter Various	RAP	6	\$601	\$3,603	\$14,503	81% Below the Gate
06/21/24	Upper Otter RM 34	Round Rock	3	\$756	\$2,268		
07/19/24	Upper Otter RM 35-36	RAP	2	\$601	\$1,201	\$3,469	19% Above the Gate
TOTALS			28		\$17,972	\$17,972	100%

This road base application analysis does not take into account the amount of Bill Torrey's time/effort grading below or above the gate. Thank you, Bill!

Job Description: Buckskin Heights Road Association Treasurer

Board Meeting January 30, 2012; Updated September 17, 2017; Updated September 10, 2024

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. Distribute the mail to the appropriate board member within a week of receipt. Treasurer 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 checking and savings accounts. Balance the accounts when the statements arrive. Transfer and deposit monies when appropriate. Note: Must maintain \$500 in the checking account to avoid a 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. Send dues notices by January 31th of each new year.
 - b. 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 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. 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.
 - 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.



[Rich Evans](#)

Sep 7 #4527 [🔗](#)

Hello Mountain Neighbors,

I wanted to update you on some recent road maintenance activities. Yesterday, there were several improvements to a few roads in BHRA.

On Otter Road, between markers 2.8 and 3.0, I was addressing some large potholes that had developed. I had four loads of recycled asphalt delivered to this stretch, which Bill Torrey then graded to smooth out the surface. We opted for a thicker application in this area due to the depth of the potholes.

Bill & I also worked on Otter Court, which has been experiencing significant erosion. I had 2 loads of crushed gravel delivered here, and Bill then graded it to create a smoother surface.

Looking ahead, I have more road maintenance planned across BHRA, working to address problem areas. If you have a particular area of concern, please let me know.

Additionally, I'm coordinating with Allan Heese to replace the culvert on lower Otter Road, near marker 0.3. The current culvert is completely blocked, causing water to flow over the road and wash away the road base. We plan to replace it with a larger culvert on Saturday, September 21. This will be a full-day project, and any volunteers for some shovel work would be greatly appreciated!

Lastly, a quick reminder about Otter Road: avoid using the drainage washout areas on the sides of the road as turnaround spots. These areas can be unstable and soft, making it easy to get stuck. We had a dump truck get stuck in one of these areas yesterday while trying to turn around, and a big thanks to Bill Torrey for helping to pull it out with his heavy-duty chain!

Attaching a few photos of some of the work completed yesterday.

Rich Evans
BHRA - VP



Gate Guidelines

Board Meeting Minutes • Adopted September 10, 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; . . . {Change approved 8/23/19}

Bylaws Article IV. Membership. Section 3. *Use of the Facilities of the Association.*

- a. . . .
- b. The **gates** on the access road to Buckskin Heights, established by the Grant of Easement indenture between Arnold E. and Joyce A. Friend and John O. Anderson, dated April 17, 1969, shall be closed and locked each time passed through.
- c. Association property, including **gates**, are to be used at the property owner's complete responsibility and liability for damage caused by themselves and others coming to or from the property owner's lot. Property owners are responsible for family members, guests, visitors, contractors, workmen, delivery persons, renters, or others passing through the **gate** for their benefit. Access to the sub-division is by invitation only. {Change approved 8/26/00}

Gate Use Guidelines:

1. The electronic gate shall be used only by cars and standard-wide pickups not towing trailers. Larger vehicles and all vehicles towing trailers shall use the swing gate only.
2. Gate Codes
 - a. Association members shall inform guests and commercial vendors that codes must remain confidential.
 - b. Codes for both swing and electronic gates are changed on September 1 of each year or more often if security concerns arise. Updated codes are communicated to the membership on the annual meeting agenda each year. If you need a reminder of the gate codes, email BHRA80541@gmail.com or contact a board member listed on the BHRA website (<https://buckskinheights.org/contact-us>).
 - c. Commercial vendors should be given the swing gate code only, not the electronic gate code. Association members are encouraged to meet vendors at the gate if possible to avoid giving out the gate code(s).
3. Swing Gate
 - a. Personal locks may not be added to the closure chain on the swing gate. Personal locks will be removed and destroyed by the Board.
 - b. The only four authorized locks on the swing gate as of June 2024 are shown below:



Larimer County Sheriff
Fire-Rescue Keyed Lock



Poudre Valley Rural Electric
Association PVREA Keyed Lock



Loveland Fire-Rescue
Keyed Lock



BHRA Combination Lock

c. Authorized locks on the swing gate chain closure:



d. Swing gate configuration as of June 2024:



Chain closure on west face of post with authorized locks

North and east face of post

East face of post

East face of post – closeup

e. In consultation with the Vice President, the removal of the four bolts at the base of the east post of the swing gate will allow the post to be laid down to allow passage of extra wide vehicles or trailers.

f. The key to the BHRA combination lock (necessary to change roller combination) – and the keys to various locks on the north and east face of the swing gate post – are held by the Vice-President.

Fire Resources for Buckskin Heights • Brian Abbott 9/10/24

Emergency Preparedness Guides and Community Wildfire Protection Plans are provided by the County and local fire authorities. These documents contain critical information that can help us better prepare for wildfire risks. LFRA's 2023 Resident Action Plan was eerily accurate in its assessments of areas like Big Thompson Canyon and Cedar Park, both of which faced significant challenges during the Alexander Mountain Fire. Their assessment and recommendations for Buckskin Heights are particularly relevant to us—they're both realistic and eye-opening. ([Buckskin Heights is on page 13](#))

Local Resources: Captain Bryan Clark and the LFRA team (at Station 7 on CR 27) are eager to work with us both as individuals and as a community to leverage their knowledge, resources, and assistance. Station 7 has a dedicated full-time position and several seasonal workers focused solely on wildfire mitigation and preparedness.

One of the resources they can offer us is onsite defensible space assessments to help evaluate and improve the fire resistance of our properties. They can also assist with the actual mitigation labor, making it easier for us to implement necessary changes. During this assessment, they will also make recommendations on home hardening. Additionally, they have an air curtain burner available—a device that efficiently burns wood waste with minimal smoke, offering an environmentally friendly option for disposing of slash and other debris. These services can be scheduled here: <https://lfra.org/our-services/wildfire/>

Colorado Tax Credit "[Income 65: Wildfire Mitigation Measures Subtraction](#)," allows individuals, estates, and trusts to claim a subtraction on their Colorado income tax for wildfire mitigation expenses. Depending on the year, you could deduct either 50% or 100% of the qualifying costs, up to a maximum of \$2,500 per year.

Reflective address signs are available through LFRA. These signs, designed to be highly visible to emergency responders, could be critical in an emergency. They feature a blue background with crisp reflective white numbers and are available for \$14 each. The proceeds support LFRA's public education efforts and their smoke alarm donation program.

Link to lots more resources and services:

Community Wildfire Preparedness - <https://lfra.org/our-services/wildfire/>

Buckskin Heights Road Association

Snowstorm Guidelines

Board Meeting Minutes • September 10, 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 have been 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

Proposed Implementation of a Transfer Fee to Supplement BHRA Revenue • Brian Abbott 9/10/24

In recent years, the Buckskin Heights Road Association (BHRA) has seen an increase in property sales, offering an opportunity to introduce a transfer fee to supplement and diversify our revenue. As the costs of maintaining and improving our community roads continue to rise, relying solely on membership dues has become challenging.

A transfer fee—collected when properties are sold or transferred—would provide an additional revenue stream without placing the full burden on existing members. This fee would help meet the association's financial needs and ensure the long-term sustainability of our shared infrastructure while reducing the need to raise dues. With transparent communication and careful planning, we believe this approach would benefit the entire community.

Overview of Transfer Fees

Transfer fees are one-time charges imposed when a property within an association's jurisdiction is sold or transferred to a new owner. These fees are separate from regular dues and are typically included in the closing costs, often paid by the buyer, depending on the structure of the transaction.

Purpose and Typical Coverage

Transfer fees serve two main purposes:

1. To cover administrative costs associated with ownership transfers.
2. To provide additional revenue for the association.

These fees typically cover expenses such as updating association records, providing documents to new owners, and processing transfer-related paperwork. Some associations also use transfer fees to support reserve funds or capital improvements.

Legal Context in Colorado

Colorado Senate Bill 11-234, enacted in 2011, significantly impacted transfer fees:

- It prohibited new residential transfer fee covenants recorded after May 23, 2011, with some exceptions.
- Pre-existing covenants had to meet specific notice requirements by October 1, 2011, to remain enforceable.
- HOAs are exempt from these restrictions, allowing them to implement transfer fees if properly authorized.

Colorado Law and Road Associations

While Colorado law specifically exempts fees payable to homeowners associations (HOAs), it remains less clear if community-based organizations managing shared resources, like road associations are similarly exempt. It is recommended that BHRA seek legal counsel to clarify whether the association, structured as a nonprofit, has the same rights as HOAs to implement a transfer fee. The Colorado Revised Nonprofit Corporation Act may authorize this, but it's important to ensure compliance.

Potential Benefits and Drawbacks

Benefits

- **Additional revenue source:** Transfer fees provide an extra source of income for the association beyond regular dues, which can help fund maintenance, improvements, or reserves.
- **Community improvements:** The fee can be used for improvements that benefit the entire community.
- **One-time Payment:** The fee is a one-time charge, not an ongoing burden on existing members.

Drawbacks

- **Potential deterrent for buyers:** While some buyers may view transfer fees as an additional cost, when set at a reasonable level and clearly communicated, the fee's impact on the overall transaction is likely to be minimal compared to other closing costs.
- **Implementation challenges:** Introducing and gaining approval for the fee will require clear communication and legal oversight.
- **Possible complications in property sales:** Some buyers or sellers may object to additional fees during transactions, so transparency and education are key.
- **Perception issues among members:** Some members may feel that the fee is unnecessary or unfair, so it's important to clearly explain the benefits.
- **Limited application as a one-time fee:** Since the fee is only collected upon property sales, it won't provide continuous revenue.

Key Considerations

- **Fee amount:** Carefully consider the fee amount to balance revenue needs with fairness. Setting the fee at an appropriate level will ensure it doesn't become a deterrent while still providing significant revenue.
- **Transparency and communication:** Clearly communicate the purpose and use of the fee to members and ensure transparency throughout the implementation process and in the usage of the funds. Open communication and a documented process will help gain support and build trust among members.
- **Legal guidance:** Seek proper legal advice to ensure compliance with Colorado laws and BHRA's governing documents.
- **Community benefits:** Develop a clear plan for how the funds will be used to directly benefit the community, whether for road maintenance, improvements, or reserve funds.