



BUCKSKIN HEIGHTS ROAD ASSOCIATION

2024 MINUTES

Board & Association Minutes with Summary of Board Membership

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

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

Name	Term & Year Elected	Status
Evans, Rich, Vice President*	1 st term Aug 2023	Serving through Aug 2025
Weber, Sue, Secretary**	1 st term Aug 2021, 2 nd term Aug 2023	Serving through Aug 2025
Wilson, Justin, President*	1 st term Aug 2023	Serving through Aug 2025
Braun, Donna, At large	1 st term Aug 2024	Serving through Aug 2026
Heese, Allan, At large	1 st term Aug 2024	Serving through Aug 2026
Woods, Brittany, Treasurer	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
BOARD MEETING MINUTES • Monday, January 22, 2024
Zoom Meeting • 6:30 pm

ATTENDANCE:

Board Members: Rich Evans, Dan McQueen, Cindy Smith, Bill Torrey, Sue Weber, Justin Wilson
Community Members: Allan & Ruth Heese, Shana Longo & Jess Blinkensop, Bonnie Torrey

CALL TO ORDER, WELCOME/INTRODUCTIONS, QUORUM:

VP Rich Evans called the meeting to order at 6:23pm and declared that a quorum was present.

APPROVAL OF AGENDA:

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

Community Input:

1. Alan Heese raised several issues:
 - A. At the bottom of Otter Rd, ditches have been filled in and covered by property owners on both sides of road, forcing water onto Otter. He proposed we proceed with contacting the owner at intersection with Buckhorn Rd and delivering a letter Dan McQueen and he have written.
 - B. The washout near road marker 19 is a dangerous area; he would like to see action to repair the road.
 - C. About 100 - 200 yds below the intersection of Otter and Woodchuck, south side of road is a major (i.e. deep) washout. It is a major safety issue and should receive top priority when weather conditions allow. Part of the safety concern is it is partially hidden and if someone's vehicle drops a wheel into that hole it will cause loss of control and significant vehicle damage (and possible injury).
2. Ruth Heese bought up her research in conjunction with Bill Torrey regarding replacement of the gate. This will be included in another section of these minutes.

Secretary's Report:

3. Cindy Smith made a motion to confirm the email approval of the Board Meeting Minutes, September 18, 2023. It was seconded and **approved**.

4. Cindy Smith made a motion to confirm the email approval of purchase of new speed limit signs; and reflective markers at damaged road shoulder (road marker 17-18). It was seconded and **approved**.
5. Justin Wilson made a motion to confirm email approval of repair of traffic mirror (road marker 9). It was seconded and **approved**.

Treasurer's Report: Sue Weber reviewed the Treasurer's Report and proposed 2024 Budget (attached):

6. We have approximately \$1,700 left in budget and approximately \$5,000 in savings, making a total of near \$7,000 in assets available. A donation from one owner was accepted, providing another owner the balance due to complete his/her 2023 dues obligation, discussed further in executive session (see 23-24 below). Approximately \$1,000 is spent on ditch recovery/maintenance per year. Justin Wilson pointed out that since money spent on road base is low, some members may be unhappy with road conditions, in spite of the increase of \$50/property in dues. The Treasurer's Report was **approved** by the Board.
7. Sue Weber made a motion to approve the proposed 2024 annual budget. It was seconded and, after discussion, **approved**.
8. Sue reported that 20 remote controls were purchased, to be sold (at actual cost) of \$20 each.

Road Report:

9. Summary of Nov/Dec 2023 roadwork: Rich Evans reviewed his summary (attached) of what was accomplished in November/December 2023. It was noted that 60 feet of road can be covered with one 15-T load of road base. Cost was approximately \$650/load delivered.
10. Roadwork plan for 2024: Rich Evans reviewed his proposed 2024 projects (attached).
 - A. Rich stated that Board and community input is appreciated as the Board considers what will actually happen.
 - B. It was noted that items must be prioritized according to need and cost. A motion was approved for Rich to lead the board in prioritizing road work projects. He will send an email out to Board member for consideration.

- C. We all appreciate the work Rich is doing to communicate his efforts with Board and community.
 - D. Rich will include Lower Otter roadwork, which may involve a multi-year plan. Sue Weber reminded us to include addition of road base below the gate to ensure these property owners are not left out of improvements.
11. Road survey for priority remediation
- A. Priority recommendations can be made based on recent road surveys. Included in “urgent” category is the washout on Otter near road marker 19 (Bain/Jackson) and the area near Leroy Lawrence with boulder existing in ditch.
 - B. The rental of a tamper was discussed, \$125/weekend from Arapaho Rentals.
 - C. Much discussion was had over how to approach ditches/culverts at on Otter Rd near the intersection with Buckhorn Rd. Allan Heese wants to begin now by laying groundwork with the owners, Dan McQueen wants to delay making contact until late spring when he could bring his tractor down and restore ditches. Maybe a motor grader is required to remove large boulders and expose buried culverts. Allan offered to see if CSU engineering students might be interested in taking a look at the situation and making recommendations. Allan is disappointed that no action has been taken at this date. He requests the Board interact with Larimer County for support. Rich Evans and Justin Wilson offered to take this up.
12. GIS mapping project report: Rich Evans, Allan Heese, Dan McQueen and Bill Torrey have driven the roads looking for issues; Rich took notes, which will be reviewed and prioritized.
13. Repair of traffic mirror & signage replacement:
- A. A motion was approved to replace the traffic mirror that was destroyed by wind damage. Bill will order this and BHRA will reimburse him.
 - B. A motion was approved to replace road marker numbers for safety and to facilitate communication between members and with emergency personnel. Bill will research sturdy and reflective numbers versus the stickers that were originally utilized.
 - C. The sign at the intersection of Grey Squirrel and Raccoon needs repair.

14. Disposal of old cattle guard: Dan McQueen made a motion to offer it for sale on GroupsIO and possibly Facebook Marketplace, with a minimum bid of \$50; if no takers in 2 weeks, sell it for scrap. The motion was seconded and **approved**. Proceeds will go into the BHRA budget. Thus far, Max McGowan is the only person expressing interest. Dan offered to trailer scrap metal from any owners and the cattle guard to recycling center and donate back any proceeds.

Gate Report/Security Report:

15. Bill Torrey is researching easier-to-open locks for swing gate for when electronic gate malfunctions. Sue Weber had a dangerous experience last winter unlocking swing gate with critical health issue involved.
16. Options for future gate replacement were discussed. Ruth Heese found prices between \$3-10K for a simple sliding gate. The expense is currently overshadowed by need for road work, however the Board agreed that we should have information on hand in case the gate becomes unrepairable. Sue Weber pointed out that when the current gate was purchased, a special assessment was required of each property owner. Ruth and Bill will continue researching and get a professional quote. Bill reported two outages in recent months, one from 2” of snow and ice on solar panel and the other when the battery ran out due to cloudy days.
17. Cindy Smith will organize a few interested members to paint the gate barn red in the summer, bringing it back to the original color.

Fire Committee Report:

18. Mike Lowe is still on board as chair of the Fire Committee; Rick Stahl is co-chairman. Bill Torrey and Rich Evans have offered to work with Mike on cutting and chipping to reduce fuel. Cindy will work on getting a list of minimum 10 members to attend a presentation by the Poudre Fire Authority on fire and emergency preparedness, in coordination with Mike and Sue Weber.

Old Business:

19. Update on website
- A. The community website continues to be updated by Rick Stahl working with Sue Weber. Rick prefers a new html site; Sue acknowledged that although (in her opinion) WordPress is more user-friendly and will likely be adopted by BHRA in the future, no one can insist that Rick as a volunteer co-webmaster use it now. Html it is.

- B. Sue made a motion to continue to host the new site on “GoDaddy” into the foreseeable future, with the understanding that she will reimburse BHRA to cover the complete cost as long as she is co-webmaster. The motion was seconded and **approved**, with one abstention.
20. Organize creation of a “BHRA Board Policies & Procedures Handbook”: In the spring, work will resume on creation of a manual to supplement the *Bylaws*, so that the Board has a record of historical procedures, methods, and general information for potential use in future years.

New Business:

21. Dark Skies Project: Cindy Smith and Rich Evans are working on a letter to the community in an effort to provide information and educate the community regarding use of outdoor floodlights and disruption of our dark skies. Dan McQueen made a motion to approve send out this letter in GroupsIO. The motion was seconded and **approved**.
22. Dan McQueen made a motion that Cindy Smith interview 4-5 families in our community monthly, who are willing to participate, and present a brief introduction of folks, possibly including photos, on GroupsIO. This would be an effort to meet our neighbors – those who have lived here for many years, and those who are new; and would be of community interest. The motion was seconded and **approved**.

Adjournment to Executive Session:

23. Sue Weber made a motion to adjourn the public meeting at 8:42pm. It was seconded and **approved**.
24. At 8:50pm, Dan McQueen made a motion to authorize treasurer Sue Weber to contact a property owner concerning a 2023 dues issue to set up an affordable payment plan for 2024; and to explain that non- or partial-payment this year would result in filing a lien on the property. It was seconded and **approved**.

Adjournment: The meeting was adjourned at 8:53pm.

Respectfully submitted,
Cindy Smith, Secretary

Buckskin Heights Road Association Treasurer's Report

Sue Weber, Treasurer – January 22, 2024

1. Checking account balance 1/22/24	=	\$1,956.51
Pending Expenses	=	\$0.00
Pending Deposits	=	\$0.00
Checking available	=	\$1,956.51
Savings account balance 1/22/24	=	\$5,015.46
TOTAL AVAILABLE 1/22/24	=	\$6,971.97

2. Dues: 2023 dues for 67 of 67 properties (61 of 61 owners) are paid in full. One property owner paid partially; a donation was made to complete the 2023 payment.

3. Proposed 2024 Budget (attached)

4. Replenishment of remote control supply (20 @ \$382.25, \$19.11 apiece)

5. Recent Completed Property Sales

2021=8 sales; 2022=9 sales; 2023 YTD=5 sales; Total 2021-YTD = 22 sales, 33% since Cameron Peak Fire

- 1/27/23 – Keifer Jacobson (13382 Otter) to Melissa St Clair & Benjamin Hodgin
- 2/8/23 – Edwin Standard (13960 Otter Rd) to Ian Morello, John & Jennifer Appelmann
- 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

6. Current Properties for Sale/Pending Closings

- Boondocks Land LLC/Lacy & Kieth Haugan (2 properties on Lower Otter)

Buckskin Heights Road Association Treasurer's Report for FY2023 With **APPROVED** 2024 Budget • January 22, 2024

EXPENSE/INCOME SUMMARY

A	B	C	D	E	F
Category	2022 Actual	2023 Approved Budget	2023 Actual	2023 Difference Over (Under)	2024 APPROVED Budget
Bank Fees	\$0	\$0	\$0	\$0	\$0
Emergency Expense	\$0	\$0	\$0	\$0	\$0
Gate Maintenance	\$0	\$500	\$1,005	\$505	\$1,000
Grant Expense	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,337	\$1,400	\$1,535	\$135	\$1,650
Legal/Financial/Procedural	\$383	\$500	\$398	(\$102)	\$350
Mailings	\$198	\$300	\$206	(\$94)	\$150
Miscellaneous	\$0	\$0	\$0	\$0	\$0
Road Signs & Accessories	\$0	\$500	\$0	(\$500)	\$500
Office Supplies	\$54	\$100	\$23	(\$77)	\$100
Technology	\$154	\$350	\$196	(\$154)	\$400
Transfer to Savings/Emergency Acct	\$0	\$0	\$0	\$0	\$0
Road Base Homeowner	\$3,000	\$0	\$951	\$951	\$0
Road Culverts & Ditchwork	\$1,705	\$1,500	\$855	(\$645)	\$1,000
Road Grader Operator	\$18,243	\$16,000	\$9,100	(\$6,901)	\$10,000
Road Base	\$14,349	\$20,000	\$27,438	\$7,438	\$19,000
BHRA Road Expense Subtotal	\$34,296	\$37,500	\$37,393	(\$107)	\$30,000
Expense Subtotal	\$39,423	\$41,150	\$41,706	\$556	\$34,150
Dues & Late Fees	\$41,890	\$30,150	\$30,095	(\$55)	\$33,000
Emergency Donations	\$0	\$0	\$0	\$0	\$0
Interest	\$1	\$6	\$8	\$2	\$8
Grant Income	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$112	\$100	\$32	(\$68)	\$50
Road Base Homeowner Reimburse	\$3,004	\$0	\$1,750	\$1,750	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0
Transfer from Savings/Emergency Acct	\$0	\$0	\$0	\$0	\$0
Income Subtotal	\$45,007	\$30,256	\$31,885	\$1,629	\$33,058
Cash Flow Balance	\$5,585	(\$10,894)	(\$9,822)		(\$1,092)

NOTES

Budgeted Dues Income...
...assumes 66 properties of 67 properties (61 of 62 owners) pay \$500 annual dues (includes undesignated donations)

ASSET SUMMARY

A	B	C	D	E	F
Category	2022 Actual Ending Balance	2023 Budgeted Ending Balance	2023 Actual Ending Balance	2023 Difference Over (Under)	2024 Budget Ending Balance
Checking Balance	\$11,561	\$1,732	\$1,732	(\$0)	\$640
Savings Balance	\$5,008	\$5,016	\$5,015	\$0	\$5,024
Total Assets	\$16,569	\$6,748	\$6,748		\$5,664

Budgeted Checking Ending Balance...
...for 2024 is the 2023 actual ending balance plus the net budgeted 2023 cash flow balance. The target of >\$500 allows for minimum bank balance to avoid fees.

Fiscal Year 2023 Data Respectfully Submitted for Audit by:

Fiscal Year 2023 Data Audited and Approved by:

Suzanne Weber, Treasurer, September 2021-Present Date

BHRA Member Date

BHRA Member Date

Buckskin Heights Road Association Road Report – January 22, 2024

Summary:

The 4th quarter of 2023 had numerous accomplishments for the Buckskin Heights Road Association. The spring of 2023 brought significant rains in the area, which resulted in atypical road damage. The BHRA performed multiple road gradings and road base material drops during the late spring and summer. This work provided improvements in multiple areas, however more work is still required, especially with the ditches and culverts. Without improving these items, new rains/snow will only wash away new & existing road base and grading work that was performed.

2023 4th Quarter Accomplishments:

1. Contracted grading completed in early November
 - a. 17 hours of service performed by external company - MCMS
 - b. Grading was focused on several areas
 - i. Otter Road – South of gate
 - ii. Raccoon Drive
 - iii. Grey Squirrel Court
2. Road Base Material Delivery
 - a. Bulk loads dropped in two holding areas on lower Otter & past entry gate Otter.
 - b. 37 Tons of recycled asphalt & 44 tons of class 6 dirt road base
 - c. BHRA will utilize recycled asphalt to patch potholes
 - i. Warmer temperatures required for asphalt to bind together & adhere
 - d. Class 6 dirt road base available for homeowner application on BHRA roads. Buckets have been provided at the site for homeowners to use
3. Bill Torrey provided numerous days of grading using his personal tractor
 - a. Grey Squirrel grading to correct numerous trouble areas
 - b. Otter Court grading to fill significant crevices down through center of road
 - c. Raccoon Drive grading and material drop from dirt holding area
 - d. Otter Road grading and material drop from asphalt holding area
4. Speed limit signs replaced in several areas
 - a. Previous signs weather worn at shot at
5. Group inspection of ditches & culverts on upper Otter road
 - a. These were mapped to GIS for future analysis and study
6. Road survey of Otter Road ditches & culverts
 - a. To be used for 2024 planning of repairs and new installations

2024 Planned Projects

1. Spring contracted road grading
 - a. Estimated to take place in April
 - b. Will focus primarily on Otter road, south of gate

2. Delivery of new road base with focus on specific areas
 - a. Lower Otter – MM .3 to .5 – Adding of dirt road base and grading after
 - b. Lower Otter – MM 1.4 to 1.5 – Fix washout/erosion area (Flagged shoulder)
 - c. Otter Road – MM 1.9 – Cattle guard dirt transitioning to asphalt. Level approach
 - d. Otter Road – MM 2.1 – Drop additional asphalt and grade – 50 yds
 - e. Otter Road – MM 2.4 to 2.8 – Reapply full asphalt and grade
 - f. Otter Road – MM 3.4 to 3.6 (past Woodchuck) Bring additional dirt road base and grade

3. Cattle guard to be disposed of – East side of gate
 - a. Will list for sale on GroupsIO and Facebook Marketplace
 - b. Will take highest offer equal to scrap metal value or higher

4. House slide area MM 1.9 – Rebuild west side of road with timbers/telephone pole logs. Then bring in aggregate fill and build out edge of road

5. Install replacement traffic mirror on blind curve – MM .9
 - a. Will improve design to prevent future wind damage

6. Replace mile marker signs throughout BHRA roads
 - a. Many existing mile marker signs are unreadable/weather worn

7. Summer contracted material drop & grading
 - a. Estimating July/August timeframe –

8. Repair of ditches and installation of new culvert – bottom of Otter

Rich Evans
BHRA – Vice President