

Buckskin Heights Road Association
BOARD MEETING MINUTES
Tuesday, April 29, 2025
Zoom Meeting • 6:36 pm

Attendance:

Board Members: Donna Braun, Rich Evans, Allan Heese, Justin Wilson, Brittany Woods, Sanjeev Karki

Community Members: Mary Arnold, Rick Stahl, Mike Lowe, Kevin Stewart, Sue Weber, Calvin Simpson, David Smith, Paul Rutt

Call to Order, Welcome / Introduction, Quorum:

President Justin Wilson called the meeting to order at 6:36pm and declared that a quorum was present.

Approval of Agenda:

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

Community Input: None at this time

Secretary's Report:

1. President Justin Wilson made a motion to confirm the email vote to approve the minutes of the January 23, 2025 Board meeting. It was seconded and **approved**.

Treasurer's Report:

2. Treasurer Brittany Woods will deliver a treasurer's report to the board via email.
3. Closing the Books on 2024:
 - a. Brittany needs to submit 20241120H Federal Income Tax Form and the corresponding Colorado C Corporate Tax Form.
 - b. Brittany needs to talk to Jodi Abbott and Boney Torrey to finalize the audit of 2024 financial records. In addition to Brittany, Sue Weber will need to sign the report as she was responsible for finances from Jan 1 - Aug 31, 2024.
4. Brittany will send reminders to the rest of the community members who have not paid the Road dues.

Road Report:

2025 Road Maintenance:

5. Vice President Rich Evans indicated it's time to start working on the road and begin planning on where the road needs more work by mid-May.
6. Rich discussed the cost of materials, private grader operators, and maintenance by professional companies.
 - a. **Materials:** BHRA currently pays a cost of \$23/ton for recycled asphalt. A typical dump truck will carry approximately 14 tons. \$23/ton x 14 tons = \$322 in material cost per dump truck. BHRA pays \$100/hr for transportation of material in the

dump truck. It is a 4hr minimum. Round trip from quarry to BHRA and back for 2nd trip takes approx 2.5 hrs = \$250 transportation costs per load. So the average total cost for a 14 ton delivery is between \$575 - \$650. Costs vary based upon total weight and transportation time.

- b. **Professional Quotes:** Rich also got a professional estimate from EZ Excavating for material, delivery and grading from the start of Otter Road at Buckhorn Canyon up to the gate (approximately 3.2 miles). The quote was approximately \$30,000 and would include \$5,500 of road base material to be put down in the areas that require it the most.
 - c. **Private Grader Operator:** Justin Wilson asked Mary Arnold, immediate past Vice President of BHRA about why the grader stopped coming. Mary indicated that Justin Foster stopped working with us after a resident complained and that she had pivoted to another private operator. After the discussion everyone agreed that we should hire a grader operator at least once a year. Michael Lowe mentioned professional graders could pull materials that are being lost on the side of the road.
 - d. **Decision:** Rich Evans will reach out to the private grader operator. Alan Heese mentioned it's not a perfect road and should focus on more depth of Materials and suggested 3-4 inch depth and potentially 70% road base and 30% Recycled Asphalt.
7. Vice President Rich Evans will share a written road plan with the board in 2 weeks.

Gate Report/Security, Report on future gate replacement; other:

- 8. Donna Braun presented a report summarizing the work of the gate replacement committee. Her committee has been meeting every 2 weeks to discuss the plan and found that High Pointe's proposal looks most appealing. They will allow us to be involved in design and planning. A Community Member will be Donating \$12,000 towards the cost of a new gate if we move it down by the Water Tower / Private Road Sign. Members at the meeting discussed safety issues, cell phone signal, legal aspects, and rationale for the potential project.
- 9. Rick Stahl requested via email a special meeting before the annual meeting on the topic of the gate. A special meeting requires the petitioning of 15% of community members (66 properties) which equals at least 10 property owners.
 - a. Justin Wilson took responsibility for verifying any list of property owners submitted by Rick and assisting with next steps.
 - b. Paul Rutt would like reading materials distributed before a community meeting so that the meeting will be well informed and productive. He suggested there should be an open discussion to finalize decisions on the location, design, and total cost of any such proposal.
 - c. Justin Wilson asked Rick Stahl why he is opposed to Moving Gate. Rick shared that he feels it is not necessary to move the gate and that he is unsatisfied with the proposed location and rationale for the project. He also mentioned items he sees as potential issues related to the Road Easement and BHRA Bylaws.

10. Sue Weber reminded the group that there is a difference between the gate itself that functions perfectly and the mechanism/motor that operates the gate. It is quite possible to keep the current gate and upgrade the opening mechanism rather than purchasing a new gate and moving to a new location.
 - a. Justin Wilson remained concerned about finding a vendor to support such a project and about our ability to continue maintaining the gate with a community volunteer alone.
11. Justin Wilson asked Sue Weber about the process for approving a project to move the gate and whether there are any differences in vote requirements depending on whether the cost is completely covered by donations or not.
 - a. Sue Weber shared that the Special Assessment process needs a mail ballot with $\frac{2}{3}$ approval and requires an informational meeting prior to any vote.
 - b. Justin noted that if this situation is not covered in the bylaws, it should be a topic of future discussion for bylaws changes.
 - c. **Note:** Upon further review of Section 6.b. of the bylaws after the call, Justin shared with the board that he believes that any project requiring capital expenses would require a mail vote by the community with $\frac{2}{3}$ approval required to pass, even if there is no cost to individual homeowners.
 - d. Rick Stahl mentioned we have 66 properties, 56 members and a board that gets elected every 2 years has the right to change without vote does not seem right. He said "I am agitated" and left the meeting.
12. President Justin Wilson will send a Draft of Gate Move Proposal / RFQ (Request for Quote) from Vendor to the Board. (**Note:** completed on 5/4/2025)

Fire Committee Report:

13. No Fire Committee Report

Old Business:

14. Beneficial Ownership Reporting
 - a. Justin Wilson confirmed that Beneficial Ownership Reporting is no longer needed based on the Department of Treasury's March 2, 2025, announcement; it is issuing an interim final rule that removes the requirement for U.S companies and U.S persons to report BOI.
15. Proposal to extend Loveland Fire & Rescue Authority (LFRA) service area to Buckskin Heights
 - a. Several months ago, LFRA approached our community offering the opportunity to petition their board to allow us to join the LFRA service area.
 - b. It is also allowable under the law for the LFRA board to identify areas that they want to annex and simply hold a vote of those community members. This is the direction that the LFRA board has chosen to go.
 - c. **There will no longer be a petition process from BHRA community members to join LFRA, it will simply be a direct voting process.**
 - d. Attachments include all the details of the timeline. **August 26 is Election Day.**

- e. Due to the timing of the vote we won't be taxed until next year but benefit immediately if we were to join LFRA. It is all or nothing (either the entire community joins or it does not). But If someone does not want to be part of LFRA there is an opportunity for property owners to file an exclusion request.

ATTACHED BELOW:

Inclusion Areas and GMA.pdf

Community Wildfire Education Day (Flyer).pdf

8-26-25 Inclusion Election Calendar(00991636_xAF7F5)).pdf

New Business: I

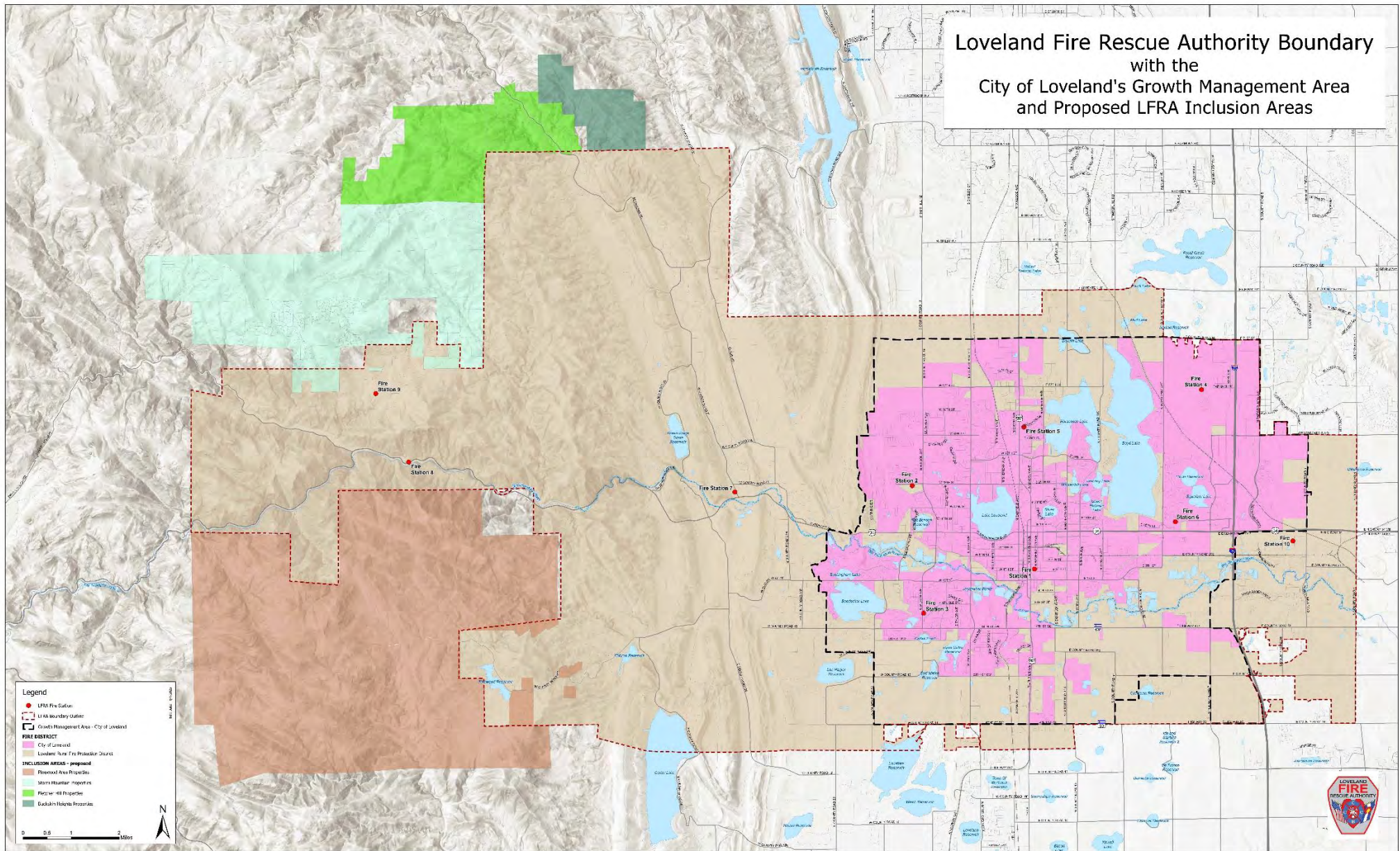
16. GroupsIO Admin and Webmaster

- a. Sue has submitted her resignation from the roles of BHRA co-webmaster and GroupsIO co-administrator.
- b. Justin Wilson will find a new volunteer for these positions.
- c. In the meantime, Sue will assist the board on posting information on the web as long as the board sends the information ready to post.

Executive Session (if necessary): None

ADJOURNMENT: Meeting was adjourned at 8:30 pm

Respectfully submitted,
Sanjeev Karki, Secretary



Join Us!

COMMUNITY WILDFIRE EDUCATION DAY



MAY 31, 2025

LFRA STATION 7
2629 N. COUNTY RD. 27
LOVELAND, CO 80537

11:00A-2:00P

**Shareholders**

Paul R. Cockrel
 Evan D. Ela
 Linda M. Glesne
 David A. Greher
 Matthew P. Ruhland
 Joseph W. Norris

Associates

Madison D. Phillips
 Dakota C. Spence-Zurek
 Glory S. Schmidt

Paralegals

Micki Mills
 Sarah Luetjen
 Kristin Herndon

AUGUST 26, 2025 INCLUSION ELECTION CALENDAR

DATE	ACTION	AUTHORITY
4-9-25	District Board initially approves the four (4) inclusion areas and sets public hearing to adopt the Resolution Initiating Inclusion Election for each inclusion area.	
5-12-25 to 5-22-25	Letter notice of public hearing on inclusion mailed to each property owner within each of the proposed inclusion areas (not more than 30 or less than 20 days prior to the public hearing date).	32-1-401(3)
5-14-25	Publish notice of public hearing on inclusion in the Loveland Reporter-Herald.	32-1-401(2)(b)
5-30-25	Last day for property owner to file a request for exclusion from the inclusion area (no later than 10 days prior to the hearing date).	32-1-401(3) 32-1-203(3.5)(a)
6-11-25	District Board conducts public hearing and adopts the Resolution Initiating Inclusion Election for each inclusion area.	32-1-401(2)(a)(II) 32-1-401(2)(b) 32-1-401(2)(c)
6-12-25	File Motion for Inclusion Election for each inclusion area with Larimer County District Court, together with proposed Orders, requesting that the Court set the inclusion election for August 26, 2025, appoint Designated Election Official, designate polling place location, and approve ballot question.	32-1-401(2)(d)
6-27-25	Certify ballot content for each inclusion election (no later than 60 days before the election).	1-13.5-511



7-11-25	Designated Election Official shall transmit absentee ballots to any UOCAVA electors (not later than 45 days before the election).	1-13.5-618 1-8.3-103(1)(d) 1-8.3-110(1)
7-17-25	Last day for the Designated Election Official to order the voter registration and property owners lists (no later than 40 days prior to election).	1-13.5-203(1) 1-13.5-204(1) 1-13.5-204(2)
7-30-25	Publish Notices of the election once (at least 20 days before the election). Post Notices in the office of the Designated Election Official. Mail a copy of the Notices to the County Clerk and Recorder. NOTICES OF THE INCLUSION ELECTION SHALL INCLUDE A SUMMARY OF ANY CONDITIONS ATTACHED TO THE PROPOSED INCLUSION.	1-13.5-502(1) 1-13.5-502(2) 32-1-401(2)(d)
8-6-25	Post Polling Place sign at polling place (at least 20 days prior to election).	1-13.5-502(3)
8-11-25	Designated Election Official shall appoint election judges (at least 15 days prior to election). Designated Election Official shall appoint one Board member and one eligible elector of each inclusion area to serve with the Designated Election Official as the Canvass Board for each election (at least 15 days prior to election).	1-13.5-401(1) 1-13.5-1301(1)
8-19-25	Last day to request an absentee ballot (close of business on Tuesday preceding election).	1-13.5-1002(1)(b)
8-20-25	County Clerk and Recorder shall supply the complete list of registered voters and County Assessor shall supply the complete list of property owners (as of the 6 th day prior to the election).	1-13.5-203(1)(b) 1-13.5-204(2)
8-25-25	Deliver to election judge the registration records and all necessary election supplies, including ballots, voting booths, etc. (at least one day prior to the election).	1-13.5-205
8-26-25	ELECTION DAY. 7:00 A.M. to 7:00 P.M.	



9-3-25	Last day to receive voted absentee ballot from UOCAVA eligible elector, if such ballot was postmarked or transmitted electronically by 7:00 p.m. on the day of election, in order for ballot to be counted (by the close of business on the 8th day after the election).	1-8.3-111 1-8.3-113(2)
9-9-25 or sooner if no UOCAVA ballots	Canvass Board shall certify the official abstract of votes cast at the election (no later than the 14 th day after the election). A copy of the certificate of election results shall be filed with the Division of Local Government.	1-13.5-1305(1) 1-13.5-1305(2) 32-1-104(1)
ASAP after Canvass Board certifies results	If any election is successful, file Motion for Inclusion and proposed Order with Larimer County District Court requesting Court issue final Order of Inclusion. Obtain certified copy of Order(s) of Inclusion.	32-1-401(2)(e)
	Record certified copy of Court Order(s) of Inclusion with Larimer County Clerk and Recorder.	32-1-105
	File copies of the recorded Order(s) of Inclusion with the Division of Local Government and Larimer County Assessor.	32-1-105
	Record Special District Public Disclosure document with new boundary map.	32-1-104.8(2)
	Election official shall retain the sealed voted ballots until time has expired for any contest proceedings or 25 months after the election, whichever is later. All other election records and forms shall be preserved for at least six (6) months following the election.	1-13.5-616(1) 1-13.5-616(2)