

**Buckskin Heights Road Association**  
**SPECIAL MEETING**  
**MEETING MINUTES**  
**Tuesday, June 24, 2025**  
Zoom Meeting • 6:30 pm

**Attendance:**

Board Members (5): Donna Braun, Rich Evans, Justin Wilson, Brittany Woods, Sanjeev Karki

Community Members (15): Jae Sheddy, Mary Arnold, Rick Stahl, Mike Lowe, Sue Weber, Calvin Simpson, David Smith, Cindy Secord, Paul Rutt, Max McGowan, Peggy Kinsey, Bryan Lodwig, Crystal DeLorey, Eric Warrington, Gregg Griffenhagen

**Welcome / Introduction:**

President Justin Wilson called the meeting to order at 6:35 pm. The agenda was approved as distributed prior to the special meeting.

**Agenda:**

- Welcome, Introductions, and Attendance
- Topics for Review
  - #1: History of the Gate
  - #2: Reasoning / motivation for the proposed move.
  - #3: Review of the received bids for a new gate. Minimum number of bids to move forward. Mandated qualifications for the replacement gate.
  - #4: Financial impact: Initial costs to the membership, recurring costs, based on the bid(s).
  - #5: Clarification of the legal boundaries, location of Buckskin Heights subdivision.
  - #6: Legalities of relocating the gate to the proposed location.
- Community Input
- Board Discussion
- Closing

**Special Meeting Logistics:**

Justin Wilson reviewed the special meeting logistics including rules of the meeting, review of notices sent, review of relevant bylaws sections (Article VI, Section 2 and Section 5; Article II, Section 6; and Article V, Section 2), and goals of the meeting.

**Goals of the Meeting:**

- Fully inform the community on the information gathered by our “gate committee” over the past year.
- Give each community member in attendance the opportunity to speak.

- Conclude the meeting with a board vote to send a mail vote for the community to consider whether to move forward with this project.

**Topic #1: History of the Gate:** Justin did a quick review of the gate history from the 1970s through today. The gate was originally located near our proposed location and moved to its current location in the 1980s. Automation first occurred in 2006.

**Topic #2: Reasoning / Motivation for the Relocation of Gate:** Gate Committee Co-Chair Paul Rutt reviewed the history of the committee from its forming in summer 2024 through today. Our current gate is several decades old and increasingly in need of frequent maintenance. A community member offered a \$12,000 donation towards the cost of a new gate if it were moved further down the mountain. The goal of doing this would be to prevent unauthorized individuals from accessing properties along Otter Rd that are currently “below” the gate. The proposed location was selected by a committee that evaluated all possible options.

**Topic #3: Reviews of Bids for New Gate, Minimum Bids to Move Forward, Mandated qualifications for Gate Replacement:** Paul reviewed the process followed by our committee to solicit and review bids. Committee members worked to determine the minimum acceptable specifications for a new gate and this was written up in a “Request for Quote” by Justin and Paul. After reviewing this, Paul shared with the group that only one bid met all of our needs - that provided by High Pointe Companies.

**Topic #4: Financial Impact : Initial and recurring cost to Members based on the Bid:** At the time of the special meeting, the bid from High Pointe was for \$16,752 but did not include the “enhanced access” keypad and was only valid through April 21, 2025. (Note: an updated bid good through August 31, 2025 was obtained after the meeting. Including the enhanced access system, the new total is \$19,002.) Board members have agreed to cover the entire cost of setting the vertical posts and to provide all labor free of charge. Community members have pledged \$3,500 in addition to the original \$12,000 donation pledged. (Note: after receiving the new quote, an additional pledge of \$202 was received.) The total cost of the gate minus pledged donations equals \$3,300 which is \$50 per each of the 66 properties.

**Topic #5: Clarification of the Legal Boundaries / Location of Buckskin Heights Subdivision:** Prior to the meeting, Rick Stahl had shared various concerns regarding the legal boundaries of the Buckskin Heights subdivision, legal definitions of membership in the Buckskin Heights Road Association, and legality of moving the gate. Justin responded by sharing a copy of the email sent by Denise Jackson in response to

Rick's concerns, along with a review of the relevant portions of the Grant of Easement and BHRA Bylaws.

**Community Input:**

Rick Stahl shared additional details on his legal concerns. Gregg, Max, Justin, Calvin, and Sue joined in this conversation. Max and Sue noted that the Buckskin Heights Road Association and the original Buckskin Heights subdivisions are two separate legal entities. Questions about the location selection and quote review process were discussed and responded to by Justin.

Rick asked for additional information about the impact to properties that are currently below the gate and to review the gate specs in our selected bid. Paul provided details.

Michael Lowe asked how we would ensure cost did not increase after the vote. Max suggested including a contingency fund. Justin shared that he would personally find donations to cover any increase.

Rick asked about preventative maintenance and Paul responded, sharing that the gate committee recommends the "good" (basic) support plan offered by the vendor.

Rick asked whether anyone had asked the opinion of Andrew Stephens, the owner of land adjacent to the proposed location. Justin noted that although Andrew wouldn't have "veto" power, this was an oversight of our committee and that he would reach out to Andrew. Sue shared that the McBride's and the Stephen's are the lowest geographical properties in our association.

**Board Discussion:** Justin felt that we've gathered enough information and we're ready to put it to the community for a vote, knowing that a 2/3 majority is a very high bar. Vice President Rich Evans agreed with Justin and recommended moving to a community vote. Secretary Sanjeev Karki agreed with these sentiments. Sue reminded the board that a mail ballot must include an exact description of the proposal, reasons for and against the proposal, and self addressed postage to return the ballot.

Rich motioned to proceed with a mail vote for the relocation and construction of a new gate at the proposed location, with cost per homeowner not to exceed \$50. Exact ballot language to be determined via email by the board. It was seconded and approved.

**Adjournment:** The meeting was adjourned at 8:25 pm.

Respectfully submitted,  
Sanjeev Karki, BHRA Secretary



# 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:** 2605 - Refresh  
**Customer Ref:** Buckskin Heights Gate Replacement  
**Estimate Date:** July 2, 2025  
**Valid Until:** August 31, 2025  
**Grand Total (USD):** **\$19,002.00**

Services	Quantity	Price	Amount
<b>Automatic Gate</b> New Automated Gate and Manual Gate	1	\$19,002.00	\$19,002.00

- Fabricate and install galvanized barrier arm style gates 24' opening, one leaf to be manual swing and one leaf to be automated, sealed bearing hinges, 2 3/8" gate frame (commercial 40 weight pipe)
- Install sleeved 2 3/8 removable center post
- Reflector tape on both sides of gates
- Provide and install Liftmaster CSW solar operator with required solar panels and batteries
- Safeties (photo eye, edges, free exit)
- Provide emergency service access (knox box)
- 50 programmed vehicle remotes (security 2.0)
- Keypad to include Bluetooth programming, individual pin numbers, time of day restriction (ie. trash truck etc)

- Owner to provide and install posts:
- (2) 4" 40 weight chain link pipe or equivalent hinge posts
  - set to a minimum of 40" deep x 12" min diameter with a min 350lb concrete
  - 5' post above grade to allow for cutting to height after gates are hung



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Services	Quantity	Price	Amount
<b>Project Details</b> Shear pin is not included-a shear pin will not prevent damage to gate or operator in the case of vehicle contact  All new parts due to unknown operability of existing operator and accessories  Removal of old gate and operator at old location to be provided by others	1	\$0.00	\$0.00

**Grand Total (USD):** **\$19,002.00**

## 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.



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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.\*\*

## Buckskin Heights Road Association

PO Box 352, Masonville CO 80541

bhra80541@gmail.com

April 1, 2025

To Whom it May Concern:

I'm writing on behalf of my community, Buckskin Heights, in the hopes of getting a quote for replacing the gate that controls access to our community.

Our community sits just outside of Masonville, and our bylaws require gated entry. Our current gate was manufactured by residents nearly forty years ago and sits about four miles up our dirt road from the Buckhorn blacktop. We are now investigating the possibility of installing a new gate much closer to the blacktop - approximately 500 yards away. The gate site will be subject to occasional extreme seasonal weather including snow drifts, winds of 80+ MPH, freezing rain, and dust. Although our specs are laid out below, we are not gate experts and creative solutions are encouraged to help us achieve a robust, reliable, and affordable gate system.

- Approximate total width of 24 feet, consisting of two separate swing-style gates (as opposed to either a "sliding on rails" or "barrier arm / railroad-crossing" style).
  - One swing-style gate to be operated electronically with an opening width of approximately 10 ½ feet. This gate would be secured via the electronic system.
  - One swing-style gate to be operated manually (by hand) with an opening width of approximately 12-14 feet. This gate would be secured via community-provided padlocks and chains.
  - In order to allow for a maximum opening width of 22-24 feet, the two swing gates should either:
    - Not require a middle pole where they meet, or
    - The middle pole between the two gates should be removable
- Our community is capable of installing the vertical posts, if allowable. Quote should only include installation of the gate without including any cost of materials and labor for vertical poles.
- The electronic gate shall operate via sensors on the "inside" allowing for automatic opening (e.g. inductive coil or the equivalent).
- The electronic gate shall automatically close after a set period of time (e.g. 2 minutes).
- Minimum ground clearance of the swing gates should be 12-18 inches, to ensure snow and debris do not block the operation of the gate.
- Powered by either 12V DC or 24V DC. Our community desires to provide, install, and maintain the solar panel(s) and batteries if possible with your gate design. The automatic gate should be capable of supporting up to 200 open / close cycles per day.
- Made of either steel or aluminum coated with a weather proof coating and having multiple DOT reflectors on each side for ease of visibility at night. Please provide an option for both steel and aluminum if possible. Generally speaking, our community prefers steel due to the repairability of the material in the event of a vehicular impact.
- A user replaceable shear pin assembly (or equivalent) should be supplied for each gate section to facilitate ease of repair in the event the gate is impacted by a motor vehicle.

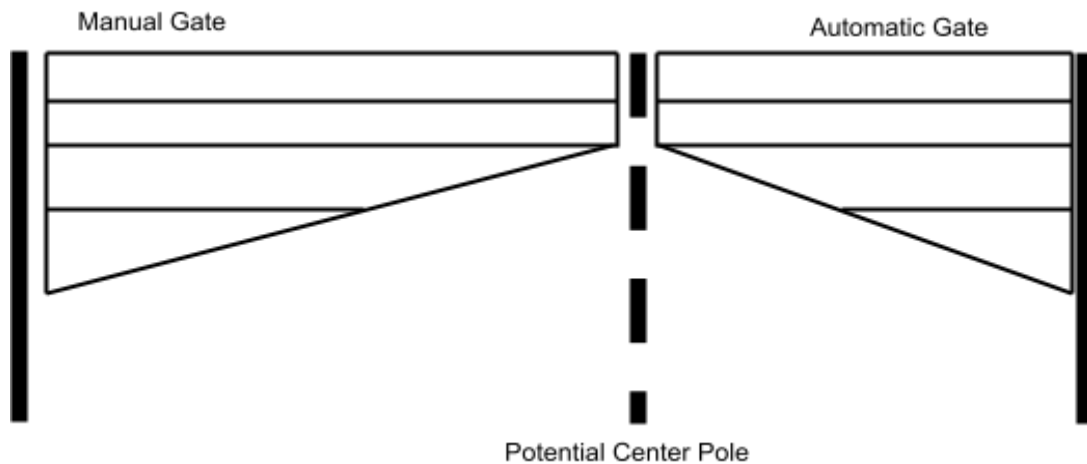
## Buckskin Heights Road Association

PO Box 352, Masonville CO 80541

bhra80541@gmail.com

- The electronic gate should be operable via remote controls up to 50 feet away and shall have a keypad on the “exterior” side of the gate to allow entry of a programmable entry code. If possible, we would prefer to reuse our existing “garage door” style remotes. If not possible, please provide the approximate cost of openers required for your gate. Commercial-level security is desired.
- Please provide the cost of the electric motor as a separate line item if possible.
- Please provide the cost of the keypad and radio receiver as a separate line item if possible as we could potentially reuse our existing materials for these, if allowable.
- *Optional*: provide for operation by emergency responders via a “SOS” system. If this is not possible or cost-prohibitive, we plan to use a keyed padlock provided by an emergency responder agency on the manually operated side of the gate.
- *Optional*: provide a quote for solar panels and batteries.

Here is a roughly drawn image of our desired gate design. The design need not be exactly like this - please help us find the most cost-effective design meeting our specs.



Removal of our old gate will be handled by community volunteers and should not be included in the quote.

We will also need to understand any items related to total cost of ownership / operation. Does your company service the gate if it is damaged or malfunctions? Is there a set service contract or is it on a per-call basis? What is the response time for routine and emergency repairs?

We highly desire to be able to perform routine maintenance and upkeep on our own with community volunteers. Please indicate in your quote if this is not possible for some reason.

Thanks,

Justin Wilson

BHRA Board President

303-570-2644 / [justin.paul.wilson@gmail.com](mailto:justin.paul.wilson@gmail.com)

**Buckskin Heights Road Association**

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*Photo of the proposed location of the new gate.*