



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 FY2023With **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:

Suzanne Weber, Treasurer, September 2021-Present Date

Fiscal Year 2023 Data Audited and Approved by:

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

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: culetla@co.larimer.co.us

For more information please go to:

[Larimer.org/onlineportal](https://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 Hodgin
- 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.) PREVAILING 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

©2025 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.



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
----------------	-------------------------

COMMUNICATION

Connection	Bluetooth
------------	-----------

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



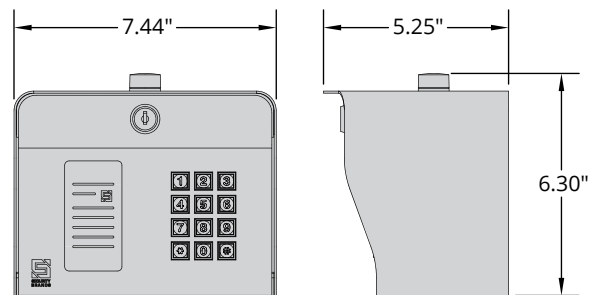
WIEGAND DEVICES

† 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

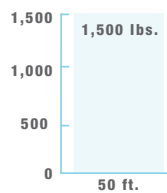
COMMERCIAL-GRADE DESIGN



- **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.



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.

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LMPAENPGCSL24 7/18



9152 MARSHALL PLACE
WESTMINSTER, CO 80031
Phone (720) 568-9664
www.coautogates.com

PROPOSAL

For:	<u>TORREY WILLIAM</u>	SITE:	<u>BUCKSKIN HEIGHTS</u>
ADDRESS:	<u></u>	ADDRESS:	<u>4352 OTTER RD</u>
	<u></u>		<u>LOVELAND, CO 80538</u>
	<u></u>		<u></u>
ATTENTION:	<u></u>		<u></u>
Email:	<u>WWTORREY@GMAIL.COM</u>	CONTACT:	<u></u>
SPECIFICATIONS by:	<u></u>	PHONE #	<u>970-371-8249</u>
Drawing No.	<u></u>	Dated:	<u></u>
Dated:	<u></u>		<u></u>

Scope of Work

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES TO FURNISH AND INSTALL THE FOLLOWING GATE OPERATING EQUIPMENT AND LABOR:

General Description:

A single swing gate system, nominal openings of 16' x 5', open activation by wireless keypad, close activation by automatic timer, exit open activation by a free exit loop. Vehicle entrapment protection by direct buried vehicle sensing loops. Pedestrian entrapment protection by Photo eyes. Re-using existing Linear remotes and receiver.

Gates:

1-16Ft Opening x 6Ft High Swing Gate - Aluminum Mill Finish, 2" x 3" Frame, Uniweld Construction. Gate design to have horizontal pickets to minimize large trucks catching frame. Gate will be aluminum mill finish(powder coating available if requested).

1- Pair of Liftmaster power hinges(half alum-half steel)

2- 4" square steel gate posts

3- 4" round post for bollards

Equipment:

1-HYSECURITY SWING SMART DCS 20 24VDC Solar, BUILT IN BATTERY BACK UP.

1- OPERATOR MOUNT PLATE

1- POST MOUNT KIT, DOUBLE 4" STEEL SQUARE POSTS WELDED TO MAKE A (H) DESIGN

3- HYSECURITY LOOP DETECTORS

1- EMX IRB RET2 RETRO REFLECTIVE PHOTO EYE

3- NATIONAL LOOP COMPANY DIRECT BURIAL PRE FORMED LOOPS

2- 24VOLT 100 WATT SOLAR PANELS

2- 12V 110AH SEALED BATTERIES

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	1	\$24,446.00	\$24,446.00
-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			

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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Approved by the BHRA Directors in September 2012; Updated October 13, 2017; Updated March 25, 2024

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 31st** 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.

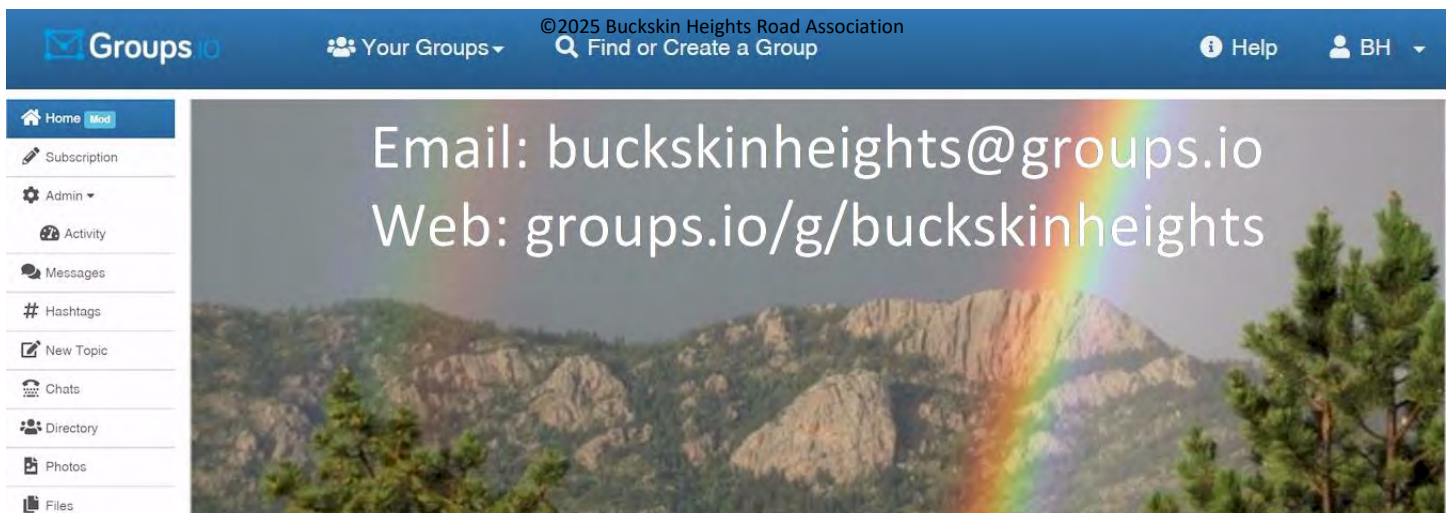
- c. Any account holder who significantly and/or persistently violates community civility, fairness or content standards shall be assigned “basic member” status by action of the BHRA Board of Directors, representing the interests and values of the members of the Association.
- d. The site owner is email 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!



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

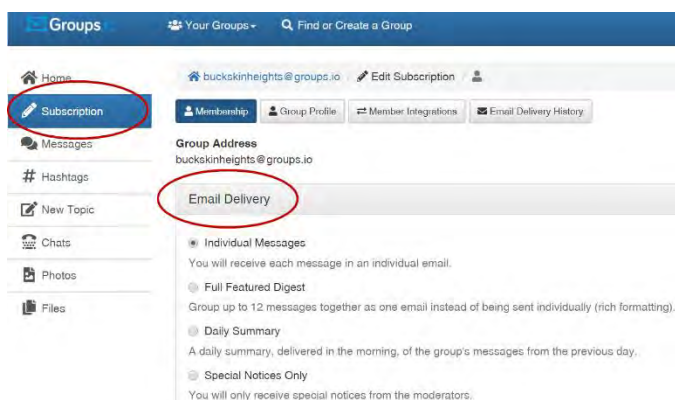
When you receive your email invitation to join GroupsIO, reply or click on the link to accept the invitation. Then – or any time after – go to the GroupsIO website at groups.io/g/buckskinheights to choose a password for your online account. Click on “Log In” in the upper right to view the screen below.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

©2025 Buckskin Heights Road Association
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

Page ?? of ??

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		

Buckskin Heights Road Association
BOARD MEETING MINUTES • Tuesday, July 16, 2024
Zoom Meeting • 6:30 pm

ATTENDANCE:

Board Members: Donna Braun, Rich Evans, Dan, McQueen, Cindy Smith, Sue Weber, Justin Wilson
Community Members: Mary Arnold, David Gaudio, Allan Heese, Brian Lodwig, Brittany Woods, Dave Smith, Bill 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:

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

Secretary's Report:

1. Secretary Cindy Smith made a motion to confirm the email approval of the Minutes of the March 25, 2024 board meeting. It was seconded and **approved**.

Treasurer's Report:

2. Treasurer Sue Weber reviewed the July 16 Treasurer's report and budget update (attached). Highlights include:
 - A. VP Rich Evans stated that \$5K will likely be moved into the culvert/ditch work budget category to be spent for necessary work at the bottom of Otter Rd.
 - B. Jodi Abbott and Bonnie Torrey conducted the 2023 financial audit. All was in conformity with generally accepted accounting principles (attached).
 - C. State and Federal 2023 Tax Forms were filed on 4/1/24. No tax was due.
3. The hearing on Boondocks LLC petition to approve the zoning change on 2 properties on Lower Otter will be held on Mon, July 22. Denise Jackson, Brian Lodwig and Rich Evans plan to participate.
4. Dan McQueen made a motion to approve the treasurer's report. It was seconded and **approved**.

Road Report:

5. \$30k budgeted for 2024, with three road base deliveries:
 - A. April: 2 loads (26 tons) recycled asphalt (RA), \$1126 delivered.
 - B. May: 6 loads (85 tons) RA, \$3615 delivered.
 - C. June:
 - 3 loads (40 tons) of crushed gravel, \$2160 delivered
 - 3 loads (38 tons) of washed rock (round), \$2268 delivered
 - 3 loads (42 tons) of RA, \$1645 deliveredThe RA was of poor quality, so the company refunded the board. The company delivered washed rock as a back-up, which proved unsuitable and will not be delivered again. Bill Torrey will try to move as much of the rounded rock further down the road toward the gate.
6. Future:
 - A. Brian Lodwig suggested calling Jessie (MCMS) for further advice.
 - B. Mary Arnold suggested calling the city for quotes for material.
 - C. Brittney Woods suggested the board donate money to Bill for consumable supplies for his tractor, which is permitted by our Bylaws.
 - D. In July, an additional 9-12 loads will be delivered. Bill Torrey can spread 2 loads at a time.
 - E. Rich Evans plans \$5K for ditch and culvert work this summer. Allan Heese suggested starting a subcommittee to help Rich plan and deal with lower Otter neighbors.
7. Cindy Smith made a motion to approve the road report. It was seconded and **approved**.

Gate Report/Security Report:

8. Michael Fallon has offered \$12K to the Association if a new gate is purchased and moved farther down Otter Rd. A special assessment would need to be approved by a 2/3 vote of the membership to cover the balance of the cost.

- A. Brian Lodwig offered to make “a substantial donation” if gate is moved below the lower 3 properties, to the area near the water tower (between road markers 7-8). He will join the gate committee to aid in this project.
- B. Rich Evans stated that Michael Fallon is negotiating with the internet company regarding the cell tower on his property and hopes to have the internet company pay for security system at gate, to include cameras, if a new gate is located in the turn-around area above the lower cattle guard (between road markers 20-21).
- C. Rich added that the location of any new gate needs discussion and identification of pros and cons by the gate committee.

Fire Committee Report: None

Old Business: None

New Business:

- 9. The draft annual meeting agenda was reviewed and approved as modified by discussion (attached).
 - Minor Proposed Bylaws Changes: Sue Weber consulted with Parliamentarian Lola Fehr who agreed that the proposed wording changes clarify that members may vote at any Association meeting in-person, electronically or by proxy.
 - Cindy Smith made a motion for the use of the Ezell’s porta-potty for the annual meeting, with a cleaning fee of up to \$150. It was seconded and **approved**.
- 10. Community Mapping Project: David Smith is working with Rich Evans and Bill Torrey to map locations of road base spread, ditch and culvert work. They are also adding in road markers and parcel boundaries. They hope to present an update at the annual meeting.

Executive Session (If Necessary): None

ADJOURNMENT: The meeting was adjourned at 8:08pm.

Respectfully submitted,
Cindy Smith, Secretary

Buckskin Heights Road Association Treasurer's Report

Sue Weber, Treasurer – July 16, 2024

1. Checking account balance 7/16/24	=	\$28,977.47
Pending Expenses	=	\$164.24 *
Pending Deposits	=	\$0.00
Checking available	=	\$29,141.71
Savings account balance 7/16/24	=	\$5,015.81
TOTAL AVAILABLE 7/16/24	=	\$34,157.52

2. ***Pending Expense:** President to reimburse treasurer for BHRA's annual Zoom subscription.
3. **Dues:** 2024 dues for 64 of 67 properties (57 of 60 owners) are in progress or paid in full. Lien(s) will be filed on or after August 1 on any properties with delinquent dues. If past practice holds up, this will be unnecessary.
4. **Budget Update** as of July 16, 2024 attached.
5. **Recently Completed Property Sales**

2021=8 sales; 2022=9 sales; 2023=6 sales; 2024=2 sale YTD. Total 2021-YTD = 26 sales, 39% since Cameron Peak Fire (October 2020)

 - 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 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
 - 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 Hodgins (13382 Otter Rd) to Alix Meisinger/Leah Loostrom
6. **Current Properties for Sale/Pending Closings**
 - Boondocks Land LLC/Lacy & Kieth Haugan (2 properties on Lower Otter)
7. **Results of 2023 Audit:** Jodi Abbott and Bonnie Torrey conducted the 2023 financial audit. All was in conformity with generally accepted accounting principles (attached).
8. **State and Federal 2023 Tax Forms** were filed on 4/1/24. No tax was due.

BHRA EXPENSE & INCOME SUMMARY • July 16, 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	\$10	(\$340)	\$340	\$350	\$0
Mailings	\$206	\$150	\$139	(\$11)	\$50	\$189	\$39
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	\$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	\$287	(\$9,713)	\$9,713	\$10,000	(\$0)
Road Base	\$27,438	\$19,000	\$10,814	(\$8,186)	\$9,500	\$20,314	\$1,314
BHRA Road Expense Subtotal	\$37,393	\$30,000	\$11,101	(\$18,899)	\$20,213	\$31,314	\$1,314
Expense Subtotal	\$41,706	\$34,150	\$11,906	(\$22,244)	\$23,596	\$35,502	\$1,352
Dues & Late Fees	\$30,095	\$33,000	\$33,080	\$80	\$1,335	\$34,415	\$1,415
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	\$33,080	\$22	\$1,393	\$34,473	\$1,415
Checking Cash Flow Balance	(\$9,822)	(\$1,092)	\$21,174			(\$1,030)	

NOTES

\$115 more than last year

Annual/special meeting mailings/handouts; dues ballots

Zoom subscription

Roadbase includes June Aggregate Logistics invoice

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

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

Road expense increased by ~\$1300 due to higher anticipated income

Dues Income...

...65 (of 67) properties, 58 (of 60) owners have paid all/some \$500

annual dues; \$50 in donations (down from last year)

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	\$28,977			\$702	
BHRA Savings Balance	\$5,016	\$5,024	\$5,016			\$5,024	
Total Assets	\$6,748	\$5,664	\$33,993			\$5,726	

*Target is \$500 to avoid bank fee.

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BUCKSKIN HEIGHTS ROAD ASSOCIATION
SUNDAY AUGUST 25, 2024 ANNUAL MEETING

When: Sunday, August 25, 2024, 2:30pm Mountain Time – Please plan to arrive/logon 30 min early to socialize

Attached meeting materials also available at buckskinheights.org/

Where: In-Person: Cindy & Dave Smith's Garage (13512 Otter Rd)

By Zoom: Meeting information below will also be sent to member email addresses.

BHRA members in good standing must register once in advance to attend the Zoom meetings at:

<https://us02web.zoom.us/joining/register/tZcrdOirrDMoEtFWsdAJEYwuZCslhpnrl2A5>

After registering, you will receive a confirmation email containing information about joining the meeting(s).

MEETING AGENDA

1. Call to order; attendance; review agenda
2. Review of the Board-approved 2023 Annual Meeting Minutes
3. Date for next year's meeting: Sunday, Aug 24, 2024 at 2:30pm.
4. Treasurer's Report
5. Road Report – Work done to date, recommended future work to be done
6. Gate Report
7. Fire Committee Report
8. Nomination and election of BHRA Board members for 2023-24
9. Discussion/action on proposed *Bylaws* amendments (attached)
10. Open floor for additional BHRA-related items
11. Adjourn

CURRENT BHRA BOARD MEMBERS

Dan McQueen** President
Rich Evans Vice President
Cindy Smith* Secretary
Sue Weber..... Treasurer
Donna Braun*** At Large
Justin Wilson At Large

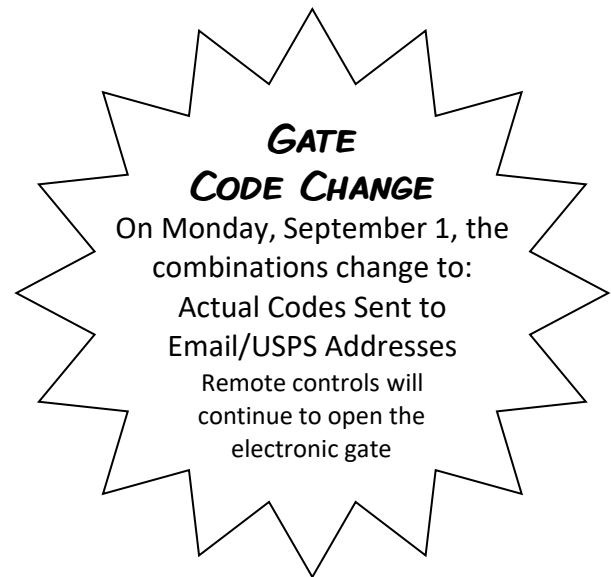
* 1st term ending, eligible for re-election to 2-yr term

** 2nd term ending, ineligible for re-election

*** Filling end of Bill Torrey's 1st term, eligible for election to first 2-yr term

CONDUCT OF THE HYBRID INPERSON/ZOOM ANNUAL MEETING:

We ask for your patience, courtesy and good humor as we work through the agenda. Members who wish to speak must be recognized by the meeting chair and abide by time constraints – we'll tell you how at the meeting. **We plan to adjourn no later than 5pm unless there is a vote to continue.**



THINGS TO DO BEFORE THE MEETING

On August 25, we will be voting on new officers and proposed bylaws amendments by paper ballot or show of hands. The Board (bhra80541@gmail.com or Cindy Smith 970-612-6102) would like to have as much information from you as possible in advance:

- **Please submit nominations for election to the Board by Wednesday, August 21.** Make sure the person you are nominating is willing to serve.
- **Please submit any proxy voting documentation to the Board by Wednesday, August 21.** You may follow the instructions on the attached form to submit your proxy by email or USPS. No membership may vote more than 2 proxies.
- **Please review the proposed bylaws amendment document.**
- **Please register for the Zoom meeting(s) in advance at the logon URL above.**
- **Please attend one of the Informational Zoom meetings (Mon Aug 5 and Thu Aug 15 – more information on the back).** Time at the annual meeting will be limited; these preliminary meetings will give you an opportunity to informally discuss the bylaws amendments.

PROPOSED AMENDMENTS TO BHRA BYLAWS

We have identified two areas in our current *Bylaws* that need minor modification to be consistent with other parts of the *Bylaws*. Please read the attached explanations carefully.

Discuss the amendments via two optional Zoom meetings as follows:

- **Monday August 5 at 6:30pm**
- **Thursday August 15 at 6:30pm**

(The same registration link you receive after registering for the annual meeting will also allow you to join these optional bylaws discussion meetings.)

Please plan to join one or both of these meetings to answer any questions you may have prior to the annual meeting.

VOTING AT THE HYBRID INPERSON/ZOOM ANNUAL MEETING

We will be using by paper ballot or show of hand to elect Board members and vote on proposed bylaws amendments. Here's how:

- The enclosed document describes the exact wording of each proposed amendment. Each amendment must receive a 2/3 vote of approval for adoption. In-person, Zoom and proxy votes will be tallied at the annual meeting.
- Zoom registration is limited to members in good standing in the Association. **Each membership should register only once under one email address.** Each membership is entitled to only one vote – if both owners of the same property register under different emails and both attempt to vote, all votes from that membership will be discarded.
- When you register, you will be asked for your name, phone number, email address and the road address of your Buckskin Heights property.
- After registration, you will receive a confirmation email with a link that will allow you to join any of the three currently scheduled possible meetings listed above. Be sure to save that email!
- You may need to download and install – or update – the Zoom app on your device.
- Any questions about Zoom? Contact Sue Weber (315-806-4793 cell, sueweber47@gmail.com).

PROXY VOTING AT THE ANNUAL MEETING

Proxy voting is allowed by our *Bylaws*. If you wish to have someone vote your proxy, please follow the attached directions to send or deliver the completed signed form to Secretary Cindy Smith (bhra80541@gmail.com, PO Box 352, Masonville CO 80541), preferably by Wed Aug 21. An email containing the information on the form sent from an email address we have on file for you is also acceptable.

You are responsible for getting your proxy to the Secretary as soon as possible BEFORE the annual meeting begins.

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:

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 Road Association

2024 Annual Meeting Minutes

Sunday, August 25, 2024 at 2:30pm • Smith Residence In-Person and by Zoom

ATTENDANCE: 28 memberships represented in person, 5 memberships on Zoom; 8 represented by proxies; 41 total memberships eligible to vote.

Road Association Board Members (Spouse) Present:
Dan (& Kelly) McQueen, President (Zoom); Rich (& Deb) Evans, Vice President; Cindy (& Dave) Smith, Secretary; Sue Weber, Treasurer; Donna Braun & Justin Wilson (3 properties), Directors at Large

Other Memberships Present:

In-Person (28 with Board): Brian & Jodi Abbott, Mary Arnold, Linda Bilsing, Michael & Tami Fallon (2 properties), David & Jan Gaudio, Allan & Ruth Heese, Denise Jackson & Michael Bane, Sanjeev & Krystal Karki, Cameron Louie (arrived after meeting began), Michael Lowe, Lynette & Max McGowan, Luke & Melanie McOmie (2 properties), Traci Reynolds, Paul Rutt, Bethany & Alison Seymour, Rick (& Chris by Zoom) Stahl, Bonnie & Bill Torrey, Brittany Woods

By Zoom (5 with Board): Kathy Hingtgen, Brian Ludwig (2 properties), Shana Longo

Proxies (8): Appelmann (Stahl, 2 properties), Debes (Weber), Ezzell (Heese), Long (Braun), Stewart (Wilson), Warrington (Weber), Wessel (Abbott)

CALL TO ORDER & WELCOME: The meeting was called to order at 2:30pm by Presiding Officer Justin Wilson, Director at Large. Attendance was recorded by 2 counters and verified by Secretary Cindy Smith. Owners of 32 properties were present in person or by Zoom at the beginning of the meeting, exceeding the minimum of 14 properties necessary for a quorum. Wilson welcomed all in attendance.

AGENDA: The agenda was approved as distributed 30 days prior to the annual meeting. Justin Wilson reviewed the general expectations for the conduct at the meeting, including that the meeting will end not later than 5pm as stated in the meeting notice.

REVIEW OF MINUTES: The Association members were asked if there were any questions or concerns with the Board-approved 2023 Annual Meeting Minutes posted online. None were noted.

DATE FOR NEXT YEAR'S MEETING: The 2025 annual meeting will be held on Sunday afternoon, August 24 at a time and location to be determined.

TREASURER'S REPORT: Treasurer Sue Weber reviewed the current status of the budget (attached). Dave Smith made a motion to accept the report. It was seconded and **approved**. Highlights included:

1. For the third year in a row, 100% of 2024 dues have been paid or are in progress.
2. Budget update: Insurance cost increased 15% last year; 2024 recycled asphalt (RAP) cost of about \$600/delivered 15-T load is a 75% increase over 2020.
3. BHRA has had a 40% turnover of property ownership since the 2020 Cameron Peak Fire.
4. Audit of 2023 BHRA financial records (attached) was in conformity with accepted accounting principles.
5. State and federal tax forms for 2023 were filed with no tax due, as usual.

ROAD REPORT: Vice President Rich Evans reviewed the road maintenance work done so far in 2023-24 (attached). Sue Weber made a motion to accept the report. **It was seconded and approved.** Highlights included:

6. Rich pointed out that the roadwork has been a team effort, especially noting the huge donations of time and expertise by Bill and Bonnie Torrey.
7. Dave Smith introduced the new online BHRA GIS map (see attached road report).
 - A. The map is linked from the BHRA website (<https://buckskinheights.org/>, Documents or Community Resources pages) or directly at <https://buckskinhts.maps.arcgis.com/apps/inslant/basic/index.html?appid=e8c4a3aa75884bf4a5122d642bc536c8>.

- B. The project began in 2021, using public Larimer County data. Dave showed the community how to access and use the map.
 - C. **ACTION ITEM:** Dave requested that members send him any information on survey pins known to exist on membership property, as the Larimer County property lines are inaccurate. He needs accurate latitude and longitude coordinates to feed into the base map.
8. Rich Evans went over the 2023-24 maintenance activities, which were focused on ditch and culvert cleanouts and road base application to trouble spots.
- A. There was one professional grading done in November 2023.
 - B. All of the road base application work in 2024 was done by volunteer Bill Torrey, who was sincerely thanked by all in attendance.
 - C. The mirror at Road Marker (RM) 9 was repaired and improved by Bill Torrey working with Max McGowan and Rich. Again, sincere thanks were extended by the membership.
 - D. An experiment with an application of rounded river stone above the gate was a failure and will not be repeated anywhere else.
9. Future plans:
- A. Application of RAP at RM 30-32 on Otter Rd, immediately below the gate.
 - B. A blocked culvert has been excavated near the intersection of Otter with the Buckhorn Rd near RM 3. We will install a new 42' long culvert before the end of September, and fill back in. This will be a major road construction project.
 - C. **ACTION ITEM:** Road markers will be replaced. Bethany and Alison Seymour shared a prototype. Members can help fund this project by donating \$10-\$20/sign.

GATE REPORT:

10. Rich Evans spoke, letting community know that multiple gate issues need to be addressed. A generous offer has been made to the community to replace the gate, if it is moved farther down Otter Rd. We need to look at the cost, locations, gate configurations, maintenance/technology reliability and security/safety issues. Bill Torrey gathered 3 quotes on gate configurations last winter which need to be re-evaluated.
- A. Sue Weber pointed out that a 2/3 vote of the membership would be required to approve a new gate with a special assessment for construction. The gate was originally located near the water tower at RM 7-8. It was moved to the present location at RM 33 years ago due to persistent problems with vandalism and maintenance.
 - B. Denise Jackson would like the gate moved back to its original location near the water tower at RM 7-8, thereby including all properties at lower end of Otter Rd. Rick Stahl agreed with this location.
 - C. Brian Abbott suggested that the warning sign be moved closer to the Buckskin Rd, and perhaps getting a new sign.
 - D. Cameron Louie asked about the two styles of gate, sliding versus swing.
 - E. Michael Fallon intends to speak with Hilltop Broadband regarding security cameras; they currently have a cell tower on his property.
 - F. Max McGowan liked the idea of moving the gate as low as possible on Otter Rd, and pointed out that modern vehicles have a "home link" that can replace the current remote controls.
 - G. Mike Lowe suggested we keep the old gate and add a new gate.
 - H. Allan Heese asked about dealing with contractors and visitors, providing a one-time code for a day or short-term. Linda Bilsing noted that the current electronic control system has a limit to the number of active codes.
 - I. Linda Bilsing pointed out that Redstone Canyon has many gates on many roads, we should look into their system. She also reminded the community to keep the manual gate closed at all times, the only exception is made for emergency vehicles.

11. **ACTION ITEM:** Volunteers indicated interest in serving on the Gate Committee; they will be notified via email and on GroupsIO of the upcoming date/location.

FIRE COMMITTEE REPORT: Fire Committee Co-Chairs Mike Lowe and Rick Stahl gave a report on 2024 committee actions:

12. Mike Lowe reminded community that the Cameron Peak Fire in 2020 was originally reported in news media as a spot fire which started 17 miles away. He reported that he was out at night during the Jul-Aug 2024 Alexander Mountain Fire with night goggles keeping an eye on the situation as it unfolded. Mitigation on membership properties is of the utmost importance.
13. Rick Stahl reported that he was in contact with Pete Wells from the Redstone Canyon VFD during the Alexander Mountain fire. Our community was given permission to clear property leading into Bradley Avadon's property on Puma Gulch Rd in Redstone Canyon. Rick recommended that we install a new lock for the gate at Dixie Gibbon's property with her permission. He indicated that there is continuing road work to be done on the north emergency exit.
14. Jae Shedd recommended that the community utilize the Weather Underground online site for updates (Loveland 448/557 stations).
15. Max McGowan reminded the community that the Cameron Peak Fire began 6 weeks prior to entering our community and after 18 inches of October snow.
16. Brian Abbott shared valuable information he learned from our local fire station regarding possible grant money, assistance with wildfire mitigation and availability of tax credits. He will share what he has learned at a future time.
17. **ACTION ITEM:** Mike and Rick will schedule a meeting of the Fire Committee soon and publicize it on GroupsIO.

NOMINATION AND ELECTION OF BHRA BOARD MEMBERS FOR 2024-25:

18. The floor was opened to nominations for the BHRA Board. Four members were nominated for three open seats: Donna Braun, Allan Heese, Sanjeev Karki and Brittany Woods. Donna Braun, Allan Heese and Brittany Woods were elected, all for new 1st 2-year terms (2024-2026).
19. Rich Evans and Justin Wilson (both in second years of 1st terms, 2023-25) and Sue Weber (second year of a 2nd term, 2023-25) are the carry-over members for the 2024-25 board.

DISCUSSION/ACTION ON PROPOSED BYLAWS AMENDMENTS:

20. Presiding officer Justin Wilson and Secretary Cindy Smith presented two proposed amendments (attached) sent to the membership 30 days before the annual meeting. Voting was by show of hands with unanimous approval:
- #1 Article I Government** – Wording Change: **Pass**
- #2 Article V Dues** – Wording Change: **Pass**

OPEN FLOOR FOR ADDITIONAL BHRA-RELATED ITEMS:

21. **ACTION ITEM:** Linda Bilsing asked about quantity and cost of road base. She would like the info made available to the community as an action item. She wanted to know the % of road base delivered above versus below the gate. Justin Wilson reported that approximately 90% was delivered below the gate this year. Sue Weber has the application data and will follow through with a report.
22. **ACTION ITEM:** Linda Bilsing also pointed out that the manual gate has two types of locks, keyed for emergency services and the BHRA roller combination lock. She suggested investigating some kind of electronic lock that could either replace or be added to the chain to make it easier to open in winter weather.

ADJOURNMENT: The meeting was adjourned at 4:40pm.

Respectfully submitted,
Cindy Smith, Secretary

Buckskin Heights Road Association Treasurer's Report

Sue Weber, Treasurer – August 25, 2024

1. Checking account balance 8/24/24	=	\$16,742.62	
Pending Expenses	=	-\$466.21	Electronic gate repairs
Pending Deposits	=	\$19.00	Remote control sale
Checking available	=	\$16,295.41	
Savings account balance 8/24/24	=	\$5,015.85	
TOTAL AVAILABLE 8/25/24	=	\$21,311.26	

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 2022

3. Budget Update as of August 20, 2024 attached. Highlights include:

- A. Insurance cost increased ~15% from 2022 to 2023, so budgeted for another increase this year.
- B. 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
- C. Budgeted for one possible commercial motor-grading this year, but may buy road base instead.

4. Recently Completed Property Sales

2021=8 sales; 2022=9 sales; 2023=6 sales; 2024=4 sales YTD.

Total 2021-YTD = 27 sales, 40% 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 Hodgins (13382 Otter Rd) to Alix Meisinger/Leah Loostrom
- 8/16/24 – Boondocks Land LLC/Lacy & Kieth Haugan (north parcel on Lower Otter Rd) to Brian & Audrey Lodwig

5. Current Properties for Sale/Pending Closings

- Boondocks Land LLC/Lacy & Kieth Haugan (south parcel on Lower Otter Rd)

6. Results of 2023 Audit: Jodi Abbott and Bonnie Torrey conducted the 2023 financial audit. All was in conformity with generally accepted accounting principles (attached).

7. State and Federal 2023 Tax Forms were filed on 4/1/24. No tax was due.

BHRA EXPENSE & INCOME SUMMARY • August 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	\$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	\$10	(\$340)	\$50	\$60	(\$290)
Mailings	\$206	\$150	\$153	\$3	\$15	\$168	\$18
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)	\$0	\$165	(\$235)
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)	\$2,500	\$2,787	(\$7,213)
Road Base	\$27,438	\$19,000	\$17,972	(\$1,028)	\$6,000	\$23,972	\$4,972
BHRA Road Expense Subtotal	\$37,393	\$30,000	\$18,259	(\$11,741)	\$13,500	\$31,759	\$1,759
Expense Subtotal	\$41,706	\$34,150	\$19,243	(\$14,907)	\$16,158	\$35,401	\$1,251
Dues & Late Fees	\$30,095	\$33,000	\$34,235	\$1,235	\$225	\$34,460	\$1,460
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	\$19	(\$31)	\$50	\$69	\$19
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	\$34,254	\$1,196	\$283	\$34,537	\$1,479
Checking Cash Flow Balance	(\$9,822)	(\$1,092)	\$15,012			(\$864)	

NOTES

\$115 more than last year

Annual/special meeting mailings/handouts; dues ballots

Zoom subscription

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 67 properties (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	\$16,743			\$867	
BHRA Savings Balance	\$5,016	\$5,024	\$5,016			\$5,024	
Total Assets	\$6,748	\$5,664	\$21,758			\$5,891	

*Target is \$500 to avoid bank fee.

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FY2023 INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Buckskin Heights Road Association
P.O. Box 352, Masonville, CO 80541

Report on the Financial Statements

We have audited the Treasurer's Report; Audit Summary; expense invoices and authorizations; income receipts; and bank statements and check register of Buckskin Heights Road Association as of December 31, 2023.

BHRA's Board of Directors Responsibility for the Financial Statements

The Board is responsible for the preparation and fair presentation of these statements, and management of them to be free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we perform the audit to obtain reasonable assurance about whether the statements are free of material misstatement.

The procedures we have performed include but are not limited to: 1) reviewing invoices, receipts and deposits of the organization; 2) reviewing the check register, bank statements, and BHRA Membership Roster, comparing the three for consistency; 3) reviewing expenses for reasonableness as to their use; 4) confirming all invoices had notations that they had been reviewed; and 5) confirming the beginning and ending cash balance in the checking and savings accounts match the Asset Summary report.

Conduct of Audit

We conducted our audits in accordance with auditing standards generally accepted in the United States of America, specifically those defined by the Association of International Certified Professional Accountants (AICPA). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.

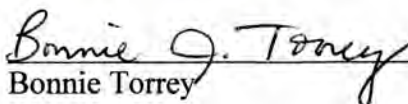
An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

Opinion

In our opinion, the statements referred to previously present fairly, in all material respects, the financial position and cash flows of Buckskin Heights Road Association as of December 31, 2023, in conformity with generally accepted accounting principles in the United States of America.

Both Bonnie Torrey and Jodi Abbott are residents and members of the Buckskin Heights Road Association and have performed this audit free of charge.


Jodi Abbott 4/24/24
Date


Bonnie Torrey 4/24/24
Date

©2025 Buckskin Heights Road Association
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	\$5,015	\$5,015	\$0	\$5,023
Total Assets	\$16,569	\$6,747	\$6,747		\$5,663

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:

Suzanne Weber 5/6/24
 Suzanne Weber, Treasurer, September 2021-Present Date

Fiscal Year 2023 Data Audited and Approved by:

Jodi Abbott 4/24/24
 Jodi Abbott, BHRA Member Date
Bonnie Torrey 4/24/24
 Bonnie Torrey, BHRA Member Date

Buckskin Heights Road Association 2024 Annual Meeting Road Report

Sunday, August 25, 2024 at 2:30pm • Rich Evans, BHRA Vice President (2023-24)

Thank you for voting me into the BHRA board. As I believe everyone knows, I took the role as VP of the board, responsible for maintaining and improving the roads within BHRA. I would like to give a summary of the work that has been accomplished over the past 10 months of my term. Everything that has been done has been a team effort comprised of many people, most importantly Bill Torrey with his continued selfless time he has spent with his tractor to improve our roads.

See the GIS map at the end of this report for specific locations of road base applications. This GIS map is linked from the BHRA website (<https://buckskinheights.org/>) or directly at <https://buckskinhts.maps.arcgis.com/apps/insant/basic/index.html?appid=e8c4a3aa75884bf4a5122d642bc536c8>.

9/26/23 – Initial email sent out with what my focus areas would be: Ditch & Culvert Cleanouts and Road Base Material application. These two items are tightly linked together. We have significant portions of Otter road that have little or no road base coverage and is down to the mountain granite. However, just having new road base material delivered and graded is ineffective unless you have a good drainage system for when heavy rains and snow come. Without having proper drainage, the road base you put down just will be washed away.

11/1/23 – I had the professional grader come up and work on most of the roads within BHRA. We paid out for 17 hours of usage of the grader. The plan was to get the road as best as possible before the winter set in. This grading included going up past the gate and to the S curve area. He also then went down Raccoon and proceeded down Gray Squirrel as far as he was able to.

11/5/23 – Review of ditches/culverts done with Dan McQueen, Allan Heese, Bill Torrey and myself to determine trouble areas and what to focus on.

11/10/23 – Bill Torrey and I applied some recycled asphalt (RAP) and road base on the lowest part of Gray Squirrel, near the Wride residence. With the large grader unable to get this far and the rains that occurred a week prior, this section of the road was very treacherous and dangerous for a vehicle to drive through.

11/22/23 – Had 6 loads of material delivered for future use. This included 3 loads of RAP, which we have stored on the east side of Otter road, near the radio towers. And 3 loads of dirt road base which I stored on the west side of my property. The dirt road base was made available for free use by homeowners, with 5-gallon buckets stored next to it.

3/10/24 – Mirror at blind curve was replaced. Big thanks to Bill Torrey who built the new improved mirror mount using steel ribbing from a cattle guard. If you recall, the previous mirror was blown out from a windstorm. Thanks again to Bill and Max McGowan who were instrumental in replacing the original mirror with this new heavy-duty design. It was some perilous moments with Max working out of the bucket scoop of Bill's tractor, sledgehammering in the new stakes for the mirror.

3/30/24 – Had scheduled 4 loads of RAP to be delivered, however due to Mother Nature and snow, we were only able to have 2 of those delivered. I had those two loads dropped in sections between road marker (RM) 24 and 28. Bill Torrey then graded the material out with his tractor. Since we were not having any additional material delivered that day, Bill and I decided to utilize the rest of the day spreading out the RAP we had delivered and stored earlier. We focused on multiple areas of Otter that had significant potholes.

On this day we also were able to repair a washout area that had been opening up more into Otter road. This area was right below the Jackson/Bane (Mini Cooper) house. We put a full trailer load of rock and dirt into this washout area on the side and then compacted it down. Reflector pole markers were placed there to identify the area.

5/12/24 – Had a challenge presented with someone taking the cattle guard that had been stored up next to the gate. This cattle guard had been removed by Mary Arnold (VP, 2022-23) last year; I had planned to use it to improve the section of road (RM 17-18) where Donna Braun and Jay Sheddy's house had slid off the mountain when transporting it up the mountain. When that slide happened, a section of the road was lost. The plan had been to use the cattle guard in this area, putting it on its side, braced in with steel beams and then filling the area with dirt and RAP. But with the cattle guard taken, this project has not been able to be pursued.

6/21/24 – Multiple loads of various materials were delivered and placed on the mountain. Some of this was with limited success. The material and areas we had included 3 loads of RAP, 3 loads of river stone and 3 loads of crushed rock. The RAP that had been delivered was very poor quality and had not been screened properly. I had this placed and graded at RM 3 and 4. I contacted the quarry about this poor quality of RAP and we did receive a discount on the pricing of it. The next loads delivered were of rounded river stone. This was placed just north of the gate, near woodchuck drive. Final delivery was of crushed rock which was able to be spread and graded very well. This was done in RM sections 17 and 25. The crushed rock is significantly better than the river rock due to the angular points which allows for better compaction. We will not be using any rounded river stone going forward.

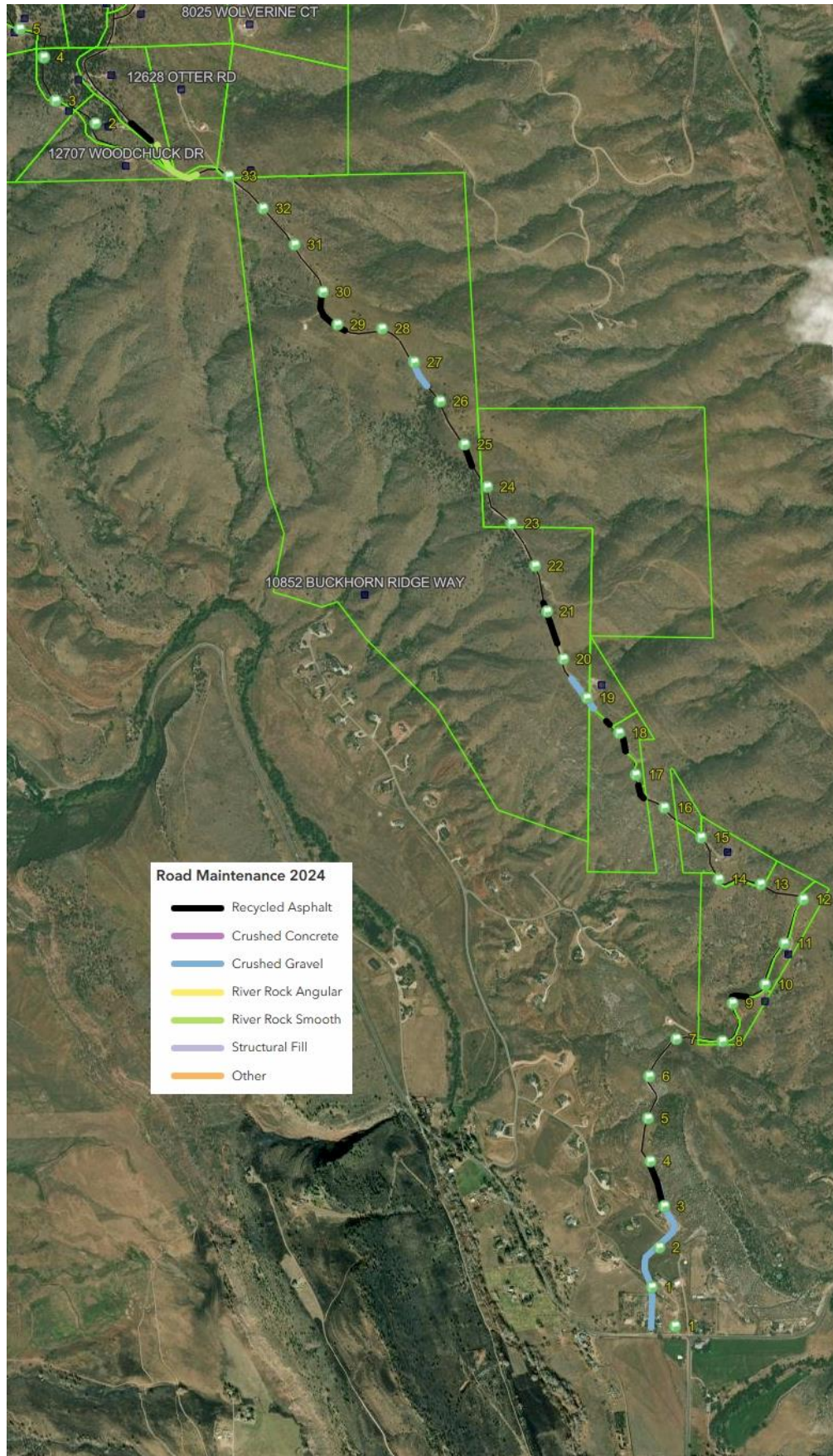
7/19/24 – Had 3 loads of crushed $\frac{3}{4}$ " gravel dropped at the end stretch of Otter, coming up to Buckhorn Road. This lowest section of Otter has become a mud pit when heavy rains or with melting snows. The crushed gravel was placed in this section to try and provide a base on top of the dirt so that we would not have a mud bog happen. I also had 9 loads of RAP delivered and placed in multiple sections of Otter road. Typically it will take 2 truck loads of material (approximately 30 tons) to spread out be graded over a $\frac{1}{10}$ th mile section of road. Bill Torrey and I focused on several areas with this RAP, making improvements we felt in each area.

FUTURE PLANS:

Culverts – The culvert near RM 3 is in need of replacement. This is the first section of road that begins to climb up the mountain. The culvert is completely filled in. In June a team of us went down to this area to identify the entry and exit point of this culvert because it had been so filled in with silt and mud. We were able to dig out each end of the culvert and measure the full length. This culvert section will be replaced this fall. We are increasing the size of the culvert, with hopes that this will help alleviate the build up of material which then has the water flow over the road.

RAP – Will be planning the next major delivery of RAP and having it spread out between RM 30 and 32. This is the just before the gate area, going uphill. This section has badly cratered and we will attempt to do a full patch of RAP over these sections.

This online BHRA GIS map is linked from the BHRA website (<https://buckskinheights.org/>) or directly at <https://buckskinhts.maps.arcgis.com/apps/instant/basic/index.html?appid=e8c4a3aa75884bf4a5122d642bc536c8>.



CURRENT	PROPOSED	PROS & CONS AND/OR EXPLANATION
Proposed Amendment #1 Article I. Government <i>Section 4. Removal or Resignation of Directors.</i> a. After the annual meeting in 1975, any member of the Board of Directors may be removed from the Board by a three-fourths (3/4) majority vote of the membership present either at an annual meeting or a special meeting called in accordance with these <i>Bylaws</i> . {Change approved 9/10/23}	Article. I Government <i>Section 4. Removal or Resignation of Directors.</i> a. Any member of the Board of Directors may be removed from the Board by a three-fourths (3/4) majority vote of the memberships in good standing voting at an annual meeting or a special meeting called in accordance with these <i>Bylaws</i> . {Change approved 9/10/23 & 8/25/24 }	The phrase “After the annual meeting in 1975” is superfluous. Deleting the word “present” reflects the fact that memberships in good standing may vote in person, electronically or by proxy at all Association meetings in accordance with: Article VI. Meetings <i>Section 5. Voting at Meetings or by Mail.</i> . . . b. At annual and special meetings of the Association, a membership entitled to vote may vote in person, electronically or by proxy. {Change approved 8/28/20 & 9/10/23} Deleting “either” and adding “in good standing” makes the resulting language parallel to Proposed Amendment #2.
Proposed Amendment #2 Article V. Dues <i>Section 1. Dues.</i> . . . b. When a simple majority of the memberships in good standing present at an annual meeting, or special meeting called to consider a change in dues, discusses and recommends a vote to change the annual dues, the Board shall: {Change approved 4/30/18 & 9/10/23} i. Conduct a mail vote in accordance with these <i>Bylaws</i> within thirty (30) days. ii. If a simple majority (more than half) of all the valid mail ballots received by the deadline are cast in the affirmative, the change in dues shall be approved.	Article V. Dues <i>Section 1. Dues.</i> . . . b. When a simple majority of the memberships in good standing at an annual meeting, or special meeting called to consider a change in dues, discusses and recommends a vote to change the annual dues, the Board shall: {Change approved 4/30/18, 9/10/23 & 8/25/24 } i. Conduct a mail vote in accordance with these <i>Bylaws</i> within thirty (30) days. ii. If a simple majority (more than half) of all the valid mail ballots received by the deadline are cast in the affirmative, the change in dues shall be approved.	Deleting the word “present” reflects the fact that memberships in good standing may vote in person, electronically or by proxy at all Association meetings in accordance with: Article VI. Meetings <i>Section 5. Voting at Meetings or by Mail.</i> . . . b. At annual and special meetings of the Association, a membership entitled to vote may vote in person, electronically or by proxy. {Change approved 8/28/20 & 9/10/23}

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 Heeney 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 Hodgins (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 67 properties (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.

Your Groups ▾Find or Create a Group

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:



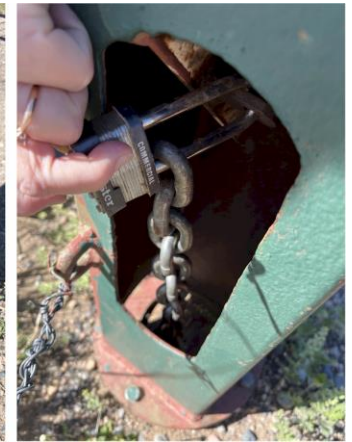
Chain closure on west face of post with authorized locks



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/>

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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.

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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.

Buckskin Heights Road Association
BOARD MEETING MINUTES • Monday, November 4, 2024
Zoom Meeting • 6:30 pm

ATTENDANCE:

Board Members: Donna Braun, Rich Evans, Allan Heese, Sue Weber, Justin Wilson, Brittany Woods
Community Members: Brian & Jodi Abbott, Mary Arnold, Mike Lowe, Dave Smith, Bill Torrey

CALL TO ORDER, WELCOME/INTRODUCTIONS, QUORUM:

President Justin Wilson called the meeting to order at 6:34pm 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: None at this time.

Secretary's Report:

1. Secretary Sue Weber made a motion to confirm the email vote to approve the minutes of the September 10, 2024 Board meeting. It was seconded and **approved**.

Treasurer's Report:

2. Treasurer Brittany Woods reviewed the November budget update (attached). Budgeted road expenditures for the rest of the year total \$3,538 plus a possible \$600 or so from the projected ending balance.
3. Real Estate Transactions
 - A. Helen Hunt property (13048 Otter Rd) sold on 10/29/24. Prior to sale, BHRA filed a non-compliant HOA status report which prompted the seller to install a 15" conforming culvert under the new downhill driveway.
 - B. Traci Reynolds property (13221 Otter Rd) – Sale pending, close 12/2/24.
 - C. Hermine & Clinton Culley property (13248 Otter Rd) – Sale pending, no closing date set.
4. Sue Weber made a motion to accept the Treasurer's Report. It was seconded and **approved**.

Road Report:

5. GIS Mapping Report:
 - A. Dave Smith and Allan Heese (At Large) have begun an evaluation of culverts, starting at top of Otter Rd, down to the gate to determine if the culverts are working to preserve the road.
 - B. The goal is to prompt property owners to remediate any issues with BHRA help if needed.
 - There's no one solution that will fit all; advocating for alternative solutions that minimize erosion is not giving preferential treatment. Bylaws and county regulations say culvert needs to be 15", but sometime a culvert would be useless; sometimes a "trench culvert" or other solution would be best.
 - We need to address the actual water flow – which has a direct impact on the road – instead of the diameter of the culvert. We do not have the authority to enforce county requirements, but we do have the leverage of the easement. Diplomacy is the best option, working together with owners to reestablish the ditches. In some areas, we would need to raise the road instead of lowering the ditches to get better water flow management.
 - C. Dave Smith reported that GIS is a great tool for the board to document work on the road and ditches. Behind the public map (<https://buckskinhts.maps.arcgis.com/apps/inline/index.html?appid=e8c4a3aa75884bf4a5122d642bc536c8>), there is more comprehensive information on culverts, material spread, images and commentary for nearly every entry. Rich Evans used the website and some of this detailed information for his verbal report at the annual meeting.

6. Maintenance plan for the rest of the year
 - A. Rich Evans (VP) reported that culvert work was completed near the bottom of Otter Rd (RM3-4). Overall, the work was fantastic. The surface still needs attention. The efforts of Allan Heese and Bill Torrey and others were very helpful. Bill will continue to grade, and Rich has borrowed Max McGowan's scraper to smooth the road as well.
 - B. Last materials delivery for 2024 is scheduled for Friday 11/8/24, 100-150 tons of recycled asphalt (RAP). Rich plans to use a tandem truck 600-625 per load to save trucking costs, but these bigger trucks cannot drop and spread, so more grading to spread is needed. Material will be spread around new culvert area RM3-4, around the mirror corner RM9, near the mini cooper house RM14-15, near the communication tower RM 21; and uphill about ¼ below the gate RM30-32.
7. Road plan for 2025 – Rich is considering the possible use of a vibration tamper at \$275/day to help compact new material. We'd like to figure out how to put a barrier where Donna & Jae's house went off the side of the road RM17-18. Sue Weber wondered if it might be possible to take material from the east side of the curve and put it on the more dangerous west side.
8. Road Assessment at Base of Otter – Justin Wilson reviewed the document (attached). Highlights include:
 - A. On lower Otter Rd RM0-2, the road is actually the ditch since both sides of the road are above the road surface.
 - B. In general, the county's recommendation is don't crown the road, have it slope slightly toward the downhill grade or ditch. We may need to remove side-of-the-road berms in some places.
 - C. Allan Heese raised the possibility of using MgCl as a hardening agent on specific trouble areas. Justin pointed out that the Board has the responsibility to make good decisions to maintain the effectiveness of our historical culverts.
9. **Action Item** from annual meeting: Replace road markers. This is on Rich Evan's to-do list for next year.

Gate Report/Security:

10. **Action Items** from annual meeting:
 - A. Donna Braun (At Large) reported that the Gate Committee has not met again to consider options/costs for future gate replacement. Brian Lodwig plans to meet with the gate fabricator this week.
 - B. "History of the Gate" Summary (in BHRA Reference Manual, pg 17; attached at end of minutes) – Sue Weber reviewed information about the gate gleaned from BHRA minutes going back to the 1970s. Highlights include the data on costs/property of gate maintenance from 2007, after the electronic gate mechanism was installed, to date: Total maintenance cost of \$3,197; \$48/property over this 18-year period or \$2.65/year/property.
 - C. Brittany Woods will purchase and install an easier-to-open electronic lock for emergency egress of the swing gate.
[Update: The \$165 electronic lock was installed on November 25 and stolen less than a week later, on December 1; the old roller combination lock is back on the gate.]

Fire Committee Report:

11. Date of next Fire Committee meeting – No information was available.
12. BHRA Community Meeting on Wildfire Home Safety (attached): Brian Abbott has arranged a meeting on December 2 at 6PM at Loveland Fire Station #7 near the Big Thompson Elementary School. Loveland and county fire officials will discuss resources for wildfire mitigation in Buckskin Heights.

Old Business:

13. BHRA Reference Manual (attached at end of minutes): Sue Weber made a motion to publish this resource on the BHRA website, to include the information on the history of the gate. The motion was seconded and **approved**.

New Business:

14. Beneficial Ownership Information (BOI) Reporting (summary attached): Justin made a motion to require the BHRA President and Treasurer to comply with the federal requirements under this federal law to register as officers who control the organization. This process requires the disclosure of name and ID, the same or less personal information than already submitted by these individuals to become key executives in control of the organization/signatories for BHRA's bank accounts. Both Justin and Brittany agreed to do this. The motion was seconded and **approved**.
[Update: This requirement was challenged in the courts, so the Board voted by email after this meeting to rescind this decision.]

15. Proposed transaction fee for new property sales (attached): Brian Abbott proposed a new transaction fee of perhaps \$350-\$500 that would be collected from new owners when properties were sold. It would provide new revenue for road maintenance. Denise Jackson, BHRA property owner and lawyer, opposed this idea on legal grounds. After discussion, the Board took no action.

ADJOURNMENT TO EXECUTIVE SESSION: The public meeting was adjourned at 8:30pm.

16. Sue Weber announced that she and Peter plan to sell their 13236 Otter Rd property, so she will resign from the Board sometime in spring 2025. The Board will fill the vacancy at that time according to the *Bylaws*.

ADJOURNMENT: The Executive Session was adjourned at 8:37pm.

Respectfully submitted,
Sue Weber, Secretary

BHRA EXPENSE & INCOME SUMMARY • October 24, 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	\$839	(\$161)	\$161	\$1,000	(\$0)
Grant Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,535	\$1,650	\$1,736	\$86	\$0	\$1,736	\$86
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	\$236	(\$164)	\$72	\$308	(\$92)
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	\$3,172	\$2,172	\$0	\$3,172	\$2,172
Road Grader Operator	\$9,100	\$10,000	\$318	(\$9,682)	\$0	\$318	(\$9,682)
Road Base	\$27,438	\$19,000	\$24,124	\$5,124	\$3,518	\$27,641	\$8,641
BHRA Road Expense Subtotal	\$37,393	\$30,000	\$27,614	(\$2,386)	\$3,518	\$31,132	\$1,132
Expense Subtotal	\$41,706	\$34,150	\$31,127	(\$3,023)	\$3,890	\$35,016	\$866
Dues & Late Fees	\$30,095	\$33,000	\$34,341	\$1,341	\$229	\$34,570	\$1,570
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	#####	\$1,321	\$230	\$34,609	\$1,551
Checking Cash Flow Balance	(\$9,822)	(\$1,092)	\$3,252.72			(\$407)	

NOTES

\$201 more than last year

Annual/special meeting & miscellaneous mailings/handouts

Zoom, Quicken subscriptions

Down from \$951 last year

Some of the material for the culverts will be used for the road

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 67 properties (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	\$4,912			\$1,324	
BHRA Savings Balance	\$5,016	\$5,024	\$5,016			\$5,017	
Total Assets	\$6,748	\$5,664	\$9,928			\$6,341	

*Target is \$500 to avoid bank fee.

Road Base	
Roadbase	\$1,126.24
Roadbase	\$3,615.61
Roadbase invoice #61765	\$6,072.34
Roadbase	\$7,157.57
Roadbase	\$3,950.21
Roadbase	\$2,201.70
	\$24,124

Gate Maintenance	
	\$180.67
	\$658.00
	\$838.67
Road Ditches & Culverts	
Culvert reimburse 10/2/24	\$925.00
Equip Rental 10/14/2024	\$294.90
Gas Reimburse 10/14/24	\$31.00
Road Base 10/15/24	\$976.26
Road Base 10/15/24	\$945.20
	\$3,172.36

Road Assessment – Base of Otter

On Monday, May 6, 2024, Justin Wilson (at large board member) and Rich Evans (board VP) met with Ted Jensen (Road and Bridge Department, Larimer County) at the intersection of Otter & Buckhorn Rd to review the current status of the first few hundred yards of Otter Rd and to discuss project ideas to improve the road condition. Ted's expertise is in drainage so most of this meeting discussed that topic, although some general road maintenance items were also discussed.

Items and areas discussed:

1. Drainage to the Buckhorn.

- a. The county has committed to doing some light work on the ditch on the west side of the Buckhorn to “redefine” the ditch a little (red circle in photo). This is supposed to happen in the summer of 2024. They said they will tie in to the spot where our ditch would/should be as much as possible but cannot work outside of the public right-of-way (purple circle in photo).



2. Road Elevation.

- a. Ted noted how our road elevation at the bottom of Otter is actually lower than the surrounding sides, meaning that the road is our de facto “ditch.” A large amount of road base material would be needed to build up the elevation of the road by about a foot, which would help with erosion and maintenance.



3. Ditches & Culverts.

- a. There are numerous examples of areas where property owners are accessing their property directly from Otter Rd and where culverts should exist to maintain the ditch that should exist. In some cases there may be an existing culvert that has filled in. Putting in the culvert ourselves may be more affordable than anticipated legal fees if the property owners push back on paying for these updates.



4. Road Grading.

- a. Ted recommended that we not attempt to maintain a crown on a road as narrow as ours and instead grade the road slightly angled to one side or the other, depending on terrain, in order to move water towards wherever we want it to go in that section. In areas where the drop-off is not very steep, if the road is angled slightly towards the downhill side (red arrows), water can run off the side immediately into the surrounding terrain (purple circle) instead of picking up volume and momentum in a ditch.
- b. He also noted that in many areas we have built up a small berm on the downhill side (red oval in second photo). This prevents water from running over the side and contributes to drainage issues. In many cases we may be able to remove the berm, reuse some of the material on the road, and lessen the need for ditches and water management in those sections. Of course, this should not be done in areas where it could negatively impact property owners (e.g. we would not want to do this just above the house circled in blue in the first photo).



5. Road Material.

- a. In Ted's opinion, the best material to use for roads like ours is road base - but it should be treated at least annually with road hardening substances such as magnesium chloride. The current cost of magnesium chloride is about \$2/gallon, with a gallon covering about 10 square yards or about 3 linear feet of road.
- b. He likes crushed concrete and recycled asphalt as driveway materials but says that the concrete is often too dusty for roads and the asphalt is subject to potholes.

6. Drainage to Neighboring Properties.

- a. Ted suggested referencing our own development and drainage plans to determine if we have legal rights to drain water towards certain properties and/or subdivisions. He is not an expert in this topic but thought it would be in our documentation, not in others.

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

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Link to lots more resources and services:

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Beneficial Ownership Information Reporting

This new federal law is meant to combat money laundering but ropes in a large swath of corporations.

BHRA is a Colorado nonprofit corporation, but not a Federal tax exempt 501(c) entity. As such, we do not fall under the tax exempt reporting exception.

BHRA is not technically an HOA, but is a related type entity. In the FAQs on that website, says HOAs are subject to the reporting requirement.

The law requires relevant governing board members to disclose personal identification information through an online reporting process.

Failure to comply has civil & criminal penalties.

Deadline for compliance is 12/31/2024.

For more information, see:

<https://www.fincen.gov/boi/beneficial-ownership-information-frequently-asked-questions>

Page 1 of this document is on the next page.



Financial Crimes Enforcement Network
U.S. Department of the Treasury
Washington, D.C. 20220



Beneficial Ownership Information Frequently Asked Questions

These Frequently Asked Questions are explanatory only and do not supplement or modify any obligations imposed by statute or regulation. Please refer to the Beneficial Ownership Information Reporting Rule and Beneficial Ownership Information Access and Safeguards Rule, available at www.fincen.gov/boi, for details on specific provisions. FinCEN expects to publish further guidance in the future. Questions on any of this content can be directed to <https://www.fincen.gov/contact>.

A. General Questions

A.1. What is beneficial ownership information?

Beneficial ownership information refers to identifying information about the individuals who directly or indirectly own or control a company.

[Issued March 24, 2023]

A.2. Why do companies have to report beneficial ownership information to the U.S. Department of the Treasury?

In 2021, Congress passed the Corporate Transparency Act on a bipartisan basis. This law creates a new beneficial ownership information reporting requirement as part of the U.S. government's efforts to make it harder for bad actors to hide or benefit from their ill-gotten gains through shell companies or other opaque ownership structures.

[Issued September 18, 2023]

A.3. Under the Corporate Transparency Act, who can access beneficial ownership information?

In accordance with the Corporate Transparency Act, FinCEN may permit access to beneficial ownership information to:

- Federal agencies engaged in national security, intelligence, or law enforcement activity;
- State, local, and Tribal law enforcement agencies with court authorization;
- Officials at the Department of the Treasury;
- Foreign law enforcement agencies, judges, prosecutors, and other authorities that submit a request through a U.S. Federal agency to obtain beneficial ownership information for authorized activities related to national security, intelligence, and law enforcement;

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

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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.

Board of Directors Reference Manual

November 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. 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 current 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.
- A few highlighted suggestions for obvious updates on some of the older guidelines are just that: suggestions. These suggestions have not been reviewed or adopted to date by any Board.

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Job Description: Buckskin Heights Road Association Secretary

Board Minutes January 30, 2012; 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.
- 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.
- 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.

Job Description: Buckskin Heights Road Association Treasurer

Board Meeting January 30, 2012; 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.

BUCKSKIN HEIGHTS ROAD ASSOCIATION
PROXY VOTING

BYLAWS REGARDING PROXY VOTING [August 28, 2020]

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 *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!

Buckskin Heights Road Association Reckless Driving Notice

Board Minutes September 18, 2017; *Suggested Update September 2024*

The Board of Directors of the Buckskin Heights Road Association has contacted the Larimer County Sheriff's Office (LCSO) 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 Miscellaneous, 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.
 - 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. Reckless or careless driving that endangers persons or property shall be reported to the Larimer County Sheriff's Office

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~~ LCSO 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

(Suggested Update September 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 Minutes • August 2023

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
(Suggested Update September 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.

Buckskin Heights Road Association Long Range Plan

August 2019 (Sections Needing Update)

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.

Gate 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; . . . {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 venders 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 venders should be given the swing gate code only, not the electronic gate code. Association members are encouraged to meet venders 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:



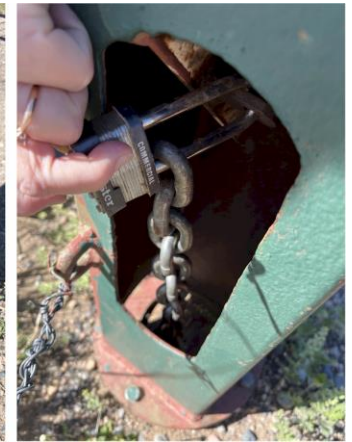
Chain closure on west face of post with authorized locks



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.

Buckskin Heights Road Association**HISTORY OF THE GATE**

November 2024

1970-2006*(Page #s from BHRA Minute Books 1970-2004)*

- 1970s: The original gate was apparently located where the current sign/water tank is now, between RM 7-8.
- Feb 1980 (pg 21): Early “green” gate moved up to 2nd cattle guard, its current location at RM 33. See Sep 1994 note on pg 85 for reasons -- persistent difficulty in keeping gate locked, vandalism and unwanted visitors.
- Jun 1985 (pg 47): New gate installed at current location RM 33.
- Early 1993 (pg 81): A proposal to move the gate back to the water tank location RM 7-8 was not implemented.
- Nov 1996 (pg 104): Special meeting about purchase of current gate, which was fabricated by member Jim Burry and paid for by credits for his annual dues (\$100/yr for 12 years). (None of our current below-the-gate property owners were involved in paying for the initial construction of the current gate.)
- Jul 1997 (pg 114): Purchase/installation agreement between BHRA and Jim Burry for current gate.
- 1997-2006: Persistent acrimonious problems with residents not manually locking the gate (the “Gate Wars”).

2006**INITIAL GATE AUTOMATION COSTS**

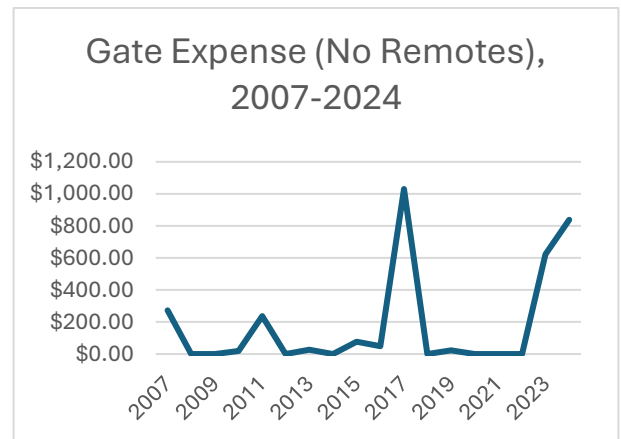
The initial automation of the gate happened in 2006 by special assessment of property owners above the gate, at a total cost of \$7,865 - \$2,000 for initial stock of reimbursed remote controls = \$5,865.

NB: None of the below-the-gate property owners were assessed for the initial gate automation expenditure in 2006, based on the total special assessment collected (\$9,440 at \$160/property for 59, not 67, properties).

2007-2024 (18-Year Period)**TOTAL GATE MAINTENANCE COSTS SINCE AUTOMATION**

Here’s a graph and supporting data of the annual gate maintenance expenses since automation, starting in 2007. The graph does not include reimbursable remote control expense during this period (\$1,663 or \$92/yr).

- We had 67 properties in Buckskin Heights during this 18-year period.
- Total maintenance cost was \$3,197.
- The average annual maintenance cost was \$178/year.
- The cost/property was \$48/property over this 18-year period, or \$2.65/year/property.



Date	Amount	
Initial Installation	(No Remotes)	
1/1/2006 - 12/31/2006		\$5,864.91
Maintenance		
1/1/2007 - 12/31/2007	2007	\$272.55
1/1/2008 - 12/31/2008	2008	\$0.00
1/1/2009 - 12/31/2009	2009	\$0.00
1/1/2010 - 12/31/2010	2010	\$18.61
1/1/2011 - 12/31/2011	2011	\$235.99
1/1/2012 - 12/31/2012	2012	\$0.00
1/1/2013 - 12/31/2013	2013	\$27.88
1/1/2014 - 12/31/2014	2014	\$0.00
1/1/2015 - 12/31/2015	2015	\$77.00
1/1/2016 - 12/31/2016	2016	\$49.78
1/1/2017 - 12/31/2017	2017	\$1,030.30
1/1/2018 - 12/31/2018	2018	\$0.00
1/1/2019 - 12/31/2019	2019	\$24.00
1/1/2020 - 12/31/2020	2020	\$0.00
1/1/2021 - 12/31/2021	2021	\$0.00
1/1/2022 - 12/31/2022	2022	\$0.00
1/1/2023 - 12/31/2023	2023	\$622.15
1/1/2024 - 9/9/2024	2024	\$838.67
MAINTENANCE TOTAL		\$3,196.93

Buckskin Heights Road Association

Combined Properties Guidelines

Board Meeting Minutes, September 2021; **Suggested Update September 2024**

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 both 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 **or combination**.

Delinquent Dues Notices

Board Meeting, April 19, 2012 • Updated September 2024 for Consistency with Treasurer Job Description (Pg 3)

1ST NOTICE* around April 15, for properties who have not paid, sent with generic January invoice sent to all.

A GENTLE REMINDER: Unpaid BHRA 20?? Dues

As of today, BHRA has not received your 20?? road dues payment of \$??\$/property. You owe \$??? plus \$20 in late fees/interest = \$??? if paid before June 1. Below is a generic copy of the specific invoice that was emailed to you back on January ?. It explains how to pay, including options if you need extra time.

Our Bylaws say that late fees/interest of \$20/month on the outstanding balance must be imposed starting May 1. No one wants that to start!

If you have any questions – or need to arrange extra time to pay – please contact Treasurer ??? ??? at bhra80541@gmail.com or phone/text ???-???-????.

2ND NOTICE* around May 15 for properties who have not paid by May 1, sent with generic January invoice sent to all.

RESENDING: A GENTLE REMINDER: Unpaid BHRA 20?? Dues

As of today, BHRA has not received your 20?? road dues payment of \$??\$/property. You owe \$??? plus \$20 in late fees/interest = \$??? if paid before June 1. Below is a generic copy of the specific invoice that was emailed to you back on January ?, with a reminder on April ?. It explains how to pay, including options if you need extra time.

Our Bylaws say that late fees/interest of \$20/month on the outstanding balance must be imposed starting May 1. No one wants that to start!

If you have any questions – or need to arrange extra time to pay – please contact Treasurer ??? ??? at bhra80541@gmail.com or phone/text ???-???-????.

3RD NOTICE* around June 15 for properties with no delinquent dues from previous years, sent with invoice showing \$60 May – June late fees:

JUNE ??, 20??

Property Owner

Address

Dear Mr/Ms Property Owner,

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 receive payment by July 31, 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 \$40 in late fees/interest at \$20/month, already assessed on May 1 and June 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.

Sincerely,

???, Treasurer, Buckskin Heights Road Association

Phone #

BHRA80541@gmail.com

4TH NOTICE* around July 15 for properties with no delinquent dues from previous years, sent with invoice showing \$60 May-July late fees:

JULY ??, 20??

Property Owner

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 on August 1, 20??.**

Please immediately pay your BHRA road association dues of \$??? (\$??? plus late fees of \$20/month for each of May – July) to avoid lien action.

If 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 (currently estimated at **\$30**).

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