



Committee Reports
from the
June 15, 2019
Board of Directors Meeting

INDEX

VFD of BE Report	3
Communications Committee Report	4
Social Activities Committee Report	5
New Office Committee Report	6
Operations Committee Report	7
Reconstruction Committee Report	8
Finance Committee Report	10
Treasurers Report	11
Long Term Planning Report	12
Architectural Review Committee Report	13
Governance Committee Report	14
Lot Maintenance Committee Report	15
Water Rights Committee Report	16



VOLUNTEER FIRE DEPARTMENT OF BIG ELK
42 Willow Drive Lyons CO 80540-8000
Phone 303-823-5717

Collin Isenhart
Fire Chief

Randy Evans
Asst. Fire Chief

Rick Ray
Board Chair

Diane Briggie
Treasurer

Kathy Broome
Secretary

Kathy Broome
Secretary

Gerri Guthrie
Mike O'Connell
Paul Bates

1. Calls

Number	Type	Comments
1	MVA	5/16 Hwy 36, MM13 Vehicle vs Rock Wall
1	SAR	5/20 2 lost parties, Button Rock trail, car found 118
1	MVA	6/2 Hwy 36 2 car head-on collision, extrication/medevac
1	SAR	6/20 Lost male and dog GPS – Button Rock – Found by Don

2. Training

Hours	Type	Comments
48	Structure	Water Relay-Draft from Mirror, relay spray into Rainbow
12	Medical	Medical Team
3	Structure	Monday Night Training
25	Water Rescue	Swift Water Rescue, Lyons, Shannon Attending, Don Assisting

Upcoming Training

- a. No Officers meeting in June (Father's Day)
- b. Monday Night Training - 1900
- c. July 1 Medical Meeting – 1900. First Monday of the Month
- d. July 13, Water Rescue around lakes/pool (BEMA)
- e. August 3 Structure Fire Exterior Operations
- f. September 7th Structure Interior SCBA

3. Projects

- a. Door handle and window crank on 4940.
- b. Grant for Generator.
- c. Tasha completed her Rookie Book.
- d. Agfinity/Don \$5K donation application. 4903 challenges. Glenhaven Rescue.
- e. Officers Development class, Leaders Intent.

4. Upcoming Events

- a. July 6 - Independence Day Celebration
- b. July 20 – 0800 Pack Test, Estes Park Track
- c. August 31 – September 1 – Garage Sale
- d. December 14 – Santa Cookie Ride

5. Firewise

- a. June 2 – last meeting, Chief Isenhart only attendee
- b. June 1 – Hands On Class, 1 Attendee, Pam Bond

June 12, 2019
Scott Johnstone, Chairperson
scottj@bigelkmeadows.org

Purpose: The Communications Committee exists to (1) compose and distribute member communications in a clear, timely, and effective manner, including via the bigelkmeadows.org website, (2) work to apply record retention per the governing documents, and (3) administer fair, timely, and accurate voting and reporting of ballots.

Members: Karl Davis, Tori deVore, Christa Isenhardt, Scott Johnstone, Cathy Faughnan

Most Recent Meeting: June 6, 2019, **Attendees:** Scott J.

New Internet Service (Progress Report)

- There will be a community meeting to discuss the installation for the tower. The Larimer County staff planner assigned to the grant request will be scheduling the meeting (Note: The survey was accepted as the community meeting).
- Payments for Annual Assessments has been implemented and waiting certification from the payment provider (the process was completed by June 4th)
- Grant decision was completed June 10th and APPROVED!

Open Action Items

- Develop document retention plan for email communications, member/association documents, reconstruction, etc. Reconstruction Retention needed = 5-7 years.
 - **Status:** In progress
 - **Action taken:**
 - i. Karl will talk to fire department about storing documents.
 - ii. Committee will take a look at the little cinder-block building coming into the Meadows on the left before going across the lake did not get wet in the flood. Seems to be big enough and available for storing reconstruction docs, and this would be a proposed storage place. Started identifying some additional areas for coverage:
 - iii. Cathy spoke with Melissa about SharePoint and it is not up to date, but she is working on organizing the data to be put it there for long term storage. Scott will look into the cost to see if we can use G-Suite since it is included in our existing subscription.
 1. Scott found out that we are currently paying for unlimited storage. So we can consolidate the expenses if we decide to.
 - iv. Paul Cyphers official administrator -- who is his backup? What about Melissa know about this? EMGrants site is the office
 - v. QuickBooks - 2014 - used for directory info?
 - vi. water filing
 - vii. reconstruction - hardcopy
 - viii. Ballots
 - ix. Minutes/committee reports - hardcopy with backup on the web?
 - x. Petitions? Digital copy of all governance stuff?
 - xi. water reports
 - xii. How would we do business continuance if they were lost and we needed to recover? Susan to send email asking for what the owners of the information types keep, where, how backed up, media type, etc.
- Write up draft procedure using new ballot box and ballots@bigelkmeadows.org
 - **Status:** In progress.
 - **Action taken:** None - need to reassign at Dec meeting
- Train Victoria and potentially the board on G-Suite.
- Train the new board on G-Suite
- Look into allowing members to update their own contact information for the directory

Next meeting: July 6, 2019 (Moving to Saturday due to the holiday and in hopes more people will attend)

Social Activities Committee Report
June 15, 2019
Christa Isenhart, Committee Chairperson
secondvp@bigelkmeadows.org

Charter: The Social Committee exists to plan events for BEMA Members throughout the year to bring Members together to socialize, have fun and get to know each other better.

Members: Elaine Murphy, Jim Murphy, Leona Forsberg, Robert Forsberg, Beatrice Tolle, Greg Overton

On Sunday, May 26 Big Elk's own Angus Mohr very generously put on a fundraiser performance (to benefit BEMA and the VFD equally) at the Fire Station. The potluck started at 12:30 and the performance was from 1:30 to 4:30.

Many thanks to Angus Mohr and their families for donating the performance, their time, all of the profit from the merchandise sales as well as \$400 cash! Approximately 75 people attended the event and generously donated \$3,423 so after expensed we netted \$2,863 which will be split between BEMA and the VFD. Thank you everyone!

The other event was the Clean-up day on June 8. Every year we count on community members to volunteer approximately 4 hours of time to clean up the common areas in the Meadows. We had a variety of projects for all ability levels. There were about 25 Members and we had a great lunch.

THANK YOU to everyone who attended and worked like crazy for the morning!

We know that everyone can't come up on the same weekend so if you couldn't make it on June 8 and want to volunteer your 4 hours of clean-up time and need ideas about what is needed the most please contact Victoria in the Big Elk office.

Office Committee Report
June 14, 2019
Kent Broome, Committee Chair
kentb@bigelkmeadows.org

Committee Members: Kent Broome as Chairman, Members as: John Stonum, Paul Flanagan, Collin Isenhart, Mike O'Connell and Don Parks

Update

Refund has been received from Eagle Creek and updated design for office to meet 2019 requirements is completed. Van Horn and possible other engineer have been contacted for septic design. Several members have expressed interest in helping refurbish the old office and surrounding area.

Committee is in flux and additional members needed.

Fund Raising

With the Office Survey being completed and the Board voting to move forward with refurbishing the old office, the Office Committee is moving ahead with the office building. Fund raising will resume and those who have contributed through these efforts will be notified by letter regarding their contributions and how those funds will be utilized.

Operations Committee Report
May 15, 2019
Scott Johnstone, Committee Chairman
scottj@bigelkmeadows.org

Charter: To insure the community is well maintained and Operations runs smoothly by overseeing day to day operations, expenses and priorities of both work orders and maintenance.

Committee Members: Scott Johnstone as Chairman, Members as Paul Flanagan, Dustin Enny and Victoria J. Darling-Orth

Work Orders

- Equipment and Maintenance
 - 2 work orders completed: 1.) Preventative maintenance on Road Grader. 3.00 man hours. 2.) Preventative Maintenance on Lawn Mower and Tractor. 4.00 man hours. Materials on hand for both.
- Water Treatment
 - 000 work order completed: 1.)
- Building Maintenance
 - 000 work order completed: 1.)
- General
 - One work order completed: 1.) Remove all “Thin Ice” signage from around lakes. 1.00 man hours.
- Road Maintenance
 - Two work orders completed: 1.) Order/received new road base. 16.00 man hours. 2.) Straighten signage along road, remove trees/foliage obstructing view of signage. 2.00 man hours.

General

Sand shed structure has been received repair work. Painting and garage door repair will complete project. Victoria sent out request for site plans for dumpster relocation. One of the three has responded and performed a walkthrough with Paul. After review and discussion, both agree to meet with Angelo Mancina of Zak Dirt to further review selected site for prep work.

Pool

Due to weather conditions, low evening temps and extensive prep for pool opening, opening of the pool for the season has been delayed. Additional tasks involved sealing the liner in the shallow end, additional calking and replacement of tiles.

Administration

Victoria continues work on general administrative duties, water accounting, completing minutes in a timely manner and assisting members and tenants as needed. Assisting the Board of Directors with Member Communications and mailings and work with Bookkeeper on membership accounts. Provide docs as requested and member support during Annual Meeting. Additional support to staff, Committee Chairs and Directors as needed.

Water Treatment

Miex Resin was ordered and received. HACH was in to service and calibrate equipment. SCADA and Internet issues arose and were resolved in a timely manner at no cost in parts. State required water tank inspections have been scheduled for June.

Lakes

Monthly Dam Inspections have been performed with results as “GOOD”.

Road Maintenance

10 hours of snow plowing completed. New road base was ordered, received and distributed along main road. Two loads were retained for interior road repairs as needed. In addition, roads have been graded on a weekly basis.

Reconstruction Committee Report

June 15, 2019

Cathy Faughnan, Chairperson
secretary@bigelkmeadows.org

Committee Members: Bobby Clevenger, Glenn Christensen, Paul Cyphers, Jim Lazzeri, Roy McCutchen and Melissa Bilobran (consultant). A Reconstruction Committee meeting was held on June 10, 2019

Waterline Projects:

The FEMA closeout is complete. Final reimbursement payment was received by BEMA in early June. Paul Cyphers will discuss this topic along with other reconstruction finances at the board meeting on June 15.

Mirror Dam Project:

We continue to work with the Ackerman's to reach an acceptable resolution that will allow us to proceed with final closeout of PW316. A meeting has been scheduled for June 14 and an update will be provided at the June 15th Board Meeting. Progress is being made on a comprehensive approach resolving the outstanding issue associated with Mirror and Rainbow Dams. M. Bilobran is taking the lead on this project and is working on Rainbow first and will then focus on Mirror. M. Haney from the State is in agreement with this new approach. Attorneys/court have set Sept. 16-20 as trial dates if the current efforts do not result in an agreement.

Action Item – Continue to try to reach an acceptable agreement with the Ackerman's. If this is not possible, begin to prepare for court date (Sept. 16-20)– Bobby Clevenger, Melissa Bilobran, Cathy Faughnan

Rainbow Dam Project:

Status is the same as Mirror Dam, however Rainbow is being addressed first as it has more easily resolved issues.

Willow Dam Project:

Final Closeout of the Willow Lake Dam construction is complete and payment has been received from CDBGDR2-BEM-01. Design work for Willow Lake Dam was funded by FEMA and this reimbursement is part of PW316 closeout.

Meadow Lake Dam Project:

Pay Application #8 for the month of May along with the certified payrolls are being worked on by Zak Dirt. A formal request for a time extension on this project of 60 days was sent to the State on June 05, 2019. Dam access road has been fortified so concrete crews and trucks can have access to the spillway area. Spillway wall construction has started and we are continuing to closely monitor the spring run-off.

Flow Meter and Lower Flume: No change from last month

Big Elk Meadows has received a time extension from the State for this project that is scheduled to time out as of December 31, 2019. Flow meter, fiberglass flume structure and hatch lid for this project have arrived. Zak Dirt and currently waiting for spring run off to subside in order to start this project.

Grants Administration Specialist:

Melissa Bilobran (Mountain View Accounting) is providing assistance on the Meadow Lake Dam project, PW316 closeout, Riparian Restoration CDBG-DR Grant and the Aquatic Planting portion of this Grant. If Sunset Dam funding is confirmed, M. Bilobran will assist with documentation for that project.

Reconstruction Financial Reporting

Progress is being made on to reconcile the Reconstruction Financial reporting and tax filing with the assistance of Clausen and Associates CPA.

Sunset Lake Dam Project:

As previously reported, Boulder County Collaborative has conditionally granted \$400,000 for the reconstruction of Sunset Lake Dam/Road. BEMA has written a letter asking for an additional \$445,042 from the State CDBG-DR funds to cover the total estimated cost of the Dam but as of today has not received a response. If additional funding is not granted, BEMA is researching the best approach to fund the balance of the project. The Board (in an email vote) has approved GEI moving forward with the design for Sunset Dam in anticipation that funding for the project will be confirmed. Construction is anticipated to begin in the fall of 2019 for completion by July 2020. Candidates for Project Management are being considered.

Action Item – Determine what methods of funding resources would be needed if the grant funding failed, such as a larger loan balance, increase in dues, etc.

Rainbow Bridge

Once it is clear if additional funding is available for Sunset Dam, BEMA may request funding from the State for the Rainbow Bridge Crossing to provide secondary egress during the potential reconstruction of the dam/roadway at Sunset. Funding is also be perused from Larimer County. A secondary egress is critical and the Reconstruction Committee is working with the VFD to ensure a satisfactory solution is in place.

Action Item – If appropriate (see Sunset above), prepare letter to the State and/or Larimer County, asking for funding for Rainbow Bridge (originally in PW316 but removed due to additional dam construction costs). If no funding is granted, and if deemed appropriate, potentially include the cost of Rainbow Crossing along with Sunset Dam in a vote of the membership.

Riparian/Lake Restoration:

Willow Grading: No change from last month

NeZhoni has been paid in full and Big Elk Meadows has received an Unconditional Lien Waiver by NeZhoni. This project has now been submitted for reimbursement and closeout processing by the State. State has identified several items that need to be addressed and corrected in order to complete this closeout process. Melissa will help Paul with the required documentation on this project. Paul Cyphers will be reaching out this week to start to resolve outstanding issues.

Action Item - Working with the State on these open NeZhoni items - Paul Cyphers, Melissa Bilobran

Rainbow, Mirror, Meadow, Sunset Grading: No change from last month

Final closeout paperwork for Zak Dirt's work on Rainbow, Mirror, Meadow, and Sunset grading project has been uploaded into EMGrants. We received a check from the State in the amount of \$151,574.70 for reimbursement of Pay Apps 4 & 5. This portion of the process is complete and full closeout will proceed when NeZhoni is resolved and Aquatic Planting is complete.

Aquatic Planting for Riparian/Lake Restoration:

Procurement for installation of aquatic plants is complete with three companies placing bids. After reviewing all bids the Reconstruction Committee has identified AloTerra as the lowest qualified bidder and has prepared a contract and notice of award. The deadline for completing the aquatic planting has been extended to September 1, 2019 and a change order rectifying outstanding work items performed by Biohabitats has been submitted to the State. Two bids were received from plant providers and Water's Edge has been selected. The majority of plants will be available on June 30. Bid package for plant installation is being prepared with results available by mid-June.

Action Item –Board Vote to sign contract with AloTerra for installation of Aquatic Plants in 2 phases beginning July 1.

Finance Committee Report
June 15, 2019
Jim Lazzeri, Committee Chairman
treasurer@bigelkmeadows.org

Charter: The Finance Committee shall oversee the accounting of BEMA per the governing documents of the Association including oversight of financial transactions; accounting processes; financial reports; annual budgeting and capital planning; loans and investments; member inquiries related to BEMA finances; and evaluation of expenses and cost effective alternatives.

Members: Jim Lazzeri – Chair, Paul Cyphers, Bobby Clevenger

Finance Committee Meeting

The Finance Committee did not meet this month. Working on year end financial reconciliation.

Open Action Items:

1. Discuss Credit Card application with the Bank to replace debit cards with dollar limited credit cards.
2. Insurance renewal.
3. Investment options for reserves.

Past Due Accounts

We have (8) members with outstanding balances for portions of their 2018/2019 assessment. We do not anticipate any are uncollectable. We will continue to work diligently to collect these funds.

Treasurer's Report

The Treasurer's Report for the month ending May 31, 2019, is attached. This is the fiscal year-end report and is un-audited. We are showing a surplus of over \$50,000. This is in addition to the \$40,000 set aside for reserves.

Treasurer's Report - 12 Months Ended May 2019

Revenues

	BEMA	Water	Total
<i>Budget</i>	\$482,775	\$59,200	\$541,975
<i>Actuals</i>	\$500,756	\$60,895	\$561,651 (104%)

Bank Balances

Account	Amount	Comments
BEMA Checking	\$130,200	
BEMA Reserves MM	\$152,818	
Water Reserves MM	\$51,084	
BEMA Office Funds	\$98,664	Proceeds from cabin sale included in bank balances.
Brick Fundraiser	\$17,500	Included in bank balances.

AR/AP

Accounts Receivable	\$15,495		
Members Bad Debt	\$255		
Accounts Payable	\$0		
Loan Balances		Maturity Date	Payment
<i>BEMA</i>	\$0	May 2019	Paid in Full
<i>Water Project</i>	\$4,969	October 2019	\$1,004/month
<i>CWCB</i>	\$258,668	February 2046	\$16,741/year
<i>Plow Truck</i>	\$30,628	March 2023	\$736/month

Operational Expenses – Year-to-Date

	Amount	Actual	Budget
Payroll	\$185,828	34%	39%
Taxes/Insurance	\$86,937	16%	18%
Maintenance	\$54,392	10%	9%
Utilities	\$36,264	7%	8%
Admin Expenses	\$48,360	9%	8%
Loan Payments	\$44,446	8%	9%
Interest	\$14,739	3%	1%
Reserves	\$40,000	7%	8%
Totals	\$510,966		\$541,975
Average/Month	\$42,581	94%	\$45,165

Capital Expenses

Account	Amount	Total Budget
Office Building	\$24,802	\$70,000

Year End Surplus of \$50,685

Long Term Planning Committee Report

June 15, 2019

Bobby Clevenger, Chairman

president@bigelkmeadows.org

Charter: The purpose of the LTP exercise was to support budget planning for 2018-19 and beyond, by identifying necessary or desired community projects, estimating their associated costs, and establishing a relative priority of funding. Further revision of both categories and priorities is expected to occur as additional feedback is provided by the board to the committee.

Members: Bobby Clevenger, Bob Forsberg Co-Chairs, Patrick Gill, Bill Tolle, Paul Flannigan and Jim Murphy

No meeting was held this month as preparations were being made for the Annual Meeting in May.

Efforts continued with Larimer County on a possible lot or two that may still be available for development. Bob F is trying to set up a meeting to review this with the County.

Efforts continue with Larimer County on finding possible grant monies for Rainbow Bridge. This bridge is becoming a critical need related to Sunset Dam construction and VFD access.

Recurring revenue opportunities will be more defined and explored for viability in the coming year.

Nominations will be made at the June BEM Board meeting to select committee co-chairs and the members listed above for involvement with the committee for the 2019-2020 fiscal year.

Architectural Review Committee
June 14, 2019
Kent Broome, Committee Chairman
kentb@bigelkmeadows.org

Charter: To follow and enforce the Declaration, Protective Covenants, Bylaws and Rules and Regulations provided by the Big Elk Meadows members past votes to insure any changes in architecture comply with and reflect the beauty of our long established community.

Committee Members: Kent Broome as Chairman, Karl Davis as Co-Chair, Members as Barrett Rogers, Mike O'Connell, Phil Perry, Mike Lively, Matt Boshinski, Jeff Seifried.

ARC monthly report:

Action Item	Description	Person(s) Responsible	Status
Car Port	Stand-alone car port	Unruh - 133 Meadow Lake Dr.	Approved with Larimer co. permit required.
Garage addition	Previously approved remodel has been down scaled and redesigned. ARC approves.	Forsberg - 645 Hickory Dr.	Retaining walls and drains are in. job site is clean and neat and will proceed when weather permits in the spring
Tear down/Rebuild	No new developments, work slowly being done.	Hohenfeldt - 1032 Aspen Dr.	In-process, continual concerns
Shop	Separate wood shop. Previously approved.	McLeland - 84 Aspen	Approved by ARC No progress
BEMA office	Building design updated, site and septic engineering near completion.	Office Committee	In-process
Home addition	Garage and home addition	Bentley-Johnstone - 972 Aspen Dr.	In Process

Governance Committee Report
June 15, 2019
Bobby Clevenger, Committee Chairman
president@bigelkmeadows.org

Charter: To support Big Elk Meadows in effectively managing the governing documentation of the association and to act as a liaison for any legal or regulatory issues or concerns that may arise and come before the Big Elk Meadows Board of Directors.

Members: Bobby Clevenger, Chairman, Bobbie Heisterkamp and Mike Krause

VFD/BE Land Lease Agreement and Building Use Lease: The VFD Land Lease and BEMA Office Lease has been presented to the BEMA Board and will be presented to the VFD Board and both Boards have approved them and they have been signed in their May Board meetings. A position paper will be produced outlining the documents.

Ackerman Dispute: Melissa Bilobran, representing BEMA, continues to work Tammy Ackerman, representing T&G, on the last close out items for Mirror and Rainbow Dams. A meeting is scheduled for June 14th to discuss the Amendment to the contract.

By-Laws: A review needs to be conducted on a policy that was made on special assessments and how they may affect future lot sales. We may need to change our by-laws related to this.

Nominations will be made at the June BEM Board meeting to select committee chair and the members listed above for involvement with the committee for the 2019-2020 fiscal year.

Lot Maintenance Committee Report

June 15, 2019

Karl Davis, Committee Chairman

karld@bigelkmeadows.org

Charter: To work with Big Elk Meadow lot owners in becoming compliant with the Big Elk Meadows HOA Rules and Regulations associated with the exterior portions of their lots.

Committee Members: Karl Davis as Chairman and Members as Sam Schwab, Collin Isenhart, Glenn Christensen.

Annual Cleanup

The Lot Maintenance Committee with 30+ volunteers was a big success. Curbside slash and pine needle removal started at 8:00 AM and finished up at 3:00 PM. Thanks to members of the BEMA board and Volunteer Fire Department plus members from all the streets in the Meadows for your great help. And a big thanks to Paul Flanagan for being available to help so it all went smoothly.

15 Balsam

The fort out at the road where Cedar and Balsam intersect was removed during the Annual Cleanup.

654 Hemlock

The fallen and rotted cedar split rail fence at the intersection of Hemlock and Sunset Lake Dam road was removed and placed with the member's fire wood pile.

Water Rights Committee Report
June 15th, 2019
Karl Davis, Committee Chairman
karld@bigelkmeadows.org

Charter: To protect the water rights decreed to Big Elk Meadows.

Committee Members: Karl Davis as Chairman, Members as Victoria Darling-Orth, Roy McCutcheon, Bill Tolle, and Paul Flanagan.

Pinewood Springs Diligence Case 18CW3173

A final revision of the decree was provided to us and the court case outcome looks to be consistent with our current plan.

Executing the Augmentation Plan

Releasing water from the Ish reservoir is very difficult because it is full and overflowing its outlet structures. Karl is resorting to a section of our decree which allows us to have B&L bypass 3.6 af of direct flow through its head gate.