



**Big Elk Meadows Association
Saturday, June 15th, 2019
Meeting Minutes**

09:02 Call to Order by President

- Quorum verification – (Board members attending): Johnstone, Isenhart, Faughnan, Clevenger, Forsberg, Schwab, Lazzeri, Davis, Broome
- Board members not in attendance:
- Members in Attendance: P. Cyphers, E. Murphy, G. Christensen, J. Ellis, D. Sayler, C. Isenhart
- Non-members in Attendance:
- Staff in Attendance: P. Flanagan, V. Darling-Orth.
- Request for Executive Session made by Director Faughnan for the purpose of Next Steps discussion on the Ackerman matter.
- Approval of this Agenda – First motion by Director Broome, and second motion by Director Forsberg. President Clevenger called for the vote, all in favor.
- Approval of May 18th, Meeting Minutes – First motion by Faughnan, and second motion by Isenhart. Discussion. President Clevenger called for the vote, all in favor.
- Approval of the May 25th, Special Meeting Minutes with recommended changes. First motion by Director Faughnan, and second motion by Director Forsberg. Discussion. President Clevenger called for the vote, all in favor.

09:10 Member Communication

Member P. Cyphers expressed concerns with document retention. Board discussion of document storage, both electronic and hard copy. Board discussion of the purpose of Action Item list.

Operations Administrator P. Flanagan announced the pool is open.

President Clevenger advised member Devona Sayler has provided a Letter of Interest to join the Board of Directors and stated Devona has been encouraged to join open Committees. Further Board discussion to be held with Devona.

Chief Isenhart presented a report on behalf of the VFD of BE. The Board recommended Chief Isenhart send information to T. DeVore to place a Help Wanted ad on the BEMA website encouraging members to join Fire Wise. Chief Isenhart presented an overview of holding meetings in the Community Room.

P. Flanagan brought up an issue with the restrooms being continually locked and inaccessible to the membership. Recommended education to prevent locking from exterior. Men's restroom to remain unlocked with interior door being blocked and restrooms being changed to "Unisex".

J. Ellis – Little Free Library. Would like approval to set up a Little Free Library and is willing to build and install. Director Broome stated the office building will have a foyer to accommodate books and additional items but agreed there will be a patio area the Little Free Library would be ideal as part of a community social area.

Director Faughnan recommended an Ad Hoc committee that will create sponsorship of benches with memorial plaques being strategically located around the lakes for members to enjoy BEMA lakes and fishing. Also

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recommended were sponsorship of dog stations throughout the community. Members J. Ellis and E. Murphy offered their help with this project.

09:40 Committee and Committee Member Nominations

President Clevenger motioned the following be recognized:

- Director Johnstone as Communications Committee Chairman.
- Director Forsberg, Director Isenhart and Committee Member Elaine Murphy as Social Activities Committee Co-Chairs.
- Director Broome and Director Davis as Co-Chairs of the Architectural Control Committee which has combined the Office Committee, Lot Maintenance Committee and Architectural Review Committee.
- Director Johnstone and Director Schwab as Operations Committee Co-Chairs.
- Director Faughnan as Reconstruction Committee Chairperson.
- Director Lazzeri as Finance Committee Chairman.
- Director Forsberg as Lake Health & Fish Habitat Committee Chairman.
- Director Clevenger and Director Forsberg as Long-Term Planning Committee Co-Chairs.
- Director Clevenger and Director Isenhart as Governance Committee Co-Chairs.
- And Director Isenhart to act as a Liaison between the BEMA and the VFD of BE.

Director Faughnan seconded the motion. Board discussion on Chairmanship of the Social Activities Committee with Director Forsberg and Committee member E. Murphy being recognized as Co-Chairs and Director Isenhart focusing on special events. Reconstruction Committee and Reconstruction Finance Member P. Cyphers volunteered to co-chair Reconstruction. Further discussion to be held at committee level and motion to be made at July Board meeting. President Clevenger called for the vote, all in favor.

10:00 Master Calendar

Review of Master Calendar and up-coming events.

10:10 Architectural Control Committee

Director Broome presented the Architectural Control Committee report on behalf of the Committee with one membership submitting three ARC forms that are currently under review. Director Broome also presented an update on the new office with a review of drawings, next steps and request for additional Committee Members. Director Lazzeri requested regular updates on the project.

10:30 Reconstruction Committee and Reconstruction Finance – Update on Close-Outs

Director Faughnan presented the Reconstruction Committee Report on behalf of the Committee with a review of meeting held with Ackerman, Grant Specialist M. Bilobran, Committee members and attorney's representing both BEMA and Ackerman. Thorough review of documentation of Rainbow Dam, signatures on pay aps and good process made. Next meeting scheduled June 28th, 2019 to review documentation on Mirror Dam. Board discussion of punch list items and repairs to sand shed apron.

Committee member G. Christensen presented information on the time extension request to the end of October for Meadow Lake Dam which has been approved by the State. Funding has been provided by FEMA for an additional flow meter which will include a Sutron meter. As per the DEF grant through the State of Colorado, BEMA has until the end of December for installation of the initial flow meter.

Grant funding for Sunset Dam has been conditionally approved through Boulder County Collaborative. Board discussion on grant funding, special assessments and long-term loans along with required time frame of completing Sunset Dam project.

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Board vote by e-mail to move forward with the GEI contract for the design of Sunset Dam requested by Director Faughnan received full support from the entire Board with all “yes” votes. The Board understands if additional grant funding is not received, the expense will be paid by BEMA. The contract with GEI has been signed and the design is in process.

Board discussion on Rainbow Bridge as a second egress prior to construction of Sunset Dam. Discussion on riparian project, planting and scheduling. Plants will be ready for pick-up/delivery on June 30.

All but 48 signatures have been collected on the CR47 Petition. Phone calls will be made to obtain remaining signatures then petition will be sent to Larimer County.

Director Faughnan motioned to approve the contract with AloTerra in the amount of \$19,176, with the caveat if the contractor cannot install phase I by July 15th, 2019 volunteers will perform the installation and the contractor will not be paid, second motion by Director Forsberg. Discussion. President Clevenger called for the vote. All in favor.

11:32 Finance Committee

Director Lazzeri presented the Finance Committee report on behalf of the Committee. Discussion on reserves, capital projects and bank accounts.

Committee member P. Cyphers presented a Reconstruction Financial report on funding and potential long-term loan balances which include utilizing a portion of funds for Sunset Dam and Rainbow Bridge. Board discussion of the May 2017 Loan Ballot and community’s vote in support of an increase to the CWCB loan. Office Administrator V. Darling-Orth will send the Loan Ballot doc to the Board for additional review. Board discussion of at-risk FEMA funding.

Director Faughnan motioned to utilize reconstruction CWCB Short Term Bridge loan funds to continue to move forward in completing Rainbow Bridge and Sunset Dam, Director Forsberg seconded the motion. No further discussion. President Clevenger called for the vote, all in favor.

Director Lazzeri recommended himself, President Clevenger, First Vice President Forsberg, Director Johnstone and Director Schwab as signers on account. The Board agreed. Signatures to be completed within the first week of July.

Board discussion on deposits paid by renters for pool access cards and fishing badges. The Board determined all members will receive two pool access cards. If a member rents his home, he must provide his own pool access card(s) to the tenant. Members will also be required to pay for and provide tenants guest badges for fishing.

President Clevenger motioned transaction fees due at the closing of a property be increased to \$500 from \$200, Director Johnstone seconded the motion. Discussion. President Clevenger called for the vote, all in favor.

12:54 Old Business – Review of Action Item List

President Clevenger reminded all Board Directors are required to attend HOA classes and were encouraged to do so. A review of the Board of Directors Conflicts of Interest, Code of Ethics and Code of Conduct to be reviewed at the July Board meeting.

Staff to create an emergency statement for the BEMA website.

Member Assistance info for the website – Directors Faughnan and Isenhardt.

HAM Radio – member S. Davis has expressed an interest.

Member D. Saylor has offered to take on the Bugle.

Operations – Trash Compactor Project. Director Johnstone to instruct Operations to move forward with clearing the designated area for relocation of the compactor.

Operations – After Board discussion it was determined the Staff and the Board are to enforce the rules as they are written by the following: Verbal, incident report, call authorities.

ACH/CC payments for water billing. Further investigation will be performed by Director Johnstone

Discussion of prospective lots available to sell.

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No progress on Canyon Lake due to projects Larimer County is working on.

1032 Aspen – Nothing new to report

Ackerman – Progress is being made, many thanks to Grant Specialist M. Bilobran and Director Faughnan

QUASI and ANNEX – Move to “Completed”.

Posting private info on Social Media to be discussed with legal counsel Vahrenwald

Lake Health & Fish Habitat – Discussion of Aerators and Committee member attendance of seminar being held by

Colorado Lake and Reservoir Management Association - CLRMA.

Discussion of incident report and what can be done to address the subject.

Fire Wise - Intro to Saws and Slaws, meetings held the first Sunday of each month at the fire station at 9:00

Water Rights – Discussion of Pinewood Springs Diligence Case 18CW3173.

01:50 New Business

Board request to place “Private Property” sign on each side of the road entering the community both facing the same direction. Board Discussion of Slash Pile access and usage; Discussion of Board e-mail addresses. Director Johnstone informed the Board funding came in for internet tower. Meeting refreshment schedule determined. Review of Action Items created during meeting.

02:25 Adjourn Meeting: First motion by Director Isenhart, second motion by Director Forsberg, all in favor.

Next Board meeting is on Saturday, July 20th, 2019 at 9 a.m. location Guthrie Station in Big Elk Meadows.

10 Minute Break

2:35 Executive Session

Respectfully submitted,

Cathy Faughnan, Secretary of the Board

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