



**Big Elk Meadows Association
Saturday, June 20th, 2020
Meeting Minutes**

09:02 Call to Order by President

- Quorum verification – (Board members attending): Faughnan, Sayler, Davis, Clevenger, Johnstone, Sommers, Forsberg, Broome
- Members in Attendance: J. Ellis, C. Ray, Tolle, P. Cyphers, S. Sayler
- Staff in Attendance: P. Flanagan, V. Darling-Orth
- Request for Executive Session made by Director Forsberg for the purpose of discussing staff compensation.
- Approval of this Agenda – First motion by Director Clevenger, and second motion by Director Faughnan. President Johnstone called for the vote, all in favor.
- Approval of May 16th, 2020 Meeting Minutes – First motion by Director Sayler and second motion by Director Forsberg. Discussion. President Johnstone called for the vote, all in favor.

09:10 Member Communication

- Director Clevenger motioned that Jessica Ellis be elected to the Board to fill an open Director position in accordance with the Bylaws. Director Broome seconded the motion. Board discussion of term of the directorship being until May of 2021. During the discussion it was noted that Jessica Ellis has shown support to the community on various committees and by creating a Little Free Library for the new office. Through her actions she has demonstrated a willingness to serve the Association and an ability to be effective in her efforts. It was noted Jessica had expressed interest prior to election in a directorship role but due to workload at the time and COVID-19 related matters, was unable to provide a letter of interest by deadline. President Johnstone called for the vote. All in favor. Jessica Ellis will fill the position of a Board Director until the 2021 Annual Meeting when the Members will be able to vote for a director to fill the remaining two-year term of the directorship.
- Director Broome - Unapproved completion of ARC projects by member at 1027 Aspen Dr. Work being done prior to ARC approval. Enhanced work not requested has also been done. ARC Committee Chairman Broome stated extensive work has been done and needed to be completed regarding the driveway and retaining wall however the dock, sand for a beach, etc. have been installed without ARC submission or approval. Discussion on property lines and improvement in lake shore area that other members have access to. Operations Administrator P. Flanagan had previously discussed with member the expectations of a homeowner at a lake front property. Director Sommers asked what type of materials are being brought in and how will this affect the watershed? Recommended involving Larimer County regarding all permitting and materials. The Board agreed it would be acceptable to place furnishings along the shoreline but due to BEMA's governing documents, members may not create a private oasis that other members may not have access to along a shoreline. President Johnstone along with Director's Davis and Broome will review a survey of the property and speak with the members regarding this project, Architectural Covenants and impact to the community.
- Director Davis - Applegate Contract up for Signature – Brief discussion on contract for signature.
- Report from VFD of BE Fire Chief Isenhardt – No report presented at this meeting.

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- P. Cyphers – Annual Meeting termed an Informational Meeting. Will an official meeting be held? Director Clevenger stated as per State guidelines under COVID-19 restrictions, BEMA held the type of meeting considered acceptable by the State as an Annual Meeting.
- Director Faughnan recommended hosting an in-person Board of Directors meeting in July at the BEMA Park pavilion. The Board is supportive and will begin work on the details. Member communication will go out in the next week informing the membership.

09:30 Motion of Committee Chairs

- Director Clevenger motioned Director Sommers and Director Ellis as Co-Chairs of the Communications Committee. Director Forsberg Seconded the motion. Discussion. President Johnstone called for the vote, all in favor.
- Director Forsberg motioned Member Elaine Murphy as Chairwoman of the Social Activities Committee with himself as Director Support. Director Sayler seconded the motion. No discussion. President Johnstone called for the vote, all in favor.
- Director Clevenger motioned Director Broome as Chairman of the Office Committee. Director Davis seconded the motion. No discussion. President Johnstone called for the vote, all in favor.
- Director Clevenger motioned Director Forsberg as Chairman of the Operations Committee. Director Davis seconded the motion. No discussion. President Johnstone called for the vote, all in favor.
- Director Faughnan motioned herself to remain as Chairwoman of the Reconstruction Committee. Director Forsberg seconded the motion. No discussion. President Johnstone called for the vote, all in favor.
- Director Clevenger motioned himself and Member Paul Cyphers as Co-Chairs of the Finance Committee. Director Forsberg seconded the motion. No discussion. President Johnstone called for the vote, all in favor.
- Director Broome motioned himself and Director Davis as Co-Chairs of the Architectural Review Committee. Director Clevenger seconded the motion. No discussion. President Johnstone called for the vote, all in favor.
- Director Davis motioned himself and Director Ellis as Co-Chairs of the Lot Maintenance Committee. Discussion. President Johnstone called for the vote, all in favor.
- Director Forsberg motioned himself and member Paul McDaniel as Co-Chairs of the Lake Health and Fish Habitat Committee. Director Clevenger seconded the motion. No discussion. President Johnstone called for the vote, all in favor.
- Director Clevenger motioned himself and Director Sayler as Co-Chairs of the Governance Committee. President Johnstone seconded the motion. No discussion. President Johnstone called for the vote, all in favor.
- Director Forsberg motioned himself and Director Faughnan as Co-Chairs of the Long-Term Planning Committee. Director Clevenger seconded the motion. No discussion. President Johnstone called for the vote, all in favor.
- Director Clevenger motioned Director Davis as Chairman of the Water Rights Committee. Director Sayler seconded the motion. No discussion. President Johnstone called for the vote, all in favor.
- Director Faughnan motioned formalizing the Friends of Big Elk as its own Committee with herself and Director Sayler as Co-Chairs. Director Forsberg seconded the motion. Discussion. Created as an Ad Hoc Committee under the Communications Committee the Board agreed this committee has proven to benefit the community and should continue as its own committee. President Johnstone called for the vote, all in favor.

10:15 Master Calendar

Board review and discussion of the Master Calendar.

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Director Forsberg motioned to amend the Fishing and Lake Use Rules with children 15 and under for both guests and members to fish without badges. Director Clevenger seconded the motion. Discussion. President Johnstone called for the vote, all in favor.

Discussion regarding DMR (Discharge Monitoring Report) and MOR (Monthly Operating Report) being submitted to the State and EPA. CCR (Consumer Confidence Report) will be sent to the community through a Member Communication this coming week.

10:30 Office Committee Report

Director Broome presented the Office Committee report on behalf of the Committee. Member Ryan Sommers ran wiring through the facility for internet. Insulation and gutters were both installed on Friday, June 19th. Sheetrock is expected next week, and the patio is scheduled to start Monday, June 22nd with stone being installed on Tuesday, June 23rd. Aspen trees will be planted this week as well. Good progress being made. Director Broome invited everyone over to see the progress after the meeting. Director Faughnan asked if bricks could be ordered soon. As a full order must be sent in at one time, Director Broome requested a delay in the order until the project is completed. Estimated completion time is two weeks.

10:45 Finance Committee Report

Director Clevenger presented the Finance Committee Report on behalf of the Committee. Several subcommittee meetings held pertaining to reconstruction and QuickBooks reconciliation. P. Cyphers and M. Bilobran have been investing a great deal of time on reconciliation of the reconstruction and water projects. The 2020-2021 recommended budget was approved by the membership. Assessment forms were mailed out May 28th and funds are coming in. The Association Insurance policy is in process of being renewed. Director Clevenger is pleased with the new company and stated in his experience they are very easy to work with. Payables are in good shape. Board discussion on Ground Engineering and services provided in relation to payments. Board review and discussion on budget status, reserves and accrual to new loan. Letters and statements will go out to members who are behind on assessment by month end.

Board discussion regarding signers for Big Elk Meadows bank accounts. Director Clevenger motioned the following as signers to the account for the 2020 – 2021 fiscal year: President Johnstone, First Vice President Robert Forsberg, Treasurer Clevenger, Director Ellis and Director Sommers. Director Faughnan seconded the motion to include removal of former Director Schwab and former Treasurer Lazzeri. No discussion. President Johnstone called for the vote, all in favor.

10:50 Reconstruction Committee Report

Director Faughnan presented the Reconstruction Committee report on behalf of the Committee. Project Manager Johnstone is expecting a punch list items report and will communicate with L4 this week on both Rainbow Bridge and Sunset Dam. Final completion of Sunset Dam has been held up due to spring run-off. The head-gate and other items are expected to be completed next week. The third check from Boulder County has been issued and will arrive shortly and could be delayed due to addressing or USPS issues. L4 hired a third-party engineer to review potential cost overruns with respect to imported material for Sunset dam. GEI determined the dam height needs to be raised slightly to be in accordance with the approved design. L4 in conjunction with GEI Engineering and BEMA will continue to assess if additional fill material is needed to complete the dam as per the as-builts. Boulder County will be in the Meadows on Tuesday June 24 for inspection. Closeout due on September 30th, 2020.

Aquatic planting completed at Meadow Lake. Operations is watering plants. Arrow heads coming up from last year's installation. Riparian project and NuZhoni submitted for reimbursement.

Dam Maintenance –Efforts being made to schedule with Running R. LLC who was recommended by the State.

CR-47 - Reviews by the State, County and Forest Service are being done. No additional word regarding CR-47 available.

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10:55 Operations

Quote coming in for blasting in vicinity of compactor relocation. Waste Management coming in for review of site this week.

11:03 Old Business – Review of Action Item List

President Johnstone requested all new chairs review the list and update names.

CDPHE Grant – Director Clevenger along with the Operations Administrator and the Office Administrator attended an online prequalification meeting pertaining to funding for BEMA’s water treatment system. The initial application was for grant funding however the State determined due to median home value and income level; the community does not qualify for grant funding. BEMA is fiscally able to borrow funds for total replacement of equipment and upgrade of underground storage tanks with a 20-year, 2.5% interest loan. In review of cost to recoup a loan, the Finance Committee believes a small increase to the water usage base rate fee would cover the expense. The State believes BEMA is a good candidate for the program available and our financial state is in excellent condition and will support such a loan.

An equipment replacement plan, timeline, anticipation of useful life and implementation of a capital plan will need to be completed. With good methodology the Finance Committee believes we could replace the aged equipment and update our underground storage tanks. President Johnstone and Vice President Forsberg will work with the Finance Committee Chairman and Board Treasurer Clevenger on this project with focus being made once reconstruction is completed. A plan for this project will be put together with a kick-off meeting to be scheduled.

11:12 New Business

Discussion on Friends of Big Elk items locations. Further discussion will be held with Operations to establish a plan for build and placement this week prior to Clean-up Day.

Member Communication to go out this week with reminder of Clean-Up Day.

11:15 Adjourn Meeting: First motion by Director Clevenger, second motion by Director Forsberg, all in favor.

Next Board meeting is on Saturday, July 18th, 2020 at 9:00 a.m. location Pavilion in the BEMA Park.

5 Minute Break

11:20 Executive Session