



Big Elk Meadows Association
Saturday, July 18th, 2020
Meeting Agenda

09:05 Call to Order by President

- Quorum verification – (Board members attending): Sommers, Forsberg, Faughnan, Johnstone, Clevenger, Davis, Ellis, Sayler, Broome
- Members in Attendance: S. Davis, P. McDaniel, E. Murphy, G. Christensen, P. Cyphers, T. DeVore, P. Albiges, J. Albiges, C. Isenhart
- Staff in Attendance: P. Flanagan, V. Darling-Orth
- Request for Executive Session made by Director Forsberg for the purpose of discussing employee compensation.
- Approval of this Agenda – First motion by Director Clevenger, and second motion by Director Broome. No discussion. President Johnstone called for the vote, all in favor.
- Approval of June 20th, 2020 Meeting Minutes – First motion by Director Forsberg and second motion by Director Clevenger. No discussion. President Johnstone called for the vote, all in favor.

09:10 Member Communication

- Member Paul McDaniel presented a petition to the Board of Directors pertaining to Water Usage under the Water Use Rules of Big Elk Meadows which states: Directly drawing water from lakes or creeks on BEM property is prohibited *except with approval of the Board of Directors*. Said approval, if granted, is not given in perpetuity and can be rescinded if conditions warrant.

Director Clevenger motioned the Board review the Covenants and Bylaws and accommodate the membership.

After thorough and detailed Board discussion, Member P. McDaniel agreed to continue hauling water temporarily while the Board agreed to review the Declaration, Covenants and Bylaws, BEMA's Water Rights which are considered Covenants with the State and State of Colorado guidelines on irrigation for personal property. The Board will create an Irrigation Policy based on its findings of the aforementioned documents and schedule for review at the August 15th, 2020 Board of Directors meeting.

Director Broome seconded the motion. No further discussion. President Johnstone called for the vote, all in favor.

- Increased fine for septic, two members in non-compliance. Brief review of two members who remain non-compliant of BEMA's septic rule. Director Clevenger motioned to fine an additional \$100 to both members, Director Faughnan seconded the motion. No discussion. President Johnstone called for the vote, all in favor.
- VFD of BE Report – Report presented by Fire Chief Isenhart on behalf of the VFD of BE. Director Broome expressed gratitude on Fire Chief Isenhart notifying the community fire bans are in place. For those members who experienced the fire in 2002, any safety measures the community and VFD can and do take are needed and appreciated. Director Faughnan stated members taking precaution and practicing good safety measures are encouraged.

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Discussion on the VFD of BE painting the fire station. Discussion on hosting a garage sale including location for the sale along with social distancing requirements. VFD of BE looking at fundraiser with jackets and other items.

VFD looking at WASPS for homeowners and making recommendations to the membership after all research completed. Director Clevenger stated this should be a joint effort between the BEMA and the VFD of BE. Director Broome believes this can also be addressed with an irrigation policy. Fire Chief Isenhart stated in order to help keep BEMA's water clean, no class B foam units are used in the meadows rather organic foam is used for firefighting.

- E. Murphy asked if a pool cover will be provided this season and will the crack around the tile be filled in? Operations ordered a pool cover which is on back order. Operations is looking at different options to fill in the gapping and are working on coming up with a solution.

10:11 Motion of Committee Chairs

As Co-Chair, Director Ellis motioned the following be recognized as members of the Communications Committee; Karl Davis, Devona Sayler, Tori deVore and Cathy Faughnan. Director Clevenger seconded the motion. No discussion. President Johnstone called for the vote. All in favor.

On behalf of Chairwoman Elaine Murphy, Director Forsberg motioned the following be recognized as members of the Social Activities Committee; Jim Murphy, Leona Forsberg, Robert Forsberg, Bea Tolle, Jeana Krause, Mike Krause, Greg Overton, Michele Gutshall and Jeanine Albiges. Director Clevenger seconded the motion. No discussion. President Johnstone called for the vote. All in favor.

As Co-Chair and on behalf of the Committee, Director Faughnan motioned the following be recognized as members of the Friends of Big Elk Committee; Jess Ellis, Elaine Murphy, Jeana Krause, Bobby Clevenger, Selina Davis, Leona Forsberg, Karina Zedalis and Catherine Paddock. Director Ellis seconded the motion. No discussion. President Johnstone called for the vote. All in favor.

As Chairman, Director Broome motioned the following be recognized as members of the Office Committee; John Stonum, Paul Flanagan, Collin Isenhart, Mike O'Connell and Scott Johnstone. Director Clevenger seconded the motion. No discussion. President Johnstone called for the vote. All in favor.

As Chairman, Director Forsberg motioned the following be recognized as members of the Operations Committee; Glenn Christensen, Paul Flanagan, Dustin Enny and Victoria J. Darling-Orth. Director Clevenger seconded the motion. No discussion. President Johnstone called for the vote. All in favor.

As Chairwoman, Director Faughnan motioned the following be recognized as members of the Reconstruction Committee; Bobby Clevenger, Glenn Christensen, Paul Cyphers, Roy McCutchen, Jeana Krause, Scott Johnstone and Melissa Bilobran. Director Clevenger seconded the motion. No discussion. President Johnstone called for the vote. All in favor.

As Co-Chair with Paul Cyphers, Director Clevenger motioned the following be recognized as members of the Finance Committee; Scott Johnstone, Cathy Faughnan, Bob Forsberg and Selina Davis. Director Broome seconded the motion. No discussion. President Johnstone called for the vote. All in favor.

As Co-Chair with Director Faughnan, Director Forsberg motioned the following be recognized as members of the Long-Term Planning Committee; Patrick Gill, Bill Tolle, Paul Flanagan, Paul McDaniels, Curt Loomis and Bobby Clevenger. Director Broome seconded the motion. No discussion. President Johnstone called for the vote. All in favor.

As Co-Chair with Kent Broome, Karl Davis motioned the following be recognized as members of the Architectural Review Committee; Barrett Rogers, Mike O'Connell, Mike Lively, Matt Boshinski and Jeff Seifried. Director Clevenger seconded the motion. No discussion. President Johnstone called for the vote. All in favor.

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As Co-Chair with Director Saylor, Director Clevenger motioned the following be recognized as members of the Governance Committee; Bobbie Heisterkamp and Christa Isenhardt. Director Faughnan seconded the motion. No discussion. President Johnstone called for the vote. All in favor.

On behalf of the Lake Health & Fish Habitat Committee, Director Forsberg motioned the following be recognized, Paul McDaniel as Chairman of the Committee and members as; Louis Santoriello, Paul Flanagan, Jeff Harbert, Bob Forsberg, Laura Pool, Jessie Logero, Randy Orth, Glenn Christensen, Jess Ellis and Jamie Smith. Director Clevenger seconded the motion. No discussion. President Johnstone called for the vote. All in favor.

As Co-Chair, Director Ellis motioned the following be recognized as members of the Lot Maintenance Committee, Richard Matteson. Director Clevenger seconded the motion. No discussion. President Johnstone called for the vote. All in favor.

As Chairman, Director Davis motioned the following be recognized as members of the Water Rights Committee; Bob Forsberg, Victoria J. Darling-Orth, Roy McCutcheon, Bill Tolle, Paul Flanagan, Alan Hatfield, and Patrick F. Gill. Director Clevenger seconded the motion. No discussion. President Johnstone called for the vote. All in favor.

10:18 Review of the Master Calendar

Board review of the Master Calendar

- PO Box Renewal – Complete
- Insurance Renewal – with King Sale for plant equipment – Complete
- Water reports completed and submitted to the State and EPA.
- SAM renewal will be completed in the next week.
- Water production, switch to lake use from well use – may be performed prior to August

10:21 Social Activities Committee Report

Director Forsberg presented the Social Activities Committee report on behalf of the committee. Committee meeting will be held next Friday, July 25th. Topics of discussion will be the Ribbon Cutting Ceremony, BEMA Crawl, Member Appreciation Picnic, Halloween Celebration, November Food Drive and Holiday Party. Director Faughnan received confirmation from reps of both Boulder and Larimer County's for the Ribbon Cutting Ceremony. Boulder County reps stated they are very serious about social distancing and face masks being worn.

10:25 Friends of Big Elk Committee Report

Director Saylor presented the Friends of Big Elk Committee report on behalf of the committee. Committee members have been determined with future projects being discussed. Memorial bricks will be ordered soon and installed by Office Committee Volunteers once they arrive. The Office Committee is working on a list of volunteers who supported the community throughout reconstruction and renovation efforts with plans for memorial brick(s) listing full names of those individuals. Board discussion on cost and placement of bricks around the office. Discussion on prospective fund raisers and future projects such as a dog park.

Recommendation by Director Ellis to support member R. Merry for the park he has created along Little Deer seasonal stream. Mowing or brush hog used in the area to clear walking path. Discussion on pool deck resurfacing and tennis courts restoration projects in correlation to fundraising activities. Discussion of placement of benches on Sunset. Discussion on parking for fishing at Sunset.

BEMA baseball hats are now in and available for sale at the office.

10:45 Office Committee Report

Director Broome presented the Office Committee report on behalf of the committee. Bid for completion of office interior received. Interior doors and trim to be installed, cement flooring to be stained. Painting crew has been

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assembled and ready to paint walls, ceiling, trim and doors. HVAC will be completed once painting is done and final electrical completed after. Final blasting occurred this week for pad and relocation of compactor with addition of recycle compactor. Question on thistle coming up through stone in parking area at office.

10:48 Reconstruction Committee Report

Director Faughnan presented the Reconstruction Committee report on behalf of the committee. Rainbow Crossing and all related items completed. Final bill(s) are in, waiting for approval and payment.

Project Manager S. Johnstone updated the status of Sunset Dam – punch list items complete, gate repaired, final evaluation on as-builts. Drawings in, review in process with GEI. L4 repaired gauge. Discussion on materials used and height of dam. Operations will shut and test gate valve to wrap up project prior to releasing retainer.

Project Manager S. Johnstone will contact Water Commissioner Jean Lever and State Dam Inspector John Batka for final inspection and approval or to see if GEI can sign off on this project. Warranty document will need to be provided, planting and seeding will need to be performed. 70% must be complete prior to permit being closed out. A meeting will be held with L4 to work on closing permits. Director Faughnan will work with G. Christensen and M. Bilobran on closeout of 404 Permit for all BEMA reconstruction projects.

Riparian project is now complete, and funds are coming in to finalize. FEMA has additional funds in the pipeline.

G. Christensen read a letter he sent to Congressman Joe Neguse regarding CR47. Director Faughnan discussed notification from Congressman Joe Neguse pertaining to efforts he is making with restoration of trails and roads through job corps resulting from COVID-19

Question regarding the cost of miscellaneous expenses through reconstruction. Reimbursements still coming in from the State and FEMA. Reimbursements from Boulder County also received. The last 10% of reimbursements are outstanding.

11:14 Finance Committee Report

Director Clevenger presented the Finance Committee report on behalf of the committee. Reconciliations are still ongoing and going well with good data available. Trial balance is in process. Discussion on a study for upgrade of water treatment plant equipment, plans for replacement, and paying for the equipment. Director Forsberg, G. Christensen, R. McCutchen, Director Clevenger and Operations Administrator P. Flanagan will be meeting to determine equipment replacement, improvements to make the plant more automated and how to do so in a cost-effective way.

Review of Capital Reserves with discussion on how to appropriate the funds and keep the positive cash flow. Through research BEMA has shown to be the lowest on Assessments throughout the State. Discussion on putting a redundancy plan together. Director Clevenger stated Financially the Association is in good shape although reserves appear to be understated. Checking account is also in good condition. Detailed discussion on budgeting and allocating.

11:26 Architectural Review Committee Report

Director Broome presented the Architectural Review Committee Report on behalf of the committee. Discussion on how to communicate with members that have started projects without completion of an ARC.

1027 Aspen Drive – Issue is foreign materials have been brought in that may affect the watershed. Board to research plat and lot lines to determine if materials are on BEMA land. The affect foreign materials may have on the watershed will also need to be researched

11:36 Lake Health & Fish Habitat Committee Report

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Director Forsberg presented the Lake Health & Fish Habitat Committee Report on behalf of the committee. With a significant interest being shown on BEMA lakes, the Committee has grown. Signage installed, DO and PH levels are good although the committee has begun to see fine algae. BioLynceus treatment was performed in early July, next treatment in two weeks. Committee Chairman, Paul McDaniel will approach Aquatics Associates, Inc. on lake management. Committee recommended pulling funds from aeration for sunset which is not going in this year to use in support of research on algae and lake health. Discussion on activity-based costing and where best to pull funds for projects. Director Forsberg and Director Clevenger will further discuss funding for projects. Permits for docks, type of docks such as size, portable, floating, seasonal and permanent will be looked into by member Christensen. Discussion on additional signage. Discussion on fishing club such as Rocky Mountain Anglers.

11:46 Water Rights Committee Report

Director Davis presented the Water Rights Committee report on behalf of the committee. Discussion on Accounting spreadsheet, capturing information and the use and reimbursement of water to the river.

11:52 Old Business

Director Sayler stated the Board needs to be more complete when taking-in and reviewing incident reports. There must be better follow up and a finished product. Additional details must be recorded and filed. Director Sommers and Director Ellis of the Communications Committee would like to document processes in more detail creating guidelines for tasks. Board discussion on incident reports, documenting, follow-up. Discussion on specific incident with follow up to member(s).

12:13 New Business

Board discussion of signage and speed limits throughout community.

Director Forsberg motioned to change all speed limits including speed limit signs to a maximum speed of 10 mph from the entrance down into the community. Director Faughnan seconded the motion. No discussion. President Johnstone called for the vote, all in favor.

Discussion on installing cattle guards at community entrance near the sand shed and throughout the community in lieu of speed bumps. Discussion on installing fixed gate at phone booth. Operations will investigate the purchase and installation of cattle guards.

Board review of meeting and hosting at the pavilion. Discussion on how to host in August.

12:40 Adjourn Meeting: First motion by Director Sayler, second motion by Director Broome, all in favor.

Next Board meeting is on Saturday, August 15th, 2020 at 9:00 a.m. location BEMA Park Pavilion in Big Elk Meadows.

5 Minute Break

12:50 Executive Session