



Big Elk Meadows Association
Saturday, October 17th, 2020
Meeting Minutes

09:05 Call to Order by President

- Quorum verification – (Board members attending): Forsberg, Clevenger, Faughnan, Broome, Johnstone, Saylor, Davis, Sommers, Ellis
- Members in Attendance: P. Cyphers, C. Loomis, S. Davis, K. Battaglini, G. Scoma, D. Evertson, B. Tolle, S. Davis
- Staff in Attendance: Victoria Darling-Orth, Paul Flanagan
- Request for Executive Session made by Director Broome for the purpose of discussing the office building.
- Approval of this Agenda – First motion by Director Clevenger with requested changes, and second motion by Director Forsberg. President Johnstone called for the vote, all in favor.
- Approval of September 19th, 2020 Meeting Minutes – First motion by Director Clevenger and second motion by Director Faughnan. Discussion. President Johnstone called for the vote, all in favor.

09:10 Member Communication

- Report from VFD of BE Fire Chief Isenhart – in review of the fire maps, Glen Haven had been burned through. Hopes to keep the fire above Hwy. 43, were not successful. Fire Fighters were working to keep the fire above Hwy. 34 however the fire was pushing up against Drake. On Hwy. 27, evacuation had taken place at Pinewood Reservoir. Evacuation notices were submitted to residents for advanced notice in other affected areas. Winds made the fire more challenging to fight. Direction of wind would determine where the fire traveled. Fire Chief Isenhart encouraged members to prepare for evacuation. Director Faughnan requested review and approval of member communication by Chief Isenhart for this afternoon
- Inquiry by Director Clevenger to member S. Davis regarding the Cameron Fire and request to provide information to the membership to reassure we are safe. Notification will be provided to Secretary Faughnan for a member communication to go out this afternoon. Final approval by the fire chief with a location to go to for accurate information. Director Clevenger advised VFD of BE posted on their website links to the official maps of the fire along with links to sign up for reverse 911 calls. Director Faughnan will add reference to the VFD of BE website.
- Director Faughnan – incident with removal of political signs, questioned if they were on common land or private property. Signs were on private property and removed three times. This is considered theft and the member should contact the sheriff.
- Discussion and vote on fines for ARC violations. Further discussion moved to Executive Session. August Lot Maintenance Minutes and letters emailed to President and Secretary for review and discussion.
- Motion New Committee and Members – Irrigation Committee as an Ad Hoc Committee

Director Clevenger motioned a new committee to work with members on irrigation of their property, Director Forsberg seconded. Discussion. Director Faughnan questioned if a new committee should be formed. Director Saylor believed a full committee should be formed. Director Clevenger stated this is an Ad Hoc committee which will be supported by both ARC and Water Rights. Director Broome agreed with Director Clevenger, this is a research committee which is needed to pull information together. Once information is gathered the Ad Hoc will be tied into a specific committee. Director Davis and Director Broome will co-chair this committee. Director Clevenger recommended full time members be on the committee, Director Forsberg and S. Davis volunteered as members. P. McDaniels was also recommended as a member. Director Broome agreed and supported this suggestion and believed we need to determine if we can irrigate, irrigate properly or move to xeriscape. President Johnstone called for the vote, all in favor.

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09:50 Master Calendar

Board review of master calendar

Health insurance benefits review added to the calendar in August as requested by Director Clevenger
Director Faughnan suggested combining the November and December meetings to either December 5 or 12.
Director Clevenger felt this would be prudent due to proximity of the meetings to the holidays and current social environment re; COVID 19, stated advanced notice should be provided to the membership.

Director Clevenger motioned to combine the November and December meetings to be held on December 12, 2020 on-line. Director Ellis seconded the motion. No further discussion. President Johnstone called for the vote, all in favor.

10:00 Office Committee Report

Director Broome presented the Office Committee report on behalf of the Committee with review of status and discussion on septic system. Director Broome is working with Larimer County health department and had several walkthroughs, discussions and is completing final punch lists tasks pertaining to the septic and remaining items.

10:04 Operations Committee Report

Operations Administrator P. Flanagan presented the Operations report on behalf of the Committee. Overview of water testing, use of lakes vs wells and upgraded automation of SCADA system. Review of 50,000 gal water tank, minor leak and review of estimate. Review of restoration of underground steel tank and getting it online. Review of roads and current conditions with work being performed. Review of relocation of compactor and new site. Review of work being performed at new office. Review of clean-up of various common areas within the Meadows. Clevenger asked about a 20 mph sign located on Aspen. Staff is looking for different hardware to replace the sign.

Director Faughnan asked about Friends benches which keep blowing over. Staff is looking to have them secured. Asked about a tube or pipe with wires located in the former staging area. P. Flanagan stated the pipe belonged to CenturyLink who has addressed the pipe.

10:09 Reconstruction Committee Report

Director Faughnan presented the Reconstruction Committee report on behalf of the Committee. Grants in closeout are still in the pipeline. Funds still owed from FEMA and Boulder County (BoCo). Funds are eminent with BoCo expected to come in earlier. Public notification published in local newspapers prior to final payment being made to L4, one final task required for grant funding. Committee is speaking with BoCo regarding prospective funding which if available, BEMA will not be advised until mid-2021. If funding is available, amount is not known at this time. Sunset Dam contract is being left open until it is determined if or how much funding is available. Contract with Mountain View Accounting has been extended to accommodate for these additional funds should they be available. No additional funding for MVA is required at this time. No updates on CR47, work still being done.

P. Cyphers inquired about the plan for organizing and indexing records and closing out final reconstruction documentation for audit. Complete documentation on several projects have been uploaded to G-Drive and are in hard copy form. FEMA requires documents to be retained for seven years, what is the plan to store all docs? Director Clevenger stated all docs, hard copies would be stored in the cinderblock building. Director Faughnan stated that G. Christensen requested all docs remain in his home office until final audit is completed. P. Cyphers stated that a final plan is needed to inventory and index all documents. Director Ellis noted Doc Retention for reconstruction is being planned. P. Cyphers concerns are the inventorying of docs and retention for audit and FEMA. Inventory as to what there is, pulling all docs together in one location. Last three projects are on G-Drive. Anything not digitized before Meadow Dam, will remain as hard copy. Director Ellis, Director Faughnan and P. Cyphers will look into to categorizing and sorting docs.

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10:24 Finance Committee Report

Director Clevenger presented the Finance Committee report on behalf of the Committee with Board discussion on Health Insurance coverage and other payables regarding reconstruction. Budget looks good a bit over on taxes and insurance as costs have increased, still in good shape. Funding for Office looks good. Review of budget for Office and relocation of compactor. Board discussion on final amount of CWCB Loan.

Committee is close to being prepared for audit. Work done by G. Christensen and Director Forsberg helpful in having good accounting of assets. Valuations may go up due to inventory. A few more hours of work to complete. Capitalization of work to be done by year and project, very important steps, great progress being made. Meeting with accountant scheduled next week. Some assets will be written off due to flood. Classifications will be completed. Trial balance affected by assets, dates of assets.

10:45 Long Term Planning Committee Report

Presentation by Committee Member, C. Loomis on improvement of quality of roads. If funding available, a test section of road using Road Genesis Product could take place in the Spring. Director Clevenger advised there is currently no room in this year's budget although the expense could be budgeted in the next fiscal year. C. Loomis suggested issuing info to membership for assistance from the members to support funding the test strip. Director Clevenger believed this is a good project and we need to get the community involved as this would be considered common land. P. Cyphers would like to see all projects the committee has. Director Forsberg stated a presentation is being prepared for the community and will be presented in November. Director Clevenger believed a strategic plan should be put in place by the committee for five, ten and future years and how this can be implemented by Operations. Director Faughnan, thanked C. Loomis for the work put into this project and providing real numbers. Agreed with P. Cyphers we need to see the big picture of what projects LTP envisions over the next 30 years. Discussion on the prospect of starting this project in June. Director Clevenger said it would be wise to get input and feedback from the membership on what they believe is best for the community. C. Loomis asked for the Board's approval to look into a grant for the roads project. Board supports this request.

Director Forsberg presented the Long Term Planning report on behalf of the committee, discussed the option to return lots from common land to sellable. Board discussion on the details of how to do so and some costs. Review and discussion on Transaction Fees and prospectively raising to 1% of the sale of a property which would go to the HOA. Discussion and review by both the LTP and Governance committees. Funds would support capital projects throughout the community. This would also increase and support property values.

Director Saylor – noted, current fee was set by the Board and no legal issue with the Board upping the transaction fee to 1%. Further discussion to take place under Governance Report.

11:12 Governance Committee Report

Director Saylor presented a Committee recommendation on an increase to late fees and recurring violations, how fees would be implemented and the amount.

Director Clevenger motioned late fees be increased to \$50.00. If a member continues to be late, the second late fee is increased to \$100.00. A third incident of being late, fee would be determined by Board. Director Saylor seconded the motion. Discussion. President Johnstone called for the vote, all in favor

Director Clevenger motioned the transaction fee be increased from \$500.00 to 1% of the sale price of a property, payable at closing with fees going into capital improvements. Director Forsberg seconded the motion. Discussion. Question on date of implementation. Director Faughnan recommended implementing the change on January 1, 2021. If an offer is made prior to Jan 1, the increased fee would not be implemented. Notification to go out to membership. President Johnstone called for the vote, all in favor.

Review of how previous Special Assessments have been billed to the sale of a property creating a new membership. Board discussion on tracking the assessment, ensuring payment on the assessment is made and have those been paid.

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Directors Clevenger and Sayler will further research original policy for better definition from previous Board with presentation to the current Board and continuing of implementation of Policy. No vote was taken as this was previously voted on and approved by the Board in 1980.

Director Faughnan asked about communication to the membership, Director Broome believed the general policy should be communicated to the entire membership as this is just a reaffirmation of a pre-existing policy. Director Clevenger will work on the language and a statement for issue to the membership.

11:43 Old Business – Review of Action Item List

Director Sayler asked if there was any news on the August 8, 2020 fire started in the Upper Meadows with respect to costs. Reports were received from BoCo and PVREA. Charges to the community were not clear but does not appear we have been billed. Director Clevenger will review report to determine if fines will be made to BEMA. All reports and information sent to the Directors

Board discussion on the communications tower, services to be provided, what is in process, what is needed for the tower to go up and what is needed for the system to be completed. Additional reviews on how well the system works in other areas.

12:00 New Business - None

12:00 Adjourn Meeting: First motion by Director Clevenger, second motion by Director Ellis, all in favor.

Next Board meeting is on Saturday, December 12th, 2020 at 9:00 a.m. online.

5 Minute Break

12:05 Executive Session

Respectfully submitted, Secretary of the Board