



**Big Elk Meadows Association**  
**Saturday, April 17<sup>th</sup>, 2021**  
**Meeting Minutes**

**09:00 Call to Order by President**

- Quorum verification – (Board members attending): Johnstone, Sommers, Faughnan, Broome, Clevenger, Paddock, Sayler and Davis
- In Attendance: L. MacLeod, J. Sorensen, C. Loomis, P. Albiges, R. Leonard, S Leonard, P. Cyphers, J. Murphy and E. Murphy
- Staff in Attendance: Flanagan, Darling
- No request for Executive Session made.
- Approval of this Agenda with requested changes - First motion by Director Clevenger and second motion by Director Broome. President Johnstone called for the vote, all in favor.
- Approval of the March 20<sup>th</sup>, 2021 Meeting Minutes – First motion by Director Faughnan and second motion by Director Broome. Discussion. President Johnstone called for the vote, all in favor.

**09:03 Member Communication**

- Fire Wise report Presented by Liaison Clevenger – A couple of meetings have been held since Liaison Clevenger joined the Committee in February. The Committee is addressing fire mitigation in BEMA. Findings show the biggest exposure to the community is Johnny Park within Boulder County. Liaison Clevenger overviewed a map of the community and surrounding areas and explained specific locations to firebreaks, threats, discussed how to protect the community and presented a plan created by the Committee to protect the community in the most dangerous area(s).

BEMA has a good opportunity through Boulder County for 25 volunteers to come up and attack dense growth, the fourth Saturday of each month starting in May. Five reps from BEMA are needed to help lead, direct and train these volunteers in mitigation and areas to focus on. Additional volunteers within the community are needed and welcomed for this project. An 8.00 hour work day is expected with a 1½ hour lunch break.

The Committee is also requesting homeowners to assist with this project by mitigating areas behind their home. VFD of BE and Operations will also participate by mitigating and improving firebreaks. PVREA will be contacted to have trees removed in the vicinity of Hickory Hill as part of this project. Member communications will provide detailed information and residents will be asked to donate tools and PPE and to provide assistance with barbed wire fencing.

***ALL members are strongly encouraged to get involved.***

The first day of this program in May is recognized as National Wildfire Preparedness Day.

Further Board discussion on access, fire break, PPE, tools and egress along with locations within the Meadows for prospective mitigation. Director Faughnan contacted Congressman J. Neguse in regard to assistance with the Forest Service and prospective mitigation programs. Director Sommers recommended an Ad Hoc clean up outside of this program for mitigation purposes on afternoons and Saturday's. Committee recommended members who wish to support this project as ad hoc work in pairs or teams for safety purposes. Liaison Clevenger will coordinate with Director Faughnan on member communications throughout the season.

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Director Clevenger motioned the BEMA Board of Directors provide communication and assistance to Fire Wise and the VFD of BE in working with Boulder County on five, fourth Saturday's of the month during the summer to perform fire mitigation services, Director Faughnan seconded the motion. President Johnstone called for the vote, all in favor.

- Motion of R. Leonard to the Board as Director, further discussion as Board Liaison to Committee(s)

President Johnstone gave an introduction to member R. Leonard who has provided a Letter of Interest to the Board to serve as a Director for the balance of the 2020 – 2021 fiscal year.

Director Clevenger motioned Ron Leonard to the Board as a Director to serve out the remainder of the 2020 – 2021 fiscal year. Director Sayler seconded the motion. President Johnstone called for the vote, all in favor. Ron Leonard 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 one-year term of the directorship.

President Johnstone motioned Ron Leonard as Chairman to the Operations Committee. Director Sayler seconded the motion. President Johnstone called for the vote, all in favor.

- Motion of A. Francis to Lake Health and Fish Habitat Committee

Karl Davis motioned Angie Francis to the Lake Health and Fish Habitat Committee. Director Faughnan seconded the motion. President Johnstone called for the vote, all in favor.

- Motion of L. Adler to Social Activities Committee

Director Paddock motioned Linda Adler to the Social Activities Committee. Director Sayler seconded the motion. President Johnstone called for the vote, all I favor

### **09:32 Master Calendar**

Board review of Master Calendar. Recommended updates discussed with reminder of Town Hall meeting in April.

### **09:37 Operations Committee Report**

Operations Administrator, P. Flanagan reviewed the Operations Committee report on behalf of the Committee. New quote provided by Johns Well for the lake intake project which Operations would need to trench as a cost savings.

Director Clevenger questioned need for additional funds toward repair of leak in underground steel tank. Operations Administrator Flanagan stated this was dependent on what is causing the leak. Director Clevenger questioned leak and shallowness of lines at the specific home discussed in the Committee report and asked if other issues could arise in the same area of the community at other homes. History of water lines at this property was discussed. Homeowners advised they are working on this matter and are challenged by lack of contractor responses.

Board discussion the on the compactor door being glued shut for a second occurrence. Observation of member utilizing dog waste stations for the purpose of disposing of dog waste from homeowners property. Director Faughnan encouraged the membership to be aware of such issues and not fear reporting their findings. To assist in this matter, additional cameras are being placed.

### **09:53 Reconstruction Committee Report**

Director Faughnan presented the Reconstruction Committee Report on behalf of the Committee. A leak was detected in the gate on Sunset installed by L4. During initial installation, water flow was low and pressure could not be placed on the gate for testing. As flow increased this season, the leak was detected. Discussion on solutions was held with L4. After review L4 felt it was not safe at this time to pursue repair. Warranty will be extended to accommodate repair. GEI will wait for final inspection after repair is completed to survey all dams. Sunset will

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need to be drained for this repair and Water Rights Committee Chairman, K. Davis will be involved with releases for repair of leak.

With continued Board pressure, Boulder County provided additional funds, significantly dropping the CDBG loan balance and payment. Director Faughnan expressed appreciation to the Board and Boulder County for the additional funding. In review of the FEMA account, final funding is expected to come in soon.

Board discussion on members who are interested in paying down their portion of the CDBG loan. Director Clevenger advised it would make things complicated for the community and loan with CDBG.

Committee is finalizing assets, audit to be scheduled this summer although BEMA has until November for completion. Board discussion on removal of trees in Hickory Loop, how this can be done along with costs, common area and fire risk. Director Sommers provided solutions in removing downed trees without accessing member properties. Removal of trees could be considered part of reconstruction as death of trees is likely due to loss of water.

Director Clevenger motioned an ad hoc committee that will put together a process on how to attack troublesome areas within the Meadows related to forestry. A plan that can be utilized anywhere within the Meadows with specific details for each location. Director Faughnan seconded the motion. President Johnstone called for the vote, all in favor.

Forestry Management Ad Hoc Committee with Bobby Clevenger as Committee Chairman and members as Cathy Faughnan, Jim Murphy, Karl Davis and Ryan Sommers.

\* Note: Director Leonard parted from the meeting.

### **10:21 Finance Committee Report**

Director Clevenger reviewed the Treasurers report for the Board with a breakdown of upcoming and scheduled events for payment then presented the Finance Committee Report on behalf of the Committee.

Overview of budget approved by the Committee which recommended an increase for the 2020 – 2021 fiscal year as a result of inflationary increases due to insurance costs, equipment expenses, lake health, and experimental road base. Committee recommended the Board increase the budget based on Federal CPI Standards of 1.8% and recommended the Board implement an annual COLA increase formed on normal processes and budgets for the following year.

P. Cyphers is working with costs and reconciliation in preparation for the up and coming audit, with primary focus on asset inventory. Actions are required to finalize the updated RATE Schedule. Board review of 2021-2022 budget. Committee Chairs continue to work through accounts and funds recommended for each account. Review of capital improvements and status of those improvements. Board discussion on capital projects and committee expenses.

Board discussion to renew policy for Directors and Officers (D&O) insurance including annual premium.

Director Clevenger motioned to pay \$1,070.38 for D&O Insurance premium which includes brokerage and cyber fees. Director Faughnan seconded the motion. No discussion. President Johnstone called for the vote, all in favor.

Finance Committee budget officially presented to the Board of Directors.

Director Clevenger motioned submittal of the budget as prepared by the Finance Committee to the Board of Directors for presentation and vote by the membership. Director Faughnan seconded the Motion. No further discussion. President Johnstone called for the vote, all in favor. President Johnstone expressed gratitude for all of Chairman Clevenger's work.

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### 10:41 Long Term Planning Committee Report

Director Faughnan presented the Long Term Planning Committee Report on behalf of the committee with reminder of Town Hall date, time and location. Community presentation will be introduced to Board April 19 for review and approval prior to the Town Hall.

Director Faughnan requested the Board compensate Clayton Powell for pro-bono engineering services provided to Big Elk Meadows by granting him and his family use of the facilities this season. The Board agreed and stated they are pleased to provide in-kind compensation for C. Powell's engineering services. Board discussion and agreement to provided fishing badges to the Sheriff(s) who supports BEMA along with four floating badges to those who support the community such as C. Powell. Board is in agreement and expects to have this service well managed with dated fishing badges, rules provided to honorable guests and Lake Use and Fishing agreements signed. Special guests must be named on a preapproved list. Director Paddock will work with Victoria on this project.

Committee Co-Chair Loomis presented information on generators for the water treatment plant, Meadow Well and Stable well. Summary provided with additional detailed report expected at a later date. Board review of need for generators, water use per season, act of god and impact on water production. Board discussion on locations for generators and in which order along with expected costs, prospective grant funding and possibility of shared use with the VFD of BE. Board discussion fuel to power generators and prospective solar use in the community.

### 11:06 Architectural Review Committee Report

Architectural Review Committee report presented by Committee Chairman,, Kent Broome on behalf of the committee. Applications are rolling in for various projects. Board and Committee need to address those who don't follow rules regarding completion and approval of ARC documents. Director Broome stated the Committee needs volunteers to support the community on homeowner improvements. Director Saylor volunteered and was approved by the Board to serve as a member of the Architectural Review Committee. Director Broome expressed interest in remaining on the Committee as a member once his term as Director expires.

### 11:07 Old Business – Review of Action Item List

- Administration
- Communications
- Social Activities
- Friends of Big Elk
- Operations
- Reconstruction
- Financial
- Long Term Planning
- Architectural Review
  - Lot Maintenance
- Governance
- Rules
- Lake Health & Fish Habitat
- Water Rights
  - Irrigation

### 11:09 New Business

Director Clevenger inquired on the Work Order Management system and how a member would initiate a work order for common areas. Operations Administrator Flanagan stated although this system is being upgraded to an electronic version, members may obtain a hard copy at the office or online from the website for completion. Once submitted, the Work Order would be initiated and work performed. Work may be subject to weather conditions and addressed as conditions permit. Director Sommers is working with Operations to create an electronic system for submitting and processing work orders.

Board discussion on transitioning role of Treasurer. Director Clevenger anticipates a seamless transition with all the work being done. P. Cyphers will remain on the Finance Committee for continuity sake.

**11:18 Adjourn Meeting:** First motion by Director Clevenger, second motion by Director Paddock, all in favor. Next Board meeting is on Saturday, May 15<sup>th</sup>, 2021 at 9:00 a.m. location TBD.