



**Big Elk Meadows Association**  
**Saturday, June 19<sup>th</sup>, 2021**  
**Meeting Minutes**

**09:03 Call to Order by President**

- Quorum verification – (Board members attending): Johnstone, Davis, Cyphers, Sommers, Paddock, Leonard and Sayler
- In Attendance: B. Clevenger, G. Christensen, E. Murphy, C. Martin, S. Davis, L. Wimp, C. Loomis
- Staff in Attendance: Flanagan, Darling
- Request for Executive Session made by Director Cyphers for the purpose of discussing staff and contract issues.
- President Johnstone requested Director Cyphers lead the meeting due to technical difficulties on his end.
- Approval of this Agenda – First motion by Director Cyphers, and second motion by Director Paddock, with recommended change. Director Cyphers called for the vote, all in favor.
- Approval of May 15<sup>th</sup>, 2021 Meeting Minutes – First motion by Director Sommers and second motion by Director Paddock with recommended changes. Discussion. Director Cyphers called for the vote, all in favor.

**09:08 Member Communication**

Motion to record the meeting by Director Paddock, second motion by Director Sommers. No further discussion. Director Cyphers called for the vote, all in favor.

- Report from VFD of BE Fire Chief Isenhart – Fire Chief Isenhart reviewed calls that came into the department. Water rescue training in the pool and on the lake being done today. There is an issue with the emergency horn, service has been scheduled. Pancake breakfast held over Memorial weekend was successful. Painting projects at the fire station are resuming and being spearheaded by member and VFD of BE volunteer, M. O’Connell, those who wish to volunteer are encouraged to contact him. National Forest Service has unlocked the gate to Johnny Park, Pierson Park and Parachute Park. July’s Fire Wise meeting will not be held due to the Independence Day holiday. Saturday, June 26 at 9:00 am, Fire Wise will be performing a Work Day, Members are encouraged to attend. Saturday, July 4<sup>th</sup> weekend, from 11:00 to 1:00, the VFD of BE will host a lunch with brats and after, play games. From 2:30 to 3:00, Fire Chief Isenhart will host a hands only, non-certification CPR class followed by a mitigation class. In the evening beginning at 9:00 pm, a movie will be shown at the fire station.
- Report from Fire Wise and Forestry Ad Hoc Committees – Board Liaison, B. Clevenger presented the Fire Wise Committee report on behalf of the Committee. Committee completed a walkthrough of common land in conjunction with the National Forest to review landscape, thickness of foliage and significant need for mitigation. Plan presented on mitigation practices and clearing of dense foliage. Members are encouraged to participate in this program with activities being held on the fourth Saturday of each month through September.
- Chris Martin – Expressed concerns on the noted address for member Erickson. Questions followed with Board discussion regarding water violation notice.
- Larry Wimp – Expressed concerns regarding standing water at Willow Lake. Upon review and discussion, Board determined this to be a Lake Health and Fish Habitat committee issue who will address the matter.
- Cyphers – 564 Aspen Dr. has too many vehicles, trash is unbearable and is getting worse every week, sewer discharge has been observed in front yard. Both the home and yard are considered a fire hazard. Board discussion on notification(s) to member, if previous notification(s) had been sent and who is to send

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along with prospective fines. At present, the Board President is in charge of creating and mailing such notifications. Board also determined Larimer County is to be notified of the septic issue.

- B. Clevenger –Finance, Committee will contact the state regarding payment for Sunset Lake. State would like to keep the CDBG loan at twenty nine years which will increase the payment slightly and leave a balloon payment on the final payment. Documents will need to be signed and all is expected to be completed on Monday.

#### **09:54 Director Discussion on their Purpose for Joining the Board, their Agenda and what they are passionate about**

- Director Cyphers stated his motivation is he loves and deeply cares about the community. His personal agenda is to see reconstruction through. Over the last six months he has had concern with seeing things on the Board deteriorate. With a smaller Board he believes there is greater risk and much to be accomplished and is willing to put in the work to see things through.
- Director Paddock does not have the long history of living in the Meadows but was impressed with what the Board, as a group of volunteers had accomplished. She felt she is good with communications and could contribute in this way. Director Paddock also stated she fears being on the Board and fears not being on the Board as she sees what a big job this is. She has no personal agenda although she does see there is much work to be done such as lake health, forestry and roads. Director Paddock stated she will follow through with what she says and will not make a promise without seeing it through
- Director Davis expressed his interest and concern regarding BEMA water and stated he will always be involved with water. This is an area where he can work with a lot of intelligent people such as water engineers and feels he can strongly support BEMA's water rights.
- Director Saylor started on the Board just to help. She hopes to take on the Second Vice President position and make that a working position. She is currently on the Governance and ARC Committees and believes issues need to be tracked and handled in a timely manner. Directors are liable and need to hold each other accountable.
- Director Leonard brings a lot of skill sets such as carpentry, construction and management which he believes are assets and will benefit the community as a whole.
- Director Sommers joined the Board because he just wanted to help. In regard to motivation, he loves doing technical stuff and believes there is a lot of efficiency to be gained by using some of the newer tools to modernize processes which were not available two to three decades ago. Director Sommer's passion is to see the Meadows become what it once was, a much more tight knit community with a lot of volunteering, a lot less animosity and finger pointing going on. He would like to help bring the community together and believes in doing so, help will follow. More people are needed on the Board and Committees and he would like to see the number of committees reduced and/or combined.
- Director Johnstone was initially asked if he could help with the website. Two weeks later he was on the Ballot Counting Committee which led to being part of the Board of Directors and now serving as Board President. He agreed to join due to people on the Board who he had a lot of respect for and wanted to continue building on what the previous Board(s) had been working on. He agreed actions have been slower than he wanted and would like to make communications with other members good. Director Johnstone is willing to continue on as Board President in order to be the calm voice and to retain continuity.

#### **10:15 Director Conflicts of Interest, Code of Ethics and Code of Conduct Policy**

Director Cyphers presented the importance of the Policy prior to motioning in Officers to the Board. Acknowledging it is hard to work with people of different opinions, he also stated all Directors need to sign this document annually and all Directors need to hold each other accountable to the expectations of this Policy.

Board discussion on the terms of each directorship and motioning in of Officers.

#### **10:37 Motion of Officer**

Director Cyphers nominated Director Johnstone as president, Director Sommers seconded the motion. No discussion. Director Cyphers called for the vote, all in favor.

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- Prior to motioning in a First Vice President, Director Cyphers presented on behalf of himself for the responsibility of being an Officer of the Board then recommended himself to the role of First Vice President. Director Leonard also recommended himself to the role of First Vice President. Director Davis was asked if he was interested in the role which he declined. President Johnstone recommended Director Cyphers as First Vice President and Director Leonard as Second Vice President.

Director Sayler motioned Director Leonard as First Vice President, no second motion. Director Cyphers called for the vote. Director Sayler in favor. Directors Johnstone, Cyphers, Paddock, Davis and Sommers not in favor. Director Sommers motioned Director Cyphers as First Vice President, Director Paddock seconded the motion. No further discussion. Director Cyphers called for the vote, Directors Johnstone, Paddock, Davis and Sommers in favor. Directors Sayler and Leonard not in favor. Director Cyphers will hold the role of First Vice President.

Director Cyphers motioned Director Leonard as Second Vice President, Director Paddock seconded the motion. No further discussion. Director Cyphers called for the vote, all in favor

Director Sommers motioned Director Paddock as Secretary, Director Cyphers seconded the motion. No discussion. Director Cyphers called for the vote, all in favor. Director Sommers will support Director Paddock with the Secretary responsibilities.

Board discussion on the role of Treasurer. Upon review the Board agreed Director Cyphers will put a proposal together for the Treasurer role and will solicit members who have been suggested. Further Board discussion on the Treasurers work load and responsibilities. Director Paddock motioned Director Cyphers as acting Treasurer for three months, Director Sommers seconded the motion. No further discussion. Director Cyphers called for the vote, all in favor

Director Cyphers recommended that Committee Chairs not be motioned in at this time. To help with continuity each director agreed to look at what they are responsible for, what their charter will be and to refine their scope of work for each Committee. All Directors will bring their findings to the July 17, 2021 meeting.

Director Cyphers recommended adding Governance as an Officer role to the Board of Directors. Board discussion on responsibilities, accountability and organizational charts. Director Cyphers motioned in a Governance Officer who has greater authority to transact on behalf of the community. Director Davis seconded the motion. Further Board discussion. Director Cyphers called for the vote, all in favor.

Director Cyphers motioned Director Sayler as the Governance Officer, Director Davis seconded the motion. No further discussion. Director Cyphers called for the vote, all in favor.

## **11:36 Master Calendar**

### **Board review of Master Calendar**

- Employee review, job descriptions and employee handbook – tasks in process
- Overview of items due in June and July
  - Quarterly reporting, Insurance renewal, Periodic Reports, SAM, Monthly Operating Report, Employee Withholding, Amending Policies and Rules.

## **11:45 Communications Committee Report**

Director Sommers presented the Communications Committee Report on behalf of the Committee. xBar7 is preparing for the membership to begin signing up for services in the next month. As requested by T. DeVore, BEMA's Web Administrator, Director Sommers will be taking over website responsibilities. Both President Johnstone and Director Sommers have technical duties and responsibilities for Google Drive. Google Drive is the preferred method of documentation for BEMA



#### **11:47 Social Activities Committee Report**

Director Paddock informed the Board there is a meeting at 2:00 at her home in the Meadows this afternoon to plan events and dates for events; no other information to report at this time.

#### **11:48 Operations Committee Report**

Operations Administrator P. Flanagan presented the Committee report on behalf of the committee. Membership questions and Board discussion of MOR being submitted late due to technical difficulty.

Action items for the Committee are to approve the Lake water intake and aeration system quote in order to start the project. Board discussion on the plan of correction submitted to the State regarding TSS test (total suspended solids water testing) results from last fall. All agreed this project would positively impact BEMA's quality when utilizing lake water in production. Director Cypher's motioned approval of the quote, Director Sayler seconded the motion. No further discussion. Director Cypher's called for the vote, all in favor.

Recycling Compactor Quote – Board discussion concluded the cost at this time is too high and it would be best to postpone bringing in a recycle compactor.

Water Tank Projects – Board review of the Steel Tank Project along with tasks for completion. Board determined this should return to Operations Committee for further investigation and quote(s) for project.

Purchase of Plow Truck – Brief Board review and discussion.

#### **11:56 Finance Committee Report**

Director Cyphers presented the Committee report on behalf of the committee beginning with a request to the Board on their level of understanding of the financials and reporting. All Directors expressed their level of understanding. Director Cyphers overviewed the status of BEMA's financials then reviewed the Treasurers report with the Board. Board review and discussion on bad debt incurred by non-paying member; BEMA's communication efforts and lack of response from member.

Director Sommers motioned that a warning letter be sent to the member stating water to the property will be shut off and the member will be subject to a water tap fee, Director Davis seconded the motion. No further discussion. Director Cyphers called for the vote, all in favor.

Board review of loan balances, categorized expenses and community assets. Director Cyphers encouraged the Board to be more involved/aware of BEMA's financials.

#### **12:24 Long Term Planning Committee**

Director Cyphers gave a brief report on behalf of the Long Term Planning Committee stating after review of detailed analysis, further investigation needed to occur on prospective sellable lots in regard to financial impact to the community. Further Board discussion on the survey and impact to the community regarding prospective sellable lots.

#### **12:25 Lake Health & Fish Habitat Committee**

Director Davis presented the Lake Health and Fish Habitat Committee report on behalf of the committee. Aerators have been installed in Meadow Lake. BioLynceus treatment has been performed on all lakes.

#### **12:26 Water Rights Committee Report**

Director Davis presented the Water Rights Committee report on behalf of the committee. Contract is being renewed with River Glen. River Glen is utilized for BEMA's State required water releases. Committee is looking at a ten

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year contract with increased expense as minimal. Board discussion on BEMA wells and the number currently in use. Board discussion on water sources utilized for production and measuring of those sources in conjunction with BEMA's water accounting.

### **12:31 Old Business – Review of Action Item List**

Director Cyphers recommended Action Items be listed on the Agenda for optimized completion of tasks.

- Administration
- Communications
- Social Activities
- Friends of Big Elk
- Operations
- Reconstruction
- Financial
- Long Term Planning
- Architectural Review
  - Lot Maintenance
- Governance
  - Rules violations, guidelines on enforcement and penalties or fines Committee
- Lake Health & Fish Habitat
- Water Rights
  - Irrigation

### **12:31 New Business**

Director Davis advised seeding in the vicinity of Meadow Lake has been completed however members are driving in that area. Recommended blocking the area to prevent further damage and to allow for grasses to grow with additional improvement to the area.

Director Leonard recommended moving Board meetings to Tuesday evenings for better attendance from the membership and to leave weekends open. Further Board discussion on the pros/cons of changing the day and time along with in person vs on-line meetings.

**12:00 Adjourn Meeting:** First motion by Director Sommers, second motion by Director Cyphers, all in favor.

Next Board meeting is on Saturday, July 17<sup>th</sup>, 2021 at 9:00 a.m. location TBD.

### **5 Minute Break**

### **12:10 Executive Session**