



Big Elk Meadows Association
Saturday, August 21st, 2021
Board of Directors Meeting Agenda

09:00 Call to Order by President

- Quorum verification – (Board members attending):
- Board members not in attendance:
- In Attendance:
- Staff in Attendance:
- Request for Executive Session made by _____ for the purpose of _____.
- Approval of this Agenda – First motion by _____, and second motion by _____, all in favor.
- Approval of June 19th, 2021 Meeting Minutes – First motion by _____ and second motion by _____ discussion, all in favor.

09:10 Member Communication

- Paul Cyphers – Update on Perry property

Hi all,

Just a quick reminder that we will be having our scheduled workday on Saturday, August 28th. Start time is at 8:00 in the horse pasture. We have made a bit of progress on our community fire break, and we would like to keep the momentum going. Please be aware that we are under a fire ban and that we will need to make sure we have fire extinguishers and shovels at the ready when we are using chainsaws or even just driving your ATV back in there. It may be wet back there so please dress accordingly. Wearing gloves and eye protection is strongly advised.

I look forward to seeing as many of you as possible up there so we can keep our community safe from a disastrous fire in the future. If you have any questions, you can email me at bobby@bigelkmeadows.org
Keep safe
Bobby

09:30 Board Committees

- Motion in of Committee Chairs
 - o Long Term Planning Committee -split decision on status -Need Scott Johnstone vote ____
- Motion in Communications Committee members
- Motion in Operations Committee members
- Motion in Governance Committee members

Recruiting Board Members/Committee members

10:00 Master Calendar – Proposed moving to Google Calendar

10:10 Communications Committee Report

Big Elk Meadows Association
Mailing: PO Box 440, Physical: 29 Willow Drive, Lyons, Colorado 80540
303-835-7557 Admin@bigelkmeadows.org



Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A		R. Sommers
Website			R. Sommers
Google Drives	Access	08/01/21	S. Johnstone
Document Retention Process	Inventory Underway/Tied to Drive Structure Volunteers Identified and starting	08/15/21	R, Sommers/P. Cyphers

10:20 Social Activities Club

Item	Notes	Due Date	Person(s) Responsible
Update	Comments, Q & A		C. Paddock ????
Calendar of Events	Need Six Month View		C. Paddock
Member Appreciation Picnic	Planning Underway Need Assignments	08/15/21	C. Paddock
Budget	Yearly Budget - \$4500		C. Paddock

10:30 Operations Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A		R. Leonard
Staff Performance Evaluations	Completed 7/16, Bonuses - August	07/31/21	Johnstone/Cyphers
Work Priority List	Develop List based on Work Orders - discussion on the upgraded work order system and implementation of the program as a tool to assist with various projects needing completion in conjunction with daily operations activities, on prioritizing projects and scheduling for completion.	08/21	R. Leonard
Operations Responsibilities	Define Scope and Set Expectations to Employees, Board and Community		P. Cyphers
Update Job Descriptions of Staff	Dependent on Responsibilities		Committee
Maintenance Budget/Capital Projects	Review Last Years and Upcoming Budget , Plan Capital Improvements	08/21	P. Cyphers
Machinery and Equipment	Status and Estimated Repairs, Need for Capital Spending, White Plow Truck Repairs	08/01/21	G. Christensen/P. Cyphers/P. Flanagan

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PM Schedule	Need for Budgeting	08/15/21	R Leonard/Selina Davis
Work Order program.	Working with Operations to create an electronic system for submitting and processing work orders.		R.Sommers/S. Johnstone
Volunteer Program	Activity Tracking, Requests, Completions		R Leonard
Service Contracts	Copy of BEMA contract with Larimer County, Weed Management	08/21	Operations
Transfer of Reconstruction Items	Dam Management (weeds, gate valves, releases) Dam Inspection Report – 07/26		
Water Intake Project	Estimate and Timing		
Concrete Water Tank Liner	Status		
Repair Underground Steel Water Tank	Major Repairs		
Upper Tank Water Repair	Priority		

11:00 Finance/HR/Legal Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A - Meeting held – August 17		P. Cyphers
Cleanup of 2020 FY Accounting	Numerous items – Currently maintenance expenses		P. Cyphers
Work on VFD utility bills	*PAID thru June – Discussion being held on setting up utility directly for VFD based on Lease Agreement	08/15/21	
Treasurer Report	Over 90 days Past \$5500		P. Cyphers
Insurance Review	Renewed as is		P. Cyphers
FY2021 Capital Expense Plan	Need further quotes and prioritization		Committee
Finalize capital asset List	Enter into QuickBooks		P Cyphers/S Davis
Have QB's ready for audit by 10/1	Meeting with Clausen next week	08/15	P. Cyphers
Legal Updates	Doing Legal Heat Map, refresh previous by Jeff Weber	08/31	P. Cyphers

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HR Updates	Employee Handbook, Organization Documents, Compensation Review		
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11:15 Governance Committee

Item	Notes	Due Date	Person(s) Presenting
Committee Report/Status	Comments, Q & A		D. Sayler
Location/Version Control of Governing Documents	Inventory and Location of Documents		
Policy and documentation of Incident /Covenant Violation Form	Director Clevenger motioned an ad hoc committee be formed to establish rules violations, guidelines on enforcement and penalties or fines to be levied. – Rules Committee		AD Hoc Committee
Create incident log	Proposal on incident reports	Out to committee	R. Sommers
ARC Committee	Volunteers needed ??????????		K Broome/Sayler

11:15 Long Term Planning Committee

Item	Notes	Due Date	Person(s) Responsible
Committee Report/Status Update	Comments, Q & A		C. Loomis/C. Paddock ???
Capital Budget Review	Transfer to Finance pending		
Lot Financial Review	Discussion/Decision on Investment		P. Cyphers

11:30 Lake Health & Fish Habitat Committee

Item	Notes	Due Date	Person(s) Responsible
Committee Report/Status Update	Comments, Q & A		G. Christensen/P. McDaniel



Application of BioLynceus Treatments			Operations
Aeration Budget and Expenditures			P. McDaniel

11:45 Water Rights Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A		K. Davis
Water Releases			

12:00 New Business

12:15 Adjourn Meeting: First motion by _____, second motion by _____, all in favor.

Next Board meeting is on Saturday, September 17th, 2021 at 9:00 a.m. location TBD.

5 Minute Break

12:20 Executive Session

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