



Big Elk Meadows Association
Saturday, July 17th, 2021
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

- Report from VFD of BE Fire Chief Isenhart
- Report from Fire Wise and Forestry Ad Hoc
- Ken Battaglini – STR Presentation

09:30 Board Committees

- Motion in of Committee Chairs
 - Communications Committee _____
 - Social Activities Committee _____
 - Friends of Big Elk Committee _____
 - Operations Committee _____
 - Reconstruction Committee _____
 - Finance Committee _____
 - Long Term Planning Committee _____
 - Architectural Review Committee/Lot Maintenance Committee _____
 - Governance Committee/Rules violations, guidelines on enforcement and penalties or fines Committee _____
 - Lake Health & Fish Habitat Committee _____
 - Water Rights Committee/Irrigation Committee _____
 - Firewise Committee/Forestry Committee _____

Recruiting Board Members/Committee members

10:00 Master Calendar



10:10 Communications Committee Report

Item	Notes	Person(s) Presenting
Committee Report	Comments, Q & A	R. Sommers
Website		R. Sommers
Google Drives	Access	
Document Retention Process		

10:20 Social Activities Committee Report

Item	Notes	Person(s) Presenting
Committee Report	Comments, Q & A	C. Paddock
Calendar of Events		
Member Appreciation Picnic	Planning	
Budget		

10:30 Operations Committee Report

Item	Notes	Person(s) Presenting
Committee Report	Comments, Q & A	S. Johnstone
Staff Performance Evaluations	Scheduled 7/16	Johnstone/Cyphers
Operations Responsibilities	Define Scope and Set Expectations	P. Cyphers
Update Job Descriptions of Staff	Dependent on Responsibilities	Committee
Maintenance Budget\Capital Projects	Review Last Years and Upcoming	P. Cyphers
Machinery and Equipment	Status and Estimated Repairs	G. Christensen/P. Cyphers/P. Flanagan
Transfer of Reconstruction Items to OPS	Dams,	
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 Committee Report

Item	Notes	Person(s) Presenting
Committee Report	Comments, Q & A	P. Cyphers
Cleanup of 2020 FY Accounting	Numerous items	P. Cyphers
Rate Schedule FY 2021-2022	Completed and Entered	Bookkeeper/P. Cyphers
Work on VFD utility billing	*PAID thru June – Discussion being held on setting up utility directly for VFD.	
Past Due Accounts	Over 90 days	P. Cyphers
Insurance Review	Current Reviews	P. Cyphers
FY2021 Capital Expense Plan	Need further quotes and prioritization	
Finalize capital asset List	Enter into QuickBooks	
Have QB's ready for audit by _____		



11:15 Governance Committee

Item	Notes	Person(s) Presenting
Committee Report/Status Update	Comments, Q & A	D. Sayler
Location\Version Control of Governing Documents		
Policy and documentation of Incident /Covenant Violation Form		
Create incident log		

11:15 Long Term Planning Committee

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

11:30 Lake Health & Fish Habitat Committee

Item	Notes	Person(s) Presenting
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	Person(s) Presenting
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, August 21st, 2021 at 9:00 a.m. location TBD.

5 Minute Break

12:20 Executive Session