



Big Elk Meadows Association
Saturday, October 18th, 2021 9:00 AM
Board of Directors Meeting Agenda

Meeting ID meet.google.com/knk-tfge-mdv Phone Number (US)+1 909-929-1321 PIN: 621 217 757#

09:00 Call to Order by President

- Quorum verification – (Board members attending):
- Board members not in attendance:
- Members 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. Restricting discussion to Five Minutes. Recording of meeting and minutes.
- Approval of July 19th, 2021 Meeting Minutes – First motion by _____ and second motion by _____ discussion, all in favor.
- Approval of September 18th, 2021 Meeting Minutes – First motion by _____ and second motion by _____ discussion, all in favor.

09:10 Member Communication

- Member Letter of Intent for Director Positions – 8 intents submitted.

Linda Adler
Ken Battaglini
Glenn Christensen
Mary Ann Grimes
Christa Isenhardt
Roy McCutchen
Paul McDaniel

Previous Motion to restrict Members

09:30 Discussion of By-Laws

09:40 Board Appointments/Elections

10:00 Election of Officers, Committee Chairs (LTP, Water Rights)

10:20 Master Calendar – Proposed moving to Google Calendar



10:30 Communications Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A		R. Sommers
Website	Status		R. Sommers
Google Drives	Access - Completed	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

10:40 Social Activities Club

Item	Notes	Due Date	Person(s) Responsible
Update	Comments, Q & A		
Calendar of Events	Need Six Month View		
Budget	Yearly Budget - \$4500		

10:45 Operations Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A		R. Leonard
Staff Performance Evaluations	Completed 7/16, Next steps	07/31/21	R Leonard/Cyphers
Work Priority List	Develop List based on Work Orders - work order system on prioritizing projects and scheduling for completion.	08/21/21	R. Leonard
Operations Responsibilities	Define Scope and Set Expectations to Employees, Board and Community	07/19/21	P. Cyphers
Update Job Descriptions of Staff	Dependent on Responsibilities above	08/21/21	R. Leonard
Maintenance Budget/Capital Projects	Review Last Years and Upcoming Budget , Plan Capital Improvements	08/21/21	P. Cyphers
Machinery and Equipment	Status and Estimated Repairs, Need for Capital Spending, White Plow Truck Repairs	08/01/21	R. Leonard
PM Schedule	Need for Budgeting	08/15/21	R Leonard
Work Order program.	Working with Operations to create an electronic system for submitting and processing work orders.		R.Sommers/S. Johnstone

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Volunteer Program	Activity Tracking, Requests, Completions		R Leonard
Service Contracts		08/21	Operations
	Copy of BEMA contract with Larimer County		
Water Intake Project	Underway - Status		P. Flangan
Concrete Water Tank Liner	Status		
Repair Underground Steel Water Tank	Quotes		P. Flanagan
Upper Tank Water Repair	Priority		

11:15 Finance/HR/Legal Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A - Meeting held – October 12		P. Cyphers
Cleanup of 2020 FY Accounting	Numerous items – Currently maintenance expenses	10/31/21	P. Cyphers
Work on VFD utility bills	*PAID thru June – Review setting up utility directly for VFD based on Lease Agreement	10/15/21	
Treasurer Report	Good Position/Expenses Increasing/Lake Health		P. Cyphers
Insurance Review	Renewed as is, Need to work on Kaiser review	11/30/21	P. Cyphers
FY2021 Capital Expense Plan	Review Capital Budget and Recommendations	10/15/21	C. Loomis/ Committee
Finalize capital asset List	Accounting Proposal, Budget Approval , Enter into QuickBooks	10/30/21	P Cyphers
Have QB's ready for audit	Meeting with Atlas Accounting on a weekly basis	10/31/21	P. Cyphers
Legal Updates	Legal Heat Map, board executive session with lawyer. Met Legal Budget	10/31/21	P. Cyphers
HR Updates	Employee Handbook, Organization Documents, Compensation Review	11/31/21	

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11:30 Long Term Planning Committee

Item	Notes	Due Date	Person(s) Responsible
Committee Report/Status Update	Comments, Q & A		C. Loomis

11:40 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, as part of the Document Retention Program	Completed	D. Sayler/ P. Cyphers
Violation Program	Approval to Send Violations Report Letters		R. Sommers
Policy and documentation of Incident /Covenant Violation Form	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		
ARC Committee	Questions. Volunteers needed		K Broome

11:50 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	Two recent applications totaling \$10,000		Operations
Aeration Budget and Expenditures	Two fish stocking		P. McDaniel

11:55 Water Rights Committee Report

Item	Notes	Due Date	Person(s) Responsible



Committee Report	Comments, Q & A		K. Davis
Water Releases			

12:00 Old Business

Management Company Proposals – Site Visit – Friday 11/5 AM

12:00 New Business

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

Next Board meeting is on Saturday, November 20th, 2021 at 9:00 a.m. location TBD.

5 Minute Break

12:20 Executive Session

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