



**Big Elk Meadows Association**  
**Saturday, September 18th, 2021, 9:00 AM**  
**Board of Directors Meeting Minutes**

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

- Delegation by Scott Johnstone to Paul Cyphers to preside over the meeting.
- Quorum verification – (Board members attending): Paul Cyphers, Karl Davis, Ron Leonard, Devona Saylor, Ryan Sommers
- Board members not in attendance: Scott Johnstone
- In Attendance: Collin and Christa Isenhardt, Glenn Christensen, Paul McDaniels, Kathy Broome, Jennifer Taylor, Sheila Leonard, Bill and Bea Tolle, Bobby Clevenger, Tori DeVore, Jerry Ahnstedt, Dan Wray, Jerrie McBride, Linda Adler, Kurt Loomis, Ken Battaglini, Beth Cooper
- Staff in Attendance: Paul Flanagan
- Request for Executive Session: None.  
Discussion: executive sessions.  
Discussion: Board Members and voting.
- Approval of this Agenda – First motion by Director Saylor, and second motion by Acting President Cyphers, all in favor.  
Discussion: Restricting discussion to Five Minutes. Recording of meeting and minutes.  
Change: Add item to formalize the Chair and Members of the Governance, Operations, Communications, and Long-Term Planning Committees.
- Approval of July 19<sup>th</sup>, 2021, Meeting Minutes – First motion by Acting President Cyphers and second motion by Director Saylor to continue a new revision of the minutes before it is shared.  
Discussion. All in favor.
- Approval of August 21<sup>st</sup>, 2021, Meeting Minutes – First motion by Acting President Cyphers and second motion by Director Saylor.  
Discussion. All in favor.  
Change: Member Clevenger asked for a change which removes the wording of a Special Meeting being called after the August Executive Session. It should read “Board Meeting Resumed” and “Board Meeting Adjourned”.

**09:40 Member Communication**

- Kathy Broome reminded the Board of Directors that Jen Taylor and Linda Adler made it known to the board they had an intent to join the board prior to the August 18, 2021, Board Meeting and that the procedure to add them to the board would have been addresses then and should be addressed at this board meeting.  
Discussion.

**Motion.** Director Leonard motioned that member Jennifer Taylor be added to the Board of Directors. Director Saylor seconded.

Directors Sommers and Davis also in favor. Acting President Cyphers was not in favor. Motion passed.  
Director Taylor will remain on board until the membership meets at the next Annual Meeting.

**Motion.** Director Saylor motioned that Director Taylor be elected to the position of Secretary. Second Vice President Leonard seconded.

Directors Sommers and Davis also in favor. Acting President Cyphers was not in favor. Motion passed.



**Motion.** Director Sayler motioned that member Linda Adler be added to the Board of Directors. Director Leonard seconded.

Directors Sommers, Taylor, and Davis were also in favor. Acting President Cyphers was not in favor. Motion passed. Director Adler will remain on board until the membership meets at the next Annual Meeting.

- Dan Wray asked the board about the poor road conditions on Big Elk Meadows Road and the internal roads. Director Leonard provided Dan and the board with an extensive description of how the roads will be improved.
- Dan Wray asked the board whether they are aware of the hazards and liability if a child drowns or is injured from a boat or water device not being properly moored along the lakes. Discussion. Operations will be moving all water devices to the upper meadows if not properly moored.
- Dan Wray commented on how much better the lakes look this year. Answers to Dan were the lake treatments and continual water flow through BEM this summer.
- Bobby Clevenger reminded everyone that the last Firewise workday is next Saturday at 9AM. They will be hauling brush to the slash pile.
- Bobby Clevenger asked the board for \$1200 to pay for the removal of four dead trees which were killed by the flood. They are located at the end of Hickory in the area adjoining the end of Hemlock. All trees are considered to be very dangerous to both humans and property.

**Motion.** Director Sayler motioned that we should fund the tree removal. Director Taylor seconded. All in favor. Motion passed.

#### **10:20 Board Elections**

- Discussion. Board will hold a mid-term election that is open to all members to fill the remaining two board seats for a three-year term. The board will ask for the members to help decide whether we want to increase the number of directors to twelve at the next annual meeting. The board will send out a formal request by mail to all members and ask for a Letter of Intent. Acting President Cyphers has approached most of the twenty-five members that have previous experience on the board and six of them have provided the board with a letter of intent, to date:
  - Christa Isenhart
  - Paul McDaniel
  - Glenn Christensen
  - Cathy Sees
  - Ken Battaglini
  - Roy McCutchen

**11:02** Director Adler had to leave the meeting.

#### **11:02 VFD September Update**

Chief Isenhart reviewed the recent calls and let the board know they raised \$3000 dollars from the Labor Day weekend garage sale. The Annual VFD Santa Cookie drive will happen on December 11<sup>th</sup>. Please bring your cookies to the Fire Station Kitchen in the late morning. Help is needed to separate and bag the cookies. We will start distributing them around noon.

#### **11:05 Committee Memberships - Continued**

**Governance Committee.** Director Sayler motioned that she will remain as the Chair with members as Director Sommers,



Ken Battaglini, Bobby Clevenger, Christa Isenhardt, and Bobbie Heisterkamp. Director Leonard provided the second motion. Acting President Cyphers called for a vote. All in favor.

**Operations Committee.** Director Leonard motioned that he would remain as the committee Chair with members as Director Taylor, Glenn Christensen, Paul Flanagan, and Dan Wray. Director Davis provided the second motion. Acting President Cyphers called for a vote. All in favor.

**Long Term Planning Committee.** Committee Chair Curt Loomis had to leave the meeting. Director Sayler asked to table this until the October Board Meeting.

**Communications Committee.** Director Sommers motioned that he would remain as the Chair with members as Directors Taylor and Sayler. Director Sayler provided the second motion. Acting President Cyphers called for a vote. All in favor.

### 11:15 Master Calendar

Acting President Cyphers made the following proposals and statements:

- Proposed moving to Google Calendar.
- Needs deliverables from Operations for audit and ongoing financial purposes. Discussion.
- Needs Operations to file a timely DMR.
- Upcoming review of Employee Benefits.
- Asked Secretary Taylor to remind Membership to winterize their homes in the next member communication.

### 11:20 Long Term Planning Committee

Item	Notes	Due Date	Person(s) Responsible
Committee Report/Status Update	Curt Loomis will send status update to board.	10/16/21	C. Loomis

### 11:20 Communications Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report	New brown poles along Hwy 36 are for cameras and Communications equipment.		R. Sommers
Website	Status: Up to date		R. Sommers
Google Drives	Completed	08/01/21	S. Johnstone
Document Retention Process	Inventory Underway/Tied to Drive Volunteers Identified and starting. Where will the scanned documents go?	08/15/21	R, Sommers/P. Cyphers
Upcoming Activities	Activity plan for a full year will be available to membership soon via calendar	10/16/21	R. Sommers

### 11:22 Social Activities Club

#### Big Elk Meadows Association

Mailing: PO Box 440, Physical: 29 Willow Drive, Lyons, Colorado 80540 303-835-7557 [Admin@bigelkmeadows.org](mailto:Admin@bigelkmeadows.org)



Item	Notes	Due Date	Person(s) Responsible
Update	Comments, Q & A		
Calendar of Events	Activity plan for a full year will be available to membership soon via calendar		
Member Appreciation Picnic	150 attended. Food estimate was for 100 so we need to budget better next year.		
Budget	Yearly Budget - \$4500		

### 11:24 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, OM involvement	07/31/21	Johnstone/Cyphers
Work Priority List	Develop List based on Work Orders - discussion on the upgraded 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	R. Leonard
Update Job Descriptions of Staff	Dependent on Responsibilities above. Discussion related to being more specific versus more generalized with regards to each job duty.	08/21/21	R. Leonard
Maintenance Budget/Capital Projects	Review Last Years and Upcoming Budget, Plan Capital Improvements. Improve Accounting for expenditures.	08/21/21	P. Cyphers/R. Leonard
Machinery and Equipment	Status and Estimated Repairs, Need for Capital Spending, White Plow Truck Repairs	08/01/21	G. Christensen/P. Cyphers/R. Leonard
PM Schedule	Need for budgeting and external repairs. \$2000 spent to have vehicles inspected. Next step is to get itemized list of repair estimates	08/15/21	R Leonard/Selina Davis
Work Order program.	Working with Operations to create an electronic system for submitting and processing work orders. Will also need paper (manual) work		R. Sommers, S. Johnstone, Glenn Christensen



	orders available in front office with basket for returned orders.		
Volunteer Program	Activity Tracking, Requests, Completions. Need list of volunteers with date/time info		R Leonard
Service Contracts	Copy of BEMA contract with Larimer County, Weed Management (approval of Invoices)  <b>Motion:</b> Director Sayler motioned that we pay \$4500 to Running R LLC to satisfy contract. Director Leonard seconded. All in favor.	08/21	Operations
Transfer of Reconstruction Items	Dam Management (weeds, gate valves, releases) Dam Inspection Report – 07/26	Complete	

Water Intake Project	Underway - Status		P. Flanagan
Concrete Water Tank Liner	Status – First of 3.		
Repair Underground Steel Water Tank	Bids for Concrete, Steel, and Upper water tank:  \$22000 L4 \$19000 Zak which includes Lower Flume repair.		P. Flanagan
Upper Tank Water Repair	Priority		
Turbidity Meter	Quote for Review  <b>Motion:</b> Motion by Director Leonard to provide \$6000 from the Water Base Fee Account to replace the turbidity meter. Acting President Cyphers seconded. Discussion. All in favor.		P. Flanagan
Management Company	Acting President Cyphers has contacted three Management Companies bout managing our Homeowners Association. One company, Associa, is interested in this business venture. Next steps are to prepare a scope of work for them. There is a one-year timeframe for this.	1 year	P. Cyphers, Board
Key box for compactor	Operations will provide training and provide combination so members can compact trash.	Ongoing	P. Flanagan
Slash area	Will remain unlocked and lanes will be		



	created so we have separate piles. No root balls or trash allowed.		
Sunset Lake	Weir needs to be raised 1.4 feet to meet necessary height of the spillway. Need to schedule the gate repair with L4.	Ongoing 10/16/21	G. Christensen S. Johnstone

**12:48 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. Separate meters.	08/15/21	
Treasurer Report	Over 90 days Past \$5500. Issuing 3 liens.		P. Cyphers
Insurance Review	Renewed as is, need to work on Kaiser review	11/30/21	P. Cyphers
FY2021 Capital Expense Plan	Need further quotes and prioritization		Committee
Finalize capital asset List	Enter into Quick Books.	11/30/21	P Cyphers/S Davis
Have QB's ready for audit	Meeting with Atlas Accounting on a weekly basis	10/31/21	P. Cyphers
Legal Updates	Doing Legal Heat Map, refresh previous by Jeff Weber, setting schedules for board executive session with lawyer	08/31	P. Cyphers
HR Updates	Employee Handbook, Organization Documents, Compensation. Review every three years.	11/31/21	
Karina Expenses	Estimate is \$500. Need invoice to pay.	10/16/21	P. Cyphers, K. Zedalis

**13:13 Governance Committee**

Item	Notes	Due Date	Person(s) Presenting



Committee Report/Status	Comments, Q & A		D. Sayler
Discussion Items	Governance Responsibilities, Discussion Items		D. Sayler
Location/Version Control of Governing Documents	Inventory and Location of Documents, as part of the Document Retention Program.  Bank Deposit Box for Governing Documents. Need to update individuals that can access the box.		P. Cyphers  P. Cyphers, D. Sayler
Violation Program	Approval to Send Violations Report Letters Discuss with membership.  <b>Motion:</b> Director Sayler made a motion to approve that we send letters to two members. Director Davis seconded it. All in favor.		R. Sommers
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		
ARC Committee	Questions. Volunteers needed		K Broome

### 13:30 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 Bio-Lynceus Treatments	Two recent applications totaling \$10,000		Operations
Aeration Budget and Expenditures	Two fish stocking. Brown Trout are stocked.		P. McDaniel

### 13:35 Water Rights Committee Report

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



Water Releases	Complete		
Projects	Diligence, Artesian Spring along Aspen/Cedar	11/2022	K/Davis

**13:40 Old Business**

**13:40 New Business**

**Management Company Proposals:** Move forward with them.

**Accounting Proposals:** Move forward with them.

**Legal Budget:** Update with budget proposal.

**Motion:** Acting President Cyphers made a motion to proceed to get proposals from Management Companies. Director Leonard seconded the motion. Discussion. All in favor.

**Motion:** Acting President Cyphers made a motion to proceed to get proposals from Accounting Companies. Director Davis seconded the motion. Discussion. All in favor.

Discussion about raising our budget for Legal Fees. Motion will be raised later when we know more about the fees involved.

**13:52 Adjourn Meeting:** First motion by Director Sayler, second motion by Secretary Taylor, all in favor. Next

Board meeting is on Saturday, October 16th, 2021, at 9:00 a.m. location TBD.