



Big Elk Meadows Association
Saturday, November 20th, 2021 9:00 AM
Board of Directors Meeting Agenda

Meeting ID meet.google.com/knk-tfge-mdv Phone Number (US)[+1 909-929-1321](tel:+19099291321) 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 October 18th, 2021 Meeting Minutes – First motion by _____ and second motion by _____ discussion, all in favor.

09:10 Member Communication

09:30 Nomination of Committee Members (LTP, Water Rights)

09:40 Master Calendar – Proposed moving to Google Calendar

09:50 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

10:00 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		

10:10 Operations Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A		
Work Priority List	Based on Work Orders - work order system on prioritizing projects/scheduling	On-going	G. Christensen
Operations Responsibilities	Define Scope and Set Expectations to Employees, Board and Community	07/19/21	G. Christensen
Maintenance Budget	Review Last Years and Upcoming Budget, Need More Accounts	08/21/21	P. Cyphers, Dan Wray
Machinery and Equipment	Status and Estimated Repairs, Backhoe Repair, Recommendation to dispose of assets		
Equipment Use Policy	Based on Insurance Requirements		
PM Schedule			
Service Contracts	Most collected		Victoria
Water Intake Project	Underway - Status		P. Flanagan
Concrete Water Tank Liner	Status		
Repair Underground Steel Water Tank	L4 Selected, Status of Projects		P. Flanagan
Upper Tank Water Repair	Priority		

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 303-835-7557 Admin@bigelkmeadows.org



10:45 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 and journal entries	11/30/21	P. Cyphers
Work on VFD utility bills	Review setting up utility directly for VFD based on Lease Agreement	12/15/21	R. McCutchen
Treasurer Report	Good Position/Expenses Increasing/Lake Health		P. Cyphers
Insurance Review	Health Insurance needs Approval – 5.6% increase	11/30/21	R. McCutchen/P. Cyphers
FY2021 Capital Expense Plan	Review Capital Budget and Recommendations. Tie into Long Term Planning	10/15/21	C. Loomis/ Committee
Finalize capital asset List	Enter into QuickBooks, write offs and adjustments	11/30/21	P Cyphers
Have QB's ready for audit	Meeting with Atlas Accounting on a weekly basis	12/31/21	P. Cyphers
Legal Updates	Legal Heat Map, no new activity		P. Cyphers
HR Updates	Human Resources Program, Employee Handbook, Organization Documents, Compensation Review	11/20/21	
Staff performance evaluations	2021 evaluations Completed	11/01/21	S. Johnstone
Update Job Descriptions	Dependent of Operations Responsibilities	11/20/21	C. Isenhart

11:15 Long Term Planning Committee

Item	Notes	Due Date	Person(s) Responsible
Committee Report/Status IUpdate	Comments, Q & A		C. Loomis
Plan for Delivery by Annual Meeting	Infromational Meetings and Survey	01/15/22	C. Loomis

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11:20 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, Safe Deposit Inventory		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	Completed	Vistoria
ARC Committee	Questions. Volunteers needed		K Broome

11:40 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	Budget/Expense Reconciliation		P. McDaniel

11:55 Water Rights Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A		R Sommers
Water Releases			

12:00 Old Business

Management Company Proposals – Site Visit – Friday 11/19 3PM

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12:00 New Business

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

Next Board meeting is on Saturday, December ___th, 2021 at 9:00 a.m. location TBD.

5 Minute Break

12:20 Executive Session

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