



**Big Elk Meadows Association**  
**Saturday, January 15th, 2022 9:00 AM**  
**Board of Directors Meeting Agenda**

Virtual Meeting ID [meet.google.com/knk-tfqe-mdv](https://meet.google.com/knk-tfqe-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 October 18<sup>th</sup>, 2021 Meeting Minutes – First motion by \_\_\_\_\_ and second motion by \_\_\_\_\_ discussion, all in favor.
- Approval of November 20<sup>th</sup>, 2021 Meeting Minutes – First motion by \_\_\_\_\_ and second motion by \_\_\_\_\_ discussion, all in favor.
- Approval of December 11<sup>th</sup>, 2021 Meeting Minutes – First motion by \_\_\_\_\_ and second motion by \_\_\_\_\_ discussion, all in favor.

**09:10 Code of Conduct, Board Actions, Motion Protocol**

**09:20 Member Communication**

**09:30 Long Term Planning Committee Presentation**

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

**10:30 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
Technical Refresh			R. Sommers

**10:40 Social Activities Club**

Item	Notes	Due Date	Person(s) Responsible
Update	Comments, Q & A		
Calendar of Events	Need Six Month View		

**10:45 Operations Committee Report**

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A		
Operations Responsibilities	Define Scope and Set Expectations to Employees, Board and Community	09/30/21 Done	G. Christensen
Update Job Descriptions of Staff	Dependent on Responsibilities outlined	08/21/21	C. Isenhardt
Maintenance Budget\Capital Projects	Upcoming Budget Cycles, Plan Capital Budget/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	C. Loomis
PM Schedule	Need for Budgeting	08/15/21	
Work Order program.	Working with Operations to manage workorders		G. Christensen
Water Projects	Underway - Status		P. Flanagan
Time Sheets	Supervisor responsibilities		Finance Committee

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



**11:15 Finance/HR/Legal Committee**

<b>Item</b>	<b>Notes</b>	<b>Due Date</b>	<b>Person(s) Responsible</b>
Committee Report	Comments, Q & A - Meeting held – October 12		P. Cyphers
Treasurer Report	Good Position/Expenses Increasing/Lake Health		R McCutchen
Cleanup of 2020 FY Accounting	Numerous items – Currently on budget	10/31/21	P. Cyphers
FY2021 Capital Expense Plan	Review Capital Budget and Recommendations	03/15/22	C. Loomis/ Committee
Finalize capital asset List	Enter into QuickBooks	11/30/22	P Cyphers
Have QB's ready for audit	Meeting with Atlas Accounting on a weekly basis	1/31/22	P. Cyphers
Legal Updates	Legal Heat Map, <b>Met Legal Budget</b>		P. Cyphers
HR Updates	HR Program with Process Updates	03/31/21	P. Cyphers
Update Job Descriptions	Dependent of Operations Responsibilities	02/28/22	C. Isenhart

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**11:30 Governance Committee**

**11:45 Architectural Review Committee Report**

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A		Kent Broome, D. Saylor

Item	Notes	Due Date	Person(s) Presenting
Committee Report/Status	Comments, Q & A		D. Saylor
Incident /Covenant Violations	Incident Log		
Employee Handbook	Discussion – Processes, Time Sheets, Payroll		

**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

**11:55 Water Rights Committee Report**

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A		Karl Davis, Ryan S,

**12:00 Old Business**

- COLA Payroll Motion**
- Management Company Scope**

**12:00 New Business**

**12:15 Adjourn Meeting:** First motion by \_\_\_\_\_, second motion by \_\_\_\_\_, all in favor.

Next Board meeting is on Saturday, February 18,th, 2022 at 9:00 a.m. location TBD.

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**5 Minute Break**

**12:30 Executive Session**

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