



Big Elk Meadows Association
Saturday, February 19th, 2022 9:00 AM
Board of Directors Meeting Agenda

Virtual 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: (Excused absences)
- 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.
- Approval of November 20th, 2021 Meeting Minutes – First motion by _____ and second motion by _____ discussion, all in favor.
- Approval of December 11th, 2021 Meeting Minutes – First motion by _____ and second motion by _____ discussion, all in favor.
- Status Of January Minutes

09:30 Code of Conduct, Board Actions, Motion Protocol, Responsibility Expectations
Motion of Committee Members

09:50 Member Communication

10:00 Master Calendar – Proposed moving to Google Calendar



10:10 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

10:20 Social Activities Club

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

10:25 Operations Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A		
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, Wagner Invoices	08/01/21	C. Loomis
PM Schedule	Need for Budgeting		R Leonard
Work Order program.	Working with Operations to manage workorders		G. Christensen
Water Projects	Underway - Status		P. Flanagan

10:40 Long Term Planning Committee Presentation

Item	Notes	Due Date	Person(s) Responsible
Committee Report/Status	Comments, Q & A		C. Loomis
Equipment Update	Decision on Water Truck	02/19/22	C. Loomis

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11:00 Finance/HR/Legal Committee

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A - Meeting held – October 12		P. Cyphers
Treasurer Report	Extensive Review in light of Budget		R McCutchen
Cleanup of 2020 FY Accounting	Numerous items – Currently under budget	03/31/21	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, Met Legal Budget		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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11:20 Governance Committee

11:30 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		

11:40 Lake Health & Fish Habitat Committee

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

11:50 Water Rights Committee Report

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

12:00 Old Business

Management Company Scope – declined to propose

12:00 New Business

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

Next Board meeting is on Saturday, March 19th, 2022 at 9:00 a.m. location TBD.

5 Minute Break

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12:30 Executive Session (if needed)

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