



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

Virtual Meeting meet.google.com/knk-tfge-mdv Phone Number (US) [+1 909-929-1321](tel:+19099291321) PIN: 62117 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 Christa Isenhart or the purpose of personnel concerns.
- 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 _Devona Sayler and second motion by Ryan Sommers, discussion, all in favor. (Done by email vote on March 11)
- 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.
- Approval of January 15th, 2021 Meeting Minutes – First motion by _____ and second motion by _____ discussion, all in favor.
- Approval of February 19th, 2021 Meeting Minutes – First motion by _____ and second motion by _____ discussion, all in favor.

09:30 Board Actions and Responsibility Expectations

Motion of 2nd VP Position and Committee Members

09:40 Member Communication

10:00 Master 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
Easement Discussion			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		
Picnic and Cleanup Day			

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	03/18/22	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 Water Heater for Pool		
Work Order program.	Working with Operations to manage workorders		G. Christensen
Water Projects	Underway – Status		P. Flanagan
CR 47 Road Projects	Opportunities with Dietzler Construction		G. Christensen

10:40 Long Term Planning Committee Presentation

Item	Notes	Due Date	Person(s) Responsible
Committee Report/Status	Comments, Q & A		C. Loomis
Capital Planning	Future Capital Budget	03/19/22	C. Loomis



11:00 Finance/HR/Legal Committee

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A - Meeting held – March 16		P. Cyphers
Treasurer Report	Extensive Review in light of Budget		R McCutchen
Cleanup of 2020 FY Accounting	Numerous items – Currently under budget \$5500	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	4/30/22	P Cyphers
Have QB's ready for audit	Meeting with Atlas Accounting on a weekly basis	5/31/22	P. Cyphers
Legal Updates	Discussion on invoices from Altitude Law Discuss Legal Issues and Increasing Current Budget: 1. Covenant Enforcement 2. Foreclosure Advice 3. Employee Handbook 4. Meeting Minutes Opinion 5. Document Ownership. 6. Employee Wages		P. Cyphers
HR Updates	HR Program (Handbook) with Process Updates	03/31/21	P. Cyphers
Update Job Descriptions	Dependent of Operations Responsibilities	02/28/22	C. Isenhart

11:20 Governance Committee

Item	Notes	Due Date	Person(s) Presenting
Committee Report/Status	Comments, Q & A		D. Sayler
Incident /Covenant Violations	Incident Log		
Employee Handbook	Three sections		D. Sayler

11:30 Architectural Review Committee Report

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



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		K. Davis, R. Sommers,

12:00 Old Business

Three year inspection on septic tanks

Short term rentals.

12:10 New Business

Owner's Manual not having a section

Upcoming Annual Meeting

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

Next Board meeting is on Saturday, April 16th, 2022 at 9:00 a.m. location TBD.

5 Minute Break

12:30 Executive Session (if needed)