



**Big Elk Meadows Association
Saturday, November 20th, 2021
Board of Directors Meeting Minutes**

09:00 Call to Order by President

- Quorum verification – (Board members attending): Sommers, Cyphers, Leonard, Sayler, McCutchen, Isenhart, Johnstone, Christensen, McDaniel, Taylor
- Board members not in attendance: Grimes (excused) and Adler (unexcused)
- In Attendance: S. Leonard, K. Broome, J. Murphy, D. Wray, B. Clevenger, K. Davis, C. Loomis, T. Johnstone, C. Faughnan, C. Paddock
- Staff in Attendance: Flanagan
- Request for Executive Session made by Director McCutchen for the purpose of Employee Discussion.
- Approval of this Agenda
First motion by Director McCutchen, and second motion by Director Isenhart, all in favor. Motion Passed.
- Approval to make changes and approve by email the Meeting Minutes for October 16th, 2021 - First motion by Director McCutchen and second motion by Director Taylor. All in favor. Motion Passed.

09:10 Member Communication

- B. Clevenger - Excellent turnout this November, 14 people worked 4-5 hours. And we were recently renewed as a Firewise neighborhood.
- C. Faughnan - Concerned about lack of Member Communications being sent.
- Director Isenhart presented the Fire Dept Report. Discussion about Firewise.
- S. Leonard had questions about what the different sirens. Also concerned for our older members – are there procedures to help them during evacuations?
- Director Cyphers motioned to add Pat Sorenson to Long Term Planning Committee. Director McCutchen seconded motion. All in Favor. Motion passed.
- Director Sayler motioned to add Selina Davis to Governance Committee. Director Leonard seconded the motion. All in favor. Motion passed.
- Discussion of Master Calendar details and discussed moving to Google Calendar. Director McCutchen to work with Victoria regarding Calendar Action Items.

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09:50 Committee Reports

- Director Sommers presented the Communications Committee Report. Discussed moving some storage to Google, and that XBAR7 is currently installed and we are using it today for our meeting. We have internet for the office through an agreement with Oscar, but are unsure about the firehouse. Repeater stations are needed to get access to everyone.
- Social Activities Club – Planning for event in January but still awaiting information and quotes.
- Operations Committee - Work Order system being fine-tuned by Director Christensen. Discussed status of equipment and estimated repairs. President Johnstone to sign L4 Contract. Discussed making the turnaround area or pull through if possible at the trash compactor, and the need to find a new place for the paid-use dumpster - Operations Committee to meet and make plans. Also discussed the need to make a policy on use of equipment, and establish a list of cleared users to be able to provide to the insurance company.
- Finance Committee - Directors McCutchen and Cyphers presented the Treasurer report. We are to receive \$128,000 from Boulder County for Sunset Dam in December. Discussion of the Capital Budget with the tie-in of recommendations from Long Term Planning. More research is needed on equipment before decisions can be made on what to fix or sell.
- HR discussion – More review needed on job descriptions.
- Long Term Planning Committee – Their report will be presented in the near future.
- Director Sayler presented the Governance Committee report. Discussion regarding Right of First Refusal. Governance committee to investigate and see if further action is needed.
- Director Sayler presented the ARC report. Registered letter was sent regarding the asphalt driveway on Hickory, and a letter was posted on the property. Registered letter sent for 374 Aspen which hasn't been maintained. 1032 Aspen is condemned. Discussed sending a registered letter.
- Director McDaniel presented the Lake Health Committee report. Help is needed with research on water treatments and more volunteers are needed to help keep costs down.
- Water Rights Committee report. Big Thompson Water Coalition is interested in the possibilities of Canyon Lake – they want to do research into details. Discussion on Applegate's renewal.

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12:28 Old Business

- Management Company visited on Friday, November 19th. Discussed need to give them a scope of work in order to proceed.

12:30 New Business

- Discussion if changes are needed to the water agreement regarding responsibility of water in the service line. Further discussion is needed.
- Director Leonard discussed the deposit that was lost when the previous Board decided to cancel the contract for the modular building in 2019.
- Discussed how general topics to be discussed during a requested Executive Session need to be noted when the request for the session is made.
- Discussion of the importance of the Policy of Big Elk Meadows Association regarding Directors Conflicts of Interest, Code of Ethics and Code of Conduct, especially section 8 in the Code of Conduct regarding confidentiality. Every Director is supposed to sign the Code of Conduct and many haven't done that yet.

Discussion about what is and isn't considered confidential and that emails between Board Directors have been considered confidential for years and are still considered confidential. They shouldn't be forwarded to anyone that isn't a Board Director and the information contained in the emails is considered confidential.

Director Isenhardt also read aloud the Bylaw Article 5.2 Qualification [to serve on the Board] section (g) regarding disqualification of a director who discloses confidential information.

- Next meeting is scheduled for December 11th, but it is set to be virtual only. Usual time: 9:00 am. Director Taylor to get a communication sent out to let the members know.

1:08 Adjourn Meeting

Director Sayler motioned to adjourn, Director Leonard seconded the motion. All in Favor.

1:22 Executive Session Start

Discussion regarding employee issues including health insurance.

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2:24 Executive Session Adjourned.

2:24 Vote

- Director McCutchen motioned to keep Kaiser Permanente as health insurance provider for 2022 and Director Cyphers seconded the motion. All in Favor. Motion Passed.

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