



**Board of Directors Meeting Minutes
Big Elk Meadows Association
Saturday, March 19th, 2022**

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

- Board discussion on proper conduct during the meeting and restricting member discussion to three minutes per member.
- Quorum verification – (Board members attending): President Johnstone, Secretary Isenhart, First Vice President Cyphers, Treasurer McCutchen, Christensen, McDaniel, Sommers, Saylor, Grimes and Taylor
- Board members not in attendance: Adler, considered as unexcused
- In Attendance: C. Loomis, S. Saylor, C. Faughnan, R. Campie, B. Clevenger, L. MacLeod, C. Paddock, A. Andrews, L. McCutchen, E. Murphy, K. Battaglini, S. Leonard, S. Unruh, P. Albiges, T. Johnstone, P. Sorensen, C. Isenhart, B. Tolle, C. Sees, J. Robinson, M. Guthrie, A. Teague, R. Leonard, K. Broome, A. Hatfield, D. Evertson, S. Robinson, P. Gill, K. Zedalis, R. Reilley, L. Lerner, K. Daniels.
- Staff in Attendance: Flanagan, Darling
- Request for Executive Session made by Director Isenhart for the purpose of legal issues and an employee matter.
- Approval of this Agenda – First motion by Director Isenhart, and second motion by Director Christensen. President Johnstone called for the vote. All in favor.
- Approval of October 18th, 2021 Meeting Minutes – (completed by email vote on March 11) First motion by Director Isenhart and second motion by Director Sommers. Discussion. Directors Saylor, Sommers, Grimes, McDaniel, Christensen, McCutchen, Isenhart voted in favor of the motion. Directors Taylor, Adler and Cyphers Abstained
- Approval of November 20th, 2021 Meeting Minutes – (completed by email vote on March 2) First motion by Director Isenhart and second motion by Director McCutchen. Discussion. Directors McDaniel, McCutchen, Isenhart, Cyphers, Christensen, Sommers voted in favor of the motion. Director Taylor voted against. Directors Grimes, Saylor and Adler Abstained. Motion passed.

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- Approval of January 15th, 2021 Meeting Minutes – First motion by Director McCutchen and second motion by Director Cyphers. No discussion. President Johnstone called for the vote. All in favor. Motion passed.
- Approval of February 19th, 2021 Meeting Minutes – First motion by Director Sommers and second motion by Director McDaniel. No discussion. President Johnstone called for the vote. All in favor. Motion passed.

09:12 Board Actions and Responsibility Expectations

- Director Isenhart motioned Director McDaniel as Second Vice President of the Board of Directors, Director Sayler seconded the motion. No discussion. President Johnstone called for the vote. Director Christensen abstained. Motion passed.
- Director Sayler motioned the duties of HR (Human Resources) to be handled by the Second Vice President. Director Grimes seconded the motion. Board discussion. President Johnstone called for the Vote. Directors Johnstone, Isenhart, Cyphers, McCutchen, McDaniel, Sommers, Sayler, Grimes and Taylor voted in favor. All in favor. Motion passed.
- Director Sommers stepped down from the Governance Committee in order to focus on the Water Rights Committee and Director Isenhart stepped down as co-chair of the Governance Committee in order to focus on the HR Committee and Secretary duties.
- Director Sayler motioned Director Grimes as Co-Chair of the Governance Committee. Director Isenhart seconded the motion. Board discussion. President Johnstone called for a vote. All in favor. Motion passed.

09:23 Member Communication

- E. Murphy expressed concerns regarding road conditions and repairs of CR47 through the construction zone and inquired into the status of the audit. Director Cyphers overviewed the status of the audit and anticipated completion.
- S. Sayler inquiry to secure data and proposal that BEMA create a Security Policy.
- B. Clevenger - Reminder Fire Wise is gearing up again and looking for help to continue clearing from Johnny Park to Sunset Lake. Also inquiry on the gate/weir on Sunset Dam.
- Board and community discussion of March 17 accident on entrance road.
- VFD of Big Elk Report provided by Fire Chief Isenhart. Report available on VFD of BE and BEMA websites.

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10:21 Master Calendar

- Board review of Master Calendar and upcoming tasks. Board discussion on Ballot PO Box keys.

10:25 Communications Committee Report – Report available on BEMA website.

Director Sommers presented the Communications Committee Report on behalf of the committee with discussion on xBar7, current availability and planned future additions for use by members in challenging areas of the community through buried fiber optics.

10:30 Social Activities Club – Report available on BEMA website.

Board discussion on leadership for this Club.

10:35 Operations Committee Report – Report available on BEMA website.

Director Christensen presented the Operations Committee Report on behalf of the committee.

Director Christensen motioned the Board approve Operations spend \$4,500 on a new pool heater so that it can be installed in time for swimming season. Director Sayler seconded the Motion. Board discussion. President Johnstone called for the vote. All in favor. Motion carries.

Director Christensen asked permission to continue negotiations with Deitzler for use of BEMA water and removal of materials from reconstruction of CR 47 to placement in the quarry area for a reclamation project.

Director Isenhardt motioned Director Christensen be allowed to negotiate a contract with final terms approved by the Board to provide water use and materials to be left on BEMA common land. Director Sommers seconded the motion. No further discussion. President Johnstone called for the vote. Directors Johnstone, Isenhardt, Cyphers, McCutchen, Christensen, McDaniel, Sommers, Grimes and Taylor voted in favor. Director Sayler abstained.

Director Cyphers complimented Director McDaniel on his negotiations with Wagner to significantly reduce billing.

Director Cyphers complimented LTPC Chairman Loomis' presentation and the work he is doing through LTPC which is helpful to the Finance Committee and Capital Budget expenditures.

10:55 Long Term Planning Committee Presentation – Report available on BEMA website.

Committee Chairman Loomis presented the Long Term Planning Committee report on behalf of the committee with an overview of survey responses and prospective results to vote on; Board discussion on options available for each subject and potential funding.

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Director Cyphers presented on behalf of future capital planning in reference to the capital budget. This was the sole activity of the Finance Committee his month was to prepare the capital budget draft from the LTP committee

Board discussion on Sunset Dam and repair of the weir including cost. Board discussion on equipment regarding the cost of repair vs disposal and which is most advantageous to the community.

11:50 Finance/HR/Legal Committee – Report available on BEMA website.

Treasurer McCutchen presented the Treasurer's Report to the Board with an overview of rising inflation costs which are expected to have an impact on the Association. Each Director needs to review the details and give feedback to the Finance Committee before the next Finance Committee meeting on April 12. Further discussion to be held and work to be done at Committee level prior to Board approval of the budget.

Director Isenhart referred Board members back to the HR Committee Report for current projects and activities of the Committee.

Board Discussion on legal topics - Review of invoices from the BEMA law firm, Board Discussion on correct procedure of communicating with the BEMA lawyer, review and discussion of various general legal questions, document “ownership” and sharing of documents, inclusion of information in Board Minutes and how they should be constructed and potential need to increase the legal budget for next year.

Director Cyphers motioned to proceed to turn over to BEMA attorney for collection of 564 Aspen Drive and 137 Cedar Drive for past due amounts. Director McCutchen seconded the motion. Board discussion. President Johnstone called for the vote. All in favor. Motion carries.

01:30 Governance Committee – Report available on BEMA website.

Director Sayler presented the Governance Committee Report on behalf of the committee and requested Board input on the Employee Handbook. Discussion on Paid Time Off (PTO) vs. Vacation Time.

01:57 Architectural Review Committee Report – Report available on BEMA website.

Director Sayler presented the Architectural Review Committee report.

2:00 Lake Health & Fish Habitat Committee – Report available on BEMA website.

Director McDaniel presented the Lake Health & Fish Habitat Committee report on behalf of the committee. Recommended fish stocking in April with billing in June to cover expenses.

2:08 Water Rights Committee Report – Report available on BEMA website.

Director Sommers presented the Water Rights Committee report on behalf of the committee. Board discussion on Free River and water storage.

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2:12 Old Business

Board discussion on septic rules. Governance will review current rules and research for prospective updates.

Short term rentals (STR) review including expense to community, documentation, orientation and recommended fees.

Director McCutchen motioned to change the current requirement that all renters must participate in an in-person orientation, to allowing STR guest/renters to sign an STR Rules and Regulations document (R&R doc) provide by BEM and that document must also be signed by the homeowner and that the R&R doc along with the applicable fees must be filed in the office prior to the rental commencement. Director Cyphers seconded the motion. Board discussion. President Johnstone called for the vote. All in favor. Motion carries.

Director McCutchen motioned to implement a non-refundable \$25.00 paperwork fee, plus \$15 per night fee (could be credited if homeowner experiences a cancellation), with a minimum of two nights. Director McDaniel seconded the motion. No discussion. President Johnstone called for a vote. All in favor. Motion carries.

02:18 New Business

- **Owner's Manual** – Board discussion on missing information in BEMA's Owner's Manual.
- **Upcoming Annual Meeting** – Board review of documents included in Notice packet. Board discussion on open terms. Board discussion on BEMA's Annual Clean-up Day date concluding with June 11th, 2022.

02:45 Adjourn Meeting: First motion by Director Sommers, second motion by Director McCutchen, all in favor.

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

2:55 The Directors had a productive, informal discussion on identifying some of the communication problems the Directors has been having. They developed specific suggestions to improve communication which will help everyone work better together.

03:30 Executive Session discussing one employee issue. Adjourned at 4:05 pm.

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