



Big Elk Meadows Association
Saturday, April 16th, 2022 9:00 AM
Board of Directors Meeting Agenda

Virtual Meeting 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: (Excused absences)
- Members In Attendance:
- Staff in Attendance:
- Request for Executive Session made by _____ for the purpose of _____.
- Approval of March 19th, 2022 Meeting Minutes – First motion by _____ and second motion by _____ discussion, all in favor.

09:20 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 Decision			R. Sommers

10:20 Social Activities Club

Item	Notes	Due Date	Person(s) Responsible
Update	Comments, Q & A		Chairperson
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	04/16/22	P. Cyphers
Machinery and Equipment	Status and Estimated Repairs, Need for Capital Spending, LTP Recommendations	08/01/21	C. Loomis
PM Schedule	Need for Budgeting Water Heater for Pool		
Work Order program.	Working with Operations to manage work orders		G. Christensen
Water Projects	Cement Take Coat Underway - Status		P. Flanagan
CR 47 Road Projects	Opportunities with Ditzler Construction		G. Christensen

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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/P Cyphers

11:00 Finance/HR/Legal Committee

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A - Meeting held – April 13		P. Cyphers
Treasurer Report	Need approval of 2022-23 Annual Budget		R McCutchen
Cleanup of 2021 FY Accounting	See Report	05/31/22	P. Cyphers
FY2022 Capital Expense Plan	Review Capital Budget and Recommendations Alignment with LTP Planning 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	5/31/22	P. Cyphers
Director and Officer Liability Insurance	Review Policy to Confirm Renewal	04/18/22	P. Cyphers
Legal Updates	Collections submitted		P. Cyphers
HR Updates	HR Program with Process Updates	03/31/21	C. Isenhardt
Update Job Descriptions	Dependent of Operations Responsibilities	02/28/22	C. Isenhardt

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11:30 Architectural Review Committee Report

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

11:40 Governance Committee

Item	Notes	Due Date	Person(s) Presenting
Committee Report/Status	Comments, Q & A Vote on Open Fire Rules & Signs law April 16	4/16/22	D. Sayler
Incident /Covenant Violations	Incident Log Log complete, revision of manual needed		
Employee Handbook	Status sent to Board Mar 29 -April 10 for edit. 1 edit, Vote?	4/16/22	D. Sayler
New/Revised Policies	Three year inspection on septic tanks? Health of septic systems for part timers		M. Grimes

11:50 Lake Health & Fish Habitat Committee

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

11:55 Water Rights Committee Report

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

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12:00 Unfinished Business

1. Upcoming Annual Meeting

- 2022 Annual Meeting Packet Index
- Notice of Annual Meeting 2022
- 55th Annual Meeting Minutes
- BEMA President's Letter -
- BEMA Treasurers Letter -
- Big Elk Meadows 2023 Budget -
- Proxy Statement and Proxy
- Ballot Annual Assessment (if an increase is recommended)
- Ballot (Any other Ballot that may need member vote)
- Ballot Board of Directors
- Letters of Interest

2. Director responsibilities for the Annual meeting - ALL DIRECTORS are expected to help:

- ALL Directors: Friday May 27 - 6:30 or 7:00 - Set up tables, chairs, computer, screen, etc.
- Attend the entire meeting on 5/28
- Help tear down and put away everything
- One person to buy the "sweet treat" and water/soda?
- Other needs?

3. For Committee Chairs:

- We need the PowerPoint template from Victoria
- Prepare your Committee presentation - you only have 5 minutes! Finance has 15 minutes.
- Send your charts to Victoria NO later than May ??

Items we have to determine/vote on if needed:

1. "Meet the Candidates" meeting....determine date and format (moderator/set questions/Q's from "the floor"??, etc.) **I think we need to agree we're doing this and discuss the date. The rest of the details can be determined offline.
2. We need to figure out how to determine how to handle selection of who is running for which terms...Candidates choose which term they want? Also, I'd like to remove the "Against" from the ballots unless someone can show it serves a purpose.
3. We need to set a date for the Board "Orientation/Team Building" - I'm working on an outline for suggestions of what we'll cover.
4. Once these things are determined we need to prepare a communication to the candidates with all the details. This can be done offline but maybe we need a group to work on all the details?
5. We need to consider who to ask to be in the Ballot counting group. We can vote on it in the May meeting (if we need to vote).

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12:30 New Business

12:45 Adjourn Meeting: First motion by _____, second motion by _____, all in favor.

Next Board meeting is on Saturday, May 21st, 2022 at 9:00 a.m. location TBD.

5 Minute Break

1:00 PM Executive Session (if needed)

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