



Big Elk Meadows Association
Saturday, May 21st, 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 April 16th, 2022 Meeting Minutes – First motion by _____ and second motion by _____ to approve as amended discussion, all in favor.

09:15 Member Communication

Cathy Sees letter

Colin Isenhart – ARC Discussion

09:30 Master Calendar

Big Elk Meadows Association

Mailing: PO Box 440, Physical: 29 Willow Drive, Lyons, Colorado 80540
303-835-7557 Admin@bigelkmeadows.org



09:45 Architectural Review Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A		D. Sayler
ARC Log	Review of recent incidents and process		Board
742 Hickory ARC Violation	Pass Statute of Limitations – Possible options	May 31	P. Cyphers
731 Hickory ARC Request for Dock	Host of issues regarding request	May 31	Board Decision

10:15 Governance Committee

Item	Notes	Due Date	Person(s) Presenting
Committee Report/Status	Comments, Q & A Vote on Open Fire Rules		D. Sayler
Incident /Covenant Violations	Incident Log review, revision of process needed		P. Cyphers
Employee Handbook	Status sent to Board in March - April for edit. Ready for Board Approval?		D. Sayler
New/Revised Policies	Three year inspection on septic tanks? Health of septic systems for part timers		M. Grimes

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10:30 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
XBar7 Project Update			

10:45 Social Activities Club

Item	Notes	Due Date	Person(s) Responsible
Update	Comments, Q & A		Mary Ellen Prucha
Calendar of Events	Need Six Month View		
Picnic and Cleanup Day			

11:00 Operations Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A		
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 Project Repairss	Cement Tank Coat Underway - Status		P. Flanagan
CR 47 Road Projects			G. Christensen

11:15 Long Term Planning Committee Presentation

Item	Notes	Due Date	Person(s) Responsible
Committee Report/Status	Comments, Q & A		C. Loomis

11:30 Finance/HR/Legal Committee



Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A - Meeting held – April 13		P. Cyphers
Treasurer Report			R McCutchen
Cleanup of 2021 FY Accounting	See Audit Report		P. Cyphers
Finalize capital asset List	Enter into QuickBooks		P Cyphers
Have QB's ready for audit	Meeting with Atlas Accounting	5/31/22	P. Cyphers
Legal Updates	Collections submitted, Contracts finalized		P. Cyphers
HR Updates	HR Program with Process Updates Employee Evaluations to be Completed	05/31/22	C. Isenhart
Update Job Descriptions	Dependent of Operations Responsibilities	02/28/22	C. Isenhart

11:45 Lake Health & Fish Habitat Committee

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

12:00 Water Rights Committee Report

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

12:15 Unfinished Business

1. **Upcoming Annual Meeting**

- 2022 Annual Meeting Packet Index
- 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

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?

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 15

4. 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).

1:00 New Business

1:15 Adjourn Meeting: First motion by _____, second motion by _____, all in favor.

Next Board meeting is on Saturday, June 18th, 2022 at 9:00 a.m. location TBD.

5 Minute Break

1:30 PM Executive Session (if needed)

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