

**Big Elk Meadows Association  
Saturday, June 18, 2022 9:00 AM  
Board of Directors Meeting Minutes**

**Board Meeting in the Community Room & No Virtual Meeting due to the Internet being down. The Board all agreed to proceed with the Board Meeting**

**09:05 Call to Order by President**

- Quorum verification – Board members attending: Battaglini, Campie, Clevenger, Cypher, Evertson, Isenhart (joined at 9:12, internet down), Mason, McCutchen, McDaniel, Saylor, Sorenson
  
- Board members not in attendance (excused absence): Sommers
  
- Members in Attendance: E. Murphy, K. Broome, K. Broome, K. Davis, C. Loomis, D. Wray, R. Leonard, S. Leonard, J. Taylor, J. Powers, K. Zedalis. C. Isenhart
  
- Staff in Attendance: Flanagan, Darling- late internet down
  
- Sorenson First Motion: Move Operation Report to now to accommodate P. Flanagan leaving for family function, Second McDaniel. Cyphers called for a vote. All in favor.

**9:10 Operations Report.** - P. Flanagan presented, 5 work orders, pool heater to come in June 23 installed by July 7th, P. Flanagan excused himself from the meeting.

- Request for Executive Session: McCutchen for the purpose of a Member financial issue.
  
- Approval of May 21, 2022 Meeting Minutes – First motion by Sorenson and second motion by Campie to approve as minutes. Board discussion. Cyphers called for the vote. All in favor.
  
- Approval of the Agenda: First motion Sorenson and second motion, McDaniel. Discussion, restate the Operations report not to include Friends of Big Elk presenter of baseball backstop and Governance delete vote on open fire amended to “with changes”, Cyphers called for the vote. All in favor.

**Presentation: Larimer County, Eric Tracy, P.E Senior Engineering Department** presenting a Water & Earth Early Flood Warning System(EWS) on Meadow Lake, using rain gauge and water level to alert a radio frequency to County. County is proposing that the antenna tower to be set atop the Meadow Lake Dam Would be operational April- September with Larimer County responsible for all maintenance on the device. Mr. Tracy will send the standard agreement - Sorenson and McCutchen and Governance responsibility.

**9:15 Member Communication**

- D. Wray questioned - April Minutes omitted reason and result of executive session. Amendment to April Minutes on June 18<sup>th</sup> Board minutes.
- E. Murphy- Receipt for clean-up day to McCutchen for reimbursement.

- Incident for Lot Maintenance- Sayler received it for attention.
- R. Leonard- No state requirements or DORA on septic, HOA classes, committee report- Sorenson advised streamlining processes in progress.
- C. Loomis- Permit for exception of Noise Rule-July 6 to start 8:30am – Loomis talk to neighbor
- B Clevenger- Fire Wise-horse pasture- mitigation crew with grants needs approval for up to 20 people to camp in horse Pasture and porta-johns. More information to come.
- D. Wray- Request Annual Meeting Minutes & Board Minutes published on the Website within a week of meetings, with knowledge just notes- not approved minutes. – Secretary to try to accomplish.
- J. Taylor- Operation committee has not advised committee members since Feb. of meetings & Finance Committee-Address committee chairs
- B. Christenson- letter- unapproved asphalt driveway, 742 Hickory, run off damage to lower property, Cypher’s letter. Sorenson – big picture of driveway and road by July meeting.
- J. McBride-letter-concern over pool heater- K. Broome advised S. Schwab offered to fix heater- Operations- Sorenson & McDaniel’s to contact Schwab. Cyphers to email J. McBride.
- Laurie Sampsel-letter-concern over increase in transfer fee. McCutchen will respond to Sampsel.
- Letter C. Sees- on agenda-not presented.

**Introduction to being a Board of Directors (Descriptions Board Books, Conduct of Meetings, Code of Conduct, Orientation.** Discussion, informal get together June 17, 2022, in person and Zoom.

### **Motion of Officers**

- **President-** Isenhart nominated Cyphers. Sayler nominated Clevenger, but he declined. Evertson nominated Sorenson. Discussion: change in leadership, more efficient meetings. Secret Ballot: Counters E. Murphy and C. Loomis. Sommers (proxy). Cyphers was voted as President.
- **Vice President-** Sayler nominated Sorenson, Cyphers nominated McDaniel- Discussion: HR leadership, Operation leadership, qualifications and Dual Vice-Presidency. Sorenson and McDaniel voted in Vice Presidents.
- **Secretary** – Sorenson nominated Sayler as Secretary. Discussion: respect needed. Cyphers called for a vote, All in favor. Sayler voted as Secretary
- **Treasurer** – Mason nominated McCutchen as Treasurer. Discussion: Evertson interested in Treasurer to engage with McCutchen/future treasure, bring automation to BEMA finances. Cyphers called for a vote, All in favor. McCutchen as Treasurer
- **Governance Officer:** Discussion over position roles (Legal), Clevenger interested, Battaglini declined. nominated Clevenger for Governance Officer. Cyphers called for a vote, All in favor. Clevenger voted as Governance

### **Motion in of Committee Chairs**

- **Communication Committee Chair:** Sorenson motioned for Sommers to be Chair of communications, seconded by Campie. Cyphers called for a vote. All in favor
- **Social Committee Chair** Sorenson motioned the Social Club into the Social Committee with Campie as Social Committee Chair, seconded by McDaniel. No discussion. Cyphers called for a vote, All in favor.
- **Friends of Big Elk Committee Chair-** Campie motioned that Friends of Big Elk be a committee and Evertson Chair, seconded by Isenhart. Discussion: contact C. Faughnan to be Co-Chair. Cyphers called for a vote, All in favor.

- **Operations Committee Chair-** Discussion. Cyphers Motioned McDaniel and Sorenson Co-Chairs Operation Committee, second by Clevenger. Cyphers called for a vote. All in favor
- **Finance Committee Chair-** Discussion. Evertson Motioned Evertson and McCutchen as Co-Chairs to the Finance Committee, seconded by Clevenger. President Cyphers called for a vote. All in favor.
- **Long Term Planning Committee Chair-** Discussion. McCutchen motioned to C. Loomis and Clevenger, Co-Chairs of the Long Term Planning Committee, seconded by Campie. Cyphers called for a vote. All in favor.
- **Architectural Review/Lot Maintenance Committee Chair -** Campie motioned Mason and Sayler as Co-Chairs to the ARC/Lot Maintenance Committee, seconded by Battaglini. Discussion. Cyphers called for a vote. All in Favor,
- **Governance Committee Chair –** Campie motioned Clevenger and Battaglini as Co-Chairs to the Governance Committee, seconded by McCutchen. Discussion. Cyphers called for a vote. All in favor.
- **Lake Health/Fish Habitat Committee Chair –** Sorenson motioned McDaniel to Chair the Lake Health/Fish Habitat Committee. No discussion. Cyphers called for a vote. All in favor.
- **Water Rights Committee/Irrigation Committee Chair-** Discussion. Campie motioned to K. Davis and Sorenson as Co-Chairs of the Water Rights Committee/Irrigation Committee, seconded by Sayler. Cyphers called for a vote. All in favor.
- **FireWise Club-** Clevenger motioned Firewise Club to the FireWise/Forestry Committee, seconded by Sayler. Cyphers called for a vote. All in favor.
- **FireWise/Forestry Committee Chair-** Discussion. Campie motioned to Clevenger as Chair of the Fire Wise/Forestry Committee, seconded by Mason. Cyphers called for a vote. All in Favor.
- **Ad Hoc HR Committee Chair** Sayler motioned Isenhart as Chair of the Ad Hoc HR Committee, seconded by Campie. Discussion. Cyphers called for a vote. All in favor.

#### 12:08 Terms of New Directors

- 3-year term -New Board Members, Battaglini, Campie, Evertson, Sorenson.
  - 2-year term- Mason(request), Cyphers, Isenhart, McDaniel, - In theory the last three would be filling out three year terms.
  - 1-year term- Clevenger and McCutchen (Both Requested)
- Board discussed terms and all consensus to terms. This will put BEMA back into the rotation of Board Terms. Sommers and Sayler have 1 year of terms left.

**12:10 Board Meeting Calendar** Discussion- Clevenger motioned November 2022 and December 2022 meetings to be combined to Saturday, December 3, 2022, seconded by McCutchen. Cyphers called for a vote. All in favor.

## 12:11 Committee Reports

- **Communication Report-** No report. Discussion on M. Tolbert's letter regarding Facebook page. Tabled- research needed from the Communication Committee.
- **Operations Report-** discussion on Backstop. Tabled -Operation will work on plans for common areas and address items.
- **Long Term Planning Report-** C. Loomis gave the LTP Report. Discussion on tennis courts, 3 quotes for fencing, east tennis court core sample- what materials will be working with.  
West tennis court- Campie motion to approve and sign contract with Coating, Inc., option \$18,000 asphalt repair and coating with new crank for net, seconded by McDaniel. Cyphers called for a vote. All in favor except McCutchen. Cyphers signed a contract. Discussion: Black-top after July 4, before TVC sold- drainage, gopher holes' prevention around court- Operations Easement for main road was tabled. Lake dredging -study to be done
- **Finance Report**— McCutchen presented, discussion: annual vote %, increases in fees, L. Sampel's letter addressed- McCutchen will respond to the letter.  
McCutchen motioned to approve the budget that was approved at the April board meeting, tentative on fees, seconded by Clevenger. Discussion of employees, health care budget, transfer fees and reserve account. Clevenger amended the motion on the table to approve the budget that was approved at the April Board meeting, tentatively on fees and appending changes that were needed and approved, seconded by McCutchen. Cyphers called for a vote. All in favor except Evertson voted nay. Motion passed.
- McCutchen motioned to approve all fees that were raised as stated in the budget, seconded by Mason. Discussion. Cyphers called for a vote. All voted for except Saylor –Nay, Clevenger -Abstained. Motion passed.
- **ARC /Lot Maintenance Committee Report:** Saylor presented, discussion: handling of 1032 Aspen. Six people worked Clean-up day for 2 hours to remove insulation in and around the area. Campie reported contact with numerous BEM staff, and operations chairs, with complaints. No incident reports were submitted. Operations Co-Chairs will investigate. The scope of involvement by Operations and Office Admin made no official documentation will need investigation as to why not.
- **Governance Committee Report** – Saylor presented.
  - Open Fire rules tabled until the July Meeting by the Governance Committee.
  - Battaglini presented- Employee Handbook- Governance and AD Hoc HR will work out AT-Will terminology.
  - Septic System- letters M. Grimes and L. Gill- discussion. Board approved Governance to investigate using water usage as a tool to calculate part-timers, for a change in Rules & Regulations of pumping every four years
  - HB1137 requirements in documentation to be studied.
- **Lake Health/Fish Habitat Committee-** McDaniel presented, Aquatic Assoc. held until June, needs payment. McDaniel's to furnish the Treasurer invoice.

- **Water Rights Committee/Irrigation Committee-** McCutchen presented, discussed drought status, impact on Meadows. Sorenson motioned for Campie to organize a July Social event to inform the community about the drought situation, seconded by McCutchen. Campie responded that July was not enough time to give notice of an event so she will work on a date. Cyphers called for a vote. discussion to use Mike Hendly as speaker on PW316. All in favor.

**No new Business:**

**Adjourn Meeting:** First Motioned by Sorenson, seconded by McCutchen

**5-minute Break**

**Executive Session:** Member financial situation, check progress of Attorney.

**Amendment to April 16<sup>th</sup> 2022,** Executive Session- Employee Issue

Next Board meeting Saturday July 16, 2022 at 9:00 a.m., Location BEMA Community Room and on line