



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

Will be held in Firehouse with limited Video and Audio

Virtual Meeting meet.google.com/kpu-zfmx-fgp Phone Numbers: (US)+1 475-329-7329 PIN: 687 567 341#

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 June 18th, 2022 Meeting Minutes – First motion by _____ and second motion by _____ to approve, all in favor. Discussion on the timing and process of producing and issuing notes. Addressing how motions are handled and documented.

09:15 Member Communication / Incident Reports

Bob Christenson Letter, Ken Bataglinni as a Member

09:45 Discussion being on Board of Directors and Committees (See Committee Sheet)
(Descriptions, Board Books, Conduct of Meetings, Code of Conduct, Orientation)

Motion in of Committee Members

- Architectural Review Committee _____
- Communications Committee _____
- Firewise/Forestry Committee _____
- Finance Committee _____
- Friends of Big Elk Committee _____
- Governance Committee _____
- Lake Health & Fish Habitat Committee _____
- Long Term Planning Committee _____
- Operations Committee _____
- Social Activities Committee _____
- Water Rights/Irrigation Committee _____

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303-835-7557 Admin@bigelkmeadows.org



10:00 Master Calendar

10:15 Communications Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A		R. Sommers
Communication Plan	Need Short Term Committee to Refine		P. Cyphers
Website Maintenance	Status		R. Sommers
2022 Technical Refresh	Computers to be Installed 7/18		R. Sommers
XBar7 Project Update	Need Schedule Update on Installation Viasat contract for office canceled		Paul F.
Water Meter Reading Project	Further incremental improvements to water billing and metering	In Progress	

10:30 Social Activities Committee

Item	Notes	Due Date	Person(s) Responsible
Update, Year Long Goals	Comments, Q & A		
Calendar of Events	Setting up on Google Calendar July Water Right Event		Meredith Campie

10:45 Operations Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A, New Structure		
Machinery and Equipment	Status and Estimated Repairs, Need for Capital Spending, LTP Recommendation Sale of Equipment – Ritchie Auction	08/01/21	C. Loomis
PM Schedule/Procurement	Need for Budgeting and Parts Inventory Water Heater for Pool – Long Term Solution		Paul Cyphers Pat Sorenson
Work Order program.	Working with Operations to manage work orders		G. Christensen
Water Project Repairs	Cement Tank Coat Underway - Status		P. Flanagan
Tennis Court Project	Removal of East Court		Pat Sorenson
CR 47 Road Projects	Dietzler Update Larimer County Update		G. Christensen Pat Sorenson
Common Area Projects	Ball Field ????		AdHoc Committee needs members

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11:15 Long Term Planning Committee Presentation

Item	Notes	Due Date	Person(s) Responsible
Committee Report/Status	Comments, Q & A		C. Loomis
Volunteer Day	Put down Chicken Wire need to finish refilling soil/sod on sides of court. Cleared earth from around fences and working to put in Landscaping timbers on ends to help with drainage, if there are extra funds.	07/09/22	
Tennis Court Project	As of 7/9/22 had 40 donations and \$18,255 in against \$19,000 Goal Fence Company will do work week of August 8 Tennis Court Seal Company will do work after that still working on exact date.		
Road Test Strip	LTPC would like to discuss some next steps	Board Action Needed	

11:30 Finance Committee

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A – Meeting held Rate Schedule		D. Everton/ Roy McCutchen
Treasurer Report	See YTD Reports		R. McCutchen
Insurance Renewal	Need to approve renewals, Increase to Deductible	07/17/22	R. McCutchen
Cleanup of 2021 FY Accounting	Need Audit Committee	07/31/22	P. Cyphers
Finalize capital asset List	Enter into QuickBooks	09/31/22	P Cyphers
Have QB's ready for Taxus/Audit	Meeting with Atlas Accounting	07/31/22	P. Cyphers
Legal Updates	Collections submitted, Foreclosure Action		R. McCutchen

11.45 HR Committee

Orientation Document	Issued but will need follow-up	05/31/22	C. Isenhart
Employee Documents	Job Descriptions and Responsibilities available Employee Evaluations are Completed by Supervisor Reviewed By incoming OPS Chairs	05/31/22 05/31/22 07/12/22	C. Isenhart McCutcheon, Christensen McDaniel, Sorenson
Board Documents	HR Program with Process Updates – Board Job Descriptions	07/31/22	C. Isenhart

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12:00 Architectural Review Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A		K. Mason
Retooled ARC Request Form to simplify and clarify intent to Members	New form is online based and will facilitate direct communication between ARC and Members. Sent to Board members for review and comment on 7/7/22. Will require Ryan's assistance for setup.	07/17/22	
Scope of ARC	BEMA Declaration and sub docs state the scope of ARC is limited to construction and architectural change. Addressing Property Maintenance issues/violations by ARC is not supported by the governing documents.		P Cyphers - direction from the Board
ARC Log	Review of recent requests: 84 Aspen Addition & Patio, 113 Balsam Stone Veneer, 1027 Aspen Paint, 576 Aspen Fencing, 171 Cedar Exterior upgrades, 175 Hickory Shed, 626 Aspen Deck, 211 Hemlock Paint, 244 Aspen Window, 259 Cedar Roof		ARC to verify and update status.
BEMA Common Land	Retaining wall request for 12 Mirror Lake Ct brought to light the issue of Member improvements on BEMA common land.		ARC requires guidance and direction from the Board
New Homes and Cabin	ARC has identified a need for guidelines specifically addressing new homes and cabins. Based on Board input, ARC feels this should be studied as part of the Long Term Objectives		ARC to identify steps required to undertake study
1032 Aspen	Demolition and Debris Cleanup, Need Incident Reports		Moved to Ops

12:15 Incident Management - Incident Log and Violations review, revision of process needed

Incident/Violation			
742 Hickory Drive	Hickory Drive Water Drainage/Grading Plan	07/15/22	Pat Sorenson
1032 Aspen	Talk with Owner /Lot Condition (Need Incident Report)	07/15/22	Paul McDaniel
15 Balsam	Exterior Maintenance	08/15/22	Painting Begun
Loomis Project	Noise Permit – Moved from July 6		Curt Loomis
Dog Bite	Dog off Leash – Letter to Godsy ????	07/15/22	

12:30 Governance Committee

Item	Notes	Due Date	Person(s) Presenting
Committee Report/Status	Comments, Q & A Short Term Rentals Vote on Open Fire Rules		K. Battaglini
Employee Handbook	Status sent to Board. Ready for Board Approval?		K. Battaglini
New/Revised Policies	Three year inspection on septic tanks? Health of septic systems for part timers		
HB22-1137	Policies to be updated: Collections, Enforcement and Conduct of Meetings	August 8	



12:45 Friends of Big Elk

Tennis Court	As of 7/9/22 had 40 donations and \$18,255 in against \$19,000 Goal		
Previous monies collected	Total for 10.4930 Friends of Big Elk \$13,375.00 Total for 10.6935 Friends of Big Elk Expenses \$10,652.41 Funds available at the End of FY 2021 2,722.59	Determine Use of Excess Funds	

1:00 Firewise Committee

Charter	The Firewise Committee works in support of the community in helping to develop fire mitigation strategies for the community, as well as each individual homeowner in Big Elk Meadows.	Needs approval	
Members:	Bobby Clevenger – Chair, (Collin Isenhart, Cynthia Ray, Elaine Murphy and Jim Murphy	Needs approval	
COSWAP	part of the project completed by the end of 2023. They will get back to us and confirm start dates.		
Chipper Program	Needs to have the liability waiver approved by the Board with the support of a legal review by the HOA attorney. We need this before we can start the program. The waiver is attached.	Board Action Item	
Communication process with via Operations	We would like acknowledgment of permission to the homeowners, with a proper notification process developed with Operations.	Board Action Item	
LTP	There is an issue with the boundary fence line up in the horse pasture Also the two gates at the fence line need to be addressed	Board Action Item	
New Item: home mitigation program	If the Board were to establish a regular assessment for each home related to fire mitigation, and when a homeowner turned in sufficient work hours performing mitigation around their home, then they would be credited for their “sweat equity” and the mitigation assessment returned or credited to their next mitigation assessment. All monies not returned would go into a fund to supply tools, equipment and PPE to support the home mitigation program. The funding would make the equipment continually available to the homeowners for their mitigation work.	Board Discussion	

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1:20 Lake Health & Fish Habitat Committee

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

1:30 Water Rights Committee Report

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

1:45 Unfinished and New Business

1:55 Adjourn Meeting: First motion by _____, second motion by _____, all in favor.

Next Board meeting is on Saturday, August 19th, 2022 at 9:00 a.m. location TBD.

5 Minute Break

2:00 PM Executive Session (if needed)

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