



**Big Elk Meadows Association
 Saturday, September 17th, 2022 9:00 AM
 Board of Directors Meeting Agenda**

Will be held in Firehouse with 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) Kirk Mason, Pat Sorenson
- Members In Attendance:
- Staff in Attendance:
- Request for Executive Session made by _____ for the purpose of _____.
- Approval of this Agenda for this Meeting
- Approval of August 20th, 2022 Meeting Minutes – First motion by _____ and second motion by _____ to approve, all in favor.

09:15 Member Communication - Kip MeLeland, [Karl Davis](#), Eric Jacobsen

09:30 Master Calendar

9:40 Communications Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A		R. Sommers
Communication Plan	First Meeting 09/07/22 - In Process		P. Cyphers
Website Maintenance	Status - Documents Correct - Devona	09/30/22	R. Sommers/ P Cyphers
Drive Cleanup	Committee Folders - Updates by Chairs	10/16/22	Devona/P Cyphers
XBar7 Project Update	Need Schedule Update on Installation – Plan to complete Aspen by the end of fall		Paul C.
Water Meter Reading Project	Further incremental improvements to water billing and metering	In Progress	R. Sommers
Training on Google System			M. Campie
Google Calendar	Master and Social Calendar		Everyone



10:00 Social Activities Committee

Item	Notes	Due Date	Person(s) Responsible
Update, Year Long Goals	Comments, Q & A		
Calendar of Events	October Activities Winter Activities		Meredith Campie

10:10 Operations Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A, Responsibilities – Scope is to focus on current year activities		
Machinery and Equipment	Status and Estimated Repairs, Need for Capital Budget, Need Asset Inventory		C. Loomis
PM Schedule/Procurement	Need for Budgeting and Parts Inventory Water Heater for Pool – Long Term Solution Member Projects - Scope		Paul Cyphers Pat Sorenson David Evertson
Work Order program/Budget	Working with Operations to manage work orders – Fall Projects (Hickory, Roads, Pool)		Pat Sorenson David Evertson
Water Project Repairs	Concrete Tank Coat Underway – Bids 10/22 Hydrant Project - L4 (Scheduling 09/16/22) Lower Flume - Quotes - TBD	Complete 2023	P. Flanagan/ P Cyphers
Tennis Court Project	Change in Direction – Concrete Quotes Decision of project for this current year		Curt Loomis David Evertson
CR 47 Road Projects	Larimer County Closeout/ Maintenance Contract		Pat Sorenson/P Cyphers
Horse Pasture Storage/Boats	Need inventory and owners notified		Committee Members
Security Cameras	Top of the Hill and Main Facilities		
BEMA Common Land	Retaining wall request for 12 Mirror Lake Ct brought to light the issue of Member improvements on BEMA common land.		Requires guidance and direction from the Board OPS Recommendation

10:30 Common Area Ad Hoc Committee

Item	Notes	Due Date	Person(s) Responsible
Year Long Goals Priority Projects	Comments, Q & A, Survey, Scope of Committee 1-2 Years		Ken Battaglini
Tennis Courts Requirements	Forward looking for 2023 - West Courts		Ken Battaglini
Pool Requirements	Forward looking for 2023, Solar Options		D. Evertson/ K. Mason
Meadow Lake Dam Tower	Need to send letter to Larimer County		Board
Dead Trees Common Areas	Sawyers/Volunteers		Ken Battaglini
Upper Meadows Fencing	Prototype	10/31/22	Bobby and Ken
Common Areas	Disc Golf, Ball Fields		D. Sayler
Maintenance Requirements		10/18/22	Committee

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303-835-7557 Admin@bigelkmeadows.org



10:45 Long Term Planning Committee

Item	Notes	Due Date	Person(s) Responsible
Committee Report/Status	Comments, Q & A, Scope of Committee – Three Years and Beyond		C. Loomis
Boulder County TDC	TDC Eligibility Long Term Easement Need Contact info for CWCB		C. Loomis
Tennis Court Project	Need decision on increased and future price Board decision needed.	TO OPS	C. Loomis
Forest Service Road Permit	Supporting docs needed to submit the permit and Curt will submit before the Sept Board Meeting Need last month's meeting minutes to complete filing.		Devona Sayler
Canyon Lake Futures	This item is more related to Water Rights than LTP. Request to move to Water Rights Committee		B. Clevenger
Long Term Plan	LTPC would like to discuss some next steps Coupled with Reserve Study		Finance Committee

11:00 Finance Committee

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A – Meeting held 08/16		D. Evertson/ Roy McCutchen
Treasurer Report	See YTD Reports, Update Capital Budget		R. McCutchen
Health Insurance Renewal		10/31/22	D. Evertson/ Roy McCutchen
Cleanup of 2021 FY Accounting	Audit Committee (Finance Committee) established	08/30/22	P. Cyphers
Finalize capital asset List	Enter into QuickBooks, Need for Reserve Study	09/31/22	P Cyphers
Capital Budget/Reserve Study	Coupled with Long Term Planning	10/15/22	Committee David Evertson
Have QB's ready for Taxes/Audit	Meeting with Atlas Accounting	09/21/22 12/31/22	R. McCutchen,P. Cyphers

11:20- HR Committee

Orientation Document	Issued but will need follow-up discuss setting Goal Setting		C. Isenhart
Employee Documents	Job Descriptions and Responsibilities available		C. Isenhart
Board Documents	HR Program with Process Updates – Board Job Descriptions A document has been generated defining officers based on non-profit organizations. It accompanies this report. The Governance officer job description is also included as well as defining a chairperson.		C. Isenhart

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11:30 Architectural Review Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A arc@bigelkmeadows.org		D. Sayler
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

11:40 Incident Management - Incident Log and Violations review, revision of process needed

Incident/Violation			Person(s) Responsible
Hickory Drive	Hickory Water Drainage/Grading Plan/ Completion	10/31/22	Pat Sorenson
1032 Aspen	Talk with Owner /Lot Condition (Need Incident Reports) Letters to be sent for resolution	10/15/22	Paul McDaniel
Mirror Lake Shoreline	Christenson property completed In-lake trees	Winter	OPS/Common Area
Dumpster Bears	Follow-up with OPS and members	09/16/22	P. Cyphers
Exterior Lighting	Need reminders and list of violators	09/16/22	Governance

11:50 Governance Committee

Item	Notes	Due Date	Person(s) Presenting
Committee Report/Status	Comments, Q & A Short Term Rentals		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. Data being collected.		B. Clevenger
Fire Rules	Version in process for review Board Review		B. Clevenger
Violation Policy	Version in process for review Board Review		B. Clevenger
Short Term Rentals	Ken has been working to define language in our governing documents. There are possible options available. In Process.		K. Bataglini

12:00 Friends of Big Elk

Tennis Court	\$19,000 Goal reached		
Previous monies collected	Total for 10.4930 Friends of Big Elk \$13,375.00 Total for 10.6935 FoBE Expenses \$10,652.41 Funds available at the End of FY 2021 2,722.59	Determine Use of Funds	Setup new class
	Committee chose to move forward with making BEM calendars with pictures coming from members of BEM.		

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12:10 Firewise Committee

Insurance companies are contesting liability	. We need to make sure we are protected as to what we request and enforce related to fire mitigation. Defensible Space Packet should be replaced with Firewise Pamphlet	Governance Committee to review	B. Clevenger
COSWAP	Start date in April 2023.		
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 Met with Common Area Committee and we will start working the fence line up in the horse pasture. Priority is gate!		B. Clevenger

12:20 Lake Health & Fish Habitat Committee

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

12:30 Water Rights Committee Report

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

12:40 Unfinished and New Business

12:55 Adjourn Meeting: First motion by _____, second motion by _____, all in favor.

Next Board meeting is on Saturday, October 17th, 2022 at 9:00 a.m. location TBA.

5 Minute Break

1:00 PM Executive Session (if needed)