



Big Elk Meadows Association
Saturday, May 21st, 2022 9:00 AM
Board of Directors Meeting Minutes

Virtual Meeting meet.google.com/knk-tfqe-mdv Phone Number (US) [+1 909-929-1321](tel:+19099291321) PIN: 621 217 757#

09:05 Call to Order by President

- Quorum verification – (Board members attending): Christensen, Sayler, Grimes, Cyphers, McCutchen, Sommers, Isenhart, Taylor and McDaniels
- Members In Attendance: C. Isenhart, J. Ahnstedt, E. Murphy, K. Broome, K. Davis, C. Loomis, C. Paddock, P. Sorensen, L. MacLeod, B. Clevenger, D. Evertson, K. Broome, L. McCutchen and B. Christenson.
- Director Linda Adler sold her home in Big Elk Meadows so she is no longer a Member of Big Elk and is no longer a Director. Her seat remains vacant.
- Staff in Attendance: Flanagan, Darling
- No request for Executive Session.
- Approval of April 16th, 2022 Meeting Minutes – First motion by Director McCutchen and second motion by Director Sommers to approve as amended. Board discussion. President Cyphers called for the vote. All in favor.
- Approval of the Agenda – First motion by Director McDaniel and second motion by Director Taylor. Discussion. President Cyphers called for the vote. Directors Christensen, Cyphers, McCutchen, Sommers, Isenhart, Taylor, McDaniels in favor. Directors Sayler and Grimes are not in favor.

9:15 Member Communication

Cathy Sees letter – Member Sees retracted the reading of her letter in the meeting at this time.

C. Isenhart – ARC Discussion – Expressed frustration regarding non-response from ARC for request submitted on 04/12/2022. ARC Committee Chairman, K. Broome overviewed his experience with the ARC approval process. President Cyphers stated the execution of the process has failed. Further discussion concluded the incoming Board would review and create a process for community architectural review.

J. Ahnstedt – Thanked the Board for all their work.

E. Murphy – Asked if the membership could review the employee handbook. Also inquired into where/what are the rules on landscaping and watering after a septic system has been installed.

K. Davis – Question on proxies and who has them in possession at the start of the Annual Meeting. The Board clarified the Secretary must have ALL proxies in hand at the start of the meeting or the proxy is considered invalid. Also noted, members should advise their proxy they have so been named as a proxy.

B. Clevenger – First FireWise session of the year is scheduled for June 4th beginning where the group left off in September and performs clean-up the fourth Saturday of each month. Fire Chief Isenhart submitted a grant for a chipper which has been approved. A chipper loaner program is being put together for membership use which will include training, use of PPE and signing of a waiver of liability.

C. Loomis – Reminded the Board of a previously approved sealant application for his driveway.



E. Murphy – On behalf of the Social Activities Club, requested another member communication go out for Clean-up Day. Pine needles should be placed in bags and left at the end of the driveway. Members are advised to notify C. Paddock if you plan to attend.

VFD of Big Elk report presented by Fire Chief Isenhart with review of emergency calls, training and upcoming events being hosted by the department. Discussion on open fires and reminder current wildfire danger is considered HIGH.

10:13 Master Calendar – Board review of Master Calendar with focus on May events.

10:19 Architectural Review Committee Report

Director Sayler presented the Architectural Review Committee report on behalf of the committee with a review of 731 Hickory Dr. and highlights of the updated ARC form.

Request for pier on Mirror Lake at 731 Hickory Dr. Board and community discussion on Larimer County permitting, engineering and approval by County. Further Board discussion on liability concerns. Board determined the application as incomplete and County requirements have not been met. President Cyphers to write a letter which will be sent by email and USPS along with ARC form.

President Cyphers discussed 742 Hickory Dr. informing the Board legal counsel has advised the statute of limitations on this matter has expired. Board discussion determined there are no drainage issues or negative impact on BEMA land or roadway resulting from installation of the asphalt driveway.

Director McCutchen motioned to drop the 742 Hickory Dr. covenant violation unless it can be determined the asphalt driveway has damaged BEMA property. Director Sommers seconded the motion. Further Board discussion. President Cyphers called for the vote. All in favor.

Board discussion on retention of fines instituted for this property, past due amounts, water shut-off and balances due being paid.

Director Sayler motioned the Board to approve the updated ARC form as amended. Discussion. Director McCutchen seconded the motion. President Cyphers called for the vote. Directors Christensen, Sayler, Grimes, Cyphers, McCutchen, Sommers, Taylor and McDaniels in favor. Director Isenhart abstained.

10:58 Governance Committee

Director Sayler presented the Governance Committee report on behalf of the committee. Board discussion on fire restrictions within the community and definition of “Open Fire” including outdoor cooking with input and recommendations from Fire Chief Isenhart. The Board agreed more work will need to be done in redefining “Open Fires” in the community.

The Board agreed the employee handbook is not ready for vote and should be tabled and handed off to the new Board for completion.

Director Christensen submitted and read to the Board and attendees a letter containing pertinent information regarding Septic concerns.

Director Grimes motioned to table the septic subject until the new Board is in place. Director McCutchen seconded the motion. No further discussion. President Cyphers called for the vote. All in favor.

11:17 Communications Committee Report

Big Elk Meadows Association

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Communications Committee Report presented by Director Sommers on behalf of the committee with review on xBar7 and equipment. BEMA has also been approached by Trailblazer to bring additional internet services to the community. Fiber would be run along utility lines for these services.

Director Sommers continues upgrading the phone system in the office. Director Taylor recommended adding a UPS to the office to support internet and phone services.

Director Sommers motioned approving up to \$3,000 for replacing computers for the Office Administrator, Operations Administrator, at the Water Treatment Plant to support the staff with addition of a conference microphone to support online Board meetings. Director McCutchen seconded the motion. Board discussion. President Cyphers called for the vote. All in favor.

10:26 Social Activities Club

Board discussion on Clean-Up day which is being held on June 11. Board discussion on support for the Annual Meeting and other events throughout the year. Board discussion and approval on reimbursed expenses for office supplies for the annual meeting and drinks for Social Activities events.

11:31 Operations Committee Report

Director Christensen presented the Operations Committee report on behalf of the committee. Operations Assistant, D. Enny has agreed to obtain his CDL License for the purpose of operating the water truck. Pool heater is on order and being tracked. Invoices submitted to Dietzler for water usage with funds coming in and being dedicated to roads.

11:40 Long Term Planning Committee Report

Chairman Loomis presented the Long Term Planning Committee report on behalf of the committee and inquired about the Tennis Court pledge and how it had been provided to the membership. Board discussion concluded there would be a deadline made on contributions.

Chairman Loomis advised the Committee may have located easement documentation for CR47. With easements in place, permits may no longer need to be purchased. Research continues.

President Cyphers recognized Bobbie Heisterkamp and Curt Loomis for the extensive work performed on research of the CR47 easement project.

Survey of common land, may have options to save on funds. One-time deal to make changes in common land and parcels in Larimer County may be contested. Home in BEMA located in Boulder County may or may not be on common land. Property is currently on the market and Committee Chairman Loomis has advised the realtor to have a survey completed.

11:50 Director Saylor left the meeting and requested the balance of the meeting be recorded. The Board agreed the remainder of the meeting would be recorded for Board purposes and completion of the minutes.

11:51 Finance/HR/Legal Committee

Treasurer McCutchen presented the Treasurer report followed by Board discussion on budget and reserves.

Director Cyphers presented the Finance Committee Report on behalf of the committee.

Director Isenhardt presented an HR Update on job descriptions with employee reviews and job descriptions being completed by month end.

12:15 Lake Health & Fish Habitat Committee

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Director McDaniel presented the Lake Health & Fish Habitat Committee report on behalf of the committee with the introduction of the Big Elk Meadows Fishing Derby planned for 2023. Committee would also like to begin scheduling trainings for mountain fishing sometime this year and distribution of bat houses will be done at the Annual Meeting.

Director McDaniel informed the Board a member came across someone fishing without a badge and on approach to inquire, noticed the fisherman had a sidearm. Member determined it unsafe to approach then contacted Director McDaniel who advised member to call the sheriff.

12:24 Water Rights Committee Report

Director McCutchen presented the Water Rights Committee report on behalf of the committee stating this will be a challenging water year in meeting BEMA's obligation. Also advised members should be aware the sale of water to Dietzler for construction of CR47 *does not* impact the acreage we may need to distribute as per BEMA's covenants with the State.

12:36 Unfinished Business

Board discussion on ballot counting committee, obtaining ballots from PO Box and notarizing of acknowledgement. Board discussion on quorum and ballot count.

1. Upcoming Annual Meeting

- a. Meeting packets have been mailed and Ballots are coming in.
2. **Director responsibilities** for the Annual meeting - *ALL DIRECTORS* are expected to participate in set-up.
 - a. Board review of Friday evening set up for Annual Meeting with VFD of BE hosting a dinner for the Board.
 - i. ALL Directors: Friday May 27 - 6:30 or 7:00 - Set up tables, chairs, computer, screen, etc.
 - b. All Directors are expected to attend the entire meeting on 5/28

1:00 Director Taylor left the meeting.

3. For Committee Chairs

- a. PPT Template has been sent to Director Sommers for completion. Directors and Committee Chairs are in process of completing their presentations.
- b. Board review of Annual Meeting agenda for timing of the meeting, slides for power point presentation, member education with additional information to share with the membership.
4. **Ballot Counting Committee** has been established and scheduled for counting.

1:22 New Business

Member communication going out today regarding ballots and Annual Meeting and warning about the large trucks on CR 47 and the two "near misses" when people have run the red lights in the construction zone. Due to the short turn-around needed the Board approved in the meeting vs. via email.

1:15 Adjourn Meeting: First motion by Director Sommers, second motion by Director Isenhart. All in favor.

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

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