



Big Elk Meadows Association
Saturday, August 20th, 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 Agenda for this Meeting
- Approval of July 18th, 2022 Meeting Minutes – First motion by _____ and second motion by _____ to approve, all in favor.

Email vote taken- Campie's motion: As Social Committee chair I am requesting a \$2,000 budget for food, beverages, paper goods, etc. for the Member Appreciation Labor Day Picnic. In the past we have hosted 150-200 members and we would prefer not to ask for donations. On 8-11-22 the Vote results: 8 for, 4 abstains, motion passed.

09:15 Member Communication / Incident Reports

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

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 Completed - Need final cost for computers and accessories Recycling of old computers – Board Vote		R. Sommers
XBar7 Project Update	Need Schedule Update on Installation		Paul F.
Water Meter Reading Project	Further incremental improvements to water billing and metering	In Progress	

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303-835-7557 Admin@bigelkmeadows.org



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 Labor Day Picnic -		Meredith Campie
Labor Day Picnic	Schedules and Responsibilities		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 Budget, LTP Recommendation, Sale of Equipment – Ritchie Auction \$33,000	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 Sorenson
Tennis Court Project	New Updates to change in Direction – Decision of project this year		Curt Loomis
CR 47 Road Projects	Larimer County Update		Pat Sorenson
Asset Inventory	Need for Capital Budgets and Reserve Study		P Cyphers/P Sorenson

11:00 Common Area Ad Hoc Committee

Item	Notes	Due Date	Person(s) Responsible
Charter Update, Members, Year Long Goals	Comments, Q & A		Ken Battaglini
Disc Golf Request	Needs Board Decision	08/20/22	
12 Mirror Lake Ct	Common Area ARC Request Update		
Survey of Community	More than Tennis Courts and Pool Shading		
Mirror Lake Update	Christensen Update		

11:15 Long Term Planning Committee Presentation

Item	Notes	Due Date	Person(s) Responsible
Committee Report/Status	Comments, Q & A		C. Loomis
	Boulder County TDS Progress – Site Visit	02/22/22	C. Loomis
Tennis Court Project	Updated information on project		C. Loomis
Forest service permit	Completed. Need Board approval for submission		B. Clevenger
Road Test Strip	LTPC would like to discuss some next steps		Finance Committee
Reserve Study	Getting information about companies that do these0	09/01.22	C. Loomis

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11:30 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
Insurance Renewal	Completed renewals, Increase to Deductible	07/17/22	R. McCutchen
Cleanup of 2021 FY Accounting	Audit Committee (Finance 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
Remote Deposit	Board Vote on Resolution	08/18/22	R. McCutchen
Polar Gas Contract	Price Increases - Board Decision	08/27/22	Finance Committee
Legal Updates	Collections submitted, Foreclosure Action		R. McCutchen

11.45 HR Committee

Orientation Document	Issued but will need follow-up discuss setting Goal Setting	05/31/22	C. Isenhart
Employee Documents	Job Descriptions and Responsibilities available		C. Isenhart
Board Documents	HR Program with Process Updates – Board Job Descriptions	07/31/22	C. Isenhart

12:00 Architectural Review Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A Need Board approval for committee name change arc@bigelkmeadows.org		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 Board Approval for Committee Name Change		K Mason
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		ARC to verify and update status.

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	Shed, 626 Aspen Deck, 211 Hemlock Paint, 244 Aspen Window, 259 Cedar Roof		
BEMA Common Land	Retaining wall request for 12 Mirror Lake Ct brought to light the issue of Member improvements on BEMA common land.		Ken Battaglini will give update, moved to Common Area
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 Forming Sub Committee		ARC to identify steps required to undertake study

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

Incident/Violation			
Hickory Drive	Hickory Water Drainage/Grading Plan	07/15/22	Pat Sorenson
1032 Aspen	Talk with Owner /Lot Condition (Need Incident Report)	07/15/22	Paul McDaniel
Office Security	Recent Incident - Prospective Member		Paul McDaniel
84 Aspen Drive	Stump Removal - Owner's Responsibility	Done	

12:30 Governance Committee

Item	Notes	Due Date	Person(s) Presenting
Committee Report/Status	Comments, Q & A		K. Battaglini/B Clevenger
Employee Handbook	Status sent to Board. Ready for Board Approval?		K. Battaglini
Updates to Governing Documents	Identified Changes to Documents		
HB22-1137	Policies to be updated: Collections, Enforcement and Conduct of Meetings Board approval on changes submitted.	August 8	B.Clevenger
Officer 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. Board discussion and direction needed.		B.Clevenger
Short Term Rentals	Ken has been working to define language in our governing documents. There are possible options available. In Process. Need Board decision		K. Battaglini

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	Setup new class
Potential	Committee chose to move forward with making BEM calendars with pictures coming from members of BEM.		

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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	
Develop Open Fire Rules	Standardize rules for open fires and fire management in BEM		B.Clevenger
Insurance companies are contesting liability	BEMA needs to verify that we are protected as to what we request and enforce related to fire mitigation. Defensible Space Packet	Needs Board Discussion	B. Clevenger
COSWAP	Update on meeting in August with COSWAP		B. Clevenger
Communication process with via Operations	Develop Notification process for homeowners to Operations		B. Clevenger, Pat Sorenson.
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. Firewise to work with OPS	Status needed from Ops	B.Clevenger/P. Sorenson
New Item: home mitigation program	Develop process for fire mitigation in BEM by Homeowners related to possibly crediting the homeowner for performing fire mitigation and mitigation volunteer work.	In-Process	B.Clevenger

1:15 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 - Thanks to the Rains		

1:45 Unfinished and New Business

Septic Service investigation based on Water Usage

Motion regarding email voting

Results of Motion regarding Budget for Labor Day Picnic

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

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

5 Minute Break

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2:00 PM

Executive Session (if needed)

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