



Big Elk Meadows Association
Saturday, December 11th, 2021 9:00 AM (Meeting Virtually)
Board of Directors Meeting Agenda

Meeting ID <https://meet.google.com/fns-qygzg-rdn> Phone Number (US) +1 617-675-4444 PIN: 255 190 179 7497#

09:00 Call to Order by President - Director Johnstone handed the meeting over to Director Cyphers.

- Quorum verification – (Board members attending): Adler, Christensen, Cyphers, Grimes, Isenhart, Johnstone, Leonard, McCutchen, McDaniel, Saylor, Sommers, Taylor
- Members In Attendance: C. Faughnan, S. Leonard, K. & K. Broome, J. & E. Murphy, D. Wray, C. Loomis, P. Sorenson, K. Davis, K. Battaglini, L. McCutchen, T. Johnstone, D. Evertson, L. Macleod, A. Francis, Bill (??)
- Staff in Attendance: NONE (P. Flanagan spoke to Director Cyphers beforehand)
- No Request for Executive Session.
- Director Saylor requested for the Architecture and Governance Committees to be separated, as they are two different committees.
- Approval of this Agenda – First motion by Director McCutchen, and second motion by Director Saylor, all in favor. Restricting discussion to Five Minutes. Recording of meetings for minutes.
- Changes still pending for approval of both October and November minutes. Discussion of specific changes for November, and approving them via email after the changes have been made.

09:21 Member Communication

- E. Murphy asked about the status of the current audit, and if there have been issues. Director Cyphers stated that there have been discrepancies but they are being actively worked on, and the goal to finish is end of December.
- C. Faughnan commended the board for getting extra funding for the Sunset Dam project, and asked about the status with L4.
- P. Sorenson wanted to know the status of the updated job descriptions for our employees. He was told that they are under review.

09:30 Committee Reports

- C. Faughnan asked about the posting of committee reports. Director Sommers informed her that it would be posted after a meeting has concluded, and he is to address this further as part of his communications committee report.
- Director Saylor mentioned that the website does not seem to be working, as she is unable to look at anything.

09:32 Communications Committee Report

- Director Sommers gave an update on XBAR7, letting everyone know that XBAR7 needs permission to place repeaters in strategic places in order to offer services to everyone in Big Elk Meadows. The material is readily available pending permission and assistance backfilling short trenches. There was a discussion about getting permission from the Cross' to put up a tower on their property.

09:36 Social Activities Club



- Elaine and Jim Murphy are stepping down, but Ron and Shelia Leonard are to take over. Regrettably, the Holiday Party will have to be canceled as restaurants have not been getting back with information after numerous requests for quotes.

09:42 Operations Committee

- Discussed equipment - would like to keep the red truck, but more research along with quotes from different providers is needed for the track loader and the International truck before making a recommendation. L4 is scheduled to start work next week sometime.

09:47 Finance Committee

- Currently about 90% complete in the transition of Treasurer from Director Cyphers to Director McCutchen.

09:48 Treasurer's Report

- Expenses are at about 55% of what was budgeted for the year and we discussed restrictions of grant funds for Boulder County, and how we were told 50% can go towards the CWCD loan, with the other 50% allowed to go towards operational expenses. Director Cyphers to follow up with clarifications from Boulder County. Discussed weir and how the current issues are not a warranty issue, as it was designed that way to save money. Pat Sorenson to assist with the design aspect, and President Johnstone is to follow through with estimates since he was the project manager.
- Director McCutchen motions to give our employees a Cost of Living Raise of 4%. Seconded by President Johnstone. Discussion was limited to Directors. Directors for: Johnstone, McCutchen, Sommers (via proxy through McCutchen), Isenhardt, Christensen, McDaniel. Directors opposed: Leonard, Saylor, Grimes, Taylor, and Adler (via proxy through Taylor). Motion Passes.

10:27 Long Term Planning Committee

- Due to time constraints, an update will be given during the January meeting.

10:28 Governance Committee

- Director Saylor has posted the new employee handbook the Governance Committee has been working on, and is requesting feedback so it can be approved by the January meeting. Discussed some proposed changes regarding employee timesheets, as there has been a failure to meet requirements already established. Also discussed First Right of Refusal, and how Director Saylor was unable to make any progress due to the law firm stating that she needs to hear from President Johnstone directly first, before she can discuss it with Director Saylor. Director Cyphers to follow up with President Johnstone regarding the policy.

10:51 Architecture Committee

- Registered Letters sent to 374 Aspen, and the asphalt driveway property on Hickory. Larimer Co. is trying to work with owners regarding 1032 Aspen. 1037 Aspen has new owners, there are common land issues, but Victoria said she doesn't have a contact address for them. Victoria also has CCIOA questions about the legality of giving out email addresses and phone numbers. Discussion regarding some other properties within the community, and the need to look at reports that will have a record of approved work - Paul Flanagan will have a copy as well.

11:02 Lake Health Committee

- Updates include: Paying Bills on time with the Aquatic Association has been an ongoing issue, and there will be no more treatments this year. We still need someone to wire Willow Lake Well House as the dissolved oxygen levels are detrimental and we risk losing some of the aquatic life and the fish that we paid for to stock that lake. Director McDaniel to recruit volunteers to help with muck treatment and clarifying for next year, as we could save some money that way. Discussion of some quotes we received from different electrical companies.



- Director Christensen motions to allow a single source company to do the electrical work on Willow Lake Wellhouse within ten days from today not to exceed \$3500. Seconded by Director McCutchen. All in favor. Motion passed.

11:18 Water Rights Committee

- Nothing new to report

11:20 Old Business

- Discussion about the management company and the need to have a scope of work by the January meeting to submit to get an accurate quote and start discussions with them. The goal is to have a full proposal to present to the membership by the annual meeting 2022.

11:22 New Business

- Director Sayler has attempted to get information from Victoria, who then tells her that she requires an appointment be made. Director McCutchen to address this Monday, December 13, 2021 with Victoria.

11:25 Adjourn Meeting: First motion by Director Sayler, second motion by _____, all in favor.

Next Board meeting is on Saturday, January 15th, 2021 at 9:00 a.m.