



**Big Elk Meadows Association
Saturday December 3, 2022
Board of Directors Meeting Minutes
Board meeting held Online**

09:08 Call to Order by President

- Quorum verification: Battaglini, Campie, Clevenger, Cyphers, Isenhardt, Mason, McCutchen, McDaniel, Sayler, Sorenson.
- Board Members not in attendance: (Excused Absence) Evertson
- Members in Attendance: C. Loomis, E. Murphy, C. Paddock, J. Murphy, T. DeVore
- Staff in Attendance: P. Flanagan
- No request for Executive Meeting.
- Approval of the Agenda: Clevenger requested that the Governance Report move up as personal reasons he needs out by 10:30a.m., if possible. First motion by McDaniel and seconded by McCutchen. All in favor.
- Approval of the October 15, 2022 Meeting Minutes: First motion by Clevenger and seconded by Mason. All in favor.

09:15 Member Communications

P. Flanagan- wife coming home after recovery.

P. Cyphers- BEM PO Box is being transitioned out of use.

E. Murphy- reports rental at 31 Balsam needs cleaned up, with vehicles and slash pile down tree. P. Flanagan states the vehicle was removed to work on and down tree on another property.

09:20 Master Calendar

Clevenger requested that the calendar isn't showing it for the Board; apparently not all reports on Master Calendar. Cyphers stated they will be put for complete Board by January Meeting. Flanagan states Water license was renewed in August.

09:26 Communication Committee- Report given by Campie and Sayler.

- Sayler motioned Tori DeVore on to the Communication Committee. Seconded by Campie. Cyphers called for a vote. All in favor.
- xBar 7 shut down winter and removed equipment. Cyphers will follow-up schedule from XBar.
- Campie asked for copies of shared drives to organize for the Co-Chairs. Discussion about working sessions and suitable times. Conclusion will record meetings for Members that cannot attend.

09:32 Social Activities Committee- Report stands.

09:34 Operations Committee- Report given by Cyphers.

- Cyphers is referred to as Acting Co-Chair of Operation.
- New Status tracking work orders forms to Board drive weekly.
- C. Loomis gives a report on pool heater options. Campie makes a motion to buy the Pentair Commercial unit through Hydro Dynamics. Seconded by McDaniel. Discussion of Hydro Dynamic is a local company, unit is environmentally friendly with 15-year life span, less propane use and leak detection and correction of leaks. Cyphers amended to not exceed the \$19,000 price with installation based on delivery date. Cypher calls for vote. All in favor. Once a contract is approved by the Board, the President signs it immediately.
- Sayler asked about the new locks installed and key log. Discussion, Campie motion to ask Glenn (Christensen) to give keys back. Sayler seconded the motion. Cyphers called for a vote. Discussion resumed and Campie rescinded the motion and tabled it. Cyphers said Operations will discuss at the next meeting.
- Sorenson and Cyphers are in negotiations with the County to raise BEM's fee for the maintenance of CO. Road 47.

10:24 Governance Committee- Report given by Clevenger and Battaglini.

- Clevenger - Statement to Admin; The Septic System Rules and Regulation that requires pumping and inspection every four years. The pumping can be waived, if the licensed Septic Inspection Company reveals that the system does not need to be pumped. Governance requests that this be shown on the company letterhead along with the inspection results. This will extend the time of pumping for the health of the septic system to said property.
- Cyphers reported on the progress on the 1032 Aspen violations. In September the second violation warning letter was not sent out as approved, or as in October Board minutes Cyphers did not send it either.
- Governance will address violations of 355 Cedar, 84 Aspen and 1032 Aspen.
- Clevenger is working on a closeout with FEMA.

10:32 Firewise Committee- Report given by Clevenger.

Larimer Connect will supply Emergency, Disaster Prepare kits in April for BEM. They will be housed in the office above the Firehouse.

10:35 Common Area Committee- Report given by Battaglini.

Battaglini motioned to close out RFQ for concrete and award to Mountain Concrete, Scott Miller by name of \$33,141.00 with contract contingent on commitment to schedule of the concrete for east court as early as March and to complete no later than Mid-April. \$2,000 bonus if completed by April 15. Seconded by McDaniel. Discussion. Cyphers called for a vote. Campie no, Isenhardt and Saylor abstain, 6 ayes, Motion passes.

10:50 LTP Committee- Report given by C. Loomis.

- Permit signage Group to meet with officials. Campie requested to be involved.
- The proposed Boulder County Conservation Easement presentation of 199 acres, for perpetually, would provide income to BEM presented by LTFC. Kirk motioned for professional appraisal to not exceed \$5000. Tabled, will be an email vote by Kirk Mason.

11:27 Finance Committee- Report given by McCutchen.

- BEMA Budget work begins in January for 2023-24.
- Two Tax Returns due.
- Cypher- Audit will be done by the end of December and report for January Board Meeting.
- McCutchen and Campie work on increasing the transfer fee amount and a presentation for the Annual Meeting emphasizing the Buyers pay the fee.

11:38 HR Committee-

Employee Evaluation mid fiscal year- McCutchen asks for each Board Member to give a quick email on their evaluation on employee's performance.

11:42 ARC Committee- Report given by Mason.

*Sub-Committee to establish Design Guidelines for new construction met and is working on plans and documents with recommendations to the Board and Community. Board discussed and commented on the direction outlined. Sorenson requested Operations review ARC submittals that affect site grading & drainage.

12:00 Incident Management- Report given by Cyphers.

- Dam gates open- no action warranted.
- Sorenson- Water Rights update manual in committee to work on communications during operations of facilities as highest priority along with other minor updates.

12:13 Friends of Big Elk Committee

Saylor- Calendars are still on sale.

12:15 Lake Health & Fish Habitat Committee- Report given by McDaniel.

12:20 Water Rights Committee- Report given by Sorenson.

Water rights in line and working with the Water Commissioner and Applegate.

Meeting with Pinewood Springs and Applegate to be arranged, Clevenger requested to be involved.

12:25 Unfinished and New Business-

- Campie- Management company discussion. The Board is in the exploratory phase and Membership will be involved after the Board gets information that is needed.
- The Outcome- Board will have a virtual meeting with Haven (Kacie) in January.
 - A shared drive will be set up for all questions to be asked of the Management Company before meeting.
 - Campie will send references for Haven, Board can add questions to ask references.
- Campie presented UTV Information. In talking to Rental Company, and Forest Service about signage at the 'y' so clearly designate Johnny Park from the road into BEM, to help keep ATVs from coming into Meadows.
- Map error-Campie found in working on this project the maps such as Google were directing ATVs into the Meadows and into upper Meadows. She is working with Google to get this cleared up.
- Sayler informed that the Water Billing address does not have the city of Lyons listed. McCutchen will be in charge of getting this changed.

1:02 Adjourn Meeting: First Motion by Sayler, second motion by McDaniel. Cyphers calls for vote, all in favor.

Next Board Meeting January 21' 2023 9:00am

BEMA Secretary of the Board

Devona Sayler