



Big Elk Meadows Association
Saturday, October 15th, 2022 9:00 AM
Board of Directors Meeting Agenda

Will be held in Office Conference Room with Video and Audio

Virtual Meeting meet.google.com/kpu-zfm-x-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 Paul Cyphers for the purpose of Personnel Issues.
- Approval of this Agenda for this Meeting
- Approval of September 17th, 2022 Meeting Minutes – First motion by _____ and second motion by _____ to approve, all in favor.

09:15 Member Communication –

09:30 Master Calendar - New Format

9:40 Communications Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A		D. Sayler
Co-Chair needed	Meredith Campie Co-Chair		
Communication Plan	In Process needs expansion	10/16/22	P Cyphers
Website Maintenance	Status - Documents Correct - X		
Drive Cleanup	Committee Folders - Updates by Chairs X Loading Documents/Access to Folders	10/16/22	Everyone P Cyphers (Backup IT)
xBar 7	Phone in Foyer of Office - OPS		
Water Meter Reading Project	Further incremental improvements to water billing and metering X Need OPs Feasibility		R. Sommers
Google Calendar	Master and Committee Calendar	10/15/22	Everyone



10:00 Social Activities Committee

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

10:10 Operations Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report NO 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	11/18/22	P Sorenson
PM Schedule/Procurement	Need for Budgeting and Parts Inventory Water Heater for Pool – Long Term Solution Member Projects - Scope	10/15/22	Paul Cyphers Pat Sorenson
Work Order program/Budget	Working with Operations to manage work orders – Fall Projects (Hickory, Roads, Pool)	10/15/22	Pat Sorenson
Water Project Repairs	Hydrant Project – Doing In-House Lower Flume - Quotes – 10/15		P. Flanagan/ P Cyphers Pat Sorenson
Tennis Court Project	Change in Direction – Concrete Quotes Decision of project for this current year	Next Spring	Curt Loomis David Evertson
CR 47 Road Projects	Larimer County Closeout Maintenance Contract	Complete 10/22	G.Christensen/P Cyphers
Security Cameras	Top of the Hill and Main Facilities		Ryan Sommers
BEMA Common Land	Retaining wall request for 12 Mirror Lake Ct brought to light the issue of Member improvements on BEMA common land.	10/16/22	Quote Due 10/14/22

10:30 Common Area 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
Horse Pasture Storage/Boats	Need inventory and owners notified		Committee Members

Meadow Lake Dam Tower	Briefing		Ken B/Paul McDaniel
Dead Trees Common Areas		Complete	Ken Battaglini
Upper Meadows Fencing	Prototype	10/31/22	Bobby and Ken
Common Areas	Disc Golf(Approved), Ball Fields	2023	D. Saylor
Maintenance Requirements		03/15/22	Committee

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Mailing: PO Box 440, Physical: 29 Willow Drive, Lyons, Colorado 80540
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 Meeting – 10/12 Long Term Conservation Easement	10/31/22	C. Loomis
Forest Service Road Permit	Permit submitted to Forest Service waiting on feedback.	04/23	C. Loomis
Canyon Lake Futures	This item is more related to Water Rights than LTP. Project working at low level as we gather info. Need Funding Source	TBD	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 NO REPORT	Comments, Q & A – Meeting held 10/06		D. Evertson
Treasurer Report	See YTD Reports, Updated Update Capital Budget	10/10/22	R. McCutchen P Cyphers
Health Insurance Renewal	Needs Discussion	10/31/22	D. Evertson/ Roy McCutchen
Cleanup of 2021 FY Accounting		11/30/22	P. Cyphers
Finalize capital asset List	Enter into QuickBooks, Need for Reserve Study	10/31/22	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 10/17/22	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
Dam Gates Opened -10/06	Filing Incident and Sheriff's Report	10/17/22	Paul McDaniel
Hickory Drive	Hickory Water Drainage/Grading Plan/ Completion	10/31/22	Pat Sorenson
1032 Aspen	Talk with Owner /Lot Condition (Need Incident Reports) 30 Day Fines and Work Orders	10/15/22	Paul McDaniel
Mirror Lake Shoreline	Christenson property completed In-lake trees	Winter	OPS/Common Area
Exterior Lighting	Need list of volators	10/15/22	Governance

11:50 Governance Committee

Item	Notes	Due Date	Person(s) Presenting
Committee Report/Status	Comments, Q & A Short Term Rentals Updated documents and policies (Minutes)		K. Battaglini
Employee Handbook	Status sent to Board. PTO Ready for Board Approval	10/15/22	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	10/15/22	B. Clevenger
Violation Policy	Version in Board Review Will need signatures from the Board accepting the policy.	10/15/22	B. Clevenger
Short Term Rentals	Ken has been working to define language in our governing documents. There are possible options available. In Process. Board Discussion	10/15/22	K. Bataglini

12:00 Friends of Big Elk -

Item	Notes	Due Date	Person(s) Presenting
Committee Report/Status		NO REPORT	D. Evertson
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

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12:10 Firewise Committee

Item	Notes	Due Date	Person(s) Presenting
Committee Report/Status			
Insurance companies and 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.		
Common Area Mitigation/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.		B. Clevenger
Community Wildfire Protection Plan	Board will need to designate Board contact for Plan. Duties include: "Primary development of CWPP and decision making – community risk and value assessment, development of community protection priorities, and establishment of fuels treatment project areas and methods." Board Discussion		

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 NO REPORT	Comments, Q & A		Pat Sorenson.

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, December 3, 2022 at 9:00 a.m. location Office.

5 Minute Break

1:00 PM Executive Session (if needed)