



**Big Elk Meadows Association
Saturday January 21, 2023
Board of Directors Meeting Minutes
Board meeting held Online**

Action taken outside Board Meeting

K. Mason motioned by email, to contract with McCarty Land & Water Valuation, Inc. to provide Appraisal Services for the BEMA land that is part of the proposed Conservation Easement with Boulder County with the cost of the services not to exceed \$5,000. Motion tabled to Board Meeting.

R. McCutchen motioned I move BEMA gift \$300 to each of our full-time staff for Christmas. (Three X \$300 = \$900 total) Christa Isenhardt has seconded the motion. Motion tabled to Board Meeting.

09:00 Call to Order by President Cyphers

- Quorum verification: K. Battaglini, M. Campie, B. Clevenger, P. Cyphers, D. Evertson, C. Isenhardt, K. Mason, R. McCutchen, P. McDaniel, D. Sayler, P. Sorenson.
- Board Members not in attendance:
- Members in Attendance: M. Grimes, C. Loomis, D. Wray, E. Murphy, C. Faughnan, K. Davis, J. Murphy, B. Campie, S. Sayler, G. Christensen
- Opening President Comments
- Staff in Attendance: P. Flanagan
- Request for Executive Meeting made by R. McCutchen and P. Cyphers for the purpose of Employee and Code of Conduct.
- Approval of Agenda first motioned by B. Clevenger, seconded by P. McDaniel. Discussion. Agenda to only list items to be addressed by the Board. P. Cyphers called for a vote. All in favor Motion passed.
- Approval of December 3, 2022, Meeting Minutes. Discussion. First motion by B. Clevenger and second motion by P. Sorenson, approved as amended. P. Cyphers called for a vote. All in favor. Motion passed.

9:46 Member Communication

- D. Evertson motioned to install Meredith Campie into the Co-V-President chair left open by Pat Sorenson. Seconded by D. Sayler. Discussion. D. Evertson amended the motion to 1st Vice President. Seconded by D. Sayler. Discussion. P. Cyphers called for a vote. Vote is split, the President votes no. Motion failed.



- K. Battaglini motioned Paul McDaniel to remain as V-President for the remainder of the year as the only VP. Seconded by C. Isenhardt. Discussion. P. Cyphers called for a vote. Votes split, President votes yes. Motion passed.
- K. Battaglini motioned that we remain at 11 Directors for the next few months and until the upcoming Annual Meeting and elections in May. Seconded by C. Isenhardt. Discussion. P. Cyphers called for a vote. 3 No, 4 Yes, 3 Abstain. Motion passed.
- Recognize letters received from Mary Ann Grimes and Glenn Christensen for Board Seat.

10:33 P. Cyphers computer fails- P. McDaniel takes over meeting

10:36 Master Calendar – Incorporate all information on committee meetings and tracking within the Meadows for Board use ,responsibility of V. Darling and P. Cyphers.

P. Cyphers returns to the meeting.

Master Calendar tabled by P. Cyphers request.

10:47 Communication Committee – Report presented by M. Campie.

- M. Campie rescind motions on report for website passwords changes.
- C. Isenhardt, former Secretary, is to present to Communication Chairs with the Draft Minutes for the 2022 Annual Meeting by Saturday January 28, 2023 for entry into BEM Website. ● Communication Chairs and Secretary ask for full access to drives and website.

10:53 Social Committee – Report presented by M. Campie, report filed.

10:54 - Operations Committee - Reported presented by P. McDaniel.

- C. Isenhardt motioned Meredith Campie to be on the Operations Committee. Seconded by P. Sorenson. Discussion. P. Cyphers called for a vote. All in favor. Motion passed.

11:00 - P. McDaniel leaves the meeting.

- P. Cyphers motioned Glenn Christensen to the Operations Committee. Seconded by C. Isenhardt. Discussion. P. Cyphers called for a vote. 4 Nos, 6 Yes, motion passed.
- Asset inventory to be done by P. Sorenson and G. Christensen.
- P. Cyphers motioned to move ahead with fixing pool leaks for \$2800 with Hydro Dynamics, with completion in March. Seconded by P. Sorenson. Discussion. P. Cyphers amends motion not to exceed \$4000. Seconded by P. Sorenson. Discussion. P. Cyphers called for a vote. 1 No vote, motion passed.
- P. Cypher motioned to sign the contract with Hydro Dynamics depending on the inspection and done at the time of heater install. Seconded by P. Sorenson. Discussion. P. Cyphers called for a vote. 1 abstain, motion passed.

11:46 - Common Area Committee – Report presented by K. Battaglini.

- Tennis court concrete contract. K. Battaglini motioned to approve additional money required. Seconded by B. Clevenger. Discussion. D. Evertson amended the motion to remove the \$2000 bonus. Seconded by D. Sayler. Discussion. P. Cyphers called for a vote. 3 Yes, motion failed.
- K Battaglini motion to approve additional money not to exceed \$9000, tennis court project is not to exceed a total of \$85,000. Discussion. P. Cyphers called for a vote. 2 abstain, motion passed.
- P. Cyphers to sign the contract immediately.



12:31 Long Term Planning – Report presented by K. Mason.

- K. Mason rescinded a previous motion of \$5000 for appraisal related for the Conservation Easement land.
- K. Mason motioned the Board to allow LTP to represent the entire Board at a Town Hall Presentation to the Membership as per the communication plan and presentation is as presented to the Board with revisions from Board comments and questions; with the corrections of the revisions of communication Chair Meredith Campie. Seconded by B. Clevenger. Discussion. M. Campie motion amended we will not move forward if our water rights or Sunset Lake are a concern. Seconded by P. Sorenson. Discussion. Final presentation will be shown to the Board next week. P. Cyphers called for a vote. 1 No, Motion passed.
- Forest Service request fence needs completed in upper meadows, FireWise committed to finish it.

1:08 Finance Committee– Report presented by D. Evertson. R. McCutchen presented the Treasurer's report.

- P. Cyphers motioned to establish an AD-Hoc Clean up Accounting Committee. Seconded by B. Clevenger. Discussion. P. Cyphers called for a vote. 1 No, motion passed.
- D. Sayler motioned B. Clevenger, P. Cyphers, P. Sorenson, M. Grimes, D. Wray on to the Clean-up Accounting Committee. Seconded by R. McCutchen. Discussion. P. Cyphers called for a vote. All in favor. Motion passed.
- M. Campie motioned for Pat Sorenson as Chair of Ad Hoc Clean-up Accounting Committee. P. Cyphers motioned B. Clevenger as Chair. D. Sayler amended the motions of the two as Co-Chairs. Seconded by M. Campie. P Cyphers called for a vote. All in favor. Motioned passed Ad Hoc Committee Charter: Purpose of the Committee is to aid in clean up of accounting in order to get taxes filed for the last 10 years and have an audit in areas of reconstruction and taxes.
- M. Campie motioned to get three bid proposals to get ready to have an audit. Second by D. Sayler. Discussion. P. Cyphers called for a vote. All in favor. Motion passed.

2:04 HR Committee - No report

C. Isenhart will finish up on HR.

2:09 ARC Committee – Report presented by K. Mason.

- R. McCutchen motioned that 355 Cedar violation be dropped on the grounds the violation was not grievously wrong. Seconded by M. Campie. Discussion. P. Cyphers called for a vote. 1 No, motion passed.

2:18 Incidents Management – Report presented by P. Cyphers

- 1032 Aspen- Has been verified a Health and Safety Violation. B. Clevenger will give a second notification for immediate action following new Policy and Guidelines. Operations can clean up immediately.



2:29 Governance Committee – Report presented by B. Clevenger.

- B. Clevenger motioned Fire Rules have been submitted to the Board for approval. Seconded by K. Battaglini. Discussion. P. Cyphers called for a vote. 1 Abstain, Motion Passed. (Addendum A, attached Fire Rules).
- B. Clevenger will handle 1032 Aspen as a Health Violation.
- B. Clevenger will present Board Job Descriptions within two weeks
- D. Sayler Employee Handbook clarification on drive.

2:51 Friends of Big Elk Committee– Report presented by D. Evertson.

3:03-P. McDaniel rejoins the meeting..

3:05 FireWise Committee- Report presented by B. Clevenger.

3:09 Lake Health & Fish Habitat Committee - Report presented by P. McDaniel.

3:16 Water Rights Committee - Report presented by P. Sorenson.

3:19 Unfinished and New Business:

- M. Campie presented a report on Management Company, Haven.
- K. Battaglini motioned per email - That this Board believes that our community would benefit from professional management services and we intend to move toward making that happen without delay. The Board may convene for a special meeting or email vote to select a management company/ managing agent with an appropriate form of agreement as early as Feb 1. K. Mason amended to remove email votes. Discussion. Seconded by M. Campie. Discussion. K. Battaglini amended the motion to move forward on the contract or primary form of agreement with Haven, having some flexibility as soon as Feb. 1st. Seconded by D. Sayler. Discussion. P. Cyphers called for a vote. 2 Abstain, motion passed.

4:48 Executive session canceled.

4: 50 Adjourn Meeting- First motion by D. Sayler. Seconded by R. McCutchen. P. Cyphers called for a vote. Motion passed.

Next Board Meeting is on Saturday, February 18th 2022 at 9:00 am online.

**BEMA Board Secretary
Devona Sayler**

Addendum A

General Rules

5. Outdoor Fire Restrictions

- a. Burning in incinerators is prohibited.**
- b. All fireworks, rockets, canons and other incendiary devices are prohibited.**
- c. Open fires within Big Elk Meadows are prohibited except for barbeque grills and patio fireplaces. No open fires are permitted off decks or patios.**
- d. Devices using gas, jellied petroleum, pressurized liquid fuel that do not have a shut-off switch are prohibited.**
- e. Charcoal grill should be on a flat noncombustible or fire resistive surface.**
- f. Wood may be used to enhance cooking in grills or smokers. g. Outdoor wood fires are prohibited for short-term guests.**
- h. Outdoor wood fires are prohibited, except**
 - 1. In permanently constructed, stationary, masonry or metal fire pits specifically designed for the purpose of combustion, including a spark arrester.**
 - 2. In commercially constructed fire pits inclusive of a spark arrester.**