



Big Elk Meadows Association
Wednesday, July 12th, 2023 6:00 PM
Board of Directors Meeting Minutes

Meeting will be held at the Office in Person and Virtually with Video and Audio

Virtual Meeting meet.google.com/kpu-zfm-x-fgp Phone Numbers: +1 617-675-4444 PIN: 528 133 506 8397#

Call to Order by President - The Board President called the meeting to order at 6:06pm.

- Quorum verification – (Board members attending): All Board members were present either online or in person at the community office.
- Members In Attendance: 6 homeowners were present in person and 5 were present online.
- Haven Management and Staff in Attendance: Paul F from Big Elk Meadows and Heidi S. from Haven Community Management were present.
- Approval of this Agenda for this Meeting First motion by Christa I., and second motion by Sam S. to approve, nine in favor, one board member abstained. Motion passed.
- No Request for Executive Session was made. However, it was announced that there may be Executive Sessions before the next Board meeting to discuss the Haven contract.
- May 2023 Meeting Minutes – The Board of Directors motioned to approve the May 2023 meeting minutes as amended. First motion by Ken B. and second motion by Sam S. to approve, all in favor. May 2023 meeting minutes approved.
- June 2023 Meeting minutes – The Board of Directors tabled the vote of the June 2023 meeting minutes so they can have more time to review. The Board will vote by email.

Owner Forum (Member communication) – Homeowners brought forth topics that included but were not limited to Colorado Sunshine Laws and transparency from the Board, community Labor Day weekend events, Policies that they believe are not being followed, owner communication issues and newsletter issues.

Management Update

Transition Phase Update (90 days) Management Update – Heidi S. will be the manager moving forward with the owner Beverly C. supporting her. Haven has verified all GL codes that need to be used to work in conjunction with the previous BEMA GL codes. Haven will get the full budget uploaded once it has been adopted by the board.

Q&A – Haven Contract Review with 2023 Board & Addendum B – Contract Expansion, Committees Interaction, Administrative Capabilities – The Board President asked the whole board to take some time to fully review the Haven contract and the Addendum B and as a board will discuss at a later date. Haven has given the Board a list of committees that are important to keep, and which ones Haven's contract will absorb.

RACI Chart

Discussion of Committees and Chairs

Communications Committee – The Board motioned to dissolve the communications committee. Meredith C. made the motion, Ryan S. seconded, and all were in favor. The communication committee will be dissolved.

Social Activities Committee -The Board of Directors agreed to keep this committee, no vote needed. Christa I. nominated Meredith C as chair, Sam S seconded, all in favor.

Big Elk Meadows Association

Mailing: Haven Community Management 350 Interlocken Dr., Suite 350 Broomfield CO 80021

Physical: 29 Willow Drive, Lyons, Colorado 80540

303-835-7557 Admin@bigelkmeadows.org



Friends of Big Elk Committee - The Board of Directors motioned to dissolve the Friends of Big Elk committee. Ryan S. made the motion, Christa I seconded, 6 Board members were in favor, 3 were not and 1 abstained from the vote. The Friends of Big Elk committee will be dissolved.

Operations Committee – The Board of Directors motioned to combine the Ops Committee and Common Area committee. Paul C. made the motion, Christa I. seconded, all were in favor. The motion to combine the OPS and Common Area committees passed. Paul C. nominated Ken B to chair the combined OPS and Common Area committee, Christa I. seconded, all were in favor.

Finance Committee - The Board of Directors motioned to combine the Finance committee and the Long Term Planning committee. The Motion was made by Paul C., seconded by Christa I., 7 board members were in favor, 2 were not and 1 abstained from the vote. The motion to combine the Financial and Long Term Planning committees passed. With the Finance committee and the Long Term Planning committee combined, Paul C. nominated Christa I. to chair the committee, Kirk M. seconded, all were in favor.

Architectural Review Committee - The Board of Directors agreed to keep the ARC committee as is. No vote needed. Paul C nominated Kirk M as the ARC committee chair, Christa I seconded, all were in favor.

Governance Committee - The Board of Directors motioned to dissolve the Governance committee but maintain Ken B as the Governance officer as part of a board officer position. The motion was made by Ken B., seconded by Sam S., 9 board members were in favor, 1 was not. The motion to dissolve the governance committee passed.

Lake Health & Fish Habitat Committee – The Board of Directors discussed combining the Lake Health and Water Rights committee. The two committees will work together for a few months and we will discuss it again at a later date. Christa I nominated Pat S (WR) & Paul M (LH) to co-chair this combined committee, the motion passed with all in favor.

Firewise Committee/Forestry Committee - The Board of Directors agreed to keep the Firewise committee and not combined it with any other committee. No vote was taken. Christa nominated Sam S. to chair the Firewise committee, Pat S. seconded, all were in favor.

Social Committee Chair –	Meredith C.
Finance/Long Term Planning Chair –	Christa I.
OPS/Common Area Chair –	Ken B.
ARC Chair –	Kirk M.
Lake Health/Water Rights Co-Chairs –	Paul M. & Pat S.
Firewise Chair –	Sam S.

Master Calendar (Transition to Haven Portal) – Meredith C presented via email a step-by-step process for the Board and committees to update their items via the community calendar on the Haven Portal.

Communications – Haven Portal (Training) Haven is working on putting together training or step-by-step tutorials on how to use the new community portal.

Social Activities – Calendar – Upcoming Events – The Social Committee updated the Board of Directors on the upcoming Mid-Summer event in August and the Labor Day weekend events in the community and asked for board members & homeowners to sign up for volunteer spots with the Elaine M.

Firewise- Bobby C asked the Board of Directors for an informational board as suggested by the OEM that he will fund and install to be either installed at the main entrance gate or the office. This board will be fully enclosed, and homeowners have volunteered to help keep it up to date. The discussion included reasons why the installation should be put at the entrance gate vs the office. The committee will let us know where they decide to install the sign at a later date. Sam S motioned to approve, Ken B. seconded and all were in favor.

Big Elk Meadows Association

Mailing: Haven Community Management 350 Interlocken Dr., Suite 350 Broomfield CO 80021

Physical: 29 Willow Drive, Lyons, Colorado 80540

303-835-7557 Admin@bigelkmeadows.org



Operations/Common Area – Gate Installation – The Board of Directors notified that the company putting in the gate had a family emergency and has had to push the installation of the gate back a week. As it stands the revised contract will cost us \$15,700 which does not exceed the \$16,000 that was voted on at the June Meeting.

Motion on 12 Mirror Court Retaining Wall Work- The Board of Directors motioned to approve the offer from Rivera Stone to remove the existing retaining wall and put the grade back to the construction standards, with material and labor not to exceed \$7,800. The motion was made by Paul M., seconded by Ken B., 7 Board members approved, 2 denied the motion and 1 abstained. Motion passed.

Long Term Planning Committee Presentation CE Update/Next Steps, Coupled with Reserve Study CE- The committee is putting together their response to Boulder County with the plan to have a discussion with the Board once complete. The committee also discussed that they are looking into expanding lots and will be putting together data to support the positive response they received from the homeowners from a survey.

CWCB Meeting -August 1- Paul C, Ken B, Bobby C., Kirk M, Curt L., will attend this meeting and will provide information from this meeting to the rest of the board. Meredith C would also like to attend the meeting. Paul C made the motion, Christa I seconded, all were in favor.

Pinewood Springs Water CoOp meeting – Pat S., Bobby C & Paul C will meet with PWS on July 26 and Paul F. would like to also be involved in the meeting to discuss the future of cooperation between BEMA & PWS with water.

Finance - Finalize and Adopt Budget, Rate Schedule, Capital Budget, Insurance Renewal – The committee has reworked the 2023/2024 budget based on the approved assessments in June 2023. The rate fee schedule and the adjusted budget were presented. Christa I made a motion to approve, Pat S. seconded, with a lengthy discussion on the changes that will take effect a board member asked to have a roll call vote taken. Christa I – yes, Pat S. yes, Meredith C. no, Ryan S. no, Kirk M. yes, Ken B. no, Paul M. yes, David E. no Sam S. abstained. With a 5 to 3 vote motion failed.

The following Architectural Review motions were made:

Account BIEL165974 - Motion for approval of ARC request was made by Kirk M., Seconded by Meredith C.. All in favor.

Account BIEL166045 - Motion for approval of ARC request was made by Kirk M., Seconded by Meredith C.. All in favor.

Account BIEL166010 - Motion for approval of ARC request was made by Kirk M., Seconded by Meredith C., All in favor.

Account BIEL166006 - Motion for approval of ARC request was made by Kirk M., Seconded by Meredith C., All in favor.

Account BIEL166129 - Motion for approval of ARC request was made by Kirk M., Seconded by Meredith C., All in favor.

Account BIEL166114 - Motion for approval of ARC request was made by Kirk M, Seconded by Meredith C., nine (9) board members were in favor, One (1) abstained.

The following email votes were conducted between meetings and are hereby read into the minutes.

Account BIEL166114 - Motion was made in email for approval of ARC request by Kirk M., Seconded by Paul M. Motion passed with 7 votes in favor, 3 abstained.

Account BIEL166051 - Motion was made in email for approval of ARC request by Kirk M, Seconded by Ken B. Motion passed with 6 votes in favor, 2 against, 2 abstained.

Big Elk Meadows Association

Mailing: Haven Community Management 350 Interlocken Dr., Suite 350 Broomfield CO 80021

Physical: 29 Willow Drive, Lyons, Colorado 80540

303-835-7557 Admin@bigelkmeadows.org



Account BIEL166089 - Motion was made in email for approval of ARC request by Kirk M, Seconded by Ken B. Motion passed with 6 votes in favor, 4 abstained.

Account BIEL166015 Motion was made in email for a violation letter to be sent by Ken Battaglini, Seconded by Kirk Mason. Motion failed with 3 votes in favor, 3 votes against, 4 abstained.

Account BIEL166114 Motion was made in email for a violation letter to be sent by Kirk Mason, no second was made. Vote failed.

Governance Committee New/Revised Policies Transition to Haven, By-Laws Updates, Ballots Inspection of Records Policy (Revised) – Altitude Law recommended that we get our policies updated as many are not up to date with the New House Bills that passed in 2021 & 2022.

Motion is for a roll call vote for items 1) thru 4) as resolution in order to determine this Board's governance position and direction on STR.

1) That, to better align with county designation, that we clearly separate short term rentals from long term rentals in our BEMA Rules and Regs. The distinction and separation being based on duration of stay; less than or greater than 30 days.

That, to align with county regulations and permit/ licensing requirements for short term rental, that along with our existing requirement that members participating in STR advertising or hosting activity have current county license, our BEMA Rules and Regs will also require

2) A direct contact name and phone for member and/ or agent in the BEMA directory and on all forms submitted for STR administration.

3) A commitment of 1 hour response when called and immediate onsite involvement and timely resolution of emergencies or urgent matters.

4) A Deposit/ Escrow Account requirement for payment of fine(s) that would be drawn upon in the event that BEMA Board determines violation with fine. No warning for major violations. Hearings can follow.

Motion was made by Ken Battaglini, seconded by Christa Isenheart with votes as follows:

For: Christa Isenheart, Pat Sorenson, Ken Battaglini, Sam Schwab, Ryan Sommers, Kirk Mason, Paul McDaniel
Against: David Evertson, Meredith Campie

A motion was made for an exemption to be made for a member to provide their fishing badge to their relative that would be visiting. Motion was made by Christa Isenheart, seconded by Ryan Sommers. Vote failed with 2 votes in favor, 1 abstained and all other against.

Unfinished and New Business

Adjourn Meeting: With no further business to discuss a motion to adjourn at 9:25pm was made by Ken B, second motion by Christa I, all in favor.

Big Elk Meadows Association

Mailing: Haven Community Management 350 Interlocken Dr., Suite 350 Broomfield CO 80021

Physical: 29 Willow Drive, Lyons, Colorado 80540

303-835-7557 Admin@bigelkmeadows.org