



**Big Elk Meadows Association
Saturday, June 17th, 2023 9:00 AM
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#

09:00 Call to Order by President Cyphers. The Board President called the meeting to order at 9:08am.

- **Announcement of Ballot Results:** H. Scanlan from Haven Community Management announced the verification of a quorum on the ballots.
 - With a quorum of the ballots the 2023/2024 Annual Assessment passed.
 - With a quorum of the ballots S. Schwab and R. Sommers are the two new board members.
- **Quorum verification** – (Board members attending): K. Battaglini, M. Campie(online), P. Cyphers, D. Everton, C. Isenhardt, K. Mason, R. McCutchen, P. McDaniel, D. Sayler, P. Sorenson.
- **Board members not in attendance:** (Excused absences): S. Schwab & R. Sommers were not present.
- **Members In Attendance:** 15 homeowners were present either in person or online.
- **Haven Management and Staff in Attendance:** H. Scanlan attended in person and P. Flanagan attended online.
- **Approval of Agenda** – An amendment to the agenda was requested by the Board of Directors to separate the approval of the April and May meeting minutes. The Board of Directors motioned to approve the June 2023 agenda as amended, a second was made, all were in favor.
- No Request for Executive Session was made.
- **Approval of April 2023 Meeting Minutes** – The Board of Directors asked to amend the minutes and that the contracts not be included in the meeting minutes moving forward. The Board of Directors motioned to approve the April 2023 Meeting Minutes as amended, a second was made, all were in favor.
- **Approval of May 2023 Meeting Minutes** – The Board of Directors asked that the May meeting minutes be amended to not include language stating Havens transition has been completed and all committee meeting minutes be removed from the Board Meeting Minutes. The Board of Directors tabled further discussion until the next Board Meeting in July, pending separation of the Board Meeting Minutes and the Committee Meeting Minutes.

09:15 Member Communication - 15 homeowners were present either in person or online. Topics of conversation included but were not limited to water operator staffing inquiries, publication of the treasurers report, office staffing once current staff departs and Haven's role & status of gate.

09:30 Introduction to being a Board of Directors (Descriptions, Board Books, Conduct of Meetings, Code of Conduct, Orientation)

Board Member Terms, Ten (10) Members:

Board Members with One Year Terms – P. Cyphers, P. McDaniel, C. Isenhardt, & K. Mason

Board Members with Two Year Terms - K. Battaglini, M. Campie, D. Everton, & P. Sorenson.

Board Members with Three Year Terms – S. Schwab & R. Sommers

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Motion in of Officers (Executive Board Discussion)

O **President** – a nomination was brought from the floor for S. Schwab, P. Cyphers & D. Everton. S. Schwab declined the nomination by phone; P. Cyphers & D. Everton accepted the nomination. The Board of Directors opt to vote by secret ballot. With the majority of the votes *P. Cyphers has been elected President.*

O **Vice President** - a nomination was brought from the floor for S. Schwab, the nomination was accepted. With no one contesting the nominee, *S. Schwab has been elected Vice President by acclamation.*

O **Secretary** - a nomination was brought from the floor for R. Sommers, the nomination was accepted. With no one contesting the nominee, *R Sommers has been elected Secretary by acclamation.*

O **Treasurer** - a nomination was brought from the floor for D. Everton & C. Isenhardt. D. Everton & C. Isenhardt accepted the nomination. The Board of Directors opt to vote by secret ballot.

With the majority of the votes *C. Isenhardt has been elected Treasurer.* A motion was made to have R. McCutchen stay on as agent to help with the transition of a new Treasurer and remaining transition for Haven. A motion was made and seconded; 9 Board Members were in favor, 1 Board Member abstained.

O **Governance** - a nomination was brought from the floor for K. Battaglini, the nomination was accepted. With no one contesting the nominee, *K. Battaglini has been elected Governance Officer by acclamation.* A discussion was held on whether or not to move forward with this position as an officer. The Board of Directors motioned, and seconded to keep the officer position for now; 9 Board Members were in favor, 1 Board Member abstained.

0945 Haven Discussion

Transition Phase Update (60 days)

June 1 Transition – Roy McCutcheon

Q&A – Haven Contract Review with 2023 Board – June

Addendum A - Extra Charges, Human Resources (Payroll), Insurance

Addendum B – Contract Expansion, Administrative

RACI Chart

- Discussion of Committees Chairs – The Chairs are as follows:
 - o Communications Committee - M. Campie
 - o Social Activities Club - M. Campie
 - o Friends of Big Elk Committee - D. Everton
 - o Operations Committee – P. Cyphers & P. McDaniel
 - o Finance Committee - D. Everton
 - o Long Term Planning Committee - K. Mason
 - o Architectural Review Committee - K. Mason
 - o Governance Committee - K. Battaglini
 - o Lake Health & Fish Habitat Committee - P. McDaniel
 - o Water Rights Committee/Irrigation Committee - P. Sorenson
 - o Firewise Committee/Forestry Committee - M. Campie
 - o Common Area Committee – P. Sorenson

10:30 Master Calendar (Transition to Haven Portal) - The Board of Directors agreed that the master community calendar and the Board calendar will be migrated to the Haven Portal. The BEMA Website will keep the documents it currently has on it and will be kept active for community news. The BEMA website will include a link to the Haven Portal for homeowners.

Board Meeting Schedule – Revise ?????

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10:40 Communications Committee Report

Committee Meeting Minutes will be provided by the chairs of each committee.

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A		
Communication Plan	Decide if the website remains, Member Communications?		Secretary/Haven
Websites/Google Drive/Haven Portal	Status		R. Sommers/Haven

10:45 Social Activities Club

Item	Notes	Due Date	Person(s) Responsible
Update	Comments, Q & A		
Calendar of Events	Need Six Month View		

10:50 Operations Report

Item	Notes	Due Date	Person(s) Responsible
Status Report	Comments, Q & A, New Structure Employee Evaluations to be Completed by Supervisor		Paul McDaniel/P Cyphers Paul McDaniel/P Cyphers
Machinery and Equipment			
Gate			
PM Schedule			
Work Order program.	Working with Haven to manage work orders		Haven/Operations
Water Project Repairs	Cement Tank Coat Underway - Status		New Quotes
Tennis Court Project	Coating		K Battaligni
XBar7 Project Update	Phone in Office – OPS, Update on Schedule		R. Sommers
Observation Cameras	Main Facilities completed	05/31/23	P. Flannagan/R. Sommers
BEMA Common Land	Retaining wall request for 12 Mirror Lake Ct	TBD	OPS Committee

10:55 Firewise Committee

Item	Notes	Due Date	Person(s) Presenting
Committee Report/Status	Colorado Wildfire Protection Plan (CWPP) requirements for Big Elk Meadows fire protection. We have identified a core team but do need an active BEMA Board member to participate in the planning.		B. Clevenger
Common Area Mitigation/LTP	We are still planning on working on the East side of Hickory Drive this season		

11:00 Common Area Committee

Item	Notes	Due Date	Person(s) Responsible
Year Long Goals Priority Projects	Comments, Q & A, Scope of Committee 1-2 Years		K. Battaglini

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Meadow Lake Dam Tower	Signed MOU	2023	K. Battaglini/ P. McDaniel
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11:10 Long Term Planning Committee Presentation

Item	Notes	Due Date	Person(s) Responsible
Committee Report/Status	Comments, Q & A, Scope of Committee – Three Years and Beyond		C. Loomis
Boulder County	CE Update/Next Steps	05/31/23	C. Loomis
Long Term Plan	LTPC would like to discuss some next steps Coupled with Reserve Study	04/15/23	Finance Committee

11:20 Finance

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A – No Meeting held Finalize and Adopt Budget ???, Rate Schedule		
Treasurer Report	See Year End and YTD Reports		R McCutchen
Transition to Haven			
Insurance Renewal	Need to do renewal report	07/18/22	
QB's ready for Taxes and Audit	Meeting with Atlas Accounting regularly	09/15/23	P. Cyphers/B. Clevenger

11:40 Architectural Review Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A		K Mason
ARC Log	Review of recent submissions and current process 379 Hemlock - Ray - Driveway, Submitted 4/18/23. Rays request Board hearing about ARC request.		
ARC requests	Board votes for 5 projects 10- 15 minutes		

11:45 Governance Committee

Item	Notes	Due Date	Person(s) Presenting
Committee Report/Status	Comments, Q & A		D. Sayler
Incident /Covenant Violations	Incident Log review, revision of process needed		P. Cyphers
New/Revised Policies	Three year inspection on septic tanks? Health of septic systems for part timers		
Document Compliance	Transition to Haven		H. Scanlon

12:00 Lake Health & Fish Habitat Committee

Item	Notes	Due Date	Person(s) Responsible
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Committee Report	Comments, Q & A		P. McDaniel
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12:10 Water Rights Committee Report

Item	Notes	Due Date	Person(s) Responsible
Committee Report	Comments, Q & A Water Rights Valuation		P. Sorenson
Current Water Status	Free River Status		

12:15 Unfinished and New Business

12:25 Adjourn Meeting: First motion by _____, second motion by _____, all in favor.

Next Board meeting is on Saturday, July 15th **???????**, 2023 at 9:00 a.m. location TBD.

5 Minute Break

12:30 PM Executive Session (if needed)

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