



**Big Elk Meadows Association
Wednesday March 13 6:00 PM
Board of Directors DRAFT Meeting Minutes**

Call to Order by President

- Quorum verification: All directors present except Ken B.
- Members in Attendance: XX homeowners were present either online or in person.
- Haven Management and Staff in Attendance: Carissa D. and Paul F. were present from the BEM staff and Heidi S. was present from Haven.

Motion by Christa I., seconded by Paul M., to approve the agenda including adding Firewise. Motion carried.

Motion by Pat S., seconded by David E., to add the phrase “there is evidence that shows...” to the draft February minutes. Motion carried.

Motion by Pat S., seconded by Christa I., to approve the February minutes. Motion carried.

- Request for executive session for personnel and collections issues.

Member Communications

- Topics brought before the Board during member communications included (but were not limited to): clothing allowance for employees, have tax returns been signed, why was the contract with Altitude law terminated and do we have legal representation, asked the former governance officer to resign, does the treasurer have everything they need, requested the president resign, questions about operations employees and redundancies and backups, roads need to be graded and requested a special meeting of the members to remove the Board President.

FireWise Report

- Report is on the website
- Next workday is May 18th at 9am at the firehouse followed by May 25th at 9am at the firehouse.
- Next committee meeting April 7th at the firehouse and on Google Meet

Communications Committee

- Special Meeting will be held on April 13th along with a Town Hall meeting
- We will be conducting a member survey
- Annual packets will be sent after the April meeting
- Discussion of how many Board member positions will be open this year and what is required to change that number.

Governance

- Discuss governing document updates to the: procurement policy, employee handbook, and reserve policy
- Supposed to review policies every 3 years



- Do we need a reserve study?

Motion by Pat S., seconded by David E., to form a governance committee with Meredith C. as chair. Motion carried.

Motion by Ryan S., seconded by Pat S., to use the past governance committee charter for the new committee. Motion carried.

Motion by Meredith C., seconded by Pat S., to add the following members to the governance committee: Jim Murphy, Cary Karcher, Ryan Sommers, Sheila Leonard and Devona Saylor. Motion carried.

Transition Committee

- Close to have January wrapped up
- Comparing financial services providers
- Water bills were mailed out last Friday
- Costs with Haven this year (thus far) have been \$42,000 on a \$53,000 budget

Finance Committee

- David has been given administrative access to Quickbooks
- Need to move money to Haven accounts for payroll
- Finance committee needs budgets from committees

Ad-hoc Accounting Committee

- 2014-2017 tax returns are done Members of the committee will be meeting to clarify a new question that Paul C has

Architectural Review Committee

- No new requests
- Need a new chair

Motion by Ryan S., seconded by Christa I., to have Pat S., chair the ARC committee. Motion carried.

Long Term Planning Committee

- Next meeting will be March 27th
- Need a new chair

Operations

- Need Board approval to repair the old compressor

Motion by Paul M., seconded by Christa I., to approve paying Blackhawk \$2598.50 to repair the water treatment plant compressor. Motion carried.

- Need culverts and road base

Motion by Paul C., seconded by Paul M., to approve spending a total not to exceed \$7,000 for road repair for the entrance road and Balsam Road. Motion carried.

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Motion by Pat S., seconded by David E., to table the previous motion to the next Board meeting. Motion failed.

- We need to have redundancy for water operators and the other maintenance tasks
- In the past we have approached Pinewood Springs for assistance

Motion by Ryan S., seconded by Christa I., for Carissa and Paul F. to put together a report for the next meeting on options for a temporary backup water operator. Motion carried.

Water Rights

- Ish Reservoir is relatively full
- No water calls for us throughout the winter thus far
- Awaiting review from operations on updated procedures

New Business

Motion by Ryan S., seconded by Christa I., to add a ballot measure to the annual packet to reduce the number of Board members to 9 and if the motion passes that it be in effect for the upcoming Board term. Motion carried.

Motion by Paul C., seconded by Paul M., to have a series of special meetings on April 13th. Motion carried.

Motion by Ryan S., seconded by Pat S., to have the governance committee come up with a list of proper procedures for the upcoming series of special meetings and votes. Motion carried.

Motion by Christa I., seconded by Pat S., to add Paul M. and Carissa Dunlap to the communications committee. Motion carried.

Meeting adjourned at 10:22 pm

The executive meeting was called to order at 10:22pm all Board members were present except Ken B. Heidi S. was present representing Haven.

Collection account needs Board of Directors approval to escalate account per the HOA Collection policy. The Board of Directors discussed the steps that have previously been taken to collect this debt and after discussion approved that accounts BIEL166108, BIEL165990 and BIEL166120 be escalated to the attorney to initiate the collection process.

Motion by Ryan S., seconded by Paul M., to send account BIEL166108 to the attorney to begin the collections process. Motion carried.

Motion by Ryan S., seconded by Paul M., to send account BIEL165990 to the attorney to begin the collections process. Motion carried.

Motion by Ryan S., seconded by Paul M., to send account BIEL166120 to the attorney to begin the collections process. Motion carried.

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The executive meeting was adjourned at 10:35 pm.

The executive session for personnel issues began at 10:38 pm. all Board members were present except Ken B.

Came out of executive session at 11:14 pm.

Motion by Meredith C., seconded by Christa I., to pay Paul Flanagan his outstanding overtime in the amount disclosed in executive session and that the president inform him that we will not be paying overtime going forward except for exceptions approved by the Board. Motion carried.

Motion by Ryan S., seconded by Christa I., to adjourn the meeting. Motion carried

Meeting adjourned at 11:15 pm

Next meeting will be online and in-person and online April 10th, 2024.

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