

## Bar D Board of Directors Meeting

September 16, 2018, 10:00 AM – 11:30 AM

### Attendees

Board directors

Present:

- Russ Kaufman - President
- Annabelle Kaufman – Secretary
- Amy Hileman- Member at Large
- John Randazzo-Cattle Manager (via phone)

Absent

- Brittney Eldridge - Treasurer

Association Members:

- None

### September Action Items

Owner	Action
Russ	<ul style="list-style-type: none"><li>• First draft of communication on website and request process</li></ul>
Russ	<ul style="list-style-type: none"><li>• Contract with Springer for snow removal</li><li>• Talk with Springer about putting in a bid for Rainbow/Eagle</li><li>• Talk with Springer about potential interest in the grader</li><li>• Reply to Dave Curtis on road maintenance proposal</li></ul>
Brittney	<ul style="list-style-type: none"><li>• Look through paperwork for grader title</li></ul>
Russ, Annabelle, Amy	<ul style="list-style-type: none"><li>• Verify which properties are fenced out, update map, and send to John.</li></ul>
John	<ul style="list-style-type: none"><li>• Contact Terry Beckner. –let him know we are working on the map, BLM sent a letter of notice on need to get contract, need to finalize contract</li></ul>
Brittney or Amy	<ul style="list-style-type: none"><li>• Use the treasurer’s responsibilities to create the following lists: what we should outsourced to a CPA, what treasurer must do in an outsourced situation, what other responsibilities could be handed off; what the treasurer must retain</li></ul>
All	<ul style="list-style-type: none"><li>• Think about possible treasurer candidates</li></ul>
Annabelle	<ul style="list-style-type: none"><li>• Secure meeting space for annual meeting</li></ul>
Amy	<ul style="list-style-type: none"><li>• Contact BLM on renewing lease and request an invoice for the renewal.</li></ul>

### Agenda

#### Follow-Up on August Action Items

Owner	Action	Completed
Brittney	<ul style="list-style-type: none"><li>• Remove Alan as a signer on the checking account. Confirm the updated signature cards at the bank are for the savings account</li></ul>	<ul style="list-style-type: none"><li>• Completed</li></ul>

	as well. Update the address on the mailing savings account statement. <ul style="list-style-type: none"> <li>• Get remaining checks, check stubs and debit card from Alan.</li> </ul>	
Brittney	<ul style="list-style-type: none"> <li>• Contact Crow Hill Bible Church to secure space for annual meeting. Verify internet access.</li> </ul>	<ul style="list-style-type: none"> <li>• Move that forward. Annabelle will follow up.</li> </ul>
Annabelle	<ul style="list-style-type: none"> <li>• Reply to the association member email request to paint their barn red</li> </ul>	<ul style="list-style-type: none"> <li>• Ask Brittney if she has that email. No record if it in the Bar D email account.</li> </ul>
Amy	<ul style="list-style-type: none"> <li>• Contact BLM on renewing lease and request an invoice for the renewal.</li> </ul>	<ul style="list-style-type: none"> <li>• Move forward</li> </ul>
Amy, Russ	<ul style="list-style-type: none"> <li>• Investigate snow removal options.</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss. Move forward.</li> </ul>

## Communications from and to Members

The Board discussed a road maintenance proposal received from Dave Curtis. The Board was appreciative of his interest to help, but needs a more detailed estimate before any action can be taken. Specifically, the Board needs to better understand the suggested process, what it would achieve, and how it would improve the roads longer term. A more detailed estimate is also required, similar to any outside bid for contract work, and must be realistic for the Bar D budget. Russ will reply to Dave with the additional information required by the Board.

Per owner request, Russ and Amy looked at the fencing on Lot 71. Since this is an interior fence, Russ communicated to the owner that the owner can take the fence down.

Lot 68 reported BLM installed a new gate. It is outside the Bar D ranch perimeter. Since the fence, gate and road are owned by the BLM, no action is needed.

## Communication Plan

The Board discussed how to enhance communication with association members, while also being more efficient. The following actions will be taken, which will be communicated to association members.

- A website was created that will serve as the main source of information for association members.
  - Documents of interest to association members will be posted, including Covenants and By-laws.
  - Bar D Board meeting summaries will be posted to the website.
  - The new request form will be posted to the website.

Any new request by an association member to the Board must be in writing using the request form on the Bar D website. The Board's preferred method to receive the request is via the Bar D email address, so that requests can be tracked. The Board has instituted a process for resolving the request, which includes steps to ensure the resolution is documented and the association member receives closure to the written request.

All communication to association members will be electronic via email and website. If a member wishes to opt in to USPS hardcopy for vital communications (e.g., annual board meetings), the member must email the Board for this exemption. The rationale for this decision is that processing hard copy communications is time consuming and costs the association money.

## Roads

Next the Board turned to discussion of snow removal. The Board had previously discussed buying a plow truck. While in the process of exploring purchasing options, the driver who plowed the roads for years sold his property and moved. The Board confirmed there are insufficient drivers available to commit to the timing responsiveness needed for snow removal.

Russ briefed the Board on his work to secure a contractor to remove snow. He contacted 6 companies. Most said the Bar D was too large for their company to handle. He talked with two, and one company, Springer, submitted a bid. The bid was for \$300 trip for the main roads and \$500 for all roads. The Board unanimously approved securing the Springer snow removal contract.

The need for road work on Rainbow Court was discussed. One bid was received. Russ will contact other companies for bids.

The Board then discussed the grader. The grader has experienced transmission problems and is not ideal for plowing roads. Due to liability and expenses, and the fact that it is fully depreciated, the Board agreed the grader needed to be sold. The Board discussed three options: sell outright as is; have mechanic inspect and provide report for potential buyers; sell to the company with whom we contract for credit.

## Cattle

Following Board approval to renew the lease with Rancher Terry Beckner, John is updating the contract for signature. Mr Beckner asked for a map of lots available for cattle grazing (those not fenced out, per Colorado law). Russ and Amy will drive the ranch and update a map. The Board received a letter from BLM stating their contract with the Rancher needs to be resigned. John will discuss with Mr. Beckner when the Bar D contract is signed.

Alan Thompson reported that he got the pump working that had failed and the cattle have sufficient water.

## Treasurer's Report

Given the probable departure of the Board Treasurer and lack of interest from other association members, outsourcing of association accounting needs will be explored.

## Next meeting

The Board agreed to communicate via email on the time sensitive items discussed at this meeting. The next meeting will be scheduled based on findings about road and treasurer responsibility contracts.