



BPLA Board of Directors Meeting Minutes

August 21, 2025, 6:30 p.m.

Royal's Residence

Board Meeting Call to Order - The meeting was called to order by the President at 6:38 PM

a) Board members present:

- Henry Vancil (President)
- Tom Mitchell (Treasurer)
- Keith Gallie (Vice President)
- Lisa Mitchell (Secretary)
- Donna Bathory (At Large)
- Michael Royals (At Large)
- Lynda Eldred (Assistant Secretary and Assistant Treasurer)

Approval of July 24 Board Meeting Minutes

- The July 24, 2025 Board Meeting Minutes were approved

Member Issues and Concerns: One member concern was expressed about outside lights left on at night which was resolved by a neighbor-to-neighbor communication.

The ACC expressed a concern to Keith about a landowner placing new signs at the entrance to their property without obtaining ACC approval. Lisa is to ensure that the ACC has the contact info for the landowner, so that the ACC can contact them about this issue.

Road Report

Doug Gibbs was out of town, his road report was reviewed by the board members before the meeting, and we voted to approve the report without discussion. The report is included below:

- 1) Equipment Summary
 - a. Grader – No changes
 - b. Snow Plow Truck – No issues
- 2) Work Completed (last 30 days)
 - a. Pulled front gate cattle guard and cleaned debris underneath so that cattle guard remains functional.
 - b. Completed general road maintenance on various roads after intense July 23 rain event.
- 3) Work Planned (mid Aug to mid Sep)
 - a. Schedule snow plow operators for this winter
 - b. Initiate planning for 2026 road base purchase and delivery
 - c. Continue monitoring roads for muddy areas, significant washboards, and any other maintenance / safety issues

Regular Business

Reports of Officers

1. President: nothing to report
2. Vice President: Insurance quotes discussed under New Business
3. Treasurer: See attached Treasury Report Slides, presented at the meeting. Highlights: we are on track for the year, light spend in July, with 58% of year completed, 57% of the budget spent. The rest of the year looks on track for spending, to come in close to Budget.

It was noted that the Culvert item in the Road budget is now at 102% of budget. It is looking like an item that is needing more expenditure, possible budget increase for next year. Henry wants to request a culvert report from Doug showing how many of our culverts need to be replaced now, and help give us a good estimate of culvert work needed for next year's budget.

On July 31, the Weiler sale to the Smith's closed, and a \$13,528.30 payment was received Aug 2. This clears all past debts, brings 2025 Assessment income to 100% paid, and allows liens to be released. This reconciliation will be seen in the August financial statement. The July statement attached still shows us short on assessment payments.

As was approved in the July Board meeting, from the \$13,528.30 payment in August \$7,082.70 will be added to reserves to account for the 2024 shortfall in reserve contributions, and \$6,095.60 will be allocated to the 2025 operating budget. \$350.00 goes to the 2025 shortfall mitigation fund, bringing it to its \$5740 target. Since with the big payment we no longer have an operating budget shortfall this mitigation fund is no longer needed. A proposal was made to make it a choice at the winter meeting as to whether to ask landowners whether they want to use this money to pay for the proposed Front Entry gate, to lower any special assessment required, or whether to put it in reserves. However, after discussion, the board consensus was that we need to add it to the equipment reserve as was agreed at the July meeting as a planned reserve contribution for 2025 in order to keep on a trajectory to get to our \$100K target met in an 8-year timeframe for grader replacement. The Front Entry Gate needs to be approved on by the membership after more investigation is done, and the funds to build it should be voted on by the membership as a Special Assessment.

4. Secretary: Adam's lot 2 sale closed to Kristina Lawrence Living Trust, which has an Arizona mailing address currently. As usual the title company sent us none of the requested contact info with the closing, so a letter has been sent to the Arizona address requesting email and phone number contact the board requires. A suggestion was made that maybe we start refusing to send HOA reports to title companies that request them unless they furnish us first with a phone number and email for the potential new buyers, so that we aren't in the position of lacking good contact info after a land sale.

Additional Reports of Standing Committees:

1. ACC: The ACC met August 19, and minutes were distributed to the membership.

2. ALCC: Nothing to report
3. Neighborhood Crime Watch: nothing reported. Lisa contacted the sheriff to report the June trespassing incident.

Old Business

- **Responsible Governance Policy Discussion:** Lisa had published a new Revision 12 to the board, that incorporated the new policy and policy changes from the lawyer that bring us into compliance with the new HB25-1043. It also has a new section 9 in our supplemental policies that describes the policy for requesting footage from the Front Entrance Camera. Keith suggested some wording changes to the Front Entrance Camera procedure, which Lisa will incorporate in a final version 13. Meanwhile the lawyer has been consulted about landowner feedback we received from our first pass review, and has advised against making any changes to the policies his firm wrote for us in the document, as they are all necessary to comply with CCIOA laws. The latest version also has bullet and formatting issues fixed from the version previously sent to landowners, plus some wording changes in the Supplemental Operating Procedures that were suggested. A motion was made, seconded, and approved by the Board to send the final version 13 out to all landowners for review, and we will target the September Board Meeting to for the Board to hold our official vote to adopt, sign, and then post the new Responsible Governance Policies and Supplemental Operating Procedures to replace our old Operating Procedures document.

The subject of fines was discussed. Our lawyer emphasized adopting the Policy #6 Policy for the Enforcement of Covenants and Rules was essential to complying with state laws, and the Board is required to enforce our covenants according to the policy. That said, the process of enforcement and fines is thoroughly regulated by the state, and the first part of the process is for the Board or ACC to inform the homeowner of a covenant violation, and then work with the owner on a plan to correct the violation in a reasonable timeframe WITHOUT imposing fines. The Board intends to emphasize this part of the process, as we have done in the past. We envision moving on to the fine stage only in the most extreme cases of a homeowner refusing to work with the Board

or honor any timeframe agreed for correcting a violation. However, fines must remain in our arsenal. They are not prohibited by our Covenants or Bylaws. The lawyer also said that documenting a policy not to fine in any of our rules is a breach of our fiduciary duty as a Board.

- HOA management software for BPLA: We purchased the webhosting service from Bluehost, but when we tried to migrate our website from HOAexpert to a temporary domain on the Bluehost site, the Bluehost migration team found our Admin login and password did not have sufficient permissions to allow migration. Repeated emails requesting better credentials from HOAexpert have produced no response. Finally, HOAexpert responded that they are willing to assist with transfer of or domain (bonnerpeakranch.com) but can't help us with our other requests to help website transfer. We are faced with the prospect of having to rebuild our website from scratch on the new Bluehost site, before we can transfer our domain and make the new site live, as well as transfer our emails. This is of great concern, since this is a lot of work, with risks of losing data, and takes website building skills that not that many folks have.

John Dettenwanger originally built our website with the WordPress tools, and is willing to help rebuild it, and help train Lisa on how to help, but is pressed for time currently, tied up till sometime in September.

Keith has some expertise in this area, and requested the admin login we have to the Bluehost site, and the HOAexpert site to look at what the WordPress web building tools on each, and assess how we could go about starting the rebuild. These have been provided now, and Keith will take a look.

Meanwhile we have not purchased a new email solution yet from Bluehost, and two efforts to try to get free Google Workspace accounts due to our non-profit status have been rejected by Google. Tom intends to try one more time with them to get this benefit, otherwise we will purchase the Bluehost email solution. But getting the email transferred must wait till we get our website transferred, as when we get the domain codes, we must use them to transfer our domain to the new website on Bluehost, thus bringing down our old website. We don't want to risk transferring our domain to move email first, and have it bring our current website down on the HOAexpert server, before we have a new Website on Bluehost to point the domain to.

- Entrance Camera Procedures: A section 9 was added to the Supplemental Operating Procedures for the Policy on Requesting Footage from the Front Entry Camera. With some wording changes suggested by Keith, this procedure was approved by the Board, and to be sent out for landowner review.

Meanwhile, Henry and Lisa have volunteered to be trained by Michael to retrieve the camera footage, and need to arrange a time to get with Michael and be trained on how to do so.

- Front Entry Gate: Henry has had no time to work on this further in the last month. The plan is to further refine costs estimates still to vote on a special assessment at the Winter Meeting. Donna had investigated how heavy the current swing gate was, and was concerned in the case of a power outage how hard the gate would be to open, when the automated system would be out of service. Some other board members assured her the gate would be easy to swing open and just require the removal of some locking pins, which should be easy to remove. Donna will look into this further to make sure she could do it. Michael expressed a concern that maintaining the codes on the pin pads, and dealing with the RFID chip cards would be the biggest jobs, needs scoping. It was suggested that a solar powered battery backup be added to the gate operation.
- Quotes for new Insurance Providers for BPLA: Keith finished his work trying to analyze the various quotes he got from 3 different insurance companies, to see if any would give us cost savings over Brown and Brown, and concluded with the recommendation we stay with Brown and Brown, our current insurer. The quotes from all the other insurers did not provide us with any clear cost savings, and all the other insurers were unresponsive to questions to clarify cost data for the comparison study.

Keith has changed the Progressive Snowplow Insurance to raise the deductible, which will save us \$60, but cautioned this may be offset by general rate increases they may make anyway.

In general, the insurers are all raising rates yearly now, so this remains an item

of concern for our annual budget and assessments.

- Smith's purchase of Weiler lots, will there be new road requirements, changes to livestock management? Henry talked with Sheralyn Smith, and they have no plans at this plan to request any improvements to the roads to their lots, or plans to add roads to lots with no road access currently. They also have no livestock currently on their property. They will advise us in the future if roadwork is needed or if they acquire livestock, as is specified in our governing documents.

Closing of Meeting

The next Board meeting will be held at Donna Bathory's residence on Thursday, Sept. 25th

The meeting was closed at 8:45 PM