



Meeting Minutes

Board Member Meeting - October 16, 2025 at 7:00 pm

Agenda

| Item | Responsibility |
|---|-----------------|
| 1. Open Meeting a. Board Members Present b. Board Members Absent c. Members/Others Present | Tim Ratterman |
| 2. Approval of Minutes Posted on BLE Website for September 18, 2025 Meeting | Board |
| 3. Treasurer Report | Kim Pierron |
| 4. Roles and Responsibilities | Tim Ratterman |
| 5. Technology Updates | Mark Richter |
| 6. Caretaker's Summary | Luke Plummer |
| 7. Architecture Controls Committee | Marty Stevenson |
| 8. Fishing Committee | Tim Ratterman |
| 9. Other Business as Needed | Board |
| 10. Adjourn | Tim Ratterman |

Minutes

1. Open Meeting

| Board Members Present | Board Members Absent | Members/Others Present |
|---|-----------------------|---|
| Tim Ratterman Kim Pierron Kathleen McElroy Mark Leonard Mark Richter Jim Perkins | Aagje Barber(Excused) | Linda Keller Chris Kearns John Boak |

2. Approval of Minutes Posted on BLE Website for September 18, 2025 Meeting

Minutes for the September 18, 2025 meeting were approved as written.

3. Treasurer Report

An audit of our finances was discussed. It is not required by State Law. All of the bids that Kim received were in the upwards of \$15,000 to \$20,000. An official audit has to have paperwork filed through the courts. It was decided that by all that an audit is not necessary at this time.

Linda Keller asked if we could increase the fines as \$250.00 doesn't really hold weight anymore. Kim stated that we can't because it's set by State Law.

3:50 PM

09/12/25

Cash Basis

Empire Lodge Homeowners Association

Profit & Loss Budget vs. Actual

May 1 through September 12, 2025

| | May 1 - Sep 12, 25 | Budget | \$ Over Budget |
|---------------------------------------|--------------------|-------------------|--------------------|
| 6850 · Propane | | | |
| 6851 · Propane Tank Rental | 72.00 | 0.00 | 72.00 |
| 6853 · Propane-Cabin#4/Clubhouse | 266.16 | 0.00 | 266.16 |
| 6850 · Propane - Other | 0.00 | 1,000.00 | -1,000.00 |
| Total 6850 · Propane | 338.16 | 1,000.00 | -661.84 |
| 6900 · Water Expense - Water | 0.00 | 20,000.00 | -20,000.00 |
| 6930 · Special fees (loans/liens/etc) | 0.00 | 250.00 | -250.00 |
| 6950 · Telephone & Internet | 1,477.72 | 3,720.00 | -2,242.28 |
| 7200 · Insurance - workers comp | 407.00 | 2,213.00 | -1,806.00 |
| 7210 · Insurance - General | 8,729.00 | 10,000.00 | -1,271.00 |
| 7500 · Income Tax | 14.00 | 0.00 | 14.00 |
| 7600 · Penalties | 0.37 | 0.00 | 0.37 |
| Total Expense | 95,596.83 | 230,171.00 | -134,574.17 |
| Net Ordinary Income | 148,424.58 | 22,829.00 | 125,595.58 |
| Net Income | 148,424.58 | 22,829.00 | 125,595.58 |

4. Roles and Responsibilities

Next was the discussion of roles and responsibilities of the Board Members. A draft of the roles and responsibilities is included as Attachment 1. It was decided that letters need to have one person for the in and out. Mark Leonard agreed to help with the letters, while Kathleen will record and keep track of what's been sent as well as send them. Luke will let Kathleen know when he gets return mail. Aagje is currently doing the mailing list and Kim gets the deeds from the title company to add them to the list. This is important as this list is used for dues and election mailings and needs to be accurate. As of the end of the discussion Aagje and Kim were still going to do this and Kim was going to check with the Clerk and Recorder if they could also send us deeds. Aagje will also continue with the welcome letters. The management of the calendar was given to the Vice President, which is currently Aagje. The Point of Contact for members to get a hold of will be Mark Leonard. An additional email address will be added so that members can get in touch with the board.

5. Technology Updates

Mark Richter gave the technical update and a summary is attached as Attachment 2. He is working this weekend on data migration of everyone's email. He is also going to put a forward from the old ones to the new ones. He updated the security issues on the current website and removed inactive plug-ins and themes. He met with John Boak and they also worked together on more updates for the website. We are sticking with word press for the moment. John Boak was asked to elaborate and he stated that he didn't have much to add other than they are staging the new items on the website. Mark stated that he is getting Mailchimp up and running and should be implemented by the

November meeting. He is going to work with Aagje to sync the list to make mailings and emailings easy.

6. Caretaker's Summary

Luke was not present at the meeting. Tim stated that we are currently getting the shop and pumphouse reroofed. The shop had some rot and they are fixing that as well. They are working on storage for salt and materials.

Lake County Concrete is going to take the old firetruck and should have it out of here by the end of the month.

Luke is currently working on the cleaning of the culverts on the ranch. He is also working on getting signs on the water trucks with Jonathan.

Beavers have built a dam on the new culvert off of Rainbow so Luke and Marty are going to move it back into the old location.

Cabins are shut down for the winter. The water valve is leaking at the lodge and he found a plumber who will be addressing this.

7. Architectural Controls Committee

Marty was not present. Mark Leonard is going to ask permission to sit with ACC so he can bring updates to the meetings.

8. Fishing Committee

Tim updated that he doesn't believe there was a lot of fish death due to the water levels dropping in the lower lake. Kim stated she can see fish from her house and that they are hanging out in the middle of the lake. Lower Lake will begin refilling as early as October 17, 2025. Tim will be meeting with the State Water Commissioner in the morning. They are going to try to keep the drastic drop from happening again. They are also going to work on a caretaker handbook so that water rules won't fall to the wayside when board members and caretakers change. Example of this is we haven't been doing the cubic feet correctly. This is going to be remedied and the State will help.

9. Other Business as Needed

Tim Ratterman discussed the new meeting changes and how under State Law we have to have public meetings if more than three board members are present. We will be holding one a month on the third Thursday of the month.

It was questioned if Luke is contracted. Kim stated that he is an employee of the Beaver Lakes Lodge Homeowners Association. She also stated that the caretaker should be under the supervision of a board member who lives full time in BLE as stuff can crop up and it would be hard for someone who isn't here to help him or her out. Everyone agreed with this.

Dan Wilke wants to have a discussion with Parkville Water on buying water rights that they own in Empire Valley. Mark Richter will talk to Dan and to post Beaver Lakes Board Member Karen on the water issues to make sure we follow the water rights laws accordingly.

Dredging of the Lower Lake isn't going to happen this year, as the budget cannot handle the costs. Linda asked if this was going to take out the beaver homes. Kim stated that it would leave the beavers alone, it would only be dealing with the sediment that has flowed in

Future meeting dates will be the third Thursday of the month. November 20, 2025 will be the budget meeting. Kim will be getting us the details soon. We will be notifying the members through email before the meetings.

10. Adjournment

Kim Pierron moved to adjourn the meeting Jim Perkins seconded the motion and all were in favor. Meeting adjourned at 8:12 PM

BLE Office Contact Information:

| | |
|---------------|--|
| BLE Website | www.beaverlakes.org |
| Email Address | beaverlakesestates@gmail.com |
| Phone | 719-486-0978 |
| Address | 585 Empire Valley Drive Leadville, CO 80461 |

Future Meeting Dates

Thursday, November 20, 2025 at 7:00 pm - Annual Budget Meeting

Attachment 1 - Roles and Responsibilities Draft



Governance

Board Member Roles and Responsibilities - DRAFT

| Role and Email | 2025-2026 Role | Responsibility |
|--------------------|------------------|---|
| President | Tim Ratterman | Runs board meetings Sets meeting agenda Represents the HOA legally and publicly and coordinates with HOA's law firm Signs official documents and contracts Works closely with other officers to ensure board decisions are carried out Interfaces with Moyer ranch |
| Vice President | Aagje Barber | Performs the president's duties when the president is absent Oversees committees or special projects Coordinates board training materials/handbook and organizes orientation for new board members Provides backup support across roles to ensure continuity Managing calendar Maintains membership roster |
| Treasurer | Kim Pierron | Manages finances: dues collection, bill payment, budget, and reserves Prepares financial reports for board and membership Works with bookkeeper/accountant and oversees audits Ensures compliance with state reporting requirements Maintain contracts Caretaker coordination |
| Secretary | Kathleen McElroy | Prepares meeting agendas and minutes Prepare and send violation letters Assists with election procedures and official correspondence |
| Technology Officer | Mark Richter | Manages website, email system (e.g., Google Workspace), and email newsletters. Oversees digital tools such as online payments, reservations, or surveys. Ensures consistent branding and communication tone. |

| Role and Email | 2025-2026 Role | Responsibility |
|--|----------------|--|
| Parliamentarian | Jim Perkins | Advises president and board on rules of order and meeting procedure. Interprets and applies Robert's Rules of Order or our HOA rules/covenants. Ensures the board follows bylaws, covenants, and governing documents. Monitors changes in state laws. |
| Community Officer | Mark Leonard | Manages member relations, events, welcome packets for new owners. Monitors architectural committee actions Serves as point of contact for member communications (i.e., info@beaverlakes.org) |
| Caretaker caretaker@beaverlakes.org | Luke Plummer | ---Not Applicable--- |

Attachment 2 - Technology Update

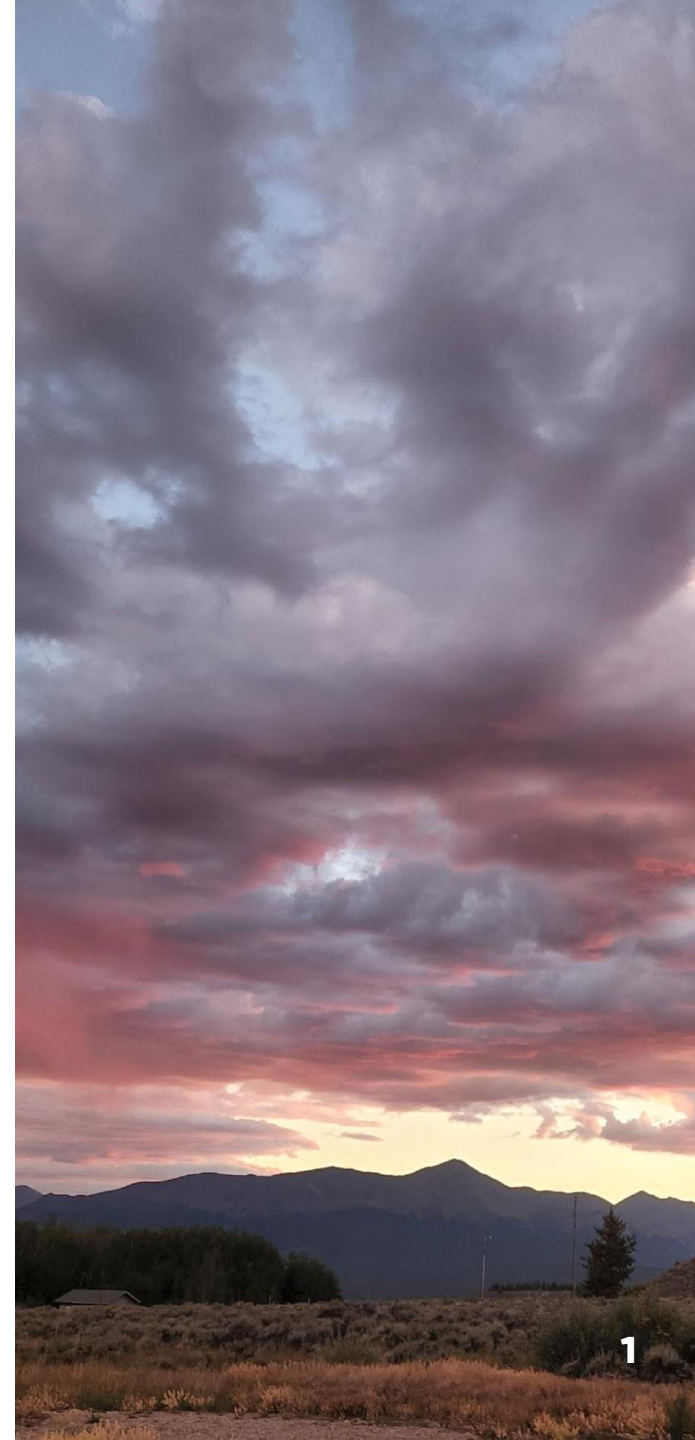


Technology Updates

October 16, 2025

Google Workspace

- Setup and implemented Google Workspace:
 - Email
 - Shared Drive
 - Calendar
 - Create templates and logos files
- If you would like to have your old emails migrated to your new address, send me an email and I can start the process.
- Remaining Items:
 - Setup Luke's email address and account
 - Implement Chat/Groups for Business



Website

- Addressed several security issues:
 - Updated PHP to 8.4
 - Updated WordPress to 6.8.3
 - Removed inactive plugins and themes
 - Fixed header image issue after uninstalling image plugin (security concern)
- Met with John Boak to discuss upcoming website updates
- Update will most likely be in WordPress but use a different theme and website structure.



Email Communications

- Set up meeting email reminder in mailchimp.
- Draft of November meeting notice is shown here.
- Need to figure out way to sync our email address list to Mailchimp and allow people to subscribe/unsubscribe.



Schedule

- Technology updates are ahead of schedule

| | 2025 | | | 2026 | | | | | |
|---|------|-----|-----|------|-----|-----|-----|-----|-----|
| Item | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| Google Workspace, BLE E-mail, Google Groups, and File Directory Setup and Migration | | | | | | | | | |
| Setup Mailchimp for Email Communications | | | | | | | | | |
| BLE Website Reorganization | | | | | | | | | |
| Electronic Payments | | | | | | | | | |
| Reservation System | | | | | | | | | |
| BLE Website Other Improvements | | | | | | | | | |

