

BEEBE DRAW FARMS AUTHORITY

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**A copy of the agenda/meeting packet is available at the Beebe Draw Farms website at
www.colorado.gov/beebedrawfarms**

NOTICE OF REGULAR MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term Expires:</u>
Paul “Joe” Knopinski	President	June 2017
Christine Hethcock	Vice-President	June 2016
Glen Adkins	Treasurer	June 2016
Linda Cox	Assistant Secretary	June 2017
Lisa A. Johnson	Secretary	

DATE: December 8, 2015
TIME: 6:00 P.M.
PLACE: Pelican Lake Ranch Community Info and Sales Center
16502 Beebe Draw Farms Parkway
Platteville, Colorado

I. ADMINISTRATIVE MATTERS

A. Present Disclosures and Potential Conflicts of Interest.

B. Approve Agenda.

C. FIRST READING:

1. _____

D. SECOND READING:

1. _____

E. EMERGENCY READING:

1. _____

II. CONSENT AGENDA

These items are considered to be routine and will be approved and/or ratified by one motion. There will be no separate discussion of these items unless a Board member requests; in which event, the item will be removed from the Consent Agenda and considered in the Regular Agenda.

- Review and approve Minutes of the November 10, 2015 regular meeting (enclosure - 002).
- Consider approval of payment of claims through the period ending December 8, 2015, as follows (to be distributed):

General Fund	\$
Infrastructure Fund	\$
Amenities Fund	\$
Total Claims:	\$

- Review and accept unaudited financial statements through the period ending November 30, 2015 (to be distributed).
- Ratify approval of a proposal from Tamarack Consulting LLC for web-based operation and maintenance map services (enclosure - 003).

III. PUBLIC COMMENT

A. _____

IV. FINANCIAL MATTERS

A. _____

B. FIRST READING:

1. _____

C. SECOND READING:

1. Discuss status of developer fees pursuant to Developer Fee and Water Tap Fee Agreement between Beebe Draw Farms Metropolitan District No. 2 and REI Limited Liability Company.

D. EMERGENCY READING

1. _____

V. LEGAL MATTERS

A. _____

B. FIRST READING:

1. _____

C. SECOND READING:

1. Status of Amended Lease with Farmers Reservoir and Irrigation Company
(ADJOURN TO EXECUTIVE SESSION IF NECESSARY).

2. _____

D. EMERGENCY READING:

1. _____

VI. OPERATIONS & MAINTENANCE

A. Discuss items requiring action from the Authority Board from the Action Items
Status Matrix (enclosure - 004).

B. FIRST READING:

1. _____

C. SECOND READING:

1. Discuss and consider approval of 2016 Annual Fees for existing Amenities
(pool fees, RV storage fees, fishing permit fees).

D. EMERGENCY READING:

1. _____

VII. CAPITAL AMENITIES

A. New Maintenance Facility:

1. Review bid summary and consider award of a contract to qualified bidder (to be distributed).

B. FIRST READING:

1.

C. SECOND READING:

1.

D. EMERGENCY READING:

1.

VIII. INFRASTRUCTURE (Engineer's Report – enclosure - 005)

A.

B. FIRST READING:

1.

C. SECOND READING:

1.

D. EMERGENCY READING:

1.

IX. OTHER BUSINESS

- A. Status of two horizontal well pads to be located at the north end of the subdivision.

1. Status of surface damage and release agreement between REI and Encana.
-

B.

- X. ADJOURNMENT: **THE NEXT REGULAR MEETING IS SCHEDULED FOR
JANUARY 12, 2016**

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
BEEBE DRAW FARMS AUTHORITY
HELD
NOVEMBER 10, 2015**

A regular meeting of the Board of Directors (referred to hereafter as the "Board") of the Beebe Draw Farms Authority (referred to hereafter as the "Authority") was convened on Tuesday, the 10th day of November, 2015, at 6:00 P.M., at the Pelican Lake Ranch Community Info and Sales Center, 16502 Beebe Draw Farms Parkway, Platteville, Colorado. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Paul "Joe" Knopinski; President, (via speakerphone)
Christine Hethcock, (via speakerphone)
Linda Cox
Glen Adkins

Also In Attendance Were:

Lisa A. Johnson and Divena Mortimeyer (for a portion of the meeting via speakerphone); Special District Management Services, Inc.

Elisabeth Cortese and Erin Clark (for a portion of the meeting), Esq., McGeady Sisneros, P.C. (via speakerphone)

Doug Tabor and Michael Welch; Beebe Draw Farms Metropolitan District No. 1 Board Members

Kelly Deitman, Halcyon Design, LLC

Eric Wernsman, Resident and Consultant to Halcyon Design, LLC.

Tim McCarthy; Tamarack Consulting, LLC

Gary and Jan Moore, Residents

**DISCLOSURE OF
POTENTIAL
CONFLICTS OF
INTEREST**

Disclosures of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State.

Ms. Johnson noted that a quorum was present and requested members of the Board disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. It was noted that Directors Hethcock and Knopinski's Disclosure Statements have been filed.

ADMINISTRATIVE MATTERS

Agenda: Ms. Johnson distributed for the Board's review and approval a proposed Agenda for the Authority's regular meeting.

Following discussion, upon motion duly made by Director Cox, seconded by President Knopinski and, upon vote, unanimously carried, the Agenda was approved.

CONSENT AGENDA

Consent Agenda: The Board considered the following actions:

- Approve Minutes of the October 13, 2015 regular meeting.
- Consider approval of the payment of claims through the period ending November 10, 2015 as follows:

General Fund:	\$ 53,042.67
Infrastructure Fund	\$ 58,732.24
Amenities Fund	<u>\$ 6,711.82</u>
Total:	\$ 118,486.73

- Approve unaudited financial statements through the period ending October 31, 2015.
- Approval of a Service Agreement with BioTree, LLC for 2016 tree maintenance services.
- Approval of a Service Agreement with Ottertail Environmental, Inc. for 2016 mosquito control services.
- Approval of a Service Agreement with Rocky Mountain Wildlife Services, Inc. for 2016 rodent control services.
- Approval of a Service Agreement with Peak One Pool and Spa, LLC for 2016 pool maintenance services.
- Approval of a Service Agreement with Environmental Designs, Inc. for 2016 landscape maintenance services.
- Ratify approval of Change Order No. 1 to the Flawless Painting, LLC agreement for staining of additional logs in the amount of \$1,950.

- Adoption of Resolution 2015-11-01; Resolution Regarding the Retention and Disposal of Public Records and adopting a Public Records Retention Schedule

Following discussion, upon motion duly made by Director Cox, seconded by Director Hethcock and, upon vote, unanimously carried, the Board approved the consent agenda.

PUBLIC COMMENTS

Public Comments: There were no public comments.

FINANCIAL MATTERS

SECOND READING

2015 Audit: The Board reviewed the engagement letter from L. Paul Goedecke, P.C. to perform the 2015 Audit.

Following discussion, upon motion duly made by President Knopinski, seconded by Director Adkins and, upon vote, unanimously carried, the Board approved the engagement of L. Paul Goedecke, P.C. to perform the 2015 Audit, for an amount not to exceed \$5,000.

Acknowledgement of Beebe Draw Farms Metropolitan District No. 2 ("District No. 2") Resolution No. 2015-11-04, Increasing the Water Tap Fee from \$10,000 to \$12,000 per tap effective March 1, 2016: The Board acknowledged the action taken by the Board of Directors of the District No. 2 at their November Board meeting to increase the water tap fee from \$10,000 per tap to \$12,000 per tap effective March 1, 2016.

2015 Budget Amendment Hearing: The President opened the public hearing to consider the Resolution to Amend the 2015 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of a Resolution to Amend the 2015 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the Authority. No written objections were received prior to this public hearing.

There were no comments and the public hearing was closed.

Following review and discussion, the Board determined that a 2015 Budget Amendment was not needed.

2016 Budget Hearing: The President opened the public hearing to consider the proposed 2016 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of the 2016 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the Authority. No written objections were received prior to this public hearing.

No public comments were received and the public hearing was closed.

Ms. Mortimeyer reviewed the estimated 2015 expenditures and proposed 2016 expenditures.

The Board discussed the mill levy and determined that no mill levy will be certified.

Following discussion, the Board considered the adoption of Resolution No. 2015-11-02 to Adopt the 2016 Budget and Appropriate Sums of Money. Upon motion duly made by Director Cox, seconded by Director Adkins and, upon vote, unanimously carried, Resolution No. 2015-11-02 was adopted, as discussed, and execution of the Certification of Budget was authorized. Ms. Johnson was authorized to transmit the Certification of Budget to the Division of Local Government not later than January 30, 2016. A copy of adopted Resolution No. 2015-11-02 is attached to these Minutes and incorporated herein by this reference.

FirstBank Acknowledgement: The Board reviewed a document prepared by FirstBank acknowledging a banking relationship between the Authority, Special District Management Services, Inc. and FirstBank.

Following discussion, upon motion duly made by President Knopinski, seconded by Director Adkins and, upon vote, unanimously carried, the Board approved and executed a document prepared by FirstBank acknowledging the banking relationship between the Authority, Special District Management Services, Inc. and FirstBank.

Developer Fees Between Beebe Draw Farms Metropolitan District No. 2 and REI Limited Liability Company: The Board discussed the elimination of the developer fee pursuant to the Developer Fee and Water Tap Agreement between District No. 2 and REI Limited Liability Company. District No. 2 approved the elimination of the fee at their November Board meeting. Attorney Cortese will review the Authority Establishment Agreement to determine if any action is needed by the Authority regarding this proposal and if so, if it will necessitate a material modification to the Authority Establishment Agreement.

LEGAL MATTERS

SECOND READING:

Status of Amended Leases with Farmers Reservoir and Irrigation Company ("FRICO"): There was no new report.

OPERATIONS AND MAINTENANCE

Action Items Status: The Board reviewed the action items status matrix, which is attached hereto and incorporated herein by this reference.

Fencing at RV Storage Facility: The project is complete.

CAPITAL AMENITIES

Status of New Maintenance Facility:

Status of Project: Ms. Deitman updated the Board on the progress made on the new maintenance facility project. Weld County has approved the project. Ms. Deitman will complete the building permit application and submit to Weld County.

Ms. Deitman then presented a summary of the responses received from the Request for Qualifications process. Six firms provided responses and Ms. Deitman determined that all six firms were qualified. Bid packages were transmitted to the six firms. The bid opening is scheduled for December 1, 2015 at 4 pm at the Pelican Lake Ranch Community and Info and Sales Center.

INFRASTRUCTURE

Paving of Lots 153-158 and 168-175: Mr. McCarthy informed the Board that the project is complete and that some reseeding will be necessary.

Planning of Filing 2, Platting of Next Phases:

Service Agreement with Colorado RE for Phase 2 Final Entitlements: Ms. Johnson presented a service agreement with Colorado RE for Phase 2 Entitlements. The Board discussed the insurance revisions to the contract requested by Colorado RE. The Board asked Attorney Cortese to work with the Authority's insurance provider on the request.

Following discussion, upon motion duly made by President Knopinski, seconded by Director Hethcock and, upon vote, with Directors Knopinski and Hethcock voting yes and Directors Cox and Adkins supporting, the Board approved a service agreement with Colorado RE for Phase 2 Final Entitlements subject to final review and acceptance by the Authority's insurance provider and legal counsel.

OTHER BUSINESS

Two Horizontal Well Pads: No new report.

Status of Surface Damage and Release Agreement between REI Limited Liability Company and Encana: Director Hethcock reported that REI is working with the new attorney at Encana to negotiate a new agreement.

32-1-809, C.R.S. Reporting Requirements, Mode of Eligible Elector Notification for 2016: The Board discussed §32-1-809 C.R.S. reporting requirements and mode of eligible elector notification for 2016.

Following discussion, the Board determined to post the required transparency notice information on the Special District Association's website and the Beebe Draw Farms website.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made, seconded, and upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By _____
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL NOVEMBER 10,
2015 MINUTES OF BEEBE DRAW FARMS AUTHORITY BY THE BOARD
OF DIRECTORS SIGNING BELOW:

Paul "Joe" Knopinski

Linda Cox

Christine Hethcock

Glen Adkins

RESOLUTION NO. 2015 - 11 - __

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE BEEBE DRAW FARMS AUTHORITY
TO ADOPT THE 2016 BUDGET AND APPROPRIATE SUMS OF MONEY

WHEREAS, the Board of Directors of the Beebe Draw Farms Authority ("Authority") has appointed the Authority Accountant to prepare and submit a proposed 2016 budget to the Board at the proper time; and

WHEREAS, the Authority Accountant has submitted a proposed budget to this Board on or before October 15, 2015, for its consideration; and

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on November 10, 2015, and interested electors were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, the budget has been prepared to comply with all terms, limitations and exemptions, including, but not limited to, reserve transfers and expenditure exemptions, under Article X, Section 20 of the Colorado Constitution ("TABOR") and other laws or obligations which are applicable to or binding upon the Authority; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

WHEREAS, the Board of Directors of the Authority has made provisions therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget; and

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, as more fully set forth in the budget, including any inter-fund transfers listed therein, so as not to impair the operations of the Authority.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Beebe Draw Farms Authority:

1. That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the Beebe Draw Farms Authority for the 2016 fiscal year.
2. That the budget, as hereby approved and adopted, shall be certified by the Secretary of the Authority to all appropriate agencies and is made a part of the public records of the Authority.

3. That the sums set forth as the total expenditures of each fund in the budget attached hereto as **EXHIBIT A** and incorporated herein by reference are hereby appropriated from the revenues of each fund, within each fund, for the purposes stated.

ADOPTED this 10th day of November, 2015.

(SEAL)


Secretary

EXHIBIT A
(Budget)

I, Lisa A. Johnson, hereby certify that I am the duly appointed Secretary of the Beebe Draw Farms Authority, and that the foregoing is a true and correct copy of the budget for the budget year 2016, duly adopted at a meeting of the Board of Directors of the Beebe Draw Farms Authority held on November 10, 2015.

By: 
Secretary

RESOLUTION NO. 2015-11-01

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE BEEBE DRAW FARMS AUTHORITY
REGARDING THE RETENTION AND DISPOSAL OF PUBLIC RECORDS AND
ADOPTING A PUBLIC RECORDS RETENTION SCHEDULE**

A. Beebe Draw Farms Authority (the “**Authority**”) is a quasi-municipal corporation and political subdivision of the State of Colorado.

B. The Authority recognizes a need for a comprehensive records retention policy and schedule for the Authority’s non-permanent records and the retention of those records that have long-term administrative, fiscal and historical value including, but not limited to those described in Section 24-80-101, C.R.S., as may be amended from time to time (“**Records**”).

C. Under the authority granted by Part 1, Article 80, Title 24, C.R.S, the Colorado State Archives, Division of the Department of Personnel, has created a records retention schedule for Colorado special districts, as may be amended from time to time, for use by special districts, which sets forth a timeline for retaining the Records (“**Retention Schedule**”).

D. The Authority desires to set forth in this Resolution the policy with regard to the retention of the Records of the Authority.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Beebe Draw Farms Authority, Weld County, Colorado:

1. The Authority hereby adopts the Retention Schedule, as the Authority’s minimum standard for the retention of the Records.

2. The Official Custodian as defined and designated by the Authority’s Resolution Regarding Colorado Open Records Act Requests, as such resolution may be amended from time to time, shall also maintain a copy of the Retention Schedule on file for review and distribution, as necessary.

3. The Official Custodian is hereby authorized to retain the Records in accordance with the Retention Schedule.

4. No Records may be destroyed pursuant to the Retention Schedule, so long as such Records pertain to any pending legal case, claim, action or audit involving the Authority or if the Authority’s general counsel determines such Records should be retained for other purposes. Further, if the Official Custodian is unsure whether any Records should be destroyed, the Official Custodian may contact the Authority’s general counsel for advice, prior to destruction of said Records.

5. Records of the Authority shall be destroyed using secure methods of destruction.

RESOLUTION ADOPTED AND APPROVED on November 10, 2015.

BEEBE DRAW FARMS AUTHORITY

By: _____

~~President~~ *Treasurer*

Attest:

[Signature]

Secretary

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 11/04/15)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
<u>Community Center Expansion</u>	03/08/11	Linda			X				<p>04/12/11 – Committee will meet on April 14, 2011 at 6 p.m. Four to five residents expressed interest in attending.</p> <p>05/10/11 – Linda Cox gave a report on the outcome of community meeting and presented a memo on the expansion of the community center. The Board asked the committee to share the information with Halcyon Design, LLC.</p> <p>06/3/11 – committee met with Halcyon Design (Kelly) and shared their information. Kelly will contact the committee when the work is complete.</p> <p>07/13/11 – committee meeting scheduled for July 21, 2011 at 7 p.m. Kelly will present 2 designs to the committee.</p> <p>08/04/11 – committee met and will present information to Authority Board in September.</p> <p>08/09/11 – The Board directed the committee to work with Halcyon Design, LLC to prepare a plan with elevations and then schedule a work session to present the information to the community.</p> <p>09/07/11 – Metro District/ POA Fall Pig Roast scheduled for 9/25/11 @ 5:00 pm where a presentation will be given on future Community Center Expansion</p> <p>09/25/11 – Community will preview sketches at Pig Roast.</p> <p>11/04/11 – Linda and Angie will give an update at the November board meeting.</p> <p>11/09/11 – Kelly to provide cost estimate of Phase 1, Phase 2 and full project. D1 will draft a survey to all residents soliciting input on future amenities.</p> <p>02/14/12 – Cost estimates were presented. Committee will prepare an FF&E estimate and report back to BOD. BOD decided to hold a work session in March to solicit</p>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 11/04/15)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									feedback from the community. 04/18/12 – work session held. Expansion will be included in amenities survey that will be distributed to residents soon. 10/09/12 – BOD directed staff to add to the November agenda discussions on the design and construction of a new maintenance facility as the first phase of the expansion of the community center.
<u>Rules and Regulations Regarding Amenities</u> <ul style="list-style-type: none"> - <u>Enforcement of oil and gas property reclamation</u> - <u>Policy for mail room postings (who is responsible and how long should things remain)</u> - <u>Use of community of center and how to provide access</u> - <u>Rental of community center</u> 	08/14/12	Linda			X				The Board will establish a resident committee to draft the Rules and Regulations. Joe to draft an email soliciting interest from community members and transmit to Liz for distribution. 08/04/11 – email drafted and transmitted to residents. Jeff is the contact for interested parties. 09/20/11 – Committee will be established in October 2011. 12/13/11 – no new report. 02/14/12 – no new report. Work in progress. 04/18/12 – no new report. 06/28/12 – no new report. 07/10/12 – no new report. 08/17/12 – Mike to establish a committee to create a process to solicit desires of community members and draft rules and regulations related to use of amenities. Include MaryAnn and T. Charles Wilson in review of draft rules. 10/09/12 – Mike will schedule a meeting with the committee in the next 30 days. 11/7/12 – Mike held meeting on October 25, 2012. He will provide a report at the November board meeting. 12/12/12 – Mike will schedule another committee meeting. 02/12/13 – Doug will meet with committee members to draft revisions to the current pool rules and will present

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 11/04/15)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									<p>this information at the March board meeting.</p> <p>04/02/13 – Community meeting held on March 30, 2013 to solicit comments on current pool rules and regulations and suggestions for revisions.</p> <p>04/17/13 – BOD discussed the proposed revisions to the current rules and heard public comments. Doug will incorporate the suggested revisions into the document and present at the next board meeting.</p> <p>06/03/13 – 2013 pool rules have been revised and approved.</p> <p>07/07/15 – Board to appoint a committee to draft rules and regulations regarding Lake Christina.</p> <p>08/04/15 – Linda will solicit interest from the community to participate on a committee to draft rules and regulations related to amenities. Lisa and MaryAnn to provide examples of rules and regulations adopted by other districts or HOAs.</p>
<u>Lease at Milton Lake</u>	08/09/11	Joe Christine Elisabeth			X				<p>Joe, Christine and Jeff met with FRICO to discuss extending the term of the lease etc. They will schedule a follow-up meeting with FRICO to continue the discussions.</p> <p>11/09/11 – MaryAnn to draft an agreement with FRICO.</p> <p>12/13/11 – BOD directed MaryAnn to send FRICO the assignment of the lease to the Authority and ask them to execute and to request a meeting to discuss terms of the lease and expansion of use. BOD also directed staff to solicit proposals from Environmental Consultant.</p> <p>02/07/12 – MaryAnn has spoken with an Environmental consultant. Information that was received was transmitted to the Board. MaryAnn has also drafted the assignment to FRICO and transmitted it to FRICO for review and execution.</p> <p>04/18/12 – Geitner Environmental provided a report to the Board. BOD will review report and discuss further</p>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 11/04/15)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									<p>at May meeting.</p> <p>06/14/12 – BOD decided to review the results of the amenities survey to determine desire by community for recreational use on Milton Lake before moving this agenda item forward.</p> <p>07/18/12 – Surveys sent to residents for response.</p> <p>11/7/12 – surveys complete. Boating on Milton Reservoir ranked in the top five most desirable amenities and it also ranked very high with negative votes. Community seems divided on this potential future amenity.</p> <p>06/10/14 – Christine will schedule a meeting with Barry Bowman and Doug Tabor to review the current lease and then schedule a meeting with FRICO.</p> <p>07/08/14 – Christine, Joe, Doug and Barry Bowman have a meeting scheduled with FRICO.</p> <p>8/18/14 – met with FRICO in August. Elisabeth to draft term sheet for renewal of lease and transmit to BOD for review.</p> <p>11/05/14 – draft term sheet completed and routed to BOD for discussion at November board meeting.</p> <p>11/11/14 – BOD discussed term sheet and suggested revisions. Elisabeth will revise accordingly and then send to BOD for final approval.</p> <p>2/4/15 – Elisabeth will incorporate final comments from Christine and then circulate to the Board for final review prior to requesting meeting with FRICO.</p> <p>3/3/15 – Elisabeth will research various documents for horsepower limitations and research the possibility of pontoon boats of @ 20hp.</p> <p>4/7/15 – Elisabeth has transmitted the term sheet to Barry Bowman for review and comment.</p> <p>06/01/15 – Elisabeth is working with Tamarack regarding the legal description of the hunting area to be</p>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 11/04/15)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									included in the new lease. 07/07/15 – Christine in conjunction with Tamarack Consulting has prepared a map of the area. 08/04/15 – Elisabeth to transmit draft agreement to FRICO and request a meeting. 08/12/15 – Elisabeth will transmit the draft agreement and cover letter to Christine for final review prior to transmitting to FRICO. 09/15/15 – Elisabeth transmitted draft documents to FRICO.
<u>New Maintenance Facility</u>	10/08/13	Kelly Committee			X				BOD approved a proposal from Tamarack Consulting to survey the land needed for the new maintenance facility. Lisa to draft change order. Joe to discuss specifics with Tim and Kelly. MaryAnn to work with Doug on County process. Tim to survey land within 30 days. BOD to review entire proposal at November meeting. 11/18/13 – Staff and Doug has located a site within Filing 1 that may be suitable to construct a new maintenance facility. Tamarack is currently surveying the desired site. 01/08/14 – Kelly commented at the December 2014 board meeting that the site identified to be acquired is in a good location to meet the needs of a new maintenance facility. 01/14/14 – Kelly will prepare color elevations for Option B for February board meeting. 02/11/14 – Kelly presented color elevations. BOD discussed funding. Next step is to schedule a community meeting in April. 04/02/14 – community meeting is scheduled for April 12, 2014 at 9 am. 06/04/14 – Kelly to continue to work with the County on the approval process. MaryAnn to work with Kelly

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 11/04/15)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									<p>on the design/build concept and statutory requirements.</p> <p>06/10/14 – Kelly to work with MaryAnn on revisions to her proposal.</p> <p>07/08/14 – Kelly, Doug and Elizabeth have a meeting scheduled to discuss the proposal on July 9, 2014.</p> <p>08/18/14 – BOD approved addendum to AIA for design work. NTE \$51,802. \$500,000 limited liability for all but Civil and Structural engineer = \$1,000,000.</p> <p>10/01/14 – Addendum has been executed. Kelly has begun work.</p> <p>11/05/14 – Kelly updated the Board that due to setback requirements, the maintenance facility may not be able to be constructed on the preferred site. Kelly and Doug are working with the County to determine if the equipment and setbacks can be moved. Kelly has also provided two sketches to potentially use the existing community center and Lot 84 in conjunction to build a new community center and maintenance facility on the entire site.</p> <p>2/4/15 - . Kelly and the committee have identified two new sites located in Beebe Draw Farms Metropolitan District No.2 ("District No. 2"). She presented the sites to the Board via Google Earth map. The Board discussed both options. Christine will provide a map of District No. 2 that shows the lot layout in the vicinity of the two options to determine which, if any, option is viable. Map indicating two possible locations circulated to BOD for review prior to February meeting.</p> <p>3/3/15 – Christine sent options for lots to purchase to locate the new maintenance facility on.</p> <p>4/8/15 – BOD negotiated the purchase of Lot 153.</p>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 11/04/15)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									<p>Kelly to confirm with the County that the maintenance facility can be constructed on the lot prior to Elisabeth drafting a Sale and Purchase Agreement for the lot.</p> <p>4/14/15 – Kelly received positive verbal feedback from the County regarding the location of the new maintenance facility. Elisabeth will contact Harold McCloud to obtain a verification of value/limited appraisal on the property.</p> <p>06/01/15 – Proposal from Harold McCloud was \$2500. The Board directed Elisabeth to obtain additional proposals.</p> <p>08/04/15 – Elisabeth has requested a proposal from Kennan Reinert for appraisal services. Kelly has prepared a change order in the amount of \$6,000 to cover the additional costs due to design changes (pre-engineered metal building to wood frame design) for the Board to approve at the August meeting.</p> <p>08/12/15 – BOD approved Halcyon Change Order in the amount of \$6,000. Kelly will prepare a first draft of a Request for Qualifications and then transmit to Elisabeth for review.</p> <p>09/02/15 – draft RFQ has been prepared and transmitted to Elisabeth for review.</p> <p>09/15/15 – Kelly submitted site plan review package to Weld County. Elisabeth to provide comments and revisions to RFQ and sample contract to Kelly.</p> <p>10/07/15 – RFQ finalized and published.</p> <p>10/23/15 – RFQ responses received. Kelly provided summary of responders to BOD.</p> <p>03/12/14 - Pre-construction meeting was held and the project will begin later this month. Christine to work with Mark to ask Fiore to use access other than Beebe Draw Farms Parkway. Mark to draft summary of</p>
<u>Development of 36 Lots Construction</u>	03/11/14	Christine							

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 11/04/15)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									<p>project. Lisa to distribute to community and post in mail room.</p> <p>05/07/14 – project is progressing. BOD will consider approval of change order nos. 1 and 2 at the May meeting.</p> <p>06/04/14 – BOD will consider approval of change orders 3-6 at June meeting.</p> <p>06/10/14 – BOD approved CO's 1-6. Project is almost complete.</p> <p>07/08/14 – BOD approved CO #7.</p> <p>8/18/14 – CO's # 7-11 approved.</p> <p>11/05/14 – CO's 12-14 were approved. Mark, Joe and Christine will meet with Fiore and Sons to discuss CO's 15, 17 and 19 and complete a punch walk.</p> <p>11/11/14 – Retainage payment was approved. Project is complete.</p> <p>2/4/15 – additional retainage payment was approved as well as CO # 15 and 16.</p> <p>3/3/15 – Fiore is working on re-locating the oil and gas access road.</p> <p>4/14/15 – Two trees were lost during the re-routing of the access road. The Infrastructure Fund will pay of the replacement of two trees.</p> <p>06/01/15 – Fiore and Sons contract is complete and final payment was made on May 29, 2015. Environmental Design to provide a proposal to repair the soil around the culvert pipe and install erosion control.</p> <p>07/07/15 – EDI proposal was approved for erosion control measures.</p> <p>08/04/15 – EDI completed erosion control work.</p> <p>08/12/15 – REL to re-seed certain lots due to dry utility installation.</p>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 11/04/15)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
<u>RV Storage Improvements</u>	02/10/15	Committee Dan Lisa			X				Committee will gather cost estimates on the proposed RV Storage Improvements and present to the Board at the March meeting. 4/8/15 – Committee will provide final cost estimates to the Board at the April meeting. 4/14/15 - Committee will provide final cost estimates to the Board at the May meeting 07/07/15 - Committee will provide final cost estimates to the Board at the July meeting. 08/04/15 – Proposals were reviewed for fencing around expanded RV storage area. Fence Solutions was selected. MaryAnn drafted the service agreement. Lisa is working with Fence Solutions regarding insurance changes. 08/12/15 – SDMS to work with D1 board members to summarize project and solicit costs associated with expansion of the RV storage facility to include fencing, grading, and road base. Lisa to provide options for funding of project. Lisa to contact Fence Solutions and communicate that their services will not be needed. 09/02/15 – grading to be completed the week of August 31, 2015. Received proposal from Split Rail Fence Co. for the purchase and installation of fencing around expanded area. 09/15/15 – grading complete. Fencing contract executed and contractor to work with Gary to schedule installation. 10/07/15 – posts are sent in concrete. Split Rail will be out the week of October 5 th to install the chain link fabric and barbed wire.
<u>Two Horizontal Well Pads</u>	04/14/15	Harvey Christine Dufford & Brown			X				04/14/15 – Christine is working with Encana on location and responsibility to maintain site. Taylor to complete view shed options. Dufford and Brown researching historical agreements related to drilling in

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 11/04/15)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									<p>Filing 1.</p> <p>08/04/15 – Christine is working with Encana to negotiate a service use agreement for fencing and landscaping along with other provisions.</p> <p>08/12/15 – Christine reported that Encana is proceeding with construction of the two well pads. Dufford and Brown provided a draft agreement to Christine and Tamarack for review and inclusion of specific terms related to this project. Harvey, Tamarack Consulting will attend the next meeting to give a presentation to the Board on the sites, landscaping, etc.</p> <p>09/15/15 – Harvey presented view shed plans and discussed what to expect should Encana move forward with the project. Harvey and Christine to continue negotiations with Encana on agreement.</p> <p>10/30/15 – Christine provided draft surface use agreement and she is working with Encana to finalize.</p>
<u>Investment Rates</u>	08/11/15	Lisa Divena			X				<p>08/12/15 – BOD reviewed investment rates and determined not to take any action at this time. BOD will revisit when 1) interest rates change or 2) after the first of the year. Also, SDMS to contact FirstBank and ask if they would increase the current interest rate to the Colotrust rate. If not, BOD authorized opening an account at Colotrust and moving funds to their liquid account.</p> <p>08/17/15 – Divena contacted 1stBank regarding request to increase current rate to Colotrust rate or higher.</p> <p>09/15/15 – Divena will revisit with the Board after the 2016 budget has been approved.</p>
<u>Pool Tile Repair</u>	08/11/15	Dan						X	<p>08/12/15 – Linda asked Dan to solicit a proposal from Peak One Pools for pool tile repairs.</p> <p>09/02/15 – proposal from Peak One received. Dan is awaiting one additional proposal.</p>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 11/04/15)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									09/15/15 – Change Order with Peak One was approved. Dan communicated this to Peak One and will schedule the work after the pool closing. 09/17/15 – Pool tile will be delivered to the pool by September 22 nd . Peak One will begin the work the week of September 28 th . 10/30/15 – project complete.
<u>Staining of Community Center and Painting of Pool Shed</u>	08/11/15	Linda			X				08/12/15 – Linda has solicited a bid to stain the community center and paint the pool shed. She will share the information once she receives it. 09/02/15 – Dan received one proposal and forwarded to Linda for review. 09/15/15 – BOD approved an agreement with Flawless Painting. Dan transmitted agreement to the contractor for execution. 10/30/15 – CO 1 approved for additional work.
<u>Paving of Lots 153-158 and 168-175</u>	08/11/15	Christine Tamarack			X				08/12/15 – Solicitation of bids was published. Bids are due by end of August. BOD will consider award at September meeting. 09/15/15 – contract awarded to PLM Asphalt and Concrete.
<u>Budget Items and Future Projects for Consideration</u>		Authority				X			Costs and/or decisions for the following: 1. -Pool Lift to meet ADA requirements – on hold, Authority needs to develop a plan for addressing in future years once major structural changes are made to the pool. -Re-work irrigation system around sport court, not enough gpm to provide sufficient water to trees (were hand-watered all summer) -Landscape and Entryway Monumentation Project – possibly re-visit for 2015 budget.



Tamarack Consulting LLC
8840 W. Colfax Avenue
Lakewood, CO 80215
Ph. 303.233.3265
www.tamarackconsultingllc.com

November 30, 2015

Mr. Doug Tabor

RE: Proposal for Web-Based Maintenance Map Solution

Dear Mr. Tabor

Thank you for the opportunity to provide the attached proposal for a web-based solution of a Maintenance Map to be used by Gary Moore and other members of the maintenance team. Tamarack Consulting LLC (Tamarack) will create an organization profile for Beebe Draw Farms Authority (the Authority) in Tamarack's web mapping platform (Energy Wells). The organization profile will be linked to Maintenance Map data and Parcel data allowing authorized subscribers to identify maintenance responsibilities of all land-owning parties in the areas surrounding Pelican Lake Ranch.

Creating an organization profile and linking to Maintenance Map data and Parcel data for the Authority will require the following:

- Conversion and upload of existing Maintenance Map GIS data into Energy Wells
- Purchase of Parcel License Agreement from Weld County for parcel data located within the Pelican Lake Ranch Development

In addition to the Maintenance Map data and Parcel data users will also have access to existing tools and functionality in Energy Wells. This includes the following:

- Map Oil and Gas Surface Locations
- View Production Data
- View Directional Well Data
- Create and Print Maps

A single on-site training session can be provided for users of the application.

As you review the proposal, please note any questions or comments that you may have as we are happy to discuss those at your convenience. However, if the proposal meets your approval, please sign the Agreement and return a signed copy to our office at the address above.

If you do have questions about the proposal, please contact the Project Manager, Taylor Ward, email at taylor.ward@tamarackconsultingllc.com or by phone at 720-695-3982.

Thank you for the opportunity to serve you!

Sincerely,

Tamarack Consulting LLC

Timothy A. McCarthy, PE

President and Owner

EXHIBIT A - SCOPE OF WORK

SCOPE OF WORK

TASK 1.0 – Data Conversion and Upload

Tamarack will convert previously-created GIS data from earlier iterations of the maintenance map into a format applicable to Energy Wells.

Maintenance data will be uploaded to Energy Wells and will only be accessible to subscribers of Energy Wells authorized by the Authority.

TASK 2.0 – Data Purchasing and Upload

A parcel license agreement will be purchased from Weld County on behalf of the Authority. The agreement will be for parcels located in sections 3,4,5,8,9,10,16,and 17 of Township 3 North Range 65 West.

Parcel data will be uploaded to Energy Wells and will only be accessible to subscribers of Energy Wells authorized by the Authority.

TASK 3.0 –Training

Tamarack will be available to conduct 1 onsite training session for users of the application. Additional training and support can be available upon request.

TASK 4.0 – Energy Wells Subscription

Users of the application will be required to subscribe to EnergyWells.us

EXHIBIT B - COMPENSATION

COMPENSATION

TASK 1.0 – Data Conversion and Upload

Services for Task 1.0 will be billed on a T&E basis per the attached 2015 Charge Rate Schedule.

The total fee for Task 1.0 will not exceed \$ 1,000

TASK 2.0 – Data Purchasing and Upload

Parcels data will be purchased at a cost of \$60 / section. Tamarack will purchase parcel data located in sections 3, 4,5,8,9,10,16,and 17 of Township 3 North Range 65 West.

The total fee for Task 2.0 (8 sections @ \$60 / section) \$ 480

TASK 3.0 –Training

Services for Task 3.0 will be billed on a T&E basis per the attached 2015 Charge Rate Schedule.

The total fee for Task 3.0 will not exceed \$ 760

TOTAL FOR TASKS 1.0- 3.0 not to exceed	\$ 2,240
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TASK 4.0 –Energy Wells Subscriptions

Energy Wells Subscriptions are available per user for \$50 / month

TOTAL FOR TASK 4.0	\$ TBD
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ON-CALL SERVICES

Tamarack has the capability to provide services outside of the agreed upon Scope of Services. These series would be considered On-Call Services and would be provided on a Time and Material basis and be billed in accordance with the attached 2015 Charge Rates Schedule. On-Call Services will be pre-approved by the client.

DIRECT EXPENSES

Direct Expenses will be billed at Cost Plus 15%.

MILEAGE

Mileage will be billed at the GSA approved Mileage Reimbursement Rate of \$0.57 per Mile.

GENERAL CONDITIONS

These General Conditions are made a part of the attached Agreement between Tamarack Consulting LLC and the CLIENT, who has authorized the described Scope of Work.

- A. Authorization to Proceed: *Signing the contract shall be construed as authorization by CLIENT for Tamarack Consulting LLC to proceed with the work, unless otherwise provided for in the Authorization.*
- B. Cost Estimates: *Any cost estimates provided by Tamarack Consulting LLC will be on a basis of experience and judgement, but since it has no control over market conditions or bidding procedures Tamarack Consulting LLC cannot warrant that bids or ultimate construction costs will not vary from these cost estimates.*
- C. Professional Standards: *Tamarack Consulting LLC shall be responsible, to the level of competency currently maintained by other practicing professional engineers in the same type of work in CLIENT'S community, for the professional and technical soundness, accuracy, and adequacy of all designs, drawings, specifications, and other work and materials furnished under this authorization. Tamarack Consulting LLC makes no other warranty, express, or implied.*
- D. Termination: *Either CLIENT or Tamarack Consulting LLC may terminate this Authorization by giving 30 days written notice to the other party. In such event, CLIENT shall forthwith pay Tamarack Consulting LLC in full for all expenses incurred and work previously authorized and performed prior to effective date of termination is given, relationships and obligations created by this Authorization shall be terminated upon completion of all applicable requirements of this Authorization.*
- E. Arbitration: *All claims, disputes, and other matters in questions arising out of, or relating to, this Authorization, or breach thereof are to be settled by arbitration in the State of Colorado, or another location mutually agreeable to the parties. Arbitration shall be conducted in accordance with applicable Colorado statutes, and any judgment upon the arbitration award may be entered in any court having jurisdiction thereon. Either CLIENT or Tamarack Consulting LLC may initiate a request for such arbitration, but consent of the other party to such procedure shall be mandatory. No arbitration arising out of, or relating to this Authorization may include, by consolidation, joinder, or in any other manner, any additional party not a party to this Authorization.*
- F. Legal Expenses: *In the event legal action or arbitration is brought by CLIENT or Tamarack Consulting LLC against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for fees, costs, and expenses as may be set by the court, or arbitrator.*
- G. Limitation of Liability: *To the maximum extent permitted by law, the Client agrees to limit Tamarack Consulting LLC liability for the Client's damages to the sum of the Tamarack Consulting LLC fee. This limitation shall apply regardless of the cause of action or legal theory pled or asserted for liability on this contract between the parties.*
- H. Invoices *are issued monthly by Tamarack Consulting LLC and are due and payable on receipt. Interest is charged at a periodic rate of 1-1/2% per month (18% APR) on all invoices not paid within thirty (30) days. If any invoice is not paid in full within 60 days after the invoice date, then in addition to any other remedies available to Tamarack Consulting LLC it may cease performing work hereunder upon delivery of written notice of its intention thereof to the CLIENT. Further, in the event of such default, Tamarack Consulting LLC shall have the right, but not the obligation, to cease performing work under any other contract then outstanding between the CLIENT and Tamarack Consulting LLC.*
- I. Reimbursable Expenses: *Sub Consultant/outside services, mileage, and reproductions etc. required to complete the job that are not itemized in the Scope of Work are invoiced as Reimbursable Expenses, at cost plus 15%.*
- J. Additional Services: *If the CLIENT requests changes in the Scope of Work, Tamarack Consulting LLC will invoice CLIENT at its standard hourly rates in effect at the time of the request.*
- K. Past Due Amounts: *Should Tamarack Consulting LLC incur expenses to collect any past due sum, the CLIENT agrees to pay said expenses in addition to all other charges due under this contract.*
- L. Third Party Payments: *CLIENT and Tamarack Consulting LLC agree that payment to Tamarack Consulting LLC is not subject to any payments due CLIENT from any third party and payments due Tamarack Consulting LLC will not be delayed pending a third party disbursement.*
- M. Project Delays: *The fees related to the scope of work are good for 60 days after the date that they are prepared. If, at any time during the completion of the scope, the project is delayed for more than 60 days then Tamarack Consulting LLC has the right to re-evaluate the fees accordingly.*
- N. Electronic Data: *Tamarack Consulting LLC shall retain full rights to all electronic data created by Tamarack Consulting LLC, unless specifically agreed upon as a part of this agreement.*



As stated in the General Conditions, this proposed Scope of Work and Compensation are valid for two months from the date of this letter. Any additional services not a part of the scope of work provided will be documented and approved by the client prior to performing those services. In the event there are additional services requested, the attached Charge Rate Schedule will apply for hourly rates, and is made part of this agreement by reference.

If you accept this proposal, please sign below and return one original to Tamarack Consulting LLC.

A handwritten signature in blue ink, appearing to read "Timothy A. McCarthy", is written over a horizontal line.

Timothy A. McCarthy, P.E.
Principal

Approved and accepted this _____ day of _____, 2015, by

(Signature)

(Print Name)

_____, for
(Title)

(Client Name)

2015 CHARGE RATES SCHEDULE

Hourly Rates

Principal	\$180
Professional Engineer (P.E.)	\$140
Professional Land Surveyor (P.L.S)	
GIS Professional / Computer Programmer	
Project Manager	\$130
Project Administrator	\$120
Staff Engineer / Field Engineer / Construction Manager	\$120
1-Man Survey Crew	\$120
2-Man Survey Crew	\$180
GIS or CAD Technician	\$95
Field Inspector / Construction Inspector	\$95
Administrative Assistant	\$65
Printing & Reproduction* <i>Small format: Letter, legal and ledger (11x17)</i> <ul style="list-style-type: none"> • Black/white • Color <i>*Prices are for in-house services; third-party printing and reproduction will be charged as a direct expense</i> <i>Large format: 12x18 and larger</i> <ul style="list-style-type: none"> • Black/white • Color <i>*Prices are for in-house services; third-party printing and reproduction will be charged as a direct expense</i>	\$0.10 / Page \$0.45 / Page \$1.25 / SF \$6.00 / SF
<ul style="list-style-type: none"> • Direct Expenses 	Cost plus 15%
Mileage	\$0.575 per mile

Rates are subject to annual revision and may be project specific.

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 11/30/15)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
<u>Community Center Expansion</u>	03/08/11	Linda			X				<p>04/12/11 – Committee will meet on April 14, 2011 at 6 p.m. Four to five residents expressed interest in attending.</p> <p>05/10/11 – Linda Cox gave a report on the outcome of community meeting and presented a memo on the expansion of the community center. The Board asked the committee to share the information with Halcyon Design, LLC.</p> <p>06/3/11 – committee met with Halcyon Design (Kelly) and shared their information. Kelly will contact the committee when the work is complete.</p> <p>07/13/11 – committee meeting scheduled for July 21, 2011 at 7 p.m. Kelly will present 2 designs to the committee.</p> <p>08/04/11 – committee met and will present information to Authority Board in September.</p> <p>08/09/11 – The Board directed the committee to work with Halcyon Design, LLC to prepare a plan with elevations and then schedule a work session to present the information to the community.</p> <p>09/07/11 – Metro District/ POA Fall Pig Roast scheduled for 9/25/11 @ 5:00 pm where a presentation will be given on future Community Center Expansion</p> <p>09/25/11 – Community will preview sketches at Pig Roast.</p> <p>11/04/11 – Linda and Angie will give an update at the November board meeting.</p> <p>11/09/11 – Kelly to provide cost estimate of Phase 1, Phase 2 and full project. D1 will draft a survey to all residents soliciting input on future amenities.</p> <p>02/14/12 – Cost estimates were presented. Committee will prepare an FF&E estimate and report back to BOD. BOD decided to hold a work session in March to solicit</p>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 11/30/15)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									feedback from the community. 04/18/12 – work session held. Expansion will be included in amenities survey that will be distributed to residents soon. 10/09/12 – BOD directed staff to add to the November agenda discussions on the design and construction of a new maintenance facility as the first phase of the expansion of the community center.
<u>Rules and Regulations Regarding Amenities</u> <ul style="list-style-type: none"> - <u>Enforcement of oil and gas property reclamation</u> - <u>Policy for mail room postings (who is responsible and how long should things remain)</u> - <u>Use of community of center and how to provide access</u> - <u>Rental of community center</u> 	08/14/12	Linda			X				The Board will establish a resident committee to draft the Rules and Regulations. Joe to draft an email soliciting interest from community members and transmit to Liz for distribution. 08/04/11 – email drafted and transmitted to residents. Jeff is the contact for interested parties. 09/20/11 – Committee will be established in October 2011. 12/13/11 – no new report. 02/14/12 – no new report. Work in progress. 04/18/12 – no new report. 06/28/12 – no new report. 07/10/12 – no new report. 08/17/12 – Mike to establish a committee to create a process to solicit desires of community members and draft rules and regulations related to use of amenities. Include MaryAnn and T. Charles Wilson in review of draft rules. 10/09/12 – Mike will schedule a meeting with the committee in the next 30 days. 11/7/12 – Mike held meeting on October 25, 2012. He will provide a report at the November board meeting. 12/12/12 – Mike will schedule another committee meeting. 02/12/13 – Doug will meet with committee members to draft revisions to the current pool rules and will present

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 11/30/15)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									<p>this information at the March board meeting.</p> <p>04/02/13 - Community meeting held on March 30, 2013 to solicit comments on current pool rules and regulations and suggestions for revisions.</p> <p>04/17/13 - BOD discussed the proposed revisions to the current rules and heard public comments. Doug will incorporate the suggested revisions into the document and present at the next board meeting.</p> <p>06/03/13 - 2013 pool rules have been revised and approved.</p> <p>07/07/15 - Board to appoint a committee to draft rules and regulations regarding Lake Christina.</p> <p>08/04/15 - Linda will solicit interest from the community to participate on a committee to draft rules and regulations related to amenities. Lisa and MaryAnn to provide examples of rules and regulations adopted by other districts or HOAs.</p>
<u>Lease at Milton Lake</u>	08/09/11	Joe Christine Elisabeth			X				<p>Joe, Christine and Jeff met with FRICO to discuss extending the term of the lease etc. They will schedule a follow-up meeting with FRICO to continue the discussions.</p> <p>11/09/11 - MaryAnn to draft an agreement with FRICO.</p> <p>12/13/11 - BOD directed MaryAnn to send FRICO the assignment of the lease to the Authority and ask them to execute and to request a meeting to discuss terms of the lease and expansion of use. BOD also directed staff to solicit proposals from Environmental Consultant.</p> <p>02/07/12 - MaryAnn has spoken with an Environmental consultant. Information that was received was transmitted to the Board. MaryAnn has also drafted the assignment to FRICO and transmitted it to FRICO for review and execution.</p> <p>04/18/12 - Geitner Environmental provided a report to the Board. BOD will review report and discuss further</p>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 11/30/15)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									<p>at May meeting.</p> <p>06/14/12 – BOD decided to review the results of the amenities survey to determine desire by community for recreational use on Milton Lake before moving this agenda item forward.</p> <p>07/18/12 – Surveys sent to residents for response.</p> <p>11/7/12 – surveys complete. Boating on Milton Reservoir ranked in the top five most desirable amenities and it also ranked very high with negative votes. Community seems divided on this potential future amenity.</p> <p>06/10/14 – Christine will schedule a meeting with Barry Bowman and Doug Tabor to review the current lease and then schedule a meeting with FRICO.</p> <p>07/08/14 – Christine, Joe, Doug and Barry Bowman have a meeting scheduled with FRICO.</p> <p>8/18/14 – met with FRICO in August. Elisabeth to draft term sheet for renewal of lease and transmit to BOD for review.</p> <p>11/05/14 – draft term sheet completed and routed to BOD for discussion at November board meeting.</p> <p>11/11/14 – BOD discussed term sheet and suggested revisions. Elisabeth will revise accordingly and then send to BOD for final approval.</p> <p>2/4/15 – Elisabeth will incorporate final comments from Christine and then circulate to the Board for final review prior to requesting meeting with FRICO.</p> <p>3/3/15 – Elisabeth will research various documents for horsepower limitations and research the possibility of pontoon boats of @ 20hp.</p> <p>4/7/15 – Elisabeth has transmitted the term sheet to Barry Bowman for review and comment.</p> <p>06/01/15 – Elisabeth is working with Tamarack regarding the legal description of the hunting area to be</p>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 11/30/15)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									<p>included in the new lease.</p> <p>07/07/15 – Christine in conjunction with Tamarack Consulting has prepared a map of the area.</p> <p>08/04/15 – Elisabeth to transmit draft agreement to FRICO and request a meeting.</p> <p>08/12/15 – Elisabeth will transmit the draft agreement and cover letter to Christine for final review prior to transmitting to FRICO.</p> <p>09/15/15 – Elisabeth transmitted draft documents to FRICO.</p>
<u>New Maintenance Facility</u>	10/08/13	Kelly Committee			X				<p>BOD approved a proposal from Tamarack Consulting to survey the land needed for the new maintenance facility. Lisa to draft change order. Joe to discuss specifics with Tim and Kelly. MaryAnn to work with Doug on County process. Tim to survey land within 30 days. BOD to review entire proposal at November meeting.</p> <p>11/18/13 – Staff and Doug has located a site within Filing 1 that may be suitable to construct a new maintenance facility. Tamarack is currently surveying the desired site.</p> <p>01/08/14 – Kelly commented at the December 2014 board meeting that the site identified to be acquired is in a good location to meet the needs of a new maintenance facility.</p> <p>01/14/14 – Kelly will prepare color elevations for Option B for February board meeting.</p> <p>02/11/14 – Kelly presented color elevations. BOD discussed funding. Next step is to schedule a community meeting in April.</p> <p>04/02/14 – community meeting is scheduled for April 12, 2014 at 9 am.</p> <p>06/04/14 – Kelly to continue to work with the County on the approval process. MaryAnn to work with Kelly</p>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 11/30/15)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									<p>on the design/build concept and statutory requirements.</p> <p>06/10/14 - Kelly to work with MaryAnn on revisions to her proposal.</p> <p>07/08/14 - Kelly, Doug and Elizabeth have a meeting scheduled to discuss the proposal on July 9, 2014.</p> <p>08/18/14 - BOD approved addendum to AIA for design work. NTE \$51,802. \$500,000 limited liability for all but Civil and Structural engineer = \$1,000,000.</p> <p>10/01/14 - Addendum has been executed. Kelly has begun work.</p> <p>11/05/14 - Kelly updated the Board that due to setback requirements, the maintenance facility may not be able to be constructed on the preferred site. Kelly and Doug are working with the County to determine if the equipment and setbacks can be moved. Kelly has also provided two sketches to potentially use the existing community center and Lot 84 in conjunction to build a new community center and maintenance facility on the entire site.</p> <p>2/4/15 - . Kelly and the committee have identified two new sites located in Beebe Draw Farms Metropolitan District No.2 ("District No. 2"). She presented the sites to the Board via Google Earth map. The Board discussed both options. Christine will provide a map of District No. 2 that shows the lot layout in the vicinity of the two options to determine which, if any, option is viable. Map indicating two possible locations circulated to BOD for review prior to February meeting.</p> <p>3/3/15 - Christine sent options for lots to purchase to locate the new maintenance facility on.</p> <p>4/8/15 - BOD negotiated the purchase of Lot 153.</p>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 11/30/15)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									<p>Kelly to confirm with the County that the maintenance facility can be constructed on the lot prior to Elisabeth drafting a Sale and Purchase Agreement for the lot.</p> <p>4/14/15 – Kelly received positive verbal feedback from the County regarding the location of the new maintenance facility. Elisabeth will contact Harold McCloud to obtain a verification of value/limited appraisal on the property.</p> <p>06/01/15 – Proposal from Harold McCloud was \$2500. The Board directed Elisabeth to obtain additional proposals.</p> <p>08/04/15 – Elisabeth has requested a proposal from Kennan Reinert for appraisal services. Kelly has prepared a change order in the amount of \$6,000 to cover the additional costs due to design changes (pre-engineered metal building to wood frame design) for the Board to approve at the August meeting.</p> <p>08/12/15 – BOD approved Halcyon Change Order in the amount of \$6,000. Kelly will prepare a first draft of a Request for Qualifications and then transmit to Elisabeth for review.</p> <p>09/02/15 – draft RFQ has been prepared and transmitted to Elisabeth for review.</p> <p>09/15/15 – Kelly submitted site plan review package to Weld County. Elisabeth to provide comments and revisions to RFQ and sample contract to Kelly.</p> <p>10/07/15 – RFQ finalized and published.</p> <p>10/23/15 – RFQ responses received. Kelly provided summary of responders to BOD.</p> <p>11/30/15 – Kelly issued addendums to the bid package and extended bid date to December 8th.</p>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 11/30/15)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
<u>Development of 36 Lots Construction</u>	03/11/14	Christine							<p>03/12/14 - Pre-construction meeting was held and the project will begin later this month. Christine to work with Mark to ask Fiore to use access other than Beebe Draw Farms Parkway. Mark to draft summary of project. Lisa to distribute to community and post in mail room.</p> <p>05/07/14 – project is progressing. BOD will consider approval of change order nos. 1 and 2 at the May meeting.</p> <p>06/04/14 – BOD will consider approval of change orders 3-6 at June meeting.</p> <p>06/10/14 – BOD approved CO's 1-6. Project is almost complete.</p> <p>07/08/14 – BOD approved CO #7.</p> <p>8/18/14 – CO's # 7-11 approved.</p> <p>11/05/14 – CO's 12-14 were approved. Mark, Joe and Christine will meet with Fiore and Sons to discuss CO's 15, 17 and 19 and complete a punch walk.</p> <p>11/11/14 – Retainage payment was approved. Project is complete.</p> <p>2/4/15 – additional retainage payment was approved as well as CO # 15 and 16.</p> <p>3/3/15 – Fiore is working on re-locating the oil and gas access road.</p> <p>4/14/15 – Two trees were lost during the re-routing of the access road. The Infrastructure Fund will pay of the replacement of two trees.</p> <p>06/01/15 – Fiore and Sons contract is complete and final payment was made on May 29, 2015. Environmental Design to provide a proposal to repair the soil around the culvert pipe and install erosion control.</p> <p>07/07/15 – EDI proposal was approved for erosion control measures.</p>

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									08/04/15 – EDI completed erosion control work. 08/12/15 – REI to re-seed certain lots due to dry utility installation.
<u>Two Horizontal Well Pads</u>	04/14/15	Harvey Christine Dufford & Brown			X				04/14/15 – Christine is working with Encana on location and responsibility to maintain site. Taylor to complete view shed options. Dufford and Brown researching historical agreements related to drilling in Filing 1. 08/04/15 – Christine is working with Encana to negotiate a service use agreement for fencing and landscaping along with other provisions. 08/12/15 – Christine reported that Encana is proceeding with construction of the two well pads. Dufford and Brown provided a draft agreement to Christine and Tamarack for review and inclusion of specific terms related to this project. Harvey, Tamarack Consulting will attend the next meeting to give a presentation to the Board on the sites, landscaping, etc. 09/15/15 – Harvey presented view shed plans and discussed what to expect should Encana move forward with the project. Harvey and Christine to continue negotiations with Encana on agreement. 10/30/15 – Christine provided draft surface use agreement and she is working with Encana to finalize.
<u>Investment Rates</u>	08/11/15	Lisa Divena			X				08/12/15 – BOD reviewed investment rates and determined not to take any action at this time. BOD will revisit when 1) interest rates change or 2) after the first of the year. Also, SDMS to contact FirstBank and ask if they would increase the current interest rate to the Colotrust rate. If not, BOD authorized opening an account at Colotrust and moving funds to their liquid account. 08/17/15 – Divena contacted 1stBank regarding request to increase current rate to Colotrust rate or

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									higher. 09/15/15 – Divena will revisit with the Board after the 2016 budget has been approved.
<u>Staining of Community Center and Painting of Pool Shed</u>	08/11/15	Linda			X				08/12/15 – Linda has solicited a bid to stain the community center and paint the pool shed. She will share the information once she receives it. 09/02/15 –Dan received one proposal and forwarded to Linda for review. 09/15/15 – BOD approved an agreement with Flawless Painting. Dan transmitted agreement to the contractor for execution. 10/30/15 – CO 1 approved for additional work.
<u>Budget Items and Future Projects for Consideration</u>		Authority				X			Costs and/or decisions for the following: 1. -Pool Lift to meet ADA requirements – on hold, Authority needs to develop a plan for addressing in future years once major structural changes are made to the pool. -Re-work irrigation system around sport court, not enough gpm to provide sufficient water to trees (were hand-watered all summer) -Landscape and Entryway Monumentation Project – possibly re-visit for 2015 budget.



ENGINEER'S REPORT

PROJECT: Beebe Draw Farms Authority

MEETING DATE: December 8, 2015

LOCATION: Pelican Lake Ranch Community Info & Sales Center

PURPOSE: Status Update

In an effort to increase communication between the Engineer, Developer and Board of Directors, we have prepared the following Engineer's Report. An updated report will be sent to the Authority Manager on a monthly basis for review at each board meeting.

Accomplished Since November 10, 2015 Board Meeting:

- Obtained and reviewed invoice from PLM Asphalt and Concrete, Inc. and completed walk-through for the Stoneleigh Road Asphalt Project.
- Received Construction Observation and Testing Report (3rd party testing) from Earth Engineering Consultants, LLC ("EEC") on the Stoneleigh Road Asphalt Project.
- Corresponded with Michelle Martin, Planning Department Manager, regarding Filing 2 project regarding questions and documents; worked on scheduling a meeting to discuss same.
- Met with Steve Hanson to share information on Filing 2 and determine next steps including Filing 2 lot layout.
- Obtained, organized and shared documents from planning cases with Steve Hanson for Filing 2.
- Prepared and transmitted a preliminary scope of work for Filing 2 to Steve Hanson.
- Determined use and water allotment for water wells, prepared and transmitted memorandum to Steve Hanson.
- Completed and received processed aerial topography, substantially completed utility locating for Filing 2.
- Created revised base map with topo and location of water wells, oil and gas wells, existing lines and other structures for use with lot and road layout.
- Compiled a preliminary list identifying oil and gas companies that have facilities in the Filing 2 proposed area.
- Met with Doug Tabor to discuss maintenance maps and revisions thereto.
- Created and transmitted updated boundary maps for Beebe Draw Farms Metropolitan District Nos. 1 and 2.
- Weekly reports on new permitted and spudded permits completed and transmitted (weekly).

Additional Notes:

- Continued review/verification of reliability of on-hand documents and collection of necessary documentation.
- Continued work to obtain documentation from Weld County Planning Department and to meet with them to discuss questions.
- Continued work processing data for utility locates and set meeting for close out when weather has cleared.
- Continued research on exact location to begin measurement of setbacks for Filing 2 project.
- Continued work on confirming the equestrian facility structures that need to be permitted.
- Awaiting revised report from EEC on Stoneleigh Road Asphalt Project.

Challenges:

- Working to compile a complete picture of this project from beginning to present, including all owners, consultants and other interested parties and collection and organization of all pertinent documents.
- Received request from neighboring landowner Wardell to remove locate markers in Filing 2 overlap area.
- Overall site size, accessibility and weather challenges.

Challenges Overcome:

- Continued progress with the collection of documents and digitization and organization of same.
- Prioritized and complied with Wardell's request to remove utility locate markers, even though this is not typical procedure.

Upcoming Goals:

- Prepare revised sketch map for Filing 2 after title report has been received.
- Coordinate with planner to identify appropriate densities and site layouts, including initial design for site infrastructure (utility, drainage, roadways and grading concepts, etc.) for Filing 2.
- Verify the validity of previous reports that were prepared for Filing 2 (e.g. traffic studies, geotechnical reports and drainage reports) and work to obtain or create new reports, as necessary.
- Determine if area in Section 15 can be added to the proposed Filing 2 area in Section 17 and, if not, what the client's options are.
- Completely identify which oil and gas companies have facilities in the Filing 2 proposed area.
- Identify neighbors (and obtain their contact information) for future meetings.
- Finalize maintenance maps utilizing EnergyWells.us platform.
- Permit all necessary structures at equestrian facilities.

Please feel free to call or e-mail with questions.

Sincerely,

Tamarack Consulting LLC

Collin Koranda, P.E.