

**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](http://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: January 12, 2016  
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.

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B. Approve Agenda.

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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 December 8, 2015 regular meeting (enclosure - 002).
- Consider approval of payment of claims through the period ending January 12, 2015, as follows (*to be distributed*):

General Fund	\$
Infrastructure Fund	\$
Amenities Fund	\$
<b>Total Claims:</b>	<b>\$</b>

- Review and accept unaudited financial statements through the period ending December 31, 2015 (enclosure - 003).
- Ratify approval of a construction contract with DS Constructors, LLC for construction of maintenance facility.
- Ratify approval of Change Order No. 2 to the Agreement with Halcyon Design LLC for Professional Design Services in the amount of \$8,482 (enclosure - 004).
- Ratify approval of a Service Agreement with Tamarack Consulting, LLC for Professional Land Surveying and Civil Engineering Services.

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## 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.
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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 - 005).
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B. FIRST READING:

1. \_\_\_\_\_

C. SECOND READING:

1. \_\_\_\_\_

D. EMERGENCY READING:

1. \_\_\_\_\_

VII. CAPITAL AMENITIES

A. New Maintenance Facility:

1. Status of project.  
\_\_\_\_\_

B. FIRST READING:

1. Review proposal for expanded preliminary design services from Halcyon Design related to expansion of community center (enclosures – 006a and 006b).  
\_\_\_\_\_

C. SECOND READING:

1. \_\_\_\_\_

D. EMERGENCY READING:

1. \_\_\_\_\_

VIII. INFRASTRUCTURE

A. Filing 2:

1. Status of project.  
\_\_\_\_\_

B. FIRST READING:

1. \_\_\_\_\_

C. SECOND READING:

1. \_\_\_\_\_

D. EMERGENCY READING:

1. \_\_\_\_\_

IX. OTHER BUSINESS

A. \_\_\_\_\_

X. ADJOURNMENT: **THE NEXT REGULAR MEETING IS SCHEDULED FOR  
FEBRUARY 9, 2016**

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
BEEBE DRAW FARMS AUTHORITY  
HELD  
DECEMBER 8, 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 8<sup>th</sup> day of December, 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.

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**ATTENDANCE**

**Directors In Attendance Were:**

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

**Also In Attendance Were:**

Lisa A. Johnson; Special District Management Services, Inc.

Elisabeth Cortese, Esq., McGeady Becher, P.C. (via speakerphone)

Michael Welch; Beebe Draw Farms Metropolitan District No. 1 Board Member

Kelly Deitman, Halcyon Design, LLC

Lisa Farmer; Mainstream Corporation, a consultant to Halcyon Design, LLC

Bill Caldwell, Resident

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**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 Director Adkins and, upon vote, unanimously carried, the Agenda was approved as amended.

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**CONSENT  
AGENDA**

**Consent Agenda:** The Board considered the following actions:

- Approve Minutes of the November 10, 2015 regular meeting.
- Consider approval of the payment of claims through the period ending December 8, 2015 as follows:

General Fund:	\$ 16,232.21
Infrastructure Fund	\$ 3,444.50
Amenities Fund	<u>\$ 1,682.50</u>
Total:	<u>\$ 21,359.21</u>

- Approve unaudited financial statements through the period ending November 30, 2015.
- Ratify approval of a proposal from Tamarack Consulting, LLC for web-based operation and maintenance map services.

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

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**PUBLIC  
COMMENTS**

**Public Comments:** There were no public comments.

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**FINANCIAL  
MATTERS**

**SECOND READING**

**Developer Fees Between Beebe Draw Farms Metropolitan District No. 2 and REI Limited Liability Company:** Discussion was deferred pending final action by Beebe Draw Farms Metropolitan District No. 2.

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**LEGAL MATTERS**

**SECOND READING:**

**Status of Amended Leases with Farmers Reservoir and Irrigation Company ("FRICO")- EXECUTIVE SESSION:** Pursuant to Section 24-6-402(4) (b) of the Colorado Revised Statutes, upon motion duly made by President Knopinski, seconded by Director Cox and, upon an affirmative vote of at least two-thirds of the quorum present, the Board convened in executive

session at 7:32 p.m. for the purpose of receiving legal advice from the District's attorney concerning negotiations, as authorized by Section 24-6-402(4)(b) and (e), C.R.S.

Furthermore, pursuant to Section 24-6-402(2)(d.5) (II)(B), C.R.S., no record will be kept of those portions of the executive session that, in the opinion of the Authority's attorney, constitute privileged attorney-client communication pursuant to Section 24-6-402(4)(b), C.R.S. Please see attached attorney statement. No action was taken.

The Board reconvened in regular session at 7:49 p.m.

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## **OPERATIONS AND MAINTENANCE**

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

**2016 Annual Fees for Amenities:** The Board discussed the potential increase of certain fees including pool use fees, RV Storage rental fees, fishing permit fees, etc.

Following discussion, upon motion duly made by Director Cox, seconded by Director Adkins and, upon vote, unanimously carried, the following RV Storage rental fee schedule was adopted for 2016:

Inside District – 476 square foot space = \$240 per year  
Inside District – 490 square foot space = \$240 per year  
Inside District – 675 square foot space = \$360 per year

Outside District – 476 square foot space = \$480 per year  
Outside District – 490 square foot space = \$480 per year  
Outside District – 675 square foot space = \$720 per year

The Board determined to hold a work session in early 2016 to discuss setting fees for the remaining amenities.

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## **CAPITAL AMENITIES**

### **Status of New Maintenance Facility:**

**Award of Construction Contract:** Ms. Deitman reviewed the bids received with the Board. Six bids were received. Ms. Deitman recommends award of the contract to DS Constructors, LLC for an amount not to exceed \$901,299.

Following discussion, upon motion duly made by Director Cox, seconded by Director Adkins and, upon vote, with Directors Cox and Adkins voting yes and



Directors Knopinski and Hethcock supporting, the Board approved a contract with DS Constructors, LLC in an amount not to exceed \$901,299.

Ms. Deitman will work with Attorney Clark to finalize the contract, Notice of Award and Notice to Proceed.

Ms. Deitman then presented two proposals received for Construction Materials Testing and Observation Services. She recommends approval of the bid received from Soillogic in an amount not to exceed \$3,560.

Following discussion, upon motion duly made by Director Cox, seconded by Director Adkins and, upon vote, with Directors Cox and Adkins voting yes and Directors Knopinski and Hethcock supporting, the Board approved the proposal from Soillogic for Construction Materials Testing and Observation Services. Ms. Deitman will draft a change order to her contract to cover these services.

She next presented two proposals received for blower door testing and QA Envelope Inspections. Ms. Deitman recommends approval of the proposal from Mainstream Corporation for these services.

Following discussion, upon motion duly made by Director Cox, seconded by Director Adkins and, upon vote, with Directors Cox and Adkins voting yes and Directors Knopinski and Hethcock supporting, the Board approved a proposal from Mainstream Corporation for blower door testing and QA Envelope Inspections. Ms. Deitman will draft a change order to her contract to cover these services.

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## **INFRASTRUCTURE**

### **Planning of Filing 2, Platting of Next Phases:**

**Service Agreement with Tamarack Consulting, LLC:** Director Hethcock presented a Service Agreement with Tamarack Consulting, LLC for Professional Land Surveying and Civil Engineering Services.

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 Tamarack Consulting, LLC for Professional Land Surveying and Civil Engineering Services.

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## **OTHER BUSINESS**

**Two Horizontal Well Pads:** Director Hethcock informed the Board that Encana will not be pursuing the SUPER site on REI property any further. Encana is unwilling to install the landscaping improvements the property owner was requiring in order for the project to move forward.

**Status of Surface Damage and Release Agreement between REI Limited Liability Company and Encana:** This agreement is no longer needed.

**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 DECEMBER 8, 2015 MINUTES OF BEEBE DRAW FARMS AUTHORITY BY THE BOARD OF DIRECTORS SIGNING BELOW:

\_\_\_\_\_  
Paul "Joe" Knopinski

\_\_\_\_\_  
Linda Cox

\_\_\_\_\_  
Christine Hethcock

\_\_\_\_\_  
Glen Adkins

# BEBEE DRAW FARMS AUTHORITY

December 8, 2015

Please print your name, address and phone number and the issue(s) you are interested in addressing at this meeting.

NAME	ADDRESS	TELEPHONE/EMAIL	ISSUE(S) TO BE ADDRESSED
Wm (Bin) Caldwell	16497 S. Ledger Rd	970.515.7822	

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&amp;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
									<p>feedback from the community.</p> <p>04/18/12 – work session held. Expansion will be included in amenities survey that will be distributed to residents soon.</p> <p>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.</p>
<p><b><u>Rules and Regulations Regarding Amenities</u></b></p> <ul style="list-style-type: none"> <li>- Enforcement of oil and gas property reclamation</li> <li>- Policy for mail room postings (who is responsible and how long should things remain)</li> <li>- Use of community of center and how to provide access</li> <li>- Rental of community center</li> </ul>	08/14/12	Linda		X					<p>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.</p> <p>08/04/11 – email drafted and transmitted to residents. Jeff is the contact for interested parties.</p> <p>09/20/11 – Committee will be established in October 2011.</p> <p>12/13/11 – no new report.</p> <p>02/14/12 – no new report. Work in progress.</p> <p>04/18/12 – no new report.</p> <p>06/28/12 – no new report.</p> <p>07/10/12 – no new report.</p> <p>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.</p> <p>10/09/12 – Mike will schedule a meeting with the committee in the next 30 days.</p> <p>11/7/12 – Mike held meeting on October 25, 2012. He will provide a report at the November board meeting.</p> <p>12/12/12 – Mike will schedule another committee meeting.</p> <p>02/12/13 – Doug will meet with committee members to draft revisions to the current pool rules and will present</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>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>
<b><u>Lease at Milton Lake</u></b>	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
									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.
<b><u>New Maintenance Facility</u></b>	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 11/30/15)

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 8<sup>th</sup>.</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
<b><u>Development of 36 Lots Construction</u></b>	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>

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
									08/04/15 – EDI completed erosion control work. 08/12/15 – REI to re-seed certain lots due to dry utility installation.
<b><u>Two Horizontal Well Pads</u></b>	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.
<b><u>Investment Rates</u></b>	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

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
									higher. 09/15/15 – Divena will revisit with the Board after the 2016 budget has been approved.
<b><u>Staining of Community Center and Painting of Pool Shed</u></b>	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.
<b><u>Budget Items and Future Projects for Consideration</u></b>		Authority				X			<b>Costs and/or decisions for the following:</b> 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.

**BEEBE DRAW FARMS AUTHORITY**Schedule of Cash Position  
December 31, 2015

	Rate	Operating	Infrastructure	Amenities	Total
<b>Checking</b>					
First Bank	-	\$ 32,640.57	\$ 9,999.95	\$ -	\$ 42,640.52
		<u>32,640.57</u>	<u>9,999.95</u>	<u>-</u>	<u>42,640.52</u>
<b>Investments</b>					
First Bank - Liquid Asset	0.25%	508,810.35	5,105,254.66	1,387,535.82	7,001,600.83
		<u>508,810.35</u>	<u>5,105,254.66</u>	<u>1,387,535.82</u>	<u>7,001,600.83</u>
<b>Total Funds, as of December 31, 2015</b>		<b><u>\$ 541,450.92</u></b>	<b><u>\$ 5,115,254.61</u></b>	<b><u>\$ 1,387,535.82</u></b>	<b><u>\$ 7,044,241.35</u></b>

**Board of Directors:**

- \* Joe Knopinski
- \* Christine Hethcock
- \* Linda Cox
- \* Glen Adkins
- \*\* Lisa Johnson

\* Board member is an authorized signer on the checking account.

\*\* District Manager is an authorized signer on the checking account up to \$5,000.

AKW

BEEBE DRAW FARMS AUTHORITY  
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS  
December 31, 2015

	GENERAL	INFRASTRUCTURE	AMENITIES	FIXED ASSETS	TOTAL MEMO ONLY
<u>ASSETS AND OTHER DEBITS</u>					
CURRENT ASSETS					
CASH IN CHECKING-FIRST BANK	\$ 32,640.57	\$ 9,999.95	\$ -	\$ -	\$ 42,640.52
CASH IN FIRST BANK - LIQUID ASSET	508,810.35	5,105,254.66	1,387,535.82	-	7,001,600.83
DUE FROM DIST. NO. 1	-	-	-	-	-
DUE FROM DIST. NO. 2	-	-	-	-	-
PREPAID EXPENSES	1,614.82	-	-	-	1,614.82
ACCOUNTS RECEIVABLE	-	-	-	-	-
TOTAL CURRENT ASSETS	543,065.74	5,115,254.61	1,387,535.82	-	7,045,856.17
PROPERTY - AT COST					
ROADS	-	-	-	2,657,297.00	2,657,297.00
RECREATION FACILITIES	-	-	-	2,598,934.00	2,598,934.00
WATER DISTRIBUTION SYSTEM	-	-	-	1,292,161.00	1,292,161.00
WATER CAPACITY	-	-	-	815,660.00	815,660.00
OFFSITE WATER FACILITIES	-	-	-	300,000.00	300,000.00
IRRIGATION AND LANDSCAPE	-	-	-	143,085.00	143,085.00
LAND	-	-	-	1,543,533.00	1,543,533.00
CONSTRUCTION IN PROGRESS	-	-	-	1,396,445.00	1,396,445.00
ACCUMULATED DEPRECIATION	-	-	-	(2,829,578.00)	(2,829,578.00)
TOTAL PROPERTY	-	-	-	7,917,537.00	7,917,537.00
TOTAL ASSETS AND OTHER DEBITS	\$ 543,065.74	\$ 5,115,254.61	\$ 1,387,535.82	\$ 7,917,537.00	\$ 14,963,393.17
<u>LIABILITIES AND NET ASSETS</u>					
CURRENT LIABILITIES					
ACCOUNTS PAYABLE	\$ -	\$ -	\$ -	\$ -	\$ -
DUE TO GENERAL FUND	-	-	-	-	-
PAYROLL TAXES PAYABLE	-	-	-	-	-
RETAINAGE PAYABLE	-	11,176.42	-	-	11,176.42
TOTAL CURRENT LIABILITIES	-	11,176.42	-	-	11,176.42
NET ASSETS					
INVESTMENT IN FIXED ASSETS	-	-	-	7,917,537.00	7,917,537.00
RESTRICTED - TABOR	-	-	-	-	-
AMENITIES FUNDING	-	-	-	-	-
O&M RESERVE FUND	290,000.00	-	-	-	290,000.00
REPAIR & REPLACEMENT RESERVE FUND	129,423.65	-	-	-	129,423.65
DISCRETIONARY RESERVE FUND	56,126.17	-	-	-	56,126.17
CONSERVATION TRUST FUND	-	-	-	-	-
UNRESTRICTED	-	4,551,801.37	1,359,805.08	-	5,911,606.45
CURRENT EARNINGS	67,515.92	552,276.82	27,730.74	-	647,523.48
TOTAL NET ASSETS	543,065.74	5,104,078.19	1,387,535.82	7,917,537.00	7,034,679.75
TOTAL LIABILITIES AND NET ASSETS	\$ 543,065.74	\$ 5,115,254.61	\$ 1,387,535.82	\$ 7,917,537.00	\$ 14,963,393.17

**BEEBE DRAW FARMS AUTHORITY**  
**General Fund**  
**For the 12 Months Ending,**  
**December 31, 2015**

Acct No	Account Description	Period Actual	YTD Actual	Budget	Under/(Over)	% of Budget
					Budget	
Revenue						
152500	Fishing Permits	-	10.00	10.00	-	100.0%
153000	Developer Rent	-	1,500.75	1,500.00	(0.75)	100.1%
153500	Pool Fees	-	4,125.00	4,000.00	(125.00)	103.1%
154000	RV Parking Fees	20.00	1,870.00	2,000.00	130.00	93.5%
156000	Interest	75.49	542.72	500.00	(42.72)	108.5%
157500	Other Income	500.00	4,182.21	-	(4,182.21)	0.0%
157510	Oil and Gas Other Revenue	100.48	604.01	-	(604.01)	0.0%
159500	Transfer From Dist. No. 1	-	-	99,770.00	99,770.00	0.0%
159502	Transfer from District 2	-	-	387,922.00	387,922.00	0.0%
159520	Transfer from Infrastructure	-	-	-	-	0.0%
159530	Transfer from Amenities	-	30,000.00	30,000.00	-	100.0%
159505	Trans. for O&M	-	487,692.00	-	(487,692.00)	0.0%
Total Revenue		695.97	530,526.69	525,702.00	-4,824.69	100.9%
General and Administrative						
161400	Accounting	1,724.38	28,358.86	23,000.00	(5,358.86)	123.3%
161500	Audit Fees	-	6,310.50	8,500.00	2,189.50	74.2%
162000	Director's Fees	400.00	4,800.00	4,800.00	-	100.0%
162500	Payroll Taxes	253.64	5,079.83	367.00	(4,712.83)	1384.1%
164800	Miscellaneous	113.36	5,856.00	5,000.00	(856.00)	117.1%
167000	Insurance and Bonds	-	14,029.83	14,500.00	470.17	96.8%
167500	Legal Services	2,242.50	29,480.81	35,000.00	5,519.19	84.2%
167510	Legal services - Oil and gas	1,828.50	5,432.50	10,000.00	4,567.50	54.3%
168000	Management	2,172.50	32,937.99	45,000.00	12,062.01	73.2%
168020	Project Management	528.00	6,217.00	14,000.00	7,783.00	44.4%
168050	Property Mgmt Wages	2,899.88	44,837.14	55,000.00	10,162.86	81.5%
168100	Engineering	-	21,786.98	7,000.00	(14,786.98)	311.2%
Total General and Administrative		12,162.76	205,127.44	222,167.00	17,039.56	92.3%
Physical Facilities						
171100	Community Center/Gatehouse	506.43	4,172.71	7,000.00	2,827.29	59.6%
171200	Equestrian Facility	-	232.50	3,000.00	2,767.50	7.8%
171300	Ground Lease	-	2,500.00	2,500.00	-	100.0%
171400	Nature Preserve	-	-	2,500.00	2,500.00	0.0%
171500	RV Storage	-	-	1,000.00	1,000.00	0.0%
171700	Sport Court	-	-	1,500.00	1,500.00	0.0%
171900	Utilities	1,021.71	18,152.05	23,000.00	4,847.95	78.9%
Total Physical Facilities		1,528.14	25,057.26	40,500.00	15,442.74	61.9%



**BEEBE DRAW FARMS AUTHORITY**  
**General Fund**  
**For the 12 Months Ending,**  
**December 31, 2015**

Acct No	Account Description	Period Actual	YTD Actual	Budget	Under/(Over) Budget	% of Budget
Aquatic Facilities						
172200	Community Pool	-	28,680.26	19,500.00	(9,180.26)	147.1%
172700	Pool and tile repair	-	1,976.08	-	(1,976.08)	0.0%
172300	Floating Docks	-	-	5,000.00	5,000.00	0.0%
172400	Lake Christina/Fish Stocking	-	6,382.40	7,500.00	1,117.60	85.1%
172500	Marina	-	-	500.00	500.00	0.0%
173600	Reservoir/Marina	-	245.00	-	(245.00)	0.0%
154600	Reservoir Lease Rev.	-	(39,666.48)	(39,600.00)	66.48	100.2%
168400	Reservoir Lease	-	44,073.87	44,000.00	(73.87)	100.2%
172800	Lake Christina Mntc/Habitat	-	-	2,000.00	2,000.00	0.0%
Total Aquatic Facilities		-	41,691.13	38,900.00	(2,791.13)	107.2%
Amenities						
173500	Park/Recreation Facilities	-	-	1,000.00	1,000.00	0.0%
173510	Landscaping Improvements	-	-	5,000.00	5,000.00	0.0%
173700	Signage	432.00	616.00	500.00	(116.00)	0.0%
Total Amenities		432.00	616.00	6,500.00	5,884.00	0.0%
Parks and Open Space						
174610	Play Equipment	-	-	1,000.00	1,000.00	0.0%
174700	Cross County Riding Course	-	-	1,000.00	1,000.00	0.0%
174800	Landscape Maintenance	808.33	19,498.84	18,500.00	(998.84)	105.4%
174900	Mosquito Control	-	10,650.00	10,000.00	(650.00)	106.5%
175100	Open Space Maintenance	-	-	1,000.00	1,000.00	0.0%
175300	Rodent Control	-	491.00	3,100.00	2,609.00	15.8%
175400	Weed and Insect Control	-	28.03	7,500.00	7,471.97	0.4%
175500	Tree Maintenance	-	7,895.00	9,500.00	1,605.00	83.1%
Total Parks and Open Space		808.33	38,562.87	51,600.00	13,037.13	74.7%
Roads, Trails and Ditches						
176200	Riding/Walking Trails	-	-	750.00	750.00	0.0%
176210	Nature Trail at Lake Christina	-	-	5,000.00	5,000.00	0.0%
176300	Road Maintenance - Dirt	-	-	500.00	500.00	0.0%
176400	Road Maintenance - Paved	-	1,222.50	8,000.00	6,777.50	15.3%
Total Roads, Trails and Ditches		-	1,222.50	14,250.00	13,027.50	8.6%
O&M - Other Expenses						
166000	Other Repairs/Maintenance	1,696.04	13,808.07	5,000.00	(8,808.07)	276.2%
166200	Public Relations	-	-	2,500.00	2,500.00	0.0%
166900	Vehicle/Equipment	343.25	32,560.45	28,000.00	(4,560.45)	116.3%
Total O&M - Other Expenses		2,039.29	46,368.52	35,500.00	(10,868.52)	130.6%
Infrastructure/Amenities						
176800	Infrastructure	-	-	-	-	0.0%
177000	Engineering/Planning	-	-	-	-	0.0%
177200	Signage	560.00	560.00	200.00	(360.00)	0.0%
Total Infrastructure/Amenities		560.00	560.00	200.00	(360.00)	0.0%

**BEEBE DRAW FARMS AUTHORITY**  
**General Fund**  
**For the 12 Months Ending,**  
**December 31, 2015**

Acct No	Account Description	Period Actual	YTD Actual	Budget	Under/(Over) Budget	% of Budget
	Other Items/ Reserve Funds					
169800	Emergency Reserve	-	-	12,281.00	12,281.00	0.0%
169000	Capital Repl. and Res.	-	92,180.48	115,000.00	22,819.52	80.2%
169100	Discretionary Funds	-	29,224.03	85,351.00	56,126.97	34.2%
	Total Expenditures	17,530.52	480,610.23	622,249.00	141,638.77	77.2%
	Revenue in Excess of Expenditures	(16,834.55)	49,916.46	(96,547.00)	(146,463.46)	-51.7%
150100	Beginning Fund Balance	-	493,149.28	495,346.00	2,196.72	99.6%
	Ending Funding Balance	(16,834.55)	543,065.74	398,799.00	(144,266.74)	136.2%

**BEEBE DRAW FARMS AUTHORITY**  
**Infrastructure Fund**  
**For the 12 Months Ending,**  
**December 31, 2015**

Acct No	Account Description	Period Actual	YTD Actual	Budget	Under/(Over) Budget	% of Budget
Revenue						
356000	Interest	764.74	5,484.82	-	(5,484.82)	0.0%
357000	Water Tap Fees	10,000.00	110,000.00	-	(110,000.00)	0.0%
359610	Transfer from Dist. No. 1	-	30,832.62	159,394.00	128,561.38	19.3%
359620	Transfer from Dist. No. 2	-	880,181.50	941,281.00	61,099.50	93.5%
	Total Revenue	<u>10,764.74</u>	<u>1,026,498.94</u>	<u>1,100,675.00</u>	<u>74,176.06</u>	93.3%
General and Administrative						
376800	Infrastructure	226,053.45	331,786.31	450,000.00	118,213.69	73.7%
367500	Infrastructure	737.50	2,365.00	-	(2,365.00)	0.0%
377000	Engineering/Planning	182.00	140,070.81	250,000.00	109,929.19	56.0%
377200	Street Signage	-	-	5,000.00	5,000.00	0.0%
379500	Contingency	-	-	4,531,531.00	4,531,531.00	0.0%
	Total Expenditures	<u>226,972.95</u>	<u>474,222.12</u>	<u>5,236,531.00</u>	<u>4,762,308.88</u>	9.1%
	Revenue in Excess of Expenditures	(216,208.21)	552,276.82	(4,135,856.00)	(4,688,132.82)	-13.4%
350100	Beginning Fund Balance	-	4,551,801.37	4,135,856.00	(415,945.37)	110.1%
	Ending Funding Balance	<u>(216,208.21)</u>	<u>5,104,078.19</u>	<u>-</u>	<u>(5,104,078.19)</u>	0.0%

**BEEBE DRAW FARMS AUTHORITY**  
**Amenities Fund**  
**For the 12 Months Ending,**  
**December 31, 2015**

Acct No	Account Description	Period Actual	YTD Actual	Budget	Under/(Over) Budget	% of Budget
Revenue						
456000	Interest	199.65	1,590.38	-	(1,590.38)	0.0%
457500	Other Income	-	-	-	-	0.0%
459600	Transfer from General Fund	-	-	-	-	0.0%
459610	Transfer from Dist. No. 1	-	7,708.15	39,849.00	32,140.85	19.3%
459620	Transfer from Dist. No. 2	-	220,045.38	235,320.00	15,274.62	93.5%
	Total Revenue	199.65	229,343.91	275,169.00	45,825.09	83.3%
General and Administrative						
472120	Community Center - Legal	-	1,013.00	-	(1,013.00)	0.0%
473500	Maintenance Facility	-	1,383.48	650,000.00	648,616.52	0.2%
473510	Mntc Facility - Land	-	96,226.69	-	(96,226.69)	0.0%
473520	Mntc Facility - Legal	1,682.50	10,242.00	15,000.00	4,758.00	68.3%
473540	Mntc Facility - Architecture	-	62,748.00	55,000.00	(7,748.00)	114.1%
474000	Planned Amenities	-	-	-	-	0.0%
479000	Transfer to the O&M Fund	-	30,000.00	-	(30,000.00)	0.0%
479500	Contingency - Int. Amen. Fund	-	-	807,549.00	807,549.00	0.0%
	Total Expenditures	1,682.50	201,613.17	1,527,549.00	1,325,935.83	13.2%
	Revenue in Excess of Expenditures	(1,482.85)	27,730.74	(1,252,380.00)	(1,280,110.74)	-2.2%
450100	Beginning Fund Balance	-	1,359,805.08	1,252,380.00	(107,425.08)	108.6%
	Ending Funding Balance	(1,482.85)	1,387,535.82	-	(1,387,535.82)	0.0%

**Beebe Draw Farms Authority**  
**General Fund - Ending Fund Balances**  
**December 31, 2015**

	Capital Reserve and Replacement	Discretionary Fund	O&M Reserve Fund	O&M Fund	Total
<b>Beginning Balances - January 1, 2015</b>					
<b>Accruals - 2015</b>					
Annual accrual of \$48,794	169,701.65	63,447.63	260,000.00	-	493,149.28
Adjustment to correct prior year's accruals	48,794.29	-	-	-	48,794.29
Annual accrual of \$21,675	3,108.19	-	-	-	3,108.19
Adjustment to correct prior year's accruals	-	21,674.79	-	-	21,674.79
Additional O&M Funding per 4-17-13 motion of the Board	-	227.78	-	-	227.78
	-	-	30,000.00	-	30,000.00
<b>Expenses - 2015</b>					
2015 Expenses through December	(92,180.48)	(29,224.03)	-	(398,872.20)	(520,276.71)
<b>Revenues - 2015</b>					
2015 Revenue through December	-	-	-	466,388.12	466,388.12
<b>Ending Balances - 2015</b>	<u>129,423.65</u>	<u>56,126.17</u>	<u>290,000.00</u>	<u>67,515.92</u>	<u>543,065.74</u>



## CHANGE ORDER #2

December 16, 2015

Beebe Draw Farms Authority  
c/o Special District Management Services, Inc.  
Lisa Johnson, District Manager  
141 Union Boulevard, Suite 150  
Lakewood, CO 80228-1898

Re: #1224 PLR Maintenance Bldg, DD/CD/CA

Change Order #2 includes an HVAC design change, construction materials testing and observation services by Consultants, and professional services not included in contract as itemized below, and attached.

Original Contract Amount.....	\$2,500
Addendum #1.....	\$1,980
Addendum #2.....	\$2,772
Addendum #3.....	\$51,802
Addendum #3 (voided).....	(\$51,802)
Addendum #4.....	\$48,040
CO #1 Additional Structural Design Service.....	\$6,000
CO #2 (backup documentation attached)	
1. Added A/C to office per Client request after 90% design completion.....	\$1,372
2. Construction materials testing by Soillogic.....	\$3,560
3. Blower door and envelope inspections by Mainstream Corp.....	\$2,600
4. <u>RFQ process by Architect (not in contract).....</u>	<u>\$950</u>
Total.....	\$8,482

New Contract Amount.....\$69,774

This is a Change Order to Addendum #4 and AIA B102-2007 Contract, as previously executed by Architect and Client.

Respectfully,

Kelly C. Deitman, AIA, NCARB, LEED AP, President  
Halcyon Design LLC  
PO Box 30, Frederick, CO 80530  
8393 W. I-25 Frontage Rd, Unit #1  
Frederick, CO 80516  
303.906.2617 (cell)  
[kelly@halcyonarch.com](mailto:kelly@halcyonarch.com)



# INVOICE

BILL TO

**Ms. Kelly Deitman**  
**Halcyon Design, LLC**  
**PO Box 30**  
**8393 W 1-25 Frontage Rd, #1**  
**Fredrick, CO 80516**

## Project Description: PLR Maintenance Building

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
3156	Oct 31, 2015	Nov 30, 2015	14042	<b>\$1,372.00</b>

	Fee Summary		Previously Invoiced		Current Invoice		Remaining
	%	Stipulated	% phase Completed	Amount Billed	% complete	Value of Completed	Amount remaining
02 Schematic Design	7.97%	\$945.00	100.00%	\$945.00	0.00%	\$0.00	\$0.00
03 Design Development	24.01%	\$2,846.00	100.00%	\$2,846.00	0.00%	\$0.00	\$0.00
04 Construction Documents	41.62%	\$4,932.00	95.30%	\$4,700.00	100.00%	\$232.00	\$0.00
05 Construction Procurement	9.87%	\$1,170.00	0.00%	\$0.00	0.00%	\$0.00	\$1,170.00
06 Construction	14.41%	\$1,708.00	0.00%	\$0.00	0.00%	\$0.00	\$1,708.00
Expenses	2.11%	\$250.00	59.80%	\$149.50	0.00%	\$0.00	\$100.50
	<b>100.00%</b>	<b>\$11,851.00</b>	<b>72.91%</b>	<b>\$8,640.50</b>	<b>1.96%</b>	<b>\$232.00</b>	<b>\$2,978.50</b>

## Additional Services

Date	Name	Description	Hrs	Rate	Extension
<b>Additional Services HVAC Redesign</b>					
<b>John Best</b>					
10/27/2015	Additional Services	Added AC to offices	0.25	\$120.00	\$30.00
10/28/2015	Additional Services	This charge associated with HVAC re-design (for previously approved locations/equipment only). Includes adding cooling, re-doing equipment schedules and SOOs, re-locating equipment and duct layout, resizing ducts where necessary, checking new locations against all required clearances, etc.	2.50	\$120.00	\$300.00
<b>Kenneth Caudle</b>					
10/29/2015	Additional Services	Electrical Plans, Details & Schedules/Added new AC electrical connections	1.00	\$120.00	\$120.00
<b>Kirk Gallaher</b>					
10/28/2015	Additional Services	mark up and review	2.00	\$120.00	\$240.00
<b>Walter Shoup</b>					
10/23/2015	Additional Services	MECHANICAL/PLUMBING REDLINES FROM KIRK. MOVE ERV, ADD COOLING BACK INTO OFFICE AND MORE	3.00	\$120.00	\$360.00
10/29/2015	Additional Services	MECH REDLINES	0.75	\$120.00	\$90.00



## INVOICE

### Project Description: **PLR Maintenance Building**

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
3156	Oct 31, 2015	Nov 30, 2015	14042	<b>\$1,372.00</b>

<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Hrs</u>	<u>Rate</u>	<u>Extension</u>
		<b>Additional Services HVAC Redesign Total:</b>	<b>9.50</b>		<b>\$1,140.00</b>
		<b>Additional Services Sub Total:</b>	<b>9.50</b>		<b>\$1,140.00</b>
<b>Invoice Total:</b>					<b>\$1,372.00</b>

Please make payments to PCD Engineering Services, Inc.. Late payments are subject to penalty fees. Questions? Please contact [billing@pcdengineering.com](mailto:billing@pcdengineering.com)





November 13, 2015

Halcyon Design LLC  
Frederick, CO 80530  
8393 W I-25 Frontage Rd, Unit #1  
Frederick, CO 80516

Attn: Ms. Kelly Deitman

Re: Proposal for Construction Materials Testing and Observation Services  
Pelican Lake Ranch Maintenance Building  
Weld County, Colorado

Ms. Deitman:

We appreciate the opportunity to submit this proposal to provide construction materials testing and observation services for the referenced project. Based on the provided quantities and our understanding of the project, we anticipate our work to be completed would include foundation bearing and reinforcing steel observations, the part time observation and testing of utility and foundation wall backfill, cast in place concrete delivered to the site for placement and hot mix asphalt placed during paving of the site roadways. Our cost estimate for completion of the project based on the anticipated work scope is included as an attachment to this proposal.

The field services provided by Soilogic, Inc. personnel would be performed by Level II engineering technicians. Those technicians would be supervised by a Professional Engineer registered in the State of Colorado. Additional field services and professional consulting can be provided during construction if desired. Allowances for additional services that may be required during construction of the project are not included in our estimate.

Based on the outlined scope of work, we estimate the cost to provide construction observation and testing services for completion of this project would be approximately \$3,500. If awarded, Soilogic, Inc. would provide invoices on an approximate two (2) week schedule based on the work performed during that period. Those services would be invoiced at the rates outlined on the attached fee schedule.

Proposal for Construction Materials Testing and Observation Services  
Pelican Lake Ranch Maintenance Building  
Weld County, Colorado  
2

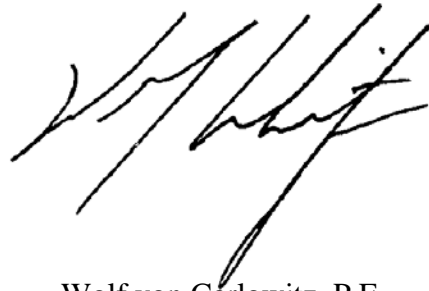
We look forward to the opportunity to work with you on this project. Our Standard Terms and Conditions are included and considered part of this proposal. If you have any questions concerning the included information or if we can provide any additional information that you may require, please feel free to contact us.

Very Truly Yours,  
**Soilogic, Inc.**

Reviewed by:



Jason Horner, E.I.  
Project Engineer



Wolf von Carlowitz, P.E.  
Principal Engineer

**NOTICE TO PROCEED**

---

Approved By/Date

---

Firm

# SOILOGIC INC.

## COST ESTIMATE

### Construction Materials Testing and Observation Services

Pelican Lake Ranch Maintenance Building

Fort Collins, Colorado

September 2014

<u>Site Development</u>	Quantity	Personnel Level	Typical Frequency	Unit Cost	Total
Utility Backfill	-	Level II	2 visits @ 1 hrs/visit	\$55.00 /hr	\$110.00
Lab Testing					
Standard Proctor w/ Classification	1			\$150.00 /test	\$150.00
<u>Building Construction</u>	Quantity	Personnel Level	Typical Frequency	Unit Cost	Total
Foundation Bearing Observation	1	Field Engineer	1 Site Visits	\$250.00 ea	\$250.00
Footing/Pad Steel Observation	-	Field Engineer	1 Site Visits	\$125.00 ea	\$125.00
Footing/Pad Concrete	1	Level II	1 / 100 yds	\$300.00 /set	\$300.00
Foundation Wall Steel Observation	-	Field Engineer	1 Site Visits	\$125.00 ea	\$125.00
Foundation Wall Concrete	1	Level II	1 / 100 yds	\$300.00 /set	\$300.00
Floor Slab Concrete	2	Level II	1 / 100 yds	\$300.00 /set	\$600.00
Foundation Wall Backfill	-	Level II	2 days @ 2 hrs/day	\$55.00 /hr	\$440.00
<u>Pavements</u>	Quantity	Personnel Level	Typical Frequency	Unit Cost	Total
Aggregate Base Course Testing	-	Level II	2 visits @ 1 hrs/visit	\$55.00 /hr	\$110.00
Asphaltic Concrete Density	-	Level II	1 visit @ 2 hrs/visit	\$55.00 /hr	\$110.00
Lab Testing					
Asphalt Extraction Gradation	1			\$155.00 /test	\$155.00
Asphalt Rice Value	1			\$65.00 /test	\$65.00
Standard Proctor	1			\$150.00 /test	\$150.00
<u>Reporting/Review/Supervision</u>		Project Engineer	4 hrs @	\$90.00 /hour	\$360.00
		Senior Engineer	2 hrs @	\$105.00 /hour	\$210.00

**Total Estimate: \$3,560.00**



## Fee Schedule

### Construction Materials Testing Services

#### **Staff Rates**

Principal Engineer (Expert Witness Testimony)-----	\$140.00/hr
Senior Engineer-----	\$105.00/hr
Project Engineer-----	\$90.00/hr
Field Engineer-----	\$75.00/hr
Technician (Level 3) -----	\$65.00/hr
Technician (Level 2) -----	\$55.00/hr
Technician (Level 1) -----	\$45.00/hr

#### **Laboratory Testing**

##### **Soils**

Moisture Content-----	\$20.00/ea
Density -----	\$15.00/ea
Atterberg Limits-----	\$55.00/ea
-200 Wash -----	\$30.00/ea
Atterberg Limits (w/-200 wash) -----	\$75.00/ea
Swell/Consolidation -----	\$75.00/ea
Gradation w -200 Wash-----	\$80.00/ea
Standard Proctor -----	\$95.00/ea
Modified Proctor -----	\$110.00/ea
Classification Gradation -----	\$65.00/ea

##### **Concrete/Mortar/Grout**

Concrete Compressive Strength -----	\$20.00/ea
Mortar Compressive Strength -----	\$20.00/ea
Grout Compressive Strength -----	\$30.00/ea

##### **Asphaltic Concrete**

Extraction -----	\$105.00/ea
Extraction/Gradation -----	\$155.00/ea
Density (BSG) -----	\$40.00/ea
Max Theoretical (Rice Value) -----	\$65.00/ea

**STANDARD TERMS AND CONDITIONS**

**1. Other Terms Unacceptable and Hereby Rejected**

These terms and conditions apply to all services provided by Soilogic, Inc. ("Soilogic") including but not limited to geotechnical engineering, subsurface exploration, pavement design, percolation testing, septic system design, construction materials, other site observations as required, and laboratory testing (the "Services"). These terms and conditions apply to all Services performed by Soilogic, its affiliates, employees, agents or contractors regardless of location. All other terms, whether provided prior to or after these terms have been provided, are hereby rejected as unacceptable unless otherwise expressly agreed upon in writing.

**2. Services Provided**

Soilogic shall provide the Services as described in the Work Order. The Work Order rates and schedules apply unless modified in writing by the parties. The methods, means and times used to provide services shall be solely at Soilogic's discretion.

**3. Location of and Access to Location Site**

Customer shall provide Soilogic with a diagram indicating the location of the site upon which the Services are to be provided such site information as is required to perform the Services. Customer warrants that it has authority to provide and agrees to provide Soilogic full, free and safe access to site described in the Work Order. Customer shall supply adequate utilities, reasonably located storage and work space, and facility escort if requested by Soilogic. While Soilogic will take all reasonable precautions to minimize damage to the property, it is understood by customer that in the normal course of work some damage may occur, and Soilogic is not liable to restore the site in any way under this Work Order.

**4. Service Limitations**

Soilogic may deviate a reasonable distance from Customer's proposed boring location unless otherwise agreed upon in writing prior to the rendering of Services. Soilogic may terminate this Work Order at its discretion if unknown or undisclosed conditions, including without limitation, hazardous materials, hazardous substances, wastes, or other dangerous conditions at the site prevent Soilogic from performing the Services. Soilogic will take all reasonable precautions to avoid damage to injury to subterranean structures or utilities. However, Customer agrees that it will hold Soilogic harmless and indemnify Soilogic for any claims, payments or other liabilities, including Soilogic's own attorney fees, incurred as a result of undisclosed or misidentified subterranean structures or utilities.

**5. Report/Invoices/Samples**

Soilogic will furnish one copy of the report to Customer; additional copies will be furnished at Customer's cost. Customer agrees to pay Soilogic as required by the Work Order. Soilogic will retain all soil and rock samples for 30 days after submission of the report. All reports and documents pertaining to Soilogic's Services are the property of Soilogic. Soilogic shall hold all confidential all of Customer's information marked as confidential by Customer in writing and which is not in the public domain, and shall not disclose such confidential information unless required for (1) performance of the Services hereunder; (2) compliance with professional standards of conduct; (3) compliance with any court order or other governmental directive or (4) protection of Soilogic against claims or liabilities arising from this Work Order.

**6. STANDARD OF CARE**

**WORK PERFORMED BY SOIOLOGIC HEREUNDER WILL BE PERFORMED IN A MANNER CONSISTENT WITH THE LEVEL OF CARE AND SKILL ORDINARILY EXERCISED BY MEMBERS OF THE PROFESSION CURRENTLY PRACTICING UNDER SIMILAR CONDITIONS. EXCEPT AS EXPRESSLY SET FORTH IN THE PRECEDING SENTENCE, SOIOLOGIC MAKES NO WARRANTY OF ANY KIND WHATSOEVER WITH RESPECT TO THE SERVICES. SOIOLOGIC EXPRESSLY DISCLAIMS ANY WARRANTIES IMPLIED BY LAW EXCEPT WHERE SUCH DISCLAIMER IS PROHIBITED BY LAW, INCLUDING, BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. LIMITATION OF REMEDIES: CUSTOMER'S LIMITATION OF REMEDIES IN THE EVENT OF NONCONFORMING SERVICE IS LIMITED TO REFUND OF SOIOLOGIC'S TOTAL FEE FOR THE SERVICES. LIMITATION OF DAMAGES; IN NO EVENT SHALL SOIOLOGIC BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND FOR BREACH OF WARRANTY, BREACH OF CONTRACT, NEGLIGENCE, ON THE BASIS OF STRICT LIABILITY OR UNDER ANY OTHER LEGAL THEORY.**

**7. Subpoena Fees**

Customer is responsible, after notification, for payment of time and expenses resulting from Soilogic's required response to any subpoena issued by any party in conjunction with the Services.

**8. Nonassignment**

This Work Order may not be assigned by either the Customer or Soilogic without the express, written consent of the other party.

**9. Miscellaneous**

This Agreement shall be governed by the laws of the State of Colorado without regard for the conflict of laws provisions thereof.

This Agreement and its schedules and attachments contain the sole and entire agreement between Soilogic and its customer with regard to transactions hereunder and supersede all prior written or oral understandings as to this subject matter. No modification or amendment of this Agreement shall be valid unless in writing and properly executed by Soilogic and Customer. No waiver by Soilogic of any defaults or breaches by Customer shall waive any future default or breach, whether alike or different in character.

Neither party shall be deemed to be in breach of any provision hereof or be liable for any delay, failure in performance or interruption of service resulting directly or indirectly from acts of God, civil or military authority, civil disturbances, war, strikes, fires, floods, other catastrophes, or other cause beyond its reasonable control.

MainStream Corporation  
2017 S US Hwy 287  
Berthoud, CO 80513  
303-912-4833



Passive House Design-Build Firm  
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Performance Materials  
[www.LiveUtilityFree.com](http://www.LiveUtilityFree.com)

November 19, 2015

Kelly Deitman  
Halcyon Design  
Frederick, CO  
970-217-9221

RE: Construction Management Services for Field Quality Assurance

Dear Kelly,

MainStream Corporation (MSC) would like to provide this proposal for CM Services during pre-construction and construction. Going into construction phase of a building project, a little integration goes a long way. We will assist you in maintaining the clear interpretation of your construction documents to involved contractors. The following task descriptions are proposed for the PLR Maintenance Building, as well as other projects. We appreciate this opportunity to be of service and look forward to developing this relationship and extraordinary project.

**Final Design / Pre-Construction Phase Services**

**Construction Budgeting** ~~\$1,800 - \$2,400~~

Using a pdf of any drawing plan set, MSC can efficiently scale and quantify different materials needed for the project. Several layers can be managed to provide estimates for any overlapping materials, and provide legible layouts to accompany each schedule as necessary. Product costs and labor fees can be added to the Material Schedules for full budgeting purposes based on indexed costs, historical data, or recent bids. We will prepare a preliminary budget estimate, based on our knowledge of general construction in this region, for the entire building shell and up to the entire project site when applicable.

**Value Engineering** ~~\$85 / hour~~

We will assist in bidding envelope materials and systems components to further refine the preliminary or internal cost estimate to lower any financial risk for your clients. Because of the digital quantity estimates and budgeting, we can help scale back costs with various recommendations for each building scenario. External meetings with Mechanical representatives and window manufacturers, etc. can be included in this task to further refine the budget values when appropriate.

**Air-Tightness Planning** ~~\$450 - \$700~~

Regardless of the assemblies used to construct for your building project, implementing airtightness measures will be the most effective energy-saving technique possible. We will review your preliminary and final structural connection details and provide recommendations for controlling the air leaks and minimizing air infiltration through the envelope. Redlines for details can be provided, as well as recommendations for specifications.

## Construction Phase Services

### **Blower Door Testing**

**\$800 - \$1,400**

We will perform preliminary and final blower door testing to confirm the air-tightness of the building. This task may include a 3<sup>rd</sup> party contractor or renting equipment. Two tests are recommended, and an option for trouble-shooting time and a re-test should always be considered when one of the two tests fails or does not meet the air-tightness goal. It is imperative to have MSC on site during testing.

### **QA Envelope Inspections**

**\$300 each inspection**

Aside from blower door tests for air-tightness, we will perform insulation inspections and ventilation commissioning, incorporating site documentation and photographs as necessary. This service does not include (but can if preferred) the complete interfacing with 3<sup>rd</sup> parties when needed for EPA, DOE or other certifications, and contractors if preferred, to perform corrections from punch lists. Approximately 2-4 inspections are needed for insulation, depending on timing and sequencing during construction, and then another 2 inspections would be needed to inspect and commission the fresh air system.

Thank you again for this opportunity to be of service; it is our true pleasure to assist you in achieving higher energy efficient goals in your projects.

Sincerely,



Cody and Lisa Farmer  
MainStream Corporation

\_\_\_\_\_  
Client Name

\_\_\_\_\_  
Date

Change Order #2 to include:

Blower Door Testing.....\$1,400  
4x Envelope Inspections.....\$1,200





December 14, 2015

Beebe Draw Farms Authority  
c/o SDMS, Lisa Johnson  
141 Union Boulevard, Suite 150  
Lakewood, CO 80228-1898

Invoice #1550

Re: Project #1224 PLR Maintenance Building DD/CD/CA  
RFQ and Building Permit Submittal

For Additional Professional services to include: Creation of Request for Qualification (RFQ) package, review and redline of attorney's RFQ draft agreement, and building permit application package.

Time Spent: 9.5 hours  
Hourly Rate: \$100.00

\$950.00

---

Less amount paid toward previous billings (not incl. retainer)

\$0.00

Total

\$950.00

Reimbursables

\$0.00

Amount due as of this invoice

**\$950.00**

Please remit payment to:

Halcyon Design LLC  
PO Box 30  
Frederick, CO 80530  
303.906.2617 (cell)  
[kelly@halcyonarch.com](mailto:kelly@halcyonarch.com)



Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 01/06/16)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
<b><u>Community Center Expansion</u></b>	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&amp;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 01/06/16)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									<p>feedback from the community.</p> <p>04/18/12 – work session held. Expansion will be included in amenities survey that will be distributed to residents soon.</p> <p>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.</p> <p>01/06/16 – Kelly provided proposal for expanded design, etc. for Board to review at January meeting.</p>
<p><b><u>Rules and Regulations Regarding Amenities</u></b></p> <ul style="list-style-type: none"> <li>- <u>Enforcement of oil and gas property reclamation</u></li> <li>- <u>Policy for mail room postings (who is responsible and how long should things remain)</u></li> <li>- <u>Use of community of center and how to provide access</u></li> <li>- <u>Rental of community center</u></li> </ul>	08/14/12	Linda			X				<p>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.</p> <p>08/04/11 – email drafted and transmitted to residents. Jeff is the contact for interested parties.</p> <p>09/20/11 – Committee will be established in October 2011.</p> <p>12/13/11 – no new report.</p> <p>02/14/12 – no new report. Work in progress.</p> <p>04/18/12 – no new report.</p> <p>06/28/12 – no new report.</p> <p>07/10/12 – no new report.</p> <p>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.</p> <p>10/09/12 – Mike will schedule a meeting with the committee in the next 30 days.</p> <p>11/7/12 – Mike held meeting on October 25, 2012. He will provide a report at the November board meeting.</p> <p>12/12/12 – Mike will schedule another committee meeting.</p>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 01/06/16)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									<p>02/12/13 – Doug will meet with committee members to draft revisions to the current pool rules and will present 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> <p>01/06/16 – Lisa to schedule work sessions in 2016 to begin the preparation of Rules and Regulations.</p>
<b><u>Lease at Milton Lake</u></b>	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</p>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 01/06/16)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									<p>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 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>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 01/06/16)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									<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 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>
<b><u>New Maintenance Facility</u></b>	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>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 01/06/16)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									<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 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</p>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 01/06/16)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									<p>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. 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>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 01/06/16)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									11/30/15 – Kelly issued addendums to the bid package and extended bid date to December 8 <sup>th</sup> . <b>01/06/16</b> – Contract was awarded at December 2015 meeting. Working to obtain fully executed contract documents.
<b><u>Development of 36 Lots Construction</u></b>	03/11/14	Christine							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. 05/07/14 – project is progressing. BOD will consider approval of change order nos. 1 and 2 at the May meeting. 06/04/14 – BOD will consider approval of change orders 3-6 at June meeting. 06/10/14 – BOD approved CO's 1-6. Project is almost complete. 07/08/14 – BOD approved CO #7. 8/18/14 – CO's # 7-11 approved. 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. 11/11/14 – Retainage payment was approved. Project is complete. 2/4/15 – additional retainage payment was approved as well as CO # 15 and 16. 3/3/15 – Fiore is working on re-locating the oil and gas access road. 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. 06/01/15 – Fiore and Sons contract is complete and



Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 01/06/16)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									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. 07/07/15 - EDI proposal was approved for erosion control measures. 08/04/15 - EDI completed erosion control work. 08/12/15 - REI to re-seed certain lots due to dry utility installation.
<b><u>Investment Rates</u></b>	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 higher. 09/15/15 - Divena will revisit with the Board after the 2016 budget has been approved.
<b><u>Part-Time Administrative Asst.</u></b>	11/10/15	Lisa Doug Linda Glen		X					Prepare job description, solicit interest and hire part-time administrative assistant in early 2016.
<b><u>Financing Options for Community Center</u></b>	11/10/15			X					Research financing options to construct expanded community center.
<b><u>Laptop Computer</u></b>	11/10/15	Lisa Doug Gary			X				Research and purchase laptop computer for field staff. 01/06/16 - laptop options were presented to Doug and Gary. Gary to review and provide comments.
<b><u>Budget Items and Future Projects for Consideration</u></b>		Authority				X			<b>Costs and/or decisions for the following:</b> <b>1. -Pool Lift to meet ADA requirements - on hold,</b>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 01/06/16)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									<p><b>Authority needs to develop a plan for addressing in future years once major structural changes are made to the pool.</b></p> <p><b>-Re-work irrigation system around sport court, not enough gpm to provide sufficient water to trees (were hand-watered all summer)</b></p> <p><b>-Landscape and Entryway Monumentation Project – possibly re-visit for 2016 budget.</b></p>

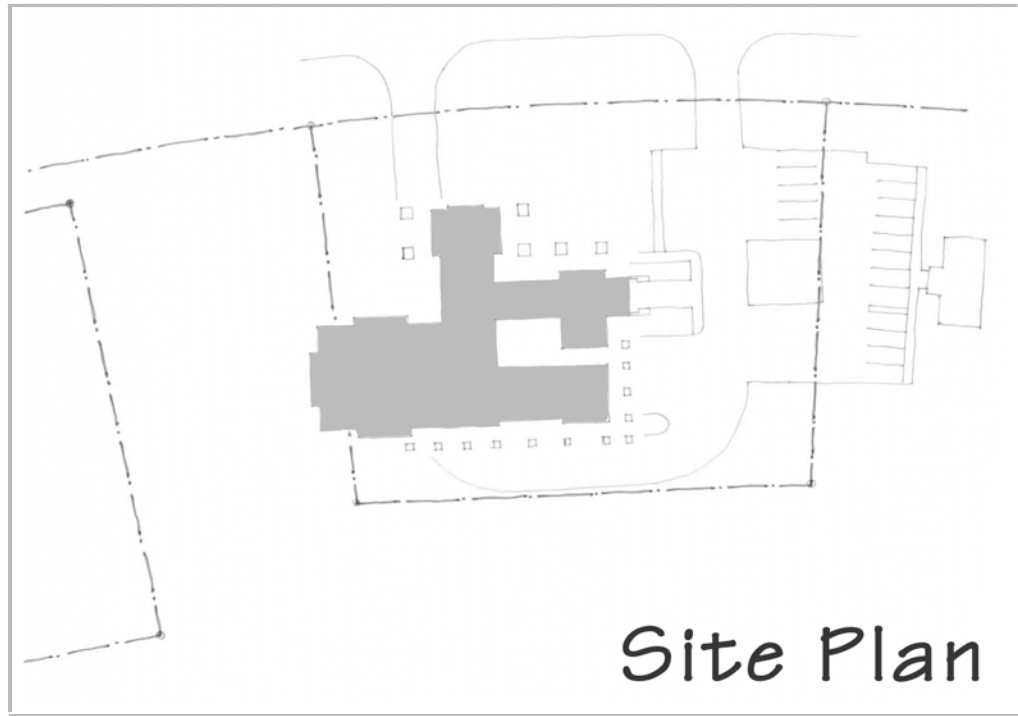
Preliminary Floor Plan

Scale: 1/8" = 1'-0"

March 13, 2012 (rev.)



Halcyon Design LLC



Project Data:  
Existing area = 2376 s.f.  
Addition area = 7796 s.f.  
Total area = 10,172 s.f.

Parking:  
Existing spaces = 10  
New spaces req. = 101  
Total spaces req. = 111

