Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 4/29/13)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
Community Center Expansion	03/08/11	Linda Angie			X				04/12/11 – Committee will meet on April 14, 2011 at 6 p.m. Four to five residents expressed interest in attending. 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. 06/3/11 – committee met with Halcyon Design (Kelly) and shared their information. Kelly will contact the committee when the work is complete. 07/13/11 – committee meeting scheduled for July 21, 2011 at 7 p.m. Kelly will present 2 designs to the committee. 08/04/11 – committee met and will present information to Authority Board in September. 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. 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 09/25/11 – Community will preview sketches at Pig Roast. 11/04/11 – Linda and Angie will give an update at the November board meeting. 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. 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

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									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.
Rules and Regulations Regarding Amenities - Enforcement of oil and gas property reclamation - Policy for mail room postings (who is responsible and how long should things remain) - Use of community of center and how to provide access - Clarify pool party rules and fees	08/14/12	Mike Doug			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

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									this information at the March board meeting. 04/02/13 – Community meeting held on March 30, 2013 to solicit comments on current pool rules and regulations and suggestions for revisions. 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.
- Lease at Milton Lake	08/09/11	Joe Christine			X				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. 11/09/11 – MaryAnn to draft an agreement with FRICO. 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. 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. 04/18/12 – Geitner Environmental provided a report to the Board. BOD will review report and discuss further at May meeting. 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. 07/18/12 – Surveys sent to residents for response. 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

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									votes. Community seems divided on this potential future amenity.
Barrier Around Pool Fence	07/10/12	DeWayne Dan			X				Install barrier around bottom of pool fence to keep toads, snakes, etc. out of pool area. DeWayne will install over the winter. 04/02/13 – DeWayne has begun the installation of the frog fence. Work to be completed by April 5, 2013.
Oil and Gas Mapping	08/14/12	Lisa Tim Christine			X				BOD approved a contract with Tamarack Consulting for the preparation of an oil and gas map. Liz prepared service agreement and transmitted to Tim McCarthy. 09/11/12 – work in progress. 10/19/12 – draft map was circulated to Joe and Christine for review. Christine provided comments. Tim to schedule meeting with Christine. Once map is complete, Tim and Lisa will determine if all wells are being taxed correctly. 11/7/12 – Christine to schedule a meeting with Tim McCarty to finalize the map. 12/4/12 – Christine met with Tim and Jason. Tim will work to finalize the map and then work with staff to ensure the oil and gas revenue from production is accurate for current and previous years. 1/28/13 – Tim is working on AV and Production data. He will also prepare a map showing parcels (existing and planned) with pipeline, easements, buffers around well heads, etc. He will begin work on this map the week of January 28, 2013. 04/02/13 – map has been completed. Tim is working with Christine to add additional details. 04/17/13 – Joe presented a proposal from Tamarack Consulting to update the current oil and gas maps to research and evaluate the oil and gas spacing units within the districts. Joe will work with Tim on possible revisions to the proposal and present it again at the May

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									meeting.
Chemical Room at Pool	09/11/12	DeWayne Dennis Dan			X				DeWayne and Dennis to learn the operations of the mechanical room in spring 2013. 04/02/13 – Dan met with Ted (Peak One Pools) in March to discuss the start-up of the pool. Ted will train Dan, DeWayne and Dennis on the chemical room operation in May 2013.
Oil and Gas Committee	10/09/12	Christine Joe			X				Christine will meet with the oil and gas committee to review the recommended changes to the surface use agreements. Joe and Christine will contact Dufford and Brown and request a detailed explanation of charges received to date.
Cheat Grass Mitigation	10/09/12	DeWayne			X				Linda has contacted CSU extension for best times to treat and a list of vendors to solicit cost of product. 10/11/12 – DeWayne has purchased the chemicals. 12/4/12 – DeWayne had to rebuild sprayer. He will coordinate with Tina Wooten in early Spring to identify cheat grass areas for spraying. 04/02/13 – DeWayne will contact Tina Wooten the week of April 1, 2013 to solicit information on the appropriate time of spraying for cheat grass.
Landscape Master Plan at Entry and Gatehouse	10/09/12	Linda			X				Linda will contact Alpine Gardens to request a proposal to prepare a master plan of the area. She will also contact the CSU extension to determine if they have a program that would address design and maintenance. 11/7/12 – Linda met with Alpine Gardens and will have a proposal to review at the December meeting. 02/12/13 – Linda will contact Alpine Gardens to provide a proposal for review at the March 2013 meeting. 04/02/13 – proposal presented and approved by BOD at March meeting. Agreement was drafted and routed to Alpine for execution. Agreement has been returned

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									and work has begun. 04/17/13 – Linda presented a concept plan from Alpine Gardens. Christine had concerns with the amount of ornamental grasses being suggested. Linda will schedule a meeting with the committee, Christine and Alpine Gardens to discuss her concerns.
2013 Pool Staffing	04/17/13	Lisa Stacie			X				Stacie is in the process of accepting and reviewing resumes for pool assistants. Lisa spoke with Naomi Flanagan regarding a pool assistant/on call manager position.
RV Storage Facility – rental agreement and 2013 billing		Anna			X				04/02/13 – Anna has reviewed the RV storage facility rental agreement and determined that revisions are needed. Suggested revisions have been transmitted to MaryAnn for review and comment. Anna has also reviewed the information related to the spaces rented in the facility and status of payment. Dan has visited the site to confirm the information and provide updates. Anna has contacted several users to confirm the rental information and status of billing. 04/17/13 – BOD deferred discussion to the May meeting.
Budget Items and Future Projects for Consideration		**Authority**				**X**			**Costs and/or decisions for the following:** **1. -Pool tile repair and pool contractor for 2013– Ted will evaluate pool by mid-May and determine pool tile repair needs and then will repair tiles prior to pool opening in 2013.** **2. -Tree thinning at Lake Christina - ongoing** **3. -Gatehouse - interior repairs to drywall from plumbing leak (Dennis and DeWayne)** **4. -Purchase cover for stainless steel BBQ at pool** **5. -Tractor AC repairs** **6. -Pool furnishings – 1- lounge chair, 20 chairs, 15 mini-tables – recommend replacing with a darker color.**

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									7. -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. **8. -Robot for pool – Stacie to determine if robot is functional. If not, Dan will locate service provider for repair work.** **9. -Front button on drinking fountain does not work. Repair to occur in spring 2013.** **10. -On and off smell of chlorine gas and natural gas in mechanical room. Will address in spring 2013.** **11. -Water level sensors for both pools are not working properly. Wading pool overflows, large pool needs to be filled with hose. Will be addressed in spring 2013.** **12. -Need new sprayer to hose down pool deck and rinse vacuum bag. Will be addressed in spring 2013.** **13. -Fan in women's bathroom not working. Will be addressed in spring 2013.** **14. -Round pieces in bottom of skimmer are missing. Will be addressed in spring 2013.** **15. -Back flushing pumps is very difficult as handles are hard to move – same for handles to manually vacuum pool. Will be addressed in spring 2013.** **16. -solicit proposals for the 2013 audit.** **-Re-work irrigation system around sport court, not enough gpm to provide sufficient water to trees (were hand-watered all summer)**