

**Buffer Creek Condominium Association  
Project List - 2009**

Items in **RED** are considered to be top priority and should be focused on FIRST.

| Name of Project                                     | Project Owner  | Due Date  | Notes   |
|---|----------------|-----------|---|
| Consider update to reduce number of check writers   |                |           | 4/17: Bookkeeper and one other officer? How do we ensure the funds we have are always 'safe'?   |
| Update ING account                                  |                |           | 4/17: With MBriggs changing roles, need to change authorized parties.   |
| Tax preparation or 2008 year                        |                |           | 4/15: According to Carol, we didn't make enough in 2008 to complete a tax form. Thought was that we had to file each year, but possibly not for 2008.<br><b>Next:</b> Are we responsible for such?      |
| 2009 Painting Project                               | Hale and Carol |           | 4/24: 2 estimates in hand(SS and Prima). Soliciting other bids to ensure we meet the 3 bid minimum.<br><b>Next:</b> Agree on bid, pick vendor, ensure decks are repaired, schedule start date           |
| Hire lawn maint for summer 2009                     |                |           | 4/16: <b>Get bids!</b> Julie (#10) to provide estimate, budget and list of items performed. Seth Van Horn (#2) provided bid too.<br><b>Next:</b> get list from Julie, determine financing, get trimmer. |
| Spring cleaning 2009<br>REPLACE PARKING SIGNS/POSTS |                |           | 4/24: what do we want and who is doing it?<br>Cleanup all trash, trim, lawn treatment? Replace signs/posts. Signs/Posts - 4/23: need 6 posts, replace sign for unit 3, 3b and guest                     |
| Roof assessment and planning                        |                |           | 4/15: no activity yet. When should the roof be replaced. Establish timeline, estimates, assessment plan, etc.   |
| Assess maintenance contract for boiler/etc          |                |           | 4/17: We have a bid from R&H on the yearly maintenance/service contract for the boiler / water heater / pump. Normally done once yearly by Sibley. What is the history on this?                         |
| Painting of lower level common area                 |                | 4/17/2009 | 4/14: <b>AG</b> Carol and Hale talking with painters again.<br>3/14: <b>CM</b> \$1200 to paint all walls, trim, ceiling and floor (includes paint we assume)  |
| Secretary of State Annual Report                    | Carol Moore    |           | 4/14:<br><b>Completed?</b>  |

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|------------------------------------|-----------------------------|-----------|--|
| Expense Process Document           | Allen Garner                | 4/24/2009 | <p><b>4/24:</b> Input from: Hinmons, Wombolt, Briggs. Resent document for 2<sup>nd</sup> review.<br/> <b>Next:</b> Update document and re-distribute.</p>  |
| Contractor List                    | Carol Moore<br>Julie Jacoby | 4/24/2009 | <p><b>4/16:</b><br/>Diane shared list. Carol and Julie are working on it.<br/> <b>Next:</b> Update and get input from owners. How do we add/remove vendors?</p>  |
| Bookkeeper guidelines              | Diane Fitzgerald            | 4/17/2009 | <p><b>4/10:</b><br/>Guidelines for what the bookkeeper does for us, minimum balances for accounts, who writes checks and notification, etc<br/> <b>Next:</b> Create Word document and send to officers for review</p>  |
| Bookkeeper role filled             | Carol Moore                 | 4/24/2009 | <p><b>4/16:</b><br/>Kelly Young picked. Carol to coordinate between Margaret and Kelly. Start by 6/1/2009.<br/> <b>4/7:</b><br/> <b>Carol:</b> Kelly Young = \$100/month<br/> <b>Allen:</b> Kiki Schmidt = \$180/month<br/> <b>Diane:</b> Unknown = \$140/month<br/> <b>Next:</b><br/>Turnover between Margaret and Kelly.</p> |
| Review HOA deccs for update        | Allen                       |           | <p><b>4/24:</b><br/> <b>Allen:</b> Talked with Paul Urtz in Denver. \$2500-\$5000 to review and update. Asked about 'amendments' to see if an option.<br/> <b>Diane:</b> Has lawyer, \$250/hour, 2 hours<br/> <b>Next:</b> Assign someone; 3 vendors</p>   |
| "Property Manager" roles           |                             |           | <p><b>4/24:</b> Though we are 'self managed', responsibilities should be very clear and written.<br/> <b>Diane:</b> shared existing list.<br/> <b>Next:</b> Officers review, possibly owners too. Assign to someone to finish.</p>   |
| Officer Roles and Responsibilities | Allen Garner                | 4/24/2009 | <p><b>4/16:</b><br/>Will send to owners for input AFTER the Expense process has been finalized.<br/> <b>4/7:</b></p>   |

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|  |  |  | <p><b>Allen:</b> has shared with the other officers. Julie in agreement. Carol in agreement.</p> <p><b>Next:</b> Update and share with the owners</p>  |
| Setup monthly owner contact list                 |  |  | <p><b>4/7:</b><br/>Talked about at annual meeting. Each month we rotate the 'contact point' for the building among the owners. Need the method, calendar, communication, everything.</p> <p><b>Next:</b> Assign person</p> |
| Cigarette trash bins                             |  |  | <p><b>4/20:</b> Carol and Hale placed cans at the building.</p> <p><b>Next:</b> Julie to communicate to the tenants. Allen send email to owners.</p>   |
| Communication path for tenants to the onsite rep |  |  | <p><b>4/15:</b> Need a way for tenants to communicate to the onsite person if an issue is present (emergency and non-emergency).</p>   |