

**HEATHER GARDENS METROPOLITAN DISTRICT
REGULAR MEETING
Thursday, January 18, 2024**

The regular meeting of the Board of Directors of the Heather Gardens Metropolitan District was held in the boardroom and via Zoom/Telephone in the Heather Gardens Clubhouse at 2888 S. Heather Gardens Way, Arapahoe County, Colorado, on Thursday, January 18, 2024 at 1:00 P.M.

PLEDGE OF ALLEGIANCE: The Board recited the Pledge of Allegiance.

CALL TO ORDER: President Daniel Taylor called the meeting to order at approximately 1:00 P.M. on Thursday, January 18, 2024. A quorum was present.

BOARD MEMBERS PRESENT: President Daniel Taylor, Vice President Eloise Laubach, Secretary Robin O'Meara, Treasurer Rita Effler, and Director Craig Baldwin.

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Acting General Manager Holly Shearer and Administration Manager Evelyn Ybarra.

GUESTS PRESENT: Jennifer L. Ivey, Icenogle Seaver Pogue, P.C., five members of the Heather Gardens Association Board, Lynn Donaldson with Heather 'n Yon, and approximately 55 members of the public were present.

APPROVAL OF MINUTES: Motion made by Secretary O'Meara and seconded by Director Baldwin and passed unanimously to approve the minutes of August 3, 2023, Special Meeting, October 19, 2023, Regular Meeting, November 17, 2023, Special Meeting with two minor changes, and January 4, 2024, Special Meeting.

PRESIDENT'S REPORT: President Taylor reported on the first joint meeting with the HGA Board, which went well. They have been meeting since then in different groups of two to discuss topics and will continue to meet. The following work session is scheduled for February 8, 2024. More information to follow if there are any changes.

TREASURER'S REPORT: Treasurer Effler commented there is no report as Controller Carrie Toennis is working on completing the financials and is also working on the audit.

COMMITTEE REPORTS:

- a. Audit/Finance Report: The Audit/Finance report was included in the packet. Treasurer Effler reported on a reimbursement grant of up to \$10,000 if the District spent \$20,000 on safety security equipment/items. She found items previously purchased that qualify and will continue to look for others to apply for the money.

- b. Clubs and Activities Report: There was no meeting, but there was a report from the Woodshop Club, dated January 10, in the packet. Director Baldwin commented that the members of the woodshop club have been making progress in the last six months. There was a request from Treasurer Effler asking the club if they could add chair railings in the billiard room for the low chairs they use. Club member Pete Von Vett said they contacted HGA Maintenance to see if they had any material to help with the project. During the HGA 6-story chair railing project, Jon Howell said they had leftover material that he would look into and get back to him. Mr. Von Vett said if they can obtain the material from HGA Maintenance, the woodshop club will do the project and install it. The Woodshop Club meeting is on February 7.
- c. Clubhouse Report: No report in the packet.
- d. Compliance Committee: No meeting.
- e. Foundation Report: Vice President Laubach reported they did not have a meeting this month and that the next meeting will be on February 14. For 2023, they received \$3,985 in donations and expenditures of \$5,290.63 on landscaping, bench pads, assorted flowers, and four umbrellas for the restaurant patio.
- f. Golf Report: No meeting.
- g. **Restaurant Report:** Secretary O'Meara reported the Committee met on January 10, 2024. The meeting was to focus was about marketing the many upcoming special events at Rendezvous. There was a discussion about having an open house for the community to see the new equipment and other restaurant changes. They also discussed volunteers and what they can do at the restaurant and for the clubhouse activities. The restaurant has a new point of sale (POS) system called Toast that would save an estimated amount of \$7,000 and also reduce the processing fees on credit cards. They are still looking into leasing a coffee and an ice machine rather than owning them, as well as entertainment and bands for the restaurant. The next meeting is January 25.
- h. **Recreational Vehicle (RV) Lot Report:** The RV Lot report was in the packet. Director Baldwin commented that they are discussing a contract for changes to the fence. He also mentioned tree branches were hanging over the fence, which the City of Aurora said they would take care of when the weather permits. Chair Forrest McClure joined the meeting a little later and provided an update after he met with two representatives from the Army Corp. of Engineers at the RV Lot. They said to send a letter of intent and get Aurora Parks and Recreation to agree, as they are the lessee to request the removal the Army Corp. fence and perhaps even get the two cottonwood trees that are a problem to the RV Lot. Chair McClure said he would draft a proposal for President Taylor to sign and submit to the Army Corp. of Engineers.

UNFINISHED BUSINESS:

- a. **Request Status of Directed Tasks (included in the packet):** The Board reviewed the items on this status task report with the Acting General Manager (AGM), Holly Shearer.
- Handicap Accessible Assessment - AGM will follow up with Jon Howell.
 - Replace Handicapped Parking Signs on two Spaces Vacated by Security – AGM will follow up with the Golf & Landscaping Dept.
 - HG Vehicles/Employees still Parking in Clubhouse Lot – AGM will send another notice to staff.
 - Parking Lot Signage - AGM will follow up with the Golf & Landscaping Dept.
 - Repair Pool Tables – AGM said the vendor came out to make repairs, but she will also follow up.
 - Submit Activities/Dances Income & Expenses – President Taylor said they received the ranges but needed more detailed information per class.
 - Submit Teacher Costs - President Taylor said they received the ranges but needed more detailed information.
 - Patch Maintenance Parking Lot Potholes - President Taylor said Maintenance should fill the potholes with dirt.
 - Remove Equipment from Golf Course - AGM will follow up with the Golf & Landscaping Dept.
 - Repair Women's Locker Room Tile – AGM said the Maintenance crew is doing repairs.
 - Repair Restroom Downstairs - AGM said the Maintenance crew is working on repairs.
 - Carpet Cleaning – AGM said the carpets were cleaned and continue to be cleaned.
 - Remove Moths from Light Fixtures – AGM said this has been done.
 - Correct Checking Accounts Signatories – AGM said it is being worked on.
 - Clubhouse Parking Lot Lights – AGM said this has been done.
 - Approved Directive to HGA Management to provide detailed accounting for all 2023 Expenditures on or before January 31, 2024 - AGM said it is being worked on.
 - Request to Review PS1 Garages for Golf Equipment – AGM said President Taylor can schedule a time and day to do a walk-through when weather permits.
 - Request for Recall Petition Circulation Rules – President Taylor skipped this.
 - Stained Carpet in Aspen Room and Mountain View Room – AGM has been done.
 - Microphones for Aspen/Blue Spruce Rooms not working – AGM will follow up with the Clubhouse Acting Manager.

- Flat Screen TV fell off the stand – Secretary O’Meara said she knew this was fixed but wanted to ensure the TV was set up appropriately to avoid this from happening again. AGM said the screws on the back were loose and have been tightened.
- Long White Tables Stained in Blue Spruce Room & Auditorium – President Taylor asked they be cleaned. AGM noted.
- Auditorium Kitchen Carts filthy - President Taylor asked they be cleaned. AGM noted.

NEW BUSINESS:

- a. **Approve to Adopt Annual Resolution:** Motion made by Director Baldwin to adopt the annual resolution and seconded by President Laubach and passed unanimously.
- b. **Approve Clubhouse Security Officer:** Motion made by President Taylor and seconded by Secretary O’Meara and passed as amended unanimously.

Text of Motion: I move that the Heather Gardens Metropolitan District Board of Directors investigate the feasibility of placing a one-armed security officer at a desk at the entrance of the Clubhouse. The Board will meet with the Clubhouse and SEC Committees by March 1, 2024, for further recommendations.

Noted by Secretary O’Meara, the Board of Directors will involve the Clubhouse and SEC Committee to get a feasibility and cost analysis and possibly alternatives for placing an armed security officer at a desk of the Clubhouse entrance to meet by March 1, 2024.

Explanatory Comment: HGA has reported that front desk employees don’t feel safe. During a recent incident in the management office, second-floor employees and attendees in the boardroom were evacuated into the locked management office. However, front desk employees, who are fully visible while exiting the building through any first-floor door from the management office, were not notified that there was a security threat. This officer could provide security as well as offer a service to visitors. Everyone entering the clubhouse lobby will be immediately aware that security is on duty.

- c. **Approve Clubhouse Reception Desk:** Motion made by President Taylor and seconded by Director Baldwin and passed unanimously.

Text of Motion: I move that the Heather Gardens Metropolitan District Board of Directors direct the Clubhouse Committee to coordinate with HGA to investigate the feasibility of moving the reception desk to the elevator wall so staff can view the Clubhouse hallway as well as the front and rear entrances. Storage cabinets with counter space for information should replace the current reception desk, which would allow the new reception desk to have free counter space. A panic button to alert security shall be included in the cost estimate.

Explanatory Comment: Front desk staff have requested moving the reception desk, if possible, to have the elevator wall at their backs so they can see people approaching them.

- d. **Approve to Appoint Clubs/Activities Director:** Motion made by Director Baldwin and seconded by _____ and passed.

Text of Motion: I move that the Heather Gardens Metropolitan District Board of Directors appoint the nominee receiving a majority of the votes as chair for the Clubs/Activities Committee. The nominees are Cecilia Williams and Nancy Linsenbigler.

The nominees presented their reasoning for applying for the chair position.

The Board voted (4 For and 1 Abstain – Robin O’Meara), and Nancy Linsenbigler received the majority vote and was appointed Clubs/Activities Committee Chair.

Explanatory Comment: The position of Clubs/Activities Chair is vacant.

- e. **Approve to Allow Acting Clubhouse Manager to Waive Deposit for the Frolics Club:** Motion made by Treasurer Effler and seconded by Director Baldwin and passed unanimously.

Text of Motion: I move that the Heather Gardens Metropolitan District Board of Directors authorizes Management to waive the payment of the deposit required prior to scheduling the rental of rooms for the Annual Frolics spring show and that the rooms are reserved for said event.

Explanatory Comment: The Frolics Club, active for over 25 years, has no funds in reserve to pay to reserve the auditorium and other rooms needed for this event. They are currently providing free entertainment in the restaurant, increasing its revenue. They will pay the rental contract amount with ticket sales proceeds on/or before the day of the Event.

- f. **Approve the Pool Sand Filter (\$55,000 Project Cost):** Motion made by Treasurer Effler and seconded by Vice President Laubach and passed with President Taylor voting no.

Text of Motion: I move that the Heather Gardens Metropolitan District Board of Directors approve the Request for Capital Expenditure in the amount of \$55,000, including the installation and removal of the old equipment and all necessary services for the new pool filter to function, including a change order reserve of \$5,800.96 with a contract amount of \$49,193.04. CEM is the contractor.

Explanatory Comment: The installation of a new sand filter will negate the twice-annual draining and cleaning of the pool. It will replace a labor-intensive filter system with a more economical operation. Maintenance reports that the 12-year-old system is obsolete, with parts unavailable for repair.

OPEN FORUM:

Secretary O'Meara had a statement she read: "I did not know doing something with good intentions would be so hard. I and we are so determined to do what HG residents deserve and demand: accountability, transparency, and financial responsibility. Contracts is one area where we have shown financial responsibility because of our due diligence. Just on the contract alone for the point of sales system has saved the District thousands of dollars. We got the system for half price and the long-term benefit. The credit card processing fees have also been lowered. As far as attorney fees, Daniel has been working as an attorney our contracts that have saved a lot of money, I would not say thousands but at least a thousand or two as we go through the language. We have a policy, and we are looking at the contract with kind of a fine toothcomb. So, I just wanted to mention that again. Goal is to maintain the quality and reputation of the Heather Gardens Community by actively overseeing the District's properties and ensuring your money is used well to maintain and manage your investment. We are working hard for you. Thank you".

A resident commented that what Robin O'Meara read touched her heart.

ADJOURNMENT: Upon motion by Director Baldwin, and seconded by Vice President Laubach, and passed unanimously, the meeting adjourned at 3:15 p.m.

Daniel Taylor, President

Robin O'Meara, Secretary

Heather Gardens Metropolitan District
Report of the Clubs and Activities Committee Meeting 03.01.2024
Nancy Linsenbigler, Committee Chair

Called to order at 1 PM. Members in attendance. Nancy Linsenbigler, Chair, Connie Burns, Linda Hileman, Peter VonVett, Bill Patterson, Craig Baldwin, Jerry Brewster. A quorum was present. Introductions of all, for the benefit of new members Bill Patterson presenting the Woodwork Shop and Connie Burns representing the Billiard Club. There were no changes made to the agenda and the Report of the February 2, 2024 meeting was approved as presented.

Reports of Clubs/Subcommittees:

Garden Plots and Club-Peter reporting that 107 users had extended their use of their plots for 2024. Three users did not renew their use. There were 12 awaiting an opening so these three plots were assigned. There are conflicting regulations re: final renewal dates before the plots are reassigned. There have been requests that a list of all plot users be made available to those using the garden plots. The Garden Club will meet March 25 in the Aspen and these issues will be discussed.

Woodshop Club-Bill Patterson reported the Woodshop Committee is working well. They have posted the announcement of a position for someone to maintain the equipment in the wood shop and manage the shop. Two candidates have responded and they will be interviewed.

Frolics-Jerry Brewster reported that as soon as the deposit can be made for the stage floor cleaning and refinishing a time will be set for the work. The auditorium flooring LVP samples have not yet been received. Further discussion coming in Unfinished Business.

Pickleball- Ron Hileman reported

- Requested pickleball water coolers be filled along with Golf Course coolers. Dealing with Lary Herkle and Jon Howell on this.
- Also working with Jon Howell re: repairs to a large crack on the court floor.
- No longer are lines needed to be painted on the Auditorium floor for pickleball, as the Auditorium is not being used any longer for pickleball play.
- Requested replacement of a storage bench, cost \$172.41. A motion was made, seconded and passed to purchase the new bench.
- A list of approved Pickle Ball users of the Equipment Shed storage will be provided to the clubhouse desk so they will be able allow use of the key to the storage only for pickleball club members. Shed and equipment were purchased by the Pickleball club and are only available to Pickleball Club members. If equipment is purchased by HGMD, then it is available to all

- Requested a ball throwing machine, cost is approximately \$2000 and Craig indicated this should be requested for consideration in the 2025 budget.
- Requested golf rest rooms be unlocked or the key be made available. Craig suggested using the restrooms in the restaurant, which are always unlocked, but the rebuttal was that the doors to the restaurant are locked so the rest rooms are not available!! Greg, Golf Manager, does not want to leave the rest rooms unlocked during the winter-the pickleball players may pick up the key from the Pro Shop, and return it with each restroom use.
- Requested the evergreen bushes be removed from the south side of the court, to prevent build up of ice. Discussion with Matt Martela ongoing, they will not be removed, but trimmed.

Unfinished Business

Auditorium Floor --Craig reported that the Board denied refinishing floor request, recommended obtaining estimates for replacement. Estimates are being sought.

Auditorium Sound System-a Special Committee was appointed by Nancy, led by Wayne Wharton, Benito Rodriguez and Rudy Morris.

- Goal--what to do with the sound system in the auditorium. First meeting well attended, reviewed many areas of the auditorium and upper sound booth. Evaluations range from replacing some sections which are not working properly, if at all, to replacing the whole system.
- Wayne and Benito checked the microphones used by The Frolics and The 88's, the Aurora Senior Center group who use the auditorium each fall for their show. They have all microphones working properly now.
- Our committee asked for an additional evaluation of the system by a new tech savvy company. The present system is approximately 12 years old. Reportedly life span of these is around 10 years.
- Wayne also added that they are working to obtain grants to help in funding the installation of the rear projection equipment for the stage.

Stage Floor Treatment-We are waiting for proper financial documentation from the vendor, then supplies will be purchased and the treatment can begin. Craig and Arlene following up.

Special Entertainment Committee –Cindy Crockett presented questions and concerns.

1. Who determines what activities/events to hold here?
2. Who decides to cancel a previously scheduled event?
3. What criteria are used to cancel something?
4. If there are proceeds from an event why can't they be used to promote it again?
5. Why can't activities/events/dances be advertised in H 'n Y?

6. Why are we not getting sponsors to fund events (like others do)?
7. Website lists events from previous dates. Who keeps up the website?
8. Need a comprehensive calendar, when are various other events scheduled so that adequate planning can occur.
9. When the event or activity is completed, who is responsible to check the rented facility to determine if it was left in such condition that some or all of the deposit is needed to pay for cleaning it? It was indicated that sometimes rooms were in terrible condition and the deposit was fully returned.
10. Also some events here may not be over until 9 or 9:30, but the bar closes at 7, or whatever time the Rendezvous closes. Why not stay open longer?

Rita, a Zoom participant, indicated we do not have the cost/profit information available and this is to be discussed at the Clubhouse Committee. The P&L of each event is being set up. Cindy suggested attempting to get firms to sponsor events here, perhaps allowing for lower priced tickets for the events

Decision and discussion—there are too many concerns and questions to be answered here. A more indepth Special Entertainment Committee to examine these issues proposed.

Procedure Memorandum was given 30 days for review before approval of changes. Craig will bring the PM to the HGMD BOD for final approval.

New Business: Outreach to Clubs-Tabled for now as we have had many Clubs come to us already, they are getting the information about the CAC.

Motions to be forwarded from CAC to the March HGMD BOD meeting:

Purchase of storage bench for Pickleball Club.

Motion at adjourn was made, seconded and passed.

February 14, 2024

To: Lary Herkal

From: Rita Effler, Clubhouse Chair

Re: Directive from GM during Clubhouse meeting on February 13, 2023

Below are some of the management requests we have made that we have not received response to and some we would have liked to, that should have been a management responsibility:

1. Classes: Cost of Instructor—Fees Collected—This could be given to us without identifying the class or the instructor. It needs to include everything including FICA. i.e. Class 1: Cost \$2,001. Fees: \$2025
\$45 34 Students
(This is a solution that could have been proposed by HR without loss of confidentiality. Management would need to keep a record of the Class number applied for implementation of increases recommended.)
2. Resident Events: Cost and Revenue. This should include the name of the event and all costs including security, custodial and maintenance. This also could be provided without breaching confidentiality.
3. An ID system, simple (even just a bracelet) to identify residents so that user fees can be collected.
4. Standardize signs and post them professionally. “Shower before entering the pool.”
5. Develop an SOP for the front desk, one that assures someone on duty can book a room or make reservations.
6. Assure compliance with ADA.
7. Remedy non-compliant ADA access to outdoor pool before next season.
8. Develop a way to collect fees for non-residents to include sports courts, table tennis room, billiard room, use of computers, fitness room, pools.
9. Keep a winter temperature of no less than 86 degrees (F) and no more than 88 degrees (F) in the water of the indoor pool.
10. SOP for routine cleanup of kitchen areas(2) and appliances.
11. SOP for routine cleaning of light fixtures and carpet.



Heather Gardens

METROPOLITAN DISTRICT

12. Cleanup and sanitizing of computers that are available for resident use, as well as adjacent work area. Possible relocation back downstairs where they can be monitored. Regular verification of working condition of equipment.
13. SOP for Periodic change in keypad access codes. (8 years same code.)
14. Warranty compliance on the \$8000 billiard table. Felt fixed. The pockets have not been.

FYI: There was a period when most HGMD committees did not exist. District properties took a back seat to the needs of the residential properties.
Thus, Candidates for Change (C4C) was born.

Respectfully,
Rita Effler
Past Clubhouse Chair
HGMD Audit/Finance Chair
Treasurer, Heather Gardens Metropolitan District

**Heather Gardens Metropolitan District
Club House P&L
12/31/2023**

	CURRENT ACTUAL	CURRENT BUDGET	CURRENT VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET	
REVENUE								
D512	CH Building Rentals	805	1,115	(310)	21,335	25,185	(3,850)	25,185
D515	Classes	6,896	8,360	(1,464)	92,086	100,326	(8,240)	100,326
D513	Events	4,090	2,639	1,451	37,574	31,668	5,906	31,668
D516.1	Coffee Revenue	144	250	(106)	2,178	3,000	(822)	3,000
D513.1	Trips Revenue	1,922	3,025	(1,103)	36,273	36,300	(27)	36,300
	TOTAL REVENUE	13,857	15,389	(1,532)	189,446	196,478	(7,033)	196,478
WAGES/BENEFITS								
C500	Salaries - FTP	7,119	13,116	5,997	107,391	133,363	25,972	133,363
C510	Salaries - Part Time	6,979	6,013	(966)	87,380	73,595	(13,785)	73,595
C520	Salaries - Overtime	29	0	(29)	899	0	(899)	0
C530	Salaries - Teachers	4,414	5,970	1,556	86,609	104,159	17,549	104,159
C540	Taxes - Payroll	2,364	2,568	203	26,609	33,084	6,476	33,084
C550	Retirement Expense	24	0	(24)	2,300	0	(2,300)	0
C553	Insurance - Personnel	576	1,309	732	11,293	14,989	3,696	14,989
C574	Recruit/Train/Services	0	30	30	355	365	10	365
C588	Workers Comp Insurance	0	207	207	0	2,479	2,479	2,479
	TOTAL WAGES/BENEFITS	21,505	29,213	7,706	322,836	362,034	39,198	362,034
OPERATING EXPENSES								
C675.2	Salaries-Charge Out	0	(2,036)	(2,036)	(15,537)	(23,971)	(8,434)	(23,971)
C673	Maintenance Hours	2,174	3,761	1,587	74,819	87,742	12,924	87,742
C676	Golf Hours	0	189	189	3,751	1,963	(1,789)	1,963
C677	R & G Hours	0	551	551	148	5,403	5,256	5,403
C678	Custodial Hours	16,135	9,681	(6,454)	99,422	116,173	16,751	116,173
	CHARGE-OUT SUBTOTALS	18,309	12,146	(6,163)	162,603	187,310	24,708	187,310
C681	Mileage Reimbursement	0	8	8	0	103	103	103
C682	Pool Care & Supplies	875	1,791	916	14,741	23,685	8,944	23,685
C683	Software & IT	381	340	(41)	5,804	4,080	(1,724)	4,080
C640	Electric	8,052	9,407	1,355	93,559	98,884	5,325	98,884
C643	Gas	204	4,209	4,005	21,204	24,305	3,100	24,305
C662	Office Supplies & Postage	1,708	636	(1,072)	6,604	7,632	1,028	7,632
C662.1	CC & ActiveNet	1,729	2,282	553	12,432	13,489	1,057	13,489
C671	Outside Contractors	298	1,305	1,007	16,873	20,355	3,482	20,355
C683	Repairs - Equipment	574	513	(61)	3,982	6,156	2,174	6,156
C684	Supplies	1,031	2,814	1,783	10,460	21,000	10,540	21,000
C684.1	Custodial Supplies	1,614	2,000	386	20,180	24,000	3,820	24,000
C684.2	Coffee Supplies	555	230	(325)	3,082	2,760	(322)	2,760
C686.1	Special Event Supplies	1,547	516	(1,031)	11,661	7,933	(3,728)	7,933
C686.2	Special Event Contractors	0	790	790	10,400	9,484	(916)	9,484
C687	Trips Expense	8,020	3,025	(4,995)	41,394	36,300	(5,094)	36,300
C688	Non Capital Equipment	0	350	350	1,218	4,200	2,982	4,200
C689	Phone & Internet	533	377	(156)	5,818	4,524	(1,294)	4,524
C690	ROU Equip Leases	225	0	(226)	2,716	0	(2,716)	0
C698	Water & Sewer	1,018	1,285	266	20,481	22,998	2,516	22,998
	TOTAL OPERATING EXPENSES	46,674	44,025	(2,650)	465,212	519,197	53,985	519,197
	NET REVENUE & EXPENSE	(54,322)	(57,849)	3,524	(598,602)	(684,753)	86,150	(584,753)

**Heather Gardens Metropolitan District
Club House P&L
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C683	Repairs - Equipment	574	513	(61)	3,982	6,156	2,174	6,156
C684	Supplies	1,031	2,814	1,783	10,460	21,000	10,540	21,000
C684.1	Custodial Supplies	1,614	2,000	386	20,180	24,000	3,820	24,000
C684.2	Coffee Supplies	555	230	(325)	3,082	2,760	(322)	2,760
C686.1	Special Event Supplies	1,547	516	(1,031)	11,661	7,933	(3,728)	7,933
C686.2	Special Event Contractors	0	790	790	10,400	9,484	(916)	9,484
C687	Trips Expense	8,020	3,025	(4,995)	41,394	36,300	(5,094)	36,300
C688	Non Capital Equipment	0	350	350	1,218	4,200	2,982	4,200
C689	Phone & Internet	533	377	(156)	5,818	4,524	(1,294)	4,524
C690	ROU Equip Leases	226	0	(226)	2,716	0	(2,716)	0
C698	Water & Sewer	1,018	1,285	266	20,481	22,998	2,516	22,998
	TOTAL OPERATING EXPENSES	46,674	44,025	(2,650)	465,212	519,197	53,985	519,197
	NET REVENUE & EXPENSE	(54,322)	(57,849)	3,524	(598,602)	(684,753)	86,150	(684,753)

MARCH 14, 2024

MEETING WITH CONTRACTS DEPARTMENT

R.V. GATE. The R.V. gate was installed so that it goes into the ground when opened. Because it would take a large amount of landscaping to keep snow from pampering the motion of the gate in the winter, we are recommending the gate be raised above the ground on the west side. This would require the driveway to be raised to a level just under the gate. Jon will receive a bid for that work from one of the Contracts Department's preferred contractors. I am asking that we review that bid at next week's meeting.

R.V. FENCE INSTALLATION. The Contracts Department has yet to receive a contract for that work. When the contract is signed, AJI notified us of two things. 1) No down payment is required, and 2) 4 to 6 weeks are required for the manufacturing of the fence. We are assuming we will get approval from the Corps of Engineering to remove their fence in the meantime.

R.V. DUMPING STATION. We discussed the dumping station drainage the R.V. Committee discussed at their last meeting. Jon will check out what may be required for the change the committee thinks is necessary.

THE INDOOR POOL FILTER. The Contracts Department has yet to receive a contract for the work. When the contract is signed, the equipment can be ordered. CEM is hoping the filter can still be installed by July 31.

THE AUDITORIUM SOUND SYSTEM. Jon is waiting for the wire size that is to be run from the sound booth to the stage. This will greatly improve reception when we need Zoom at meetings.

THE AUDITORIUM FLOOR. Jon observed a demonstration of a type of flooring called SPC or Supreme Ceramic, where the individual used a hammer to demonstrate both SPC and LVP flooring to demonstrate the resistance of both. The SPC was unaffected; the LVP disintegrated. The price difference will be compared.

THE INDOOR-TO-OUTDOOR POOL ADA APPROVAL. A bid has not been received.

THE FREEZER ELECTRICAL BID. We discussed concerns regarding the Grady electrical bid. It was decided to contact Battle Born and Grady to notify them of the possibility some things may have been left out of their bid.

Craig Baldwin

RV Storage Lot Committee Report for March 11, 2024
in the HG Clubhouse Board Room

- I. Meeting called to order at 1:05 p.m. Attending: Forrest McClure (chair), members, Roy Ferguson, Tom Sandquist, John Guise, Lynn Nicholson, and Lee Nicholson. Guests attending in person, Craig Balwin (HGMD Director), Adrian & Mary (B231/601). Guest attending via Zoom, Lary Herkal (HGA GM), Allen Lindeman, Bill Archambault, and others.
- II. Chair's Opening Remarks
 - A. Solar powered lights and cameras were recently checked and are working according to specifications.
- III. Unfinished business
 - A. Fence project: USACE responded to the Chair's inquiry by asking for additional information, which was then provided. Motion made by John Guise and seconded by Lynn Nickelson to recommend to the HGMD Board to accept and approve the addendum to the AJI Fence proposal.
 - B. Dump Station City Codes and Industry Standards
 1. Len Robinson contacted the city and checked the state regarding RV dump station code requirements but could not find anything and did not get a response to his inquiry from the city. It was suggested that we contact City councilperson Angela Lawson.
 2. Graphic showing alternative locations for the station was presented and discussed.
- IV. New business
 - A. Installation of electrical outlets on the light poles was discussed but will be taken up at a later time.
- V. Announcements
 - A. Members were asked to give some thought to who might be interested in chairing the committee depending on the outcome of the Recall Election.
- VI. Public comments on non-agenda items – five (5) minutes per speaker.
 - A. GM Lary Herkal spoke on HGA's need to reinstate a resident to the RV lot. Chair advised that decision is not the committee's but is that of the HGMD board.
 - B. Residents from B231, Adrian & Mary, asked about the RV Lot wait list and spoke about their concerns.
- VII. Adjourned at 2:00 p.m.



HEATHER GARDENS METROPOLITAN DISTRICT

BOARD ACTION

DATE: MARCH 21, 2024

MOTION NUMBER: 2024-3-21-1

TO APPROVE THE SALE OF USED GOLF TRACTOR.

Motion: Based upon the recommendation of Golf Manager Greg Kohl, I move that the Heather Gardens Metropolitan District Board of Directors approve the sale of the used golf tractor to one of two person who bid \$800.00 for a minimum price of \$800.00.

ECONOMIC COST TO THE DISTRICT: NONE

APPROPRIATED BY: N. A.

Motion by: Craig Baldwin

Second by: _____

Rationale: This tractor is of no use to the golf department and is disrepair. It is possible one or both bidders will offer more money.

Debate: _____

Secondary Motion to : _____

Secondary Motion by: _____ Second by: _____

VOTE:

	_____		_____	
	Yes	No	Yes	No
Craig Baldwin				
Rita Effler				
Eloise Laubach				
Robin O'Meara				
Daniel Taylor				
Total				

The secondary motion does/does not have a majority and passes/fails.

The main motion does/does not have a majority and passes/fails.

 Daniel J. Taylor, President
 HGMD Board of Directors

 Robin O'Meara, Secretary
 HGMD Board of Directors



**HEATHER GARDENS METROPOLITAN DISTRICT
BOARD ACTION**

DATE: MARCH 21, 2024

MOTION NUMBER: 2024-3-21-2

PURCHASE OF THE RV LOT FENCING

MOTION: Base on the recommendation of the RV Lot Committee, I move that the Heather Gardens Metropolitan District Board of Directors approve the purchase of added equipment to the RV Lot fencing project to AJI Fencing in the amount of \$19,780.00 which includes the following: Four lamp posts, performance bond, eleven bollard posts, removing a section of the Corps of Engineer’s fence, and temporary fencing with a reserve of \$1,220.00 for a total of \$21,000.00. This is a budgeted Item.

ECONOMIC COST TO THE DISTRICT: \$25,000

Appropriated by: Budgeted Capital Expenditure

Motion by: Craig Baldwin

Second by: _____

Rationale: This is an addition to the original contract of \$110,000.00 approved on 11, 17, 2023. The additional expenses are: Performance Bond \$1,395, Bollard posts \$3,675, temporary fencing \$3,080, Lamp posts and a price increase \$11,630.

Debate: _____

Secondary Motion to : _____

Secondary Motion by: _____ Second by: _____

VOTE:

	Yes	No		Yes	No
Craig Baldwin					
Rita Effler					
Eloise Laubach					
Robin O'Meara					
Daniel Taylor					
Total					

The secondary motion does/does not have a majority and passes/fails.
The main motion does/does not have a majority and passes/fails.

Daniel J. Taylor, President
HGMD Board of Directors

Robin O'Meara, Secretary
HGMD Board of Directors



AJI Fence, Ltd.
909 E. 68th Ave.
Denver, CO 80229

Phone: (303) 289-4388
Fax: (303) 289-4363

PROPOSAL / CONTRACT

Date: 3/8/2024	Project: RV Fence Replacement
Bid #: FB71444	Address: 14390 E Marina Dr
Customer: Heather Gardens Association	Aurora, CO 80014
Address: 2877 S Heather Gardens Way	Contact: Jon Howell
Aurora, CO 80014	Phone: 720-422-0837
	Email: jon.howell@heathergardensmail.com

Scope of Work:

RV Fence Replacement: Northside, Westside, Southwest Side, & Northeast.

Cut off and haul away approximately 1137' of existing RV Storage 6'+1' tall galvanized chainlink fence.
Furnish and install approximately 1137' of 7' tall Ameristar Montage Plus "Invincible" Fence using 2-1/2" square steel posts installed in concrete footings and Montage Plus Invincible panels attached to posts with bracket assembly.
Includes four (4) 4" square steel posts set at 15' high above grade (Locations TBD).
Includes demolition of existing single swing gate and replacing with ornamental 4' wide X 7' tall single swing gate with keyed entry/exit kit.

\$121,630

Performance Bond:

\$1,395

Concrete Filled Bollard Posts.

Furnish and install eleven (11) DQ-40 4" post filled with concrete.

\$3,675

Temporary fencing

Provide temporary 6' tall chainlink fence panels while new fence is being installed.

\$3,080

Job Total: \$129,780
\$23,755 ← 106,025 -

Unless otherwise stated in writing, standard exclusions include grading, clearing of fence lines, staking/surveying, traffic control, grounding, saw cutting, core drilling, hydro-vac digging due to utilities or other unforeseen conditions, engineering, demolition, locating of private utilities, staining/painting, temporary fence, and bond premiums.

TERMS OF AGREEMENT:

AJI Fence, Ltd. hereby offers to furnish labor and materials required to perform the work specified above. Upon acceptance by purchaser, this offer shall become a contract for the work set forth herein. All taxes, labor, and materials to complete job are included in prices shown. A surcharge of 2.9% + \$0.30 per transaction may be assessed for payments made by credit card to cover actual transaction costs.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard industry practices. Any alterations or deviations from listed specifications involving extra costs will be executed only upon written orders, and will become an additional charge. AJI Fence, Ltd. is not responsible for irrigation damage or changes in grade due to excavation. Excavation of caissons requiring additional equipment are subject to additional negotiated labor costs. All electrical work including low voltage by others. Permits and/or development fees by others.

ACCEPTANCE OF PROPOSAL: Prices, specifications, and conditions listed above are satisfactory and are hereby accepted. AJI Fence, Ltd is authorized to do the work as specified.

NOTE: Prices are subject to change based on market conditions.

Accepted By: _____

Title: _____

Date: _____

Francisco Jaime

AJI Fence, Ltd.

Date: 03/08/2024



**HEATHER GARDENS METROPOLITAN DISTRICT
BOARD ACTION**

DATE: MARCH 21, 2024

MOTION NUMBER: 2024-3-21-3

**TO CONSIDER APPROVAL OF THE CLUBS AND ACTIVITIES COMMITTEE'S
PROCEDURE MEMORANDUM.**

Motion: Based upon the recommendation of the Clubs and Activities Committee, I move that the Heather Gardens Metropolitan District Board of Directors approve the CAC's PM-1.

ECONOMIC COST TO THE DISTRICT: NONE

Appropriated by: **N. A.**

Motion by: Craig Baldwin

Second by: _____

Debate: _____

Secondary Motion to : _____

Secondary Motion by: _____ Second by: _____

VOTE:

	Yes	No
Craig Baldwin		
Rita Effler		
Eloise Laubach		
Robin O'Meara		
Daniel Taylor		
Total		

	Yes	No

The secondary motion does/does not have a majority and passes/fails.

The main motion does/does not have a majority and passes/fails.

Daniel J. Taylor, President
HGMD Board of Directors

Robin O'Meara, Secretary
HGMD Board of Directors



**HEATHER GARDENS METROPOLITAN DISTRICT
CLUBS AND ACTIVITIES COMMITTEE
PROCEDURE MEMORANDUM 1**

**ADOPTED AND EFFECTIVE
MARCH 21, 2024**

**CLUBS AND ACTIVITIES COMMITTEE
STANDARDS AND PROCEDURES**

Proposed on March 7, 2024

Adopted by HGMD Board on March 21, 2024

ARTICLE I - PURPOSE

The Clubs and Activities Committee is a standing committee authorized by the Board of Directors (District Board) of the Heather Gardens Metropolitan District (District).

The purpose of the Clubs and Activities Committee (CAC) is to serve in an advisory role and propose policy, operational, and financial recommendations to the Board related to Clubs and Activities that operate on District property, consistent with the Bylaws, Rules and Regulations, administrative and/or policy procedure memoranda.

The Clubs and Activities Committee shall work with the District Board and the District's Manager to monitor and maximize the use of District property, space and the activities conducted within the Clubhouse and its adjacent properties including the sports courts, picnic pavilion, horseshoe pit, game room (inside the golf Pro Shop), adjacent grounds and patios. The Clubs and Activities Committee will coordinate the management and oversight of the Woodshop located in the Clubhouse, and the Garden Plot.

All capitalized terms not herein defined shall be defined as presented in the District's Bylaws or Rules and Regulations.

ARTICLE II - MEMBERSHIP

The Clubs and Activities Committee shall be composed of the Chair appointed by the District Board, the District's Manager (without vote), and a minimum of (4) four and a maximum of (9) nine eligible electors of the District. The Clubs and Activities Committee Chair shall appoint the committee members consistent with the District Bylaws, Article VII, Section 4. A quorum is a majority of the current committee membership.

ARTICLE III - COMMITTEE DUTIES AND RESPONSIBILITIES

Section 1. Committee Chairperson. The Chair conducts all meetings of the Clubs and Activities Committee and appoints all Clubs and Activities Committee members from eligible electors of the District who have applied for membership. The

Chair also consults with residents, the Clubhouse Manager, and interested parties regarding the business of the committee. The Chair reports to the District Board.

Section 2. Responsibilities.

- A. Works with club and group representatives in preparing proposals to the District Board. Present proposals to the District Board on behalf of clubs and groups.
- B. Annually reviews rules, regulations, policies and procedures applicable to Clubs and Activities and recommends changes to the District Board. Any changes to documents shall be identified and distributed to the community.

ARTICLE IV - CHANGING THIS DOCUMENT

This document shall be reviewed by this committee at least every three (3) years.

Adopted the 21st day of March, 2024, by the Board of Directors of the Heather Gardens Metropolitan District.

Daniel Taylor,
HGMD President

ATTEST:

Robin O'Meara
HGMD Secretary



**HEATHER GARDENS METROPOLITAN DISTRICT
BOARD ACTION**

DATE: MARCH 21, 2024

MOTION NUMBER: 2024-3-21-4

APPROVE SOUND SYSTEM TECHNICAL REVIEW

MOTION: Based on the recommendation of the Auditorium Sound System Special Committee and the Clubs and Activities Committee, I move that the Heather Gardens Metropolitan District Board of Directors approve the Technical Review proposal from High Country Low Voltage Company in the amount of \$520.00 to review and troubleshoot the auditorium sound system. This is a budgeted Item.

ECONOMIC COST TO THE DISTRICT: \$520.00

APPROPRIATED BY: BUDGETED CAPITAL EXPENDITURE

Motion by: Craig Baldwin

Second by: _____

RATIONALE: A critical element of the sound system is getting an accurate picture of its condition at this time. High Country will take the following 3 steps in approximately 5 hours.

- 1) Evaluate,
- 2) Troubleshoot, and
- 3) Provide a quote to upgrade.

Debate: _____

Secondary Motion to : _____

Secondary Motion by: _____ Second by: _____

VOTE:

	Yes	No		Yes	No
Craig Baldwin					
Rita Effler					
Eloise Laubach					
Robin O'Meara					
Daniel Taylor					
Total					

The secondary motion does/does not have a majority and passes/fails.

The main motion does/does not have a majority and passes/fails.

Daniel J. Taylor, President
HGMD Board of Directors

Robin O'Meara, Secretary
HGMD Board of Directors