



**HEATHER GARDENS METROPOLITAN DISTRICT SPECIAL MEETING
JANUARY 4, 2024 1:00 - 3:00 PM
Boardroom - Heather Gardens**

MINUTES

PLEDGE OF ALLEGIANCE - led by Daniel Taylor and Rita Effler

QUORUM DETERMINED:

Present: Craig Baldwin, Rita Effler, and Daniel Taylor - in person, Eloise Laubach and Robin O'Meara via Zoom

Guests: 34 Participants via Zoom and approximately 20 in person

CALL MEETING TO ORDER - Daniel Taylor

PRESIDENT'S REPORT – 5 minutes - (see attached report) - Daniel Taylor

- Civil complaint for breach of the management agreement was filed.
- Purpose is to wipe the slate clean and being anew.
- 6 months is a reasonable time to negotiate the management agreement. Our action will actually save the District time and money.
- List of Breaches of Management Agreement

FOUNDATION COMMITTEE - Eloise Laubach, Vice President

- Nothing new to report
- Next meeting is February _____
- Will have 2023 financials ready for the meeting.

TREASURER'S REPORT – Rita Effler - 5 minutes - see attached report

- Met with Craig and Carrie
- Never received restitution
- Accounting not a seamless way to get financial information
- Carrie is open to modifying the accounting procedures to give the HGMD information that we require
- Cash in and Cash out system to allow us to track the flow of information
- Currently working on the November and December Financials

SECRETARY’S REPORT – 5 minutes - see Report on “Restaurant Update” attached

- Wonderful progress
- Chef hired
- Kitchen equipment installed
- Kitchen, dining room and banquet room cleaned

DIRECTOR’S REPORT - Craig Baldwin – 5 minutes

- Changes in HGMD administration brought new District Committees which are well formed, many members participate and have taken and are ready for implementation of ideas and projects
- Audit and Finance
- RV Lot - security fence and lighting and cameras, fence on order
- Clubs and Activities Club
- Compliance Committee
- Foundation Committee
- Baldwin served his two terms well

RV LOT COMMITTEE- End of year Update - Forrest McClure

- Lots has been accomplished for RV Lot
- Thank the board for those actions and support
- Fencing in progress will be able to add solar panel lights - lower cost
- Rita Effler - Questioned cables and wires in the lot not being connected - all taken care of
- Question: Timeline for the fence contract - negotiating with AJI fencing re this also had to look at the fence line from the spillway - cut the red tape
- Question: Lighting - codes for use of the lights - position and brightness No, positioning is the key

END OF YEAR PROJECT REPORT - Daniel Taylor - see attached report

Rita Effler Added:

- Addresses placed on RV Lot and Garden Plot so 1st Responders can locate the person who need
- Calendar of Clubhouse Events on Monitor in Foyer

PUBLIC COMMENTS – Public comment is limited to 5 minutes.

18 Residents made public comments: Topics included:

- Praised the restaurant progress and Cormac
- Ad Hoc Committee for Management Agreement Dispute
- Dispute between boards is dividing the community
- Listen to residents and settle this conflict for the good of the community

To Do: Because HGMD is a state-entity, an agenda for 1/11/24 needs to be published 24 hours in advance of the meeting date..

ADJOURNMENT 3:30 PM Rita Effler made the motion Second by Craig Baldwin. Unanimous to adjourn

Sensera Systems
 17301 W Colfax Ave Ste 310
 Golden, CO 80401

Proforma Invoice

Date	Proforma Inv #
11/21/2023	PI 5682

Name / Address
Heather Gardens Forrest McClure 2888 S. Heather Gardens Way Aurora, Colorado 80014

Ship To
Heather Gardens c/o Forrest McClure 2888 S. Heather Gardens Way Aurora, CO 80014

P.O. No.	Terms	Rep	Project
60318	Payment in advance	KL	Aurora, CO

Description	Qty	U/M	Total
Gen 3 SWPRO3VG SiteWatch PRO3 Camera Kit (Solar or AC Powered) 5% Discount	1		4,749.05T
SiteCloud Service + Unlimited Cellular per mo. (12-17 Mo. Prepay Rate) / 7x24 stream prohibited, speeds may be throttled by carrier, USA offer only	12		4,308.00T
Ground Shipping - SW Camera Kit	1		0.00
Total sales tax calculated by AvaTax			0.00
RV Storage Lot			
Select this as a transaction's tax to use AvaTax			0.00

ACH PAY NO. 2790 DATE 12/5
 VENDOR SENSER TOTAL 9057.05

ACCOUNT	AMOUNT	APPROVAL
D560	9057.05	JS

Total \$9,057.05

*Subject to Terms and Conditions (visit <https://www.senserasystems.com/legal/>)
 *All prices in US Dollars. Upon receipt of payment, your order will ship within 3-5 days.
 *SiteCloud Service will begin 7 days from ship date unless otherwise specified by customer at time of purchase, with date to be no more than 60 days from ship date.
 *SiteCloud is Sensera's comprehensive software & monitoring service that includes:
 -Access to all SiteCloud features: automatic time-lapse (M series), motion triggering (S series), notifications/alerts, public URL's, sharing, on-demand export, project data archival, video streaming with unlimited users, and WiFi data transfer
 -Training & Technical Support
 -Software Updates (SiteCloud and Cameras)
 -Cellular Data with Nationwide 4G/LTE Coverage (depends on plan/carrier)



Payment receipt

You paid \$9,057.05

to SENSERA SYSTEMS INC on December 4, 2023

Request date	Nov 21, 2023
Total	\$9,057.05

Payment method	*****5355
Authorization ID	ASC9CEEB

Description of goods or services
PI 5682

Thank you
SENSERA SYSTEMS INC

finance@senserasytems.com

''

Heather Gardens Association
2888 S. Heather Gardens Way
Aurora CO 80014

PURCHASE ORDER
00060358

Ship To: **Heather Gardens Assn**
2888 So Heather Gardens Way
Aurora CO 80014

Delivery Date: **11/28/2023**

Terms: **Upon Receipt**

Vendor: SENSERA SYSTEMS

P.O. Distribution:

Entity	Account	SubAcc	Amount
MD	D560		9,057.05
Total:			9,057.05

Quantity	Item	Description	Qty Rcvd	Unit Cost	Total Cost
1.00	misc	RV Lot Cameras	1.00	9,057.05	9,057.05

Additional Purchase Order Detail:

RV Lot Cameras and SiteCloud Service

Total: **9,057.05**

PO Date: **11/28/2023**
Requisitioned By: **Accounts Payable**
Approved By: **Holly Shearer**

Vendor: **senser**
Date: **11/28/2023**

Accounts Payable

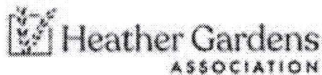
From: HG Management
Sent: Tuesday, November 28, 2023 2:30 PM
To: Daniel Taylor; Evelyn Ybarra
Cc: Forrest McClure; Jill Bacon; Larry Davila; Mike Pula; Bill Gold; Terry Hostetler; Bill Gold; David Kennedy; David Baxter; Greg Winslow
Subject: RE: Payment Request from SENSERA SYSTEMS INC

Hello,

I received the contract and sent it over to AP. Am I to assume that your email suffices for approval and that it does not need to go to Rita prior to being paid? Correct?

Have a wonderful day,

Holly Shearer
Human Resources Manager



Celebrating 50th Anniversary

2888 S Heather Gardens Way, Aurora, CO 80014
Direct: (720) 974-6918 Fax: (303) 745-5253
holly.shearer@heathergardensmail.com | www.heathergardens.org

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From: Daniel Taylor <danieltaylor@hgmetrodist.org>
Sent: Tuesday, November 28, 2023 12:54 PM
To: Evelyn Ybarra <evelyn.ybarra@HeatherGardensmail.com>
Cc: Forrest McClure <forrestmcclure@hgmetrodist.org>; HG Management <HGManagement@HeatherGardensmail.com>
Subject: RE: Payment Request from SENSERA SYSTEMS INC

Yes, Evelyn. I confirm the payment should be made. I sent the signed contracts to Holly at the Management@HeatherGardensMail.com email address with an email that the payments needed to be made. Thank you.

Daniel Taylor
President, HGMD Board of Directors



2888 S Heather Gardens Way, Aurora, CO 80014
Office: (303) 755-0652 • Fax: (303) 745-5253
DanielTaylor@HGmetroDist.org

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From: Forrest McClure <forrestmclure@hgmetrodist.org>
Sent: Monday, November 27, 2023 4:48 PM
To: Daniel Taylor <danieltaylor@hgmetrodist.org>
Subject: FW: Payment Request from SENSERA SYSTEMS INC

Another confirmation please.

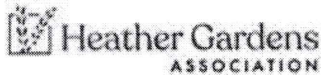
Forrest

From: Evelyn Ybarra <evelyn.ybarra@HeatherGardensmail.com>
Sent: Monday, November 27, 2023 3:43 PM
To: Forrest McClure <forrestmclure@hgmetrodist.org>
Cc: Holly Shearer <Holly.Shearer@HeatherGardensmail.com>
Subject: RE: Payment Request from SENSERA SYSTEMS INC

Thank you, Forrest. As soon as we get the confirmation from Daniel, we can move forward with the payment.

Warm Regards,

Evelyn Ybarra
Administration Manager



2888 S Heather Gardens Way, Aurora, CO 80014
Direct: (720) 974-6951
Main: (303) 755-0652 ext 151
Fax: (303) 745-5253
evelyn.ybarra@heathergardensmail.com

One is too small a number to achieve greatness.

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From: Forrest McClure <forrestmclure@hgmetrodist.org>
Sent: Monday, November 27, 2023 3:12 PM
To: Evelyn Ybarra <evelyn.ybarra@HeatherGardensmail.com>
Cc: Holly Shearer <Holly.Shearer@HeatherGardensmail.com>
Subject: FW: Payment Request from SENSERA SYSTEMS INC

An alternate Sensera payment method.

From: SENSERA SYSTEMS INC <quickbooks@notification.intuit.com>
Sent: Tuesday, November 21, 2023 10:12 AM
To: Forrest McClure <forrestmclure@hgmetrodist.org>
Cc: Daniel Taylor <danieltaylor@hgmetrodist.org>
Subject: Payment Request from SENSERA SYSTEMS INC

SENSERA SYSTEMS INC

\$9,057.05

PI 5682

Pay

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Vickie Wu

From: ACH_Direct_Do_Not_Respond@keybank.com
Sent: Wednesday, December 6, 2023 8:36 PM
To: Vickie Wu
Subject: E201 ACH Direct Notification

Reject transaction approved via ACH Direct

The following ACH transaction was rejected for a missing or unqualified authorization record and was subsequently APPROVED via the Reject Decisioning feature.
This transaction will be posted to the account identified below.

Transaction information

Bank Transit Routing Number: [REDACTED]
Bank Account Number: xxxxxx [REDACTED]
Transaction Type: 27
Amount: 9,057.05
Originating Company ID: 9215986202
Originating Company Name: SENSERA SYSTEMS
Entry Description: SALE
Standard Entry Class Code: CCD
Effective Date: 12/05/23
Individual Name: HEATHER GARDENS ASSOCI
Individual ID:
Transaction Reference Number: 23339009953556

Approval User ID: X31936

Date / Time of Approval: 12/05/2023 08:46:26

Please call the Commercial and Business Banking Contact Center at 1-800-821-2829 for any questions related to this notification.

Please do not send e-mails to nor reply to the e-mailbox from which this message was sent. Incoming e-mail to this address is not monitored nor read. For inquiries, please contact the Commercial Business Banking Contact Center @ 800-821-2829.

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This communication may contain nonpublic personal information about consumers subject to the restrictions of the Gramm-Leach-Bliley Act. You may not directly or indirectly reuse or redisclose such information for any purpose other than to provide services requested by Key.

To: Heather Gardens Metropolitan District Board

Cc; Linda Worthey, Connie Burns, Carol Anne Mayne, Debbi Parker, Sandy McCurdy, Carole Reed

January 10, 2024

Report: HGMD Clubhouse Committee Meeting held January 9, 2024 in the HGMD Boardroom

The Clubhouse Committee meeting was called to order at 1:00 PM

Members present: Rita Effer, Chair, Carol Anne Mayne, Debbi Parker and Connie Burns.

Members on Zoom: Sandy McCurdy

Members on a Cruise and excused: Linda Worthey

Member excused for other obligations: Carol Reed (Will join when the prior obligation ends.)

A full packet was distributed to each member present. All agenda items should have appropriate documentation online as well.

The meeting report of November 14, 2023, was acknowledged and approved.

There was no Treasurer's report.

The Agenda order was changed so that management staff could return to work, Jon Howell, Maintenance Facilities Engineer and Richard Barowsky, Maintenance Manager, made a presentation regarding replacing the filter system in the indoor swimming pool. The new filter will not negate the shut down of the pool each year. Mr. Barowsky said that it was federal law that a commercial pool must be emptied at least once a year. Both staff members assured the committee that the new system would be better and less expensive, emphasizing that the pool will be shut down during a break in classes and that the annual draining and cleaning mandated by Federal statute will follow the same premise.

A motion was made, seconded and passed to recommend to the HGMD board to approve the proposal from CEM to remove, furnish, and install a new filter system for \$49,193.04 with a reserve of \$5,806.9 for a total Project Cost not to exceed \$55,000. The motion included a provision for an acceptable warranty on parts and labor.

Mr. Barowsky affirmed that he had been instructed to maintain a temperature of 90 degrees in the swimming pool. A resident who was present asked that the committee familiarize themselves with research and recommendations from professionals for pool temperature, maintaining that there is danger and liability if the temperature is too high. The committee will do that research and recommend to Management a safe temperature. Staff says 86; Resident says 86. Literature says 86—for older adults.

A motion was made to recommend to the HGMD board that they recommend to Management that they direct maintenance to install a paper towel dispenser and waste receptacle near the

women's showers so hair can be sanitarly removed by users from the shower drains, as requested on signs posted.

Discussion followed regarding user fees, collection process for user fees, professional signs instead of paper notices in facilities and other policy concerns, as well as maintenance concerns. It was noted that some committee members thought Julie offered to replace bulletin boards with whiteboards and they weren't.

When the turmoil is settled, more committee members will be recruited so that all the good things the committee wants to follow up on can be implemented.

Respectfully Submitted;

Rita Effler, Chair

Clubhouse Committee, Heather Gardens Metropolitan District.

CLUBHOUSE COMMITTEE ACTIONS

FEBRUARY 13, 2024

1. INDOOR POOL FILTER

The HGMD board has approved the purchase. Jon Howell is waiting for the paperwork in order for him to get the contract signed by CEM Sales and Service for a total amount of \$55,000.00. Installation will start ASAP before the summer pool season. No performance bond will be required since it was not required in the Request for Bid.

2. WHITEBOARDS REPLACEMENT (JULIE RACICH)

3. WOMENS SHOWER EQUIPMENT INSTALLATION

4. COMPUTER AREA UPGRADE

5. SECURITY GUARD IN LOBBY

This subject was discussed at length in the Safety and Emergency Committee (SEC) at their meeting on February 5th meeting. I suggest this committee appoint a small special committee to discuss this matter with that committee.

6. POOL TEMPERATURE

I advise this committee take the recommendation of Jon Howell and CB to maintain the pool temperature at 84 to 86 degrees.

7. DOOR BETWEEN INDOOR AND OUTDOOR ADA COMPLIANT

The discussion between CB and Jon Howell determined that the present doors would need to be replaced with a door suitable to handle ADA door closer. Jon Howell and CB will contact vendors and present a plan to this committee.

8. CAPITAL RESERVE PROGRAM

Chair John Recob is requesting clubhouse volunteers join his committee. That committee meets approximately 4 times a year. CB recommends at least 2 participants.

(DISCUSSION AND/OR RECOMMENDATIONS BY THIS COMMITTEE WILL BE PRINTED IN BLUE FROM THE MEETING REPORT AND BE SENT TO THE COMMITTEE MEMBERS PRIOR TO THE March 12, 2024 MEETING.) ANY FURTHER DISCUSSION BY THE COMMITTEE WILL HAVE A NUMBER ASSIGNED TO IT AND ADDED (IN BLACK) FOR THE NEXT REPORT.

C Baldwin

FROM WOODSHOP CLUB NOTES FOR FEB 7 MEETING.

CHAIR RAIL/BILLIARD ROOM ON HOLD. CONSULTING WITH CONNIE BURNS.

SEE AD FOR PT MAINTENANCE WORKER, INCLUDES DUTIES. CHK W/HOLLY RE. WAGES.

QUESTIONS RE. SAFETY & LIABILITY AS IT RELATES TO TRAINING SESSIONS USING WOODSHOP CLUB MEMBERS.

I CALLED INSURANCE COMMITTEE CHAIR TERRY HOSTETLER. HE TOLD ME ONLY PAID EMPLOYEES ARE COVERED UNDER INSURANCE – WORKMAN'S COMP AND LIABILITY. THAT WOULD COVER INJURY TO EMPLOYEE AND TRAINEES.

DISCUSSIONS BY ACCESS CONTROL COMMITTEE CHAIR KIM CASTELLANO. TOPIC COVERED A CARD SYSTEM. A PLAN IS TO BE PRESENTED TO THE CAC FOR CONSIDERATION.

ALL UNUSED EQUIPMENT WILL BE OFFERED AT A FLEE MARKET.

C BALDWIN



HEATHER GARDENS METROPOLITAN DISTRICT

BOARD ACTION

DATE: FEBRUARY 1, 2024

MOTION NUMBER: 1-2-1-2024

To recommend forming a special committee named The Contracts Committee.

MOTION: I move that the Heather Gardens Metropolitan District Board of Directors approve forming a special committee named The Contracts Committee which will report to the Audit/Finance Committee.

ECONOMIC COST TO THE DISTRICT: NONE

Motion by: Craig Baldwin

Second by: _____

Rationale: The Contracts Committee will coordinate all capital expenditures between HGMD committees and the HGA Contracts Department when required.

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: FEBRUARY 15, 2024

MOTION NUMBER: 2-2-15-2024

TO CONSIDER APPROVING THE TREATMENT OF THE AUDITORIUM STAGE FLOORING.

MOTION: Upon the recommendation of the clubs and activities committee I move that the heather gardens metropolitan board of directors waive the three bid requirement and approve the treating of the auditorium stage flooring by Colorado Custom Flooring for \$2,382.07 with a change order of \$238.93 for a total cost of \$2,621.00. This is a budgeted item.

ECONOMIC COST TO THE DISTRICT: \$2,621.00

APPROPRIATED BY: Budget

Motion by: Craig Baldwin

Seconded by: _____

Rationale: I wish to waive the three bid requirement for two reasons. 1) The Frolics Club Officer Arlene Krell negotiated this work with Colorado Custom Flooring to best suit their group's tap dancers; and 2) The cost is reasonable considering it will require two trips to accomplish the desired results.

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: FEBRUARY 15, 2024

MOTION NUMBER: 3-2-15-2024

TO CONSIDER APPROVING THE RESURFACING OF THE CLUBHOUSE AUDITORIUM FLOOR.

MOTION: Upon the recommendation of the Clubs and Activities Committee I move that the Heather Gardens Metropolitan District Board of Directors approve the resurfacing of the clubhouse auditorium floor by Denver Dustless for \$13,225.00 with a change order of \$1,323.00 for a total of \$14,548.00. This is a budgeted item.

ECONOMIC COST TO THE DISTRICT: \$14,548.00

APPROPRIATED BY: Budget

Motion by: Craig Baldwin

Seconded by: _____

Rationale: A second bid was received by Colorado Custom Flooring. It was rejected for two reasons; the bid was for \$15,293.25 and there was no provision for dust control. The RFP required a provision for dust control. This procedure is performed every two years. Denver Dustless is the preferred vendor, having done this on a number of occasions. Both contractors informed us this will be the last time for this procedure. The flooring is too thin to accommodate another resurfacing. The change order funds will be required for moving the furniture before and after the treatment.

Debate: _____

Secondary Motion to : _____

Secondary Motion by: _____ Second by: _____

VOTE:

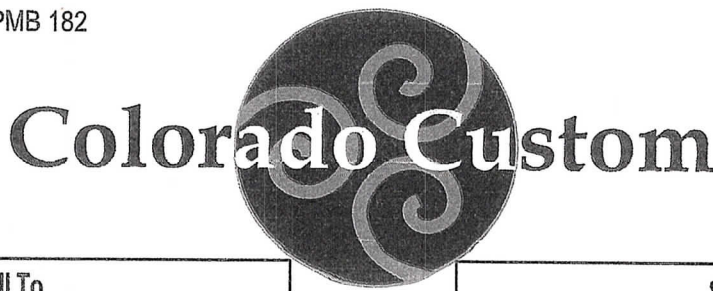
	Yes	No		Yes	No
Craig Baldwin					
Rita Effler					
Eloise Laubach					
Robin O'Meara					
Daniel Taylor					
Total					

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

98 Wadsworth Blvd Unit 127 PMB 182
 Lakewood, CO 80226
 Phone: 303-282-0829
 Fax: 303-282-0806



Estimate

Date	Estimate #
11/1/2023	28329

Bill To
Heather Gardens Municipal District Arlene Krell 2888 S Heather Gardens Way Aurora, CO 80014

Ship To
Heather Gardens Municipal District Arlene Krell 2888 S Heather Gardens Way Aurora, CO 80014

Qty	Unit	Description	Total
1	Each	Trip #1: Sample Squares	
		Floor Detergent/Degreaser and Topical Non Slip Treatment	473.32T
1	Each	Clean floor section for sample squares (will cover one 4x8 panel)- must air dry prior to treatment. Apply treatment at 3 concentrations in 3 sample areas for dancers and HOA board to test. Treatment must also air dry prior to foot traffic.	300.00
		Trip #2: Treatment	
		Note: this will be at least a two day process. Will be cleaned and then must return next day to apply treatment. There can be NO foot traffic once cleaning has begun until treatment has fully dried.	
975	Sqft	Remove previous treatment sample squares and clean entire floor- must flush floor with hot water prior to cleaning	877.50
975	Sqft	Apply treatment to entire floor at selected concentration level	731.25
	<u>no</u>	<u>Sales Tax</u>	41.70
			2382.07

Total	\$2,423.77
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Signing and/or scheduling work is acceptance of this bid and all payment terms. Terms of payment are COD, with full payment due within 10 days of completion. All outstanding balances will incur an interest charge of 18% per annum, with a minimum monthly service charge of \$25. In the event an outstanding balance goes unpaid, you will be held liable for collection costs, including attorney, court and processing fees. Please review bid entirely. Any work not stated above is not included. Any work not included above that is requested or found to be required to properly complete the project after work has begun, will be advised and billed through change orders that require approval prior to continuing work. This is to include any unforeseen conditions that may arise during work and/or upon demo. A cancellation fee of \$125 applies to any installs cancelled within 24 hours of start date. If you need to cancel or reschedule, please contact the office prior to that deadline to avoid the fee.

98 Wadsworth Blvd Unit 127 PMB 182
 Lakewood, CO 80226
 Phone: 303-282-0829
 Fax: 303-282-0806

Estimate



Colorado Custom

Date	Estimate #
12/8/2023	28413

Bill To
Heather Gardens Municipal District Arlene Krell 2888 S Heather Gardens Way Aurora, CO 80014

Ship To
Heather Gardens Municipal District 2888 S Heather Gardens Way Aurora, CO 80014

Qty	Unit	Description
211 2,417	Linft Sqft	<p>Refinish the Gymnasium Floor. The floor has been refinished several times previously, all of the dents and scratches may not be able to be removed . Remove & reinstall Rubber Cove base baseboard (Does not include replacement of pieces broken during removal) Sanding, Fill & Finish (water base) always 2 Coats</p> <p>All work bid to be done during regular working hours. Monday through Friday 7:00 am to 5:00 PM. A shift premium will be accessed for night or weekend work.</p> <p>No prep, contents removal, protection/containment or demo included at this time, other than as stated. Will be addressed at time of discovery if needed. Sales Tax</p>

Total	\$15,293.25
--------------	-------------

Signing and/or scheduling work is acceptance of this bid and all payment terms. Terms of payment are COD, with full payment due within 10 days of completion. All outstanding balances will incur an interest charge of 18% per annum, with a minimum monthly service charge of \$25. In the event an outstanding balance goes unpaid, you will be held liable for collection costs, including attorney, court and processing fees. Please review bid entirely. Any work not stated above is not included. Any work not included above that is requested or found to be required to properly complete the project after work has begun, will be advised and billed through change orders that require approval prior to continuing work. This is to include any unforeseen conditions that may arise during work and/or upon demo. A cancellation fee of \$125 applies to any installs cancelled within 24 hours of start date. If you need to cancel or reschedule, please contact the office prior to that deadline to avoid the fee.



Hardwood Flooring Specialties
7250 Gilpin Way, Suite 100
Denver, CO 80229
303-650-1987

Estimate

Date
7/21/2023

Name / Address
Heather Gardens 2888 S Heather Gardens Way Aurora CO 80014

Ship To
Montrell 916-320-8979

Rep
DLH

Description	Cost	Total
Sand, trowel fill and finish with one coat of clear sealer and two coats of satin commercial grade waterborne finish in following areas: Work out room (Maple flooring)	4.00	9,200.00
Option for a third coat of commercial grade satin waterborne finish.	1.00	2,300.00
Hang plastic and prep house for dust containment (please note that we can not guarantee that the tape will not pull any paint when removed, paint touch up is the responsibility of customer)	0.75	1,725.00
Authorized Signature	Total	

Phone #	Fax #
303-650-1987	303-650-1996



Estimate

Date
7/21/2023

Name / Address
Heather Gardens 2888 S Heather Gardens Way Aurora CO 80014

Ship To
Montrell 916-320-8979

Rep
DLH

Description	Cost	Total
<p>Customer shall pay all invoices within terms of the date of the invoice. If payment is not received within that time period , we may impose a late fee of \$100.00. If after 30 days payment has not been received, Denver Dustless may assess eight (8) per cent simple interest on the unpaid invoice. Interest begins accruing on the invoice due date. If customer has not paid an invoice for more than 90 days, Company may refer collection of the unpaid amount to an attorney or collection agency. If Customer's unpaid invoices are referred to an attorney or collection agency, Customer shall pay all attorney's fees or collections agency fees. In the event legal action is necessary to collect the amount due for the work described Customer agrees to pay all attorney fees and court costs incurred by Denver Dustless.</p> <p>Craftsmanship and finish are guaranteed for a period of one year. Wood cracks are not warranted, this is natural process we can't control.</p> <p>Please note that the owner or builder is responsible for removal and replacement of all the furniture, electronics etc. Also note that minor paint touch, (Base re-painting if use dark stains) would be the owners or builders responsibility as well. We refer Move Masters for all your furniture removal and replacement needs at 303-893-8200 or Hediger Relocation 303-526-9105</p> <p>We do accept all major credit cards, cash or check.</p> <p>50% Deposit is Due at scheduling for all jobs \$5,000 and over or if material is delivered prior to an install</p> <p>Hoffman Brothers Hardwood Flooring in Denver/Boulder Since 1948</p>		
Authorized Signature	Total	\$13,225.00

Phone #	Fax #
303-650-1987	303-650-1996



HEATHER GARDENS METROPOLITAN DISTRICT

BOARD ACTION

DATE: FEBRUARY 15, 2024

MOTION NUMBER: 4-2-15-2024

TO ACCEPT THE PROCEDURE MEMORANDUM OF THE CLUBS AND ACTIVITIES COMMITTEE.

MOTION: Upon the recommendation of the clubs and activities committee I move that the heather gardens metropolitan district board of directors accept the CAC procedure memorandum and refer it for approval at the march 21, 2024 regular board meeting.

ECONOMIC COST TO THE DISTRICT: \$0

Motion by: Craig Baldwin

Second by: _____

Rationale: By accepting this proposal with a 30 day waiting period we offer to field comments and questions from the community. In this case I have a number of suggestions to offer.

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
CLUBS AND ACTIVITIES COMMITTEE
PROCEDURE MEMORANDUM**

ADOPTED AND EFFECTIVE FEBRUARY 15, 2024

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 that 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 15th day of February, 2024, by the Board of Directors of the Heather Gardens Metropolitan District.

Daniel Taylor, HGMD President

ATTEST:

Robin O'Meara, HGMD Secretary

**CLUBS AND ACTIVITIES COMMITTEE
STANDARDS AND PROEDURES**

Proposed on February 13, 2024

Adopted by Committee on February 13, 2024

Adopted by HGMD Board on February 15, 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. Quorum is a majority of the current committee membership.



ICENOGL SEAVR POGUE

February 1, 2024

VIA ELECTRONIC MAIL

Heather Gardens Metropolitan District
c/o Daniel Taylor, President
Daniel.Taylor@HGmetroDist.org

Re: Addendum to Legal Services Engagement – Heather Gardens Metropolitan District

Board Members:

Icenogle Seaver Pogue, P.C. (the “Firm”) is submitting this addendum modifying the scope of its legal services engagement with the Heather Gardens Metropolitan District (the “District”) dated November 10, 2020. A truncated scope for the Firm has become necessary based on requests made and direction provided by one or more members of the Board of Directors of the District (the “Board”) which are inconsistent with, and actively undermine, an engagement to provide general counsel legal services.

By way of illustration and not limitation, the Firm has repeatedly been directed not to perform standard general counsel services, including but not limited to, review of meeting materials in advance of Board meetings, and review of agendas and meeting notices for legal compliance in advance of Board meetings. Further the Firm has been directed not to attend unplanned special meetings of the Board and has not been consulted in advance of or in conjunction with preparation of various documents of legal import to the District. Most recently, the Firm has been directed not to attend any meetings of the Board or perform any legal services, unless explicitly requested to do so by the Board.

These various limitations do not allow the Firm to continue the provision of general counsel legal services as those services require meeting legal compliance and attendance.

Therefore, and as a result of the foregoing, this addendum amends the existing legal services engagement to recognize that the Firm is unable to continue serving in the capacity of general legal counsel to the District. As of the date of this correspondence, the Firm will no longer provide general legal counsel services. Instead, the Firm will provide solely limited and “on-call” legal services regarding District legal matters as may from time to time be expressly directed by the District in writing and agreed to by the Firm. For the avoidance of doubt, the Firm will no longer perform general legal monitoring, legal compliance or other legal work for the District. Further, and to avoid confusion about “on-call” assignments which may be given to the Firm from time to time, the Firm will only take direction from the Board as a whole or from the President of the Board (or such other person as may be designated as the Firm’s liaison in writing) who represents that the Board as a whole has given direction to the President to engage with the Firm on the topic or issue.


This addendum, together with our engagement letter dated November 10, 2020 and Standard Terms of Engagement attached thereto, are intended to formalize our altered role as “on-call” limited legal counsel. Please confirm your agreement to the new terms of our engagement by signing this letter in the space indicated below, sending us a scanned copy with your signature and retaining the original copy for yourself.

If you have any question regarding these terms, please feel free to contact us.

Very Truly Yours,

ICENOGLE SEAVER POGUE

A Professional Corporation



Jennifer L. Ivey

Enclosures

Accepted by: _____

Title: _____

Date: _____

