



**NOTICE OF HGMD CLUBHOUSE COMMITTEE MEETING**  
**March 12, 2024 at 1:00 P.M.**

Pursuant to Section 24-6-402(2)(c), C.R.S., the Clubhouse Committee of the Board of Directors of the Heather Gardens Metropolitan District hereby gives notice that it will hold a meeting at the Heather Gardens Clubhouse, 2888 S. Heather Gardens Way, Aurora, Co 80014 in the Board Room and via Zoom videoconference at **1:00 P.M., March 12, 2024**. The meeting will be held for the purpose of conducting such business as may come before the committee. This meeting is open to the public.

**Join Zoom Meeting**

<https://us06web.zoom.us/j/86010881476>

Meeting ID: 860 1088 1476

Passcode: Not Required

Or Dial-In Number: +1 346 248 7799

Committee Members: Craig Baldwin, Chair; Linda Worthey, Carol Anne Mayne, Sandy McCurdy, Carol Reed, Connie Burns, Debbie Parker, Bob Bankirer, and Tom Merges.

**AGENDA**

Residents wishing to speak on agenda items will be given the opportunity at the time the item is discussed.

- 1) Determine Quorum Present
- 2) Call Meeting to Order
- 3) Chair Reports/Remarks
  - a. Auditorium Floor
  - b. Stage Floor
  - c. Auditorium Sound System
  - d. Pool Temperature
  - e. Billiard Room Chair Rail
  - f. Considering moving the Receptionist Desk
  - g. Lobby Security
- 4) Management Report – Julie Racich
- 5) New Business
  - a. Discuss Rita Effler’s notes to GM Lary Herkal and his response.
  - b. Discuss changing meeting day to 1<sup>st</sup> Tuesday.
  - c. Discuss Matt Martella’s wish list to the Foundation Committee with reference to the Clubhouse.
- 6) Other Business: Discussion by committee members.
- 7) Open Forum: Audience discussion – 5-minute limit.

**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:

- **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.)
  - **Going forward we can provide an estimated cost summary, fee total, class cost to student, and number of students.**
- **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.**
  - **Going forward we can provide the event name, and an estimated cost summary.**
- **An ID system, simple (even just a bracelet) to identify residents so that user fees can be collected.**
  - **This impacts both the residents and the budget. I recommend that this should be taken up by a committee.**
- **Standardize signs and post them professionally. “Shower before entering the pool.”**
  - **We will move forward with obtaining and installing the signage.**
- **Develop an SOP for the front desk, one that assures someone on duty can book a room or make reservations.**

- There is an SOP but there are several staff members who are challenged to perform these tasks. We will allocate more time to training.
- Assure compliance with ADA.
  - See remedy.
- Remedy non-compliant ADA access to outdoor pool before next season.
  - A recommendation was made in 2023 to the HGMD board that we retain an architect who is an ADA code specialist to review all HGMD areas. The architect would also review and develop specifications to replace the door.



These are the only doors going from the indoor pool area to the outdoor pool. Each door is 33" wide with a center metal jamb that can be temporarily removed to bring in large equipment if needed. My Google search on ADA door width compliance is 32". **Does the HGMD want an automatic door opener installed on one door?**

- Develop a way to collect fees for non-residents to include sports courts, table tennis room, billiard room, use of computers, fitness room, pools.
  - I think this should be taken up by a committee.
- 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.
  - The pool temperature is being maintained between 86 degrees and 88 degrees Fahrenheit.
- SOP for routine cleanup of kitchen areas (2) and appliances.
  - All the kitchens are cleaned daily.
- SOP for routine cleaning of light fixtures and carpet.
  - Light fixtures are cleaned on an as needed bases. We will set up a set schedule for carpet cleaning. Cleaning of spills is performed on an as needed basis.



- Cleanup and sanitizing of computers, 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.
  - The computers and equipment are cleaned and will also be sanitized on a daily basis. Functionality will also be verified.
  - We need more detailed information on the desired computer relocation. We recommend retaining an Architect to ensure code compliance.
- SOP for Periodic change in keypad access codes. (8 years same code.)
  - Keypad codes were changed 6 months ago. How frequently do you want them changed?
- Warranty compliance on the \$8000 billiard table. Felt fixed. The pockets have not been.
  - I reviewed the tables and didn't find an issue with the pockets on the new table or old tables in the pool room. Can you give me more information on the location and the problem with the pockets?

### **Unfinished Business**

- Assessment of Handicap Accessibility for District Facilities
  - We recommend an architect who is an ADA code specialist be retained to inspect the HGMD areas.
- b. Replacement of Handicap Signs for Spaces by Tennis Courts
  - Completed on 2/21.
- c. Proposal for Additional Clubhouse Parking Signs
  - I am unable to find a request. Can you provide quantity & location for the signs.
- d. Repair of Pool Table Felt
  - Table felt was replaced.
- e. Provide List of Activities/Dances/Events Costs and Revenue
  - Going forward we will provide Activities/Dances/Event summary of estimated costs and revenue.
- f. Removal of Equipment from Golf Course
  - The golf staff and I are meeting on Tuesday to review the equipment and evaluate possible storage locations.

I forgot an item: We did ask that bulletin boards be replaced with magnetic boards 2-3 months ago.

- The bulletin boards were ordered but arrived broken. New boards will be purchased locally next week.

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