

HEATHER GARDENS BUDGET & FINANCE COMMITTEE
APRIL 17, 2023, MEETING REPORT
COMMITTEE MET IN THE BOARD ROOM
MEETINGS ALSO AVAILABLE ON ZOOM

TO: Members of the Heather Gardens Budget & Finance Committee, HGA Board of Directors, HGMD Board of Directors, Chief Executive Officer, and Chief Financial Officer.

FROM: Terry Hostetler, HGA Treasurer, and Bill Archambault, HGMD Treasurer

Committee: Terry Hostetler, Co-Chair, Bill Archambault, Co-Chair, Craig Baldwin, Harry Laubach, Ray Nash, Randy Lane, Richard Ferguson, John Recob, and Bev Havens. Richard Ferguson was excused from the meeting.

Staff: Jon Rea, CEO; Jerry Counts, CFO.

Audience: Approximately 19 residents, including HGA Board Members and HGMD Board Members

Welcome and Chair Comments: The B&F Committee meeting was called to order at 10:00 AM. A quorum was established. Co-Chair Hostetler welcomed all members and guests.

The March meeting report was accepted with one correction.

Rubin Brown, Auditors, reviewed the 2022 audited financial statements with the Committee. See motions below, under new business. Auditors were extremely complimentary of the work and effort of Jerry Counts, CFO,

Monthly Operating Analysis Review: Jerry Counts, CFO, reviewed the March 2023 financial statements for HGA and HGMD. All questions were answered.

Subcommittee and Other Reports:

Audit Subcommittee: Report was reviewed.

Insurance Subcommittee: No meeting was held. Chair, Randy Lane, announced that Steve Villano, former member of the B&F Committee has joined the Insurance subcommittee.

Capital Projects Subcommittee: No Meeting was held. There will be a meeting on April 27th at 1:00 PM held in the Board Room. The chair, John Recob, has met with staff to clarify details on component listing.

Investment Update: Chair, Terry Hostetler, will have a phone conversation with the investment advisors today regarding two CD's that will renew in April.

Unfinished Business: Revisions to B&F Joint Procedure Memorandum (JPM B-1). Motion by Recob, seconded by Lane, and passed unanimously that the B&F Committee recommend that the HGA Board of Directors approve the revisions to JPM B-1. Motion by Recob, seconded by Lane and passed unanimously the B&F Committee, recommend that the HGMD Board of Directors approve the revisions to JPM B-1.

New Business:

- 1) Presentation of 2022 HGA and HGMD Financial Statements by Rubin Brown, Independent Auditors. After discussion, the following motions were made:
 - a) Motion by Nash, seconded by Lane, and approved unanimously that the B&F Committee recommend that the HGA Board of Directors accept and approve the 2022 Financial Statements (audit) as presented with the assumption that the open items will be completed.
 - b) Motion by Baldwin, seconded by Havens, and approved unanimously that the B&F Committee recommend that the HGMD Board of Directors accept and approve the 2022 Financial Statements (audit) as presented with the assumption that the open items will be completed.
- 2) Motion by Lane, seconded by Baldwin and approved unanimously that the B&F Committee recommend that the HGA Board of Directors approve the contract with Terpstra Roofing to remove and replace the roofs on Buildings 215, 218, 220 and 241 for a cost of \$1,723,602 with a change order reserve of \$172,360.20 for a total cost not to exceed \$1,895,962.20 without additional HGA Board of Directors approval. The total project cost is \$188,212.20 over budget.
- 3) Motion by Baldwin, seconded by Recob and approved unanimously that the B&F Committee recommend that the HGA Board of Directors approve the contract with Denver Commercial Coatings to re-paint the exterior of HG Building 232 at a cost of \$79,500 plus a change order reserve of \$7,950 for a total cost not to exceed \$87,450 without additional HGA Board of Directors approval. The total project cost is \$10,250 over budget.
- 4) Motion by Havens, seconded by Nash and approved unanimously that the B&F committee recommends that the HGA and the HGMD Boards of Directors approve the extension of the terms or service of Karen Kasprzak, Karen McClaury, Barbara Schneller, and Rita Lusk for another year until April 2024.
- 5) Brief discussion of the Vision Statement and Mission Statement of the Joint Long Range Planning Committee. No action was taken nor expected to be taken by the B&F Committee.

Members of the audience wishing to speak on non-agenda items: None.

The meeting was adjourned at 12:08 PM. The next meeting will be on May 15, 2023, at 10:00 AM in the Board Room and via Zoom.