



# Heather Gardens

METROPOLITAN DISTRICT

**HEATHER GARDENS METROPOLITAN DISTRICT  
BOARD ACTION**

**DATE: APRIL 4, 2024**

**MOTION NUMBER: 2024-4-4-1**

**MOTION: CLUBHOUSE MANAGER DIRECTIVE**

Whereas the Management Agreement dated August 23, 2018, provides that HGA agrees to perform the Delegated Duties subject to the HGMD Board’s “policies, budgeting, finances, and oversight,” I move that the Heather Gardens Metropolitan District Board of Directors find that the proposed hiring of a Clubhouse/Custodial Manager violates the agreement as follows:

1. HGMD notified HGA during 2023 that the HGMD Board did not agree, nor was it consulted when converting the Clubhouse Manager position to a part-time position.
2. The funds budgeted for 2024, line item C500, was for a full-time Clubhouse Manager and a full-time Assistant Clubhouse Manager. No other expenditure of these funds are approved in the 2024 budget.
3. Further, HGMD requested during the fall of 2023 that the Clubhouse Manager position remain unfilled until negotiations with HGA or court action allowed the hiring of a District Manager for the budgeted position of Clubhouse Manager. This was agreed to by HGA CFO Jon Rea.

Therefore, HGMD will not reimburse HGA for any wages accrued for the Clubhouse/Custodial Manager position.

**ECONOMIC COST TO THE DISTRICT: \$0  
APPROPRIATED BY:**

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

Rationale: The rationale is to eliminate spending not consistent with HGMD’s policies and oversight.

Debate: \_\_\_\_\_

Motion to : \_\_\_\_\_  
Secondary Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

**VOTE:**

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

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Yes	No

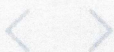
The secondary motion does/does not have a majority and passes/fails.  
The main motion does/does not have a majority and passes/fails.

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Daniel J. Taylor, President  
HGMD Board of Directors

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Robin O'Meara, Secretary  
HGMD Board of Directors



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Clubhouse/C...

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# Clubhouse/Custodial Manager

[Heather Gardens Association](#) ★★★★★ 12 reviews

Aurora, CO 80014

\$62,000 - \$70,000 a year - Full-time

## Heather Gardens Association



★★★★☆ 12 reviews

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## Profile insights

Here's how the job qualifications align with your [profile](#).



### Certifications

CPR Certification

Do you have a valid CPR Certification certification?

Yes

No

Skip



### Skills

Customer service

Supervising experience

First aid

Driving

Do you have experience in Customer service?

Yes

No

Skip

## Job details

Here's how the job details align with your [profile](#).

## Job details

Here's how the job details align with your [profile](#).

### Pay

\$62,000 - \$70,000 a year ▾


### Job type

Full-time ▾

### Shift and schedule

Weekends as needed ▾

## Location

 Aurora, CO 80014

## Full job description

**Heather Gardens is an established company that fosters teamwork, accountability, and pride of ownership within our culture looking for the perfect someone to join our team as our Clubhouse/Custodial Manager.**

**The Clubhouse/Custodial Manager is a vital member of our mission. In this role, you are responsible for directing the operations and programs of the Clubhouse and Custodial team to deliver a high level of service to Heather Gardens Residential Community.**

### **Primary Duties and Responsibilities:**

- Recruits, selects, trains, and supervises Clubhouse and Custodial personnel.
- Evaluates employees' performance and overall effectiveness and take necessary steps to encourage team players and correct non-team players.
- Directs a facility management program consistent with the facility's capabilities and limits; develops and implements facility rental policies, contracts, and procedures.
- Maintains a calendar of all events.
- Assures that the Clubhouse and its equipment, swimming pools, and immediate grounds are properly maintained and attractive..
- Coordinates, supervises, develops, and evaluates all classes held at the Clubhouse in

- Maintains a calendar of all events.
- Assures that the Clubhouse and its equipment, swimming pools, and immediate grounds are properly maintained and attractive..
- Coordinates, supervises, develops, and evaluates all classes held at the Clubhouse in conjunction with the Class Sub-committee.
- Confers with community organizations to determine programs for special interest groups.
- Supervises cash flow procedures for all trips and events.
- Assigns and reviews the work of recreation/leisure program personnel, custodial personnel, and instructors.
- Organizes and directs a variety of recreational/leisure activities and events to ensure maximum use of available facilities and equipment for the current demographics of Heather Gardens residents.
- Develops, implements, and monitors Clubhouse budget including program revenue, payroll, and operating and capital reserve budgets, while continually looking for cost-saving measures.
- Manages Clubhouse personnel, including Clubhouse Assistant Manager, Pool Technicians, Night/Weekend Managers, custodial personnel, and Instructors.
- Develops and review Clubhouse policies and procedures.
- Develops and directs comprehensive Clubhouse decorating plans.
- Works closely with the Volunteer Coordinator to recruit, schedule, and train volunteers for use in Center activities, programs, and operations.
- Organizes workshops and training for volunteers to provide better service to customers.
- Serves as a staff consultant to Clubhouse Committee; Prepares monthly progress reports for the committee.
- Maintains current inventory of equipment and supplies and is responsible for the maximum usage, storage, and repairs of that equipment.
- Serves on sub-committees and ad-hoc committees, as assigned.
- Staffs Clubhouse activities and events, as required.
- Performs other duties as assigned.
- Mentors and coaches team members to further develop competencies.
- Fosters teamwork, collaboration, and communication by sharing information.
- Demonstrates exceptional customer service skills and ensures satisfaction as a priority of service.
- Provides follow-up and feedback on open issues in a timely manner.
- Applies strategic and proactive steps to resolve problems and prevent recurrence.

**Essential Competence:**

- Completes projects and meets deadlines as assigned.
- Graduation from a four-year college or university or equivalent.

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- Completes projects and meets deadlines as assigned.
- Graduation from a four-year college or university or equivalent.
- Five years supervisory experience in a planned recreation/leisure program or facility or equivalent.
- Certified Pool Operators, Aquatic Facility Operators license or ability to attain
- CPR certified or ability to attain.
- Thorough knowledge of the objectives of a planned community recreation/leisure facility and programs.
- Ability to coordinate a preventative building maintenance and custodial program; make informal inspections to detect deficiencies in the condition of equipment, structure, or cleanliness of the facility.
- Extensive knowledge of pool chemistry and pool maintenance is desired.
- Ability to make sound decisions and use good judgment during stressful situations.
- Solid knowledge of recreation programming and scheduling.
- Solid knowledge of how to work with seniors and the effects of the aging process.
- Ability to plan, direct, and coordinate the activities of several major phases of the recreational/leisure program.
- Considerable knowledge of art/handicraft and exercise programs and selection of music and entertainment groups.
- Considerable knowledge of recreational facility operations and design.
- Ability to develop project proposals and bids, then direct their implementation.
- Knowledge of first aid.
- Ability to coordinate and relate to diverse needs of committees and sub-committees.
- Must enjoy interacting with mature adults.
- Ability to train, mentor and supervise personnel
- Leads by example; facilitates and models behaviors that are consistent with Heather Gardens' core values and standards.
- Must be able to work independently with little or no supervision.
- Valid state Driver's License
- Excellent written and verbal communication skills.
- Ability to provide efficient, timely, reliable, and courteous service to residents.
- Ability to work well under pressure with a proactive approach to unusual occurrences.
- Must be able to lift a minimum of 45 lbs.
- Must be able to pass Driving, Background Check, and Drug screen.

If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.

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