

ASSOCIATION and METROPOLITAN DISTRICT

Joint Long Range Planning Committee Zoom Work Session

Thursday, May 11, 2023

Agenda

Chairpersons: HGA – David Kennedy Co-Chair; HGMD – David Funk Co-Chair

Staff: Jon Rea (CEO)

- 1) Call meeting to order
- 2) Co-Chair Comments
- 3) Unfinished Business: Report Format Template and Review of Examples (Sid to Lead Discussion)
- 4) New Business: Preparation of Reports to Board(s)
- 5) Residents wishing to speak on non-agenda items – time limit 3 minutes.
- 6) Adjournment

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

REPORT OUT FORM: JOINT LONG RANGE PLANNING PROJECTS, PROGRAMS AND TASKS

Subject/Task/Initiative

Employ Solar Power Systems to augment our current HGA/HGMD energy sources.

Definition

Introduction, description, problem definition, scope, history, pre-requisites, and conditions.

The project encompasses the implementation (Design, Installation and Maintenance) of Solar Power Systems in Heather Gardens. The project should result in multiple “behind-the-meter applications” (HGA, HGMD or owners should not pay the utility company for solar power generated) of Solar Power with Sun Panels (Electricity) and Sun Collectors (Warm water and heating) to contribute to the transition to sustainable energy resources and a reduction of energy costs.

Solar Power systems will be used in the amenities, common areas and by the individual homeowners in the HGA community. The current traditional energy sources (Electricity and Natural gas) need to be augmented by solar energy. This means installing solar panels and solar collectors and replacing and converting the existing electrical and heating systems.

Pre-requisites and conditions:

- 1-The implementation of and transformation to solar systems must result in reduced energy costs. Reduction of the current “Gas and Electric category” part of the HOA Dues.
- 2-Solar energy systems need to be reliable, secure, and integrated with the current energy grid.
- 3-Ensure continuous electricity regardless of the weather or an unforeseen event.
- 4-The Solar Panels solution must be capable of selling excess generation to the grid.

Assessment conclusions of JLRP committee

Pass / Fail assessment including 3 most important reasons why:

- This project potentially sustains and will increase property values.
- This project addresses an urgent or emergent need.
- Will sustain natural resources best practices.

Link back to Mission / Vision:

The project will reduce energy costs, contribute to the transition to sustainable, renewable energy resources, and will sustain the property value.

Current situation / baseline with available relevant data, metrics to give context and/or urgency.

Get data/current raising expenses for energy used for electricity and heating.

Project Structure (proposal)

Description of expected result/successful end state (if possible measurable).

Recommended (existing) committee for assignment.

Proposed project team setup.

Exit criteria for project phases (deliverables).

Sponsor(s) from Board(s) and Management.

Project phases:

1- Project Initiation

Deliverables: Scope document broadly defines the project. Board assigns members to the project management team with roles and responsibilities. Board decides project is a “go”.

2- Project Definition and Planning.

Deliverables: Project Plan with: Finalized Scope document, Project team with roles and responsibilities.

High level Solar system design with high level Project Plan (including budget).

Communication Plan.

Risk Management assessment

RFQ document.

Vendor selection.

3- Project Execution

Final Detailed Solar system design.

Final Detailed Project plan with WBS and costs.

Final Maintenance Plan.

4- Project Monitoring (Coincides with Project execution)

Measure project performance:

-Review timeline.

-Review budget.

-Review changes to prevent scope creep, costs etc.

-Review KPIs to assess performance.

5- Project Close

-Project closure report. Identify and account for differences between baseline plan and results.

Lessons learnt.

Risk Management and mitigation

Anticipated potential challenges and (external) help needed.

Lack of up-to-date knowledge, in-house skills regarding Solar Energy technology and subsidies:
Invest in expert Solar Energy consultancy.

Scope creep: Scope of the project needs to be defined in a very detailed, clear way.

Avoid interference with maintenance projects: Identify overlap and ensure integration with existing energy structure and any current maintenance work in progress which could potentially interfere with the installation of the Solar Energy infrastructure.

Communication

Frequency status reporting.

Change management and external communication guidance (community and management involvement).

Status reporting on a monthly basis to the Board is recommended.

External communications:

This project is a community wide effort with relatively a lot of impact, so periodically reassuring the Heather Gardens residents is critical. Creating a Communication Plan in the Project Planning Phase is recommended. In the communications the need to implement renewable and sustainable energy resources needs to be explained. Cost effectiveness of these new energy resources needs to be described in conjunction with the positive impact on the property value. Reporting on already implemented Solar Energy projects in similar communities is recommended to make the future state more clear and understandable.

REPORT OUT FORM: JOINT LONG RANGE PLANNING PROJECTS, PROGRAMS AND TASKS

Subject/Task/Initiative

Increase the physical security for residents and employees and preventing of property crimes.

Definition

Introduction, description, problem definition, scope, history, pre-requisites, and conditions.

Security and Safety are important issues for HG residents and personnel. In the July 2020 Heather Gardens Security Survey, it was determined how residents felt about their personal safety and the security of their personal property. At that time regarding their personal safety 13% of the respondents felt “Very or Somewhat insecure”. Regarding the security of their personal property 30% responded feeling “Very or Somewhat insecure”. To make sure that over time the feelings about personal safety, security of their personal property and their well-being and in part even the health of residents and personnel will be increased, we should work and invest on this project.

Instead of implementing physical security improvements in a kind of ad-hoc way we should develop a (multiyear) Strategic Safety Plan. By preparing and implementing a Strategic Safety Plan the focus will be on how to keep HG for the future a safe and secure urban enclave. The project itself should focus on experienced safety and the effects of surveillance, policing and building a security culture. The Strategic Plan should propose physical security improvements and measures, and a plan to build a security culture to better prevent property crimes, both on a timeline, with estimated costs by building type (i.e. 4-6 story, CP, TH, Parking Structures, Clubhouse, Restaurant, Maintenance building, RV lot and Community Gardens).

In the July 2020 Heather Gardens Security Survey, also the willingness of the residents was measured to support certain capital projects that might enhance either actual security or the feeling of security in the community: Sixty percent said they are somewhat or very willing to support surveillance cameras in the high-rise buildings, with 42% supporting surveillance cameras in the CP/TH clusters. Almost half of respondents were somewhat or very willing to support secure entrance to the parking structures near the Alpha buildings.

Pre-requisites and conditions:

-1- The resulting “Strategic Safety and Security Plan” should propose physical security improvements and measures, and a plan to build a security culture, to better prevent property

- crimes, on a timeline, with estimated costs by building type (i.e. 4-6 story, CP/TH, Parking Structures, Clubhouse, Restaurant, Maintenance building, RV lot and Community Gardens).
- 2- Ensure all security and safety projects and assessments which staff and committees are currently working on, are integrated in this project. Example: Fire safety planning, Safety & Security Measures regarding access control in the clubhouse (including the ID Badges initiative).
 - 3- Apply where possible Crime Prevention Through Environmental Design (CPTED) which is based upon the theory that: the proper (re-)design and effective use of the built environment (i.e. Natural Surveillance and Natural Control Access) can lead to a reduction in incidents and fear of crime, and an improvement in the quality of life.
 - 4- Where possible and applicable include the results of the 2020 Heather Gardens Security Survey Report.
 - 5- Use the expertise in this area of our Security Emergency Preparedness Community Resources Committee (SEC) members, our Security Staff and our management.

Assessment conclusions of JLRP committee

Pass / Fail assessment including 3 most important reasons why:

- This project reduces the risks of resident and or staff injury.
- This project reduces the risks to property in common areas.
- Will increase the quality of life/lived experience of residents.

Link back to Mission / Vision:

The project is focused on providing safe housing.

Current situation / baseline with available relevant data, metrics to give context and/or urgency.

See "Definition paragraph" above, for results of the 2020 Heather Gardens Security Survey.

Project Structure (proposal)

Description of expected result/successful end state (if possible measurable).

Recommended (existing) committee for assignment.

Proposed project team setup.

Exit criteria for project phases (deliverables).

Sponsor(s) from Board(s) and Management.

Project phases:

1- Project Initiation

Board formalizes the project definition/scope.

Board assigns members to the project team with roles and responsibilities.

Board decides project is a "go".

2- Project Definition and Planning.

Deliverables: Strategic Safety and Security Plan, including (capital reserve) budget.

Communication Plan.

Risk Management assessment.

3- Project Execution (Final preparation and implementation).

Final Detailed Safety and Security Implementation Plan.

Detailed Project plan with WBS, costs and KPIs.

Approval Board.

Start implementation.

4- Project Monitoring (Coincides with Project execution)

Measure project performance:

-Review timeline.

-Review budget.

-Review and decide on changes to prevent scope creep, costs etc.

-Review KPIs to assess performance.

5- Project Close

-Project closure report. Identify and account for differences between baseline plan and results.

Lessons learnt.

Risk Management and mitigation

Anticipated potential challenges and (external) help needed.

Lack of up-to-date knowledge, in-house skills regarding Safety and Security trends. Invest in expert consultancy/assessment.

New codes may apply when buildings (security and safety systems) are upgraded.

Scope creep: Scope of the project needs to be defined in a very detailed, clear way.

Communication

Frequency status reporting.

Change management and external communication guidance (community and management involvement).

Monthly Status reporting to the Board and Community is recommended.

External communications:

This project is a community wide effort with relatively a lot of impact, so periodically reassuring the Heather Gardens residents is critical. Creating a Communication Plan in the Project Planning Phase is recommended. In the communications, the need to build a security culture where active participation of all residents is critical needs to be explained. A balance and right tone need to be found in all communications to avoid "safety paranoia".

Project or Issue to be Rated: *Employ Solar Systems to Augment Current Energy Sources*

Physical Plant Filter						Score		
Tier I : Fiscally Sound : 1 point each yes answer								
Is this a long-range project(anticipated lifespan3 years plus)?						Yes	No	
Is this potentially a capital project (needs dedicated funding)?						Yes	No	
Has potential to reduce annual maintenance costs.						Yes	No	
Potential alternative funding source for the project?						Yes	No	
Project does not have the potential to increase HOA dues?						Yes	No	
Project potentially sustains or increases property values?						Yes	No	
Structurally Sound								
Reduces risk of infrastructure damage that displaces residents?						Yes	No	N/A
Reduces the risk of critical safety systems failure.						Yes	No	
Project will enhance safety systems.						Yes	No	
Will sustain basic sanitary systems i.e., water, sewer, air flow?						Yes	No	
Useful life extends beyond the depreciation life of the project?						Yes	No	
Project addresses an urgent or emergent need.						Yes	No	
Safety								
Potentially reduces the risk to property in common areas.						Yes	No	
Potentially reduces the risk of resident and or staff injury.						Yes	No	
Project cost is commensurate with the potential benefit.						Yes	No	
Project increases the safety of residents and their property.						Yes	No	
Tier I Score								
Tier II: 1 Point per "Yes" Answer								
Quality Amenities								
Project or process enhances amenities available.						Yes	No	N/A
Makes amenities more accessible to all residents.						Yes	No	N/A
Quality Activities								
Project or process increases the availability of activities.						Yes	No	N/A
Expands capacity of the activity allowing more to participate.						Yes	No	N/A
Increase the number of amenities.						Yes	No	N/A
Affordability								
The amenity will be fee free for users.						Yes	No	N/A
There is no annual subsidy required to sustain this operation.						Yes	No	N/A
Tier II Score:								
Discussion Notes:								
Total Score: A minimum of 12 points(75%) for further consideration.								16

Project or Issue to be Rated: Develop Plan to Increase the Physical Security for Employees and Residents and Prevention of Property Crimes						
Programming Filter						Score
Tier I: Safety: 1 Point for Each "Yes" Answer						
Potentially reduces the risks to property in common areas.						Yes No
Potentially reduces the risks of resident and or staff injury.						Yes No
Cost is commensurate with the potential benefit.						Yes No 3
Tier I : Score						
Tier II: Valued Lifestyle: 1 Point for Each "Yes" Answer						
Quality Amenities						
Project or Process enhances the amenities offered.						Yes No
Makes amenities more accessible for all residents.						Yes No
Encourages more friend and family participation.						Yes No 3
Quality Activities						
Increases the availability of activities.						Yes No
Expands the capacity of activities allow more to participate.						Yes No
Increases cultural diversity and awareness.						Yes No
Increases the number of amenities.						Yes No 4
Affordability						
Cost of participation will be consistent with resident means.						Yes No
Cost of participation reflects the actual cost of the activity.						Yes No
Cost of the amenity will not require a participation fee.						Yes No
The amenity will not require an annual subsidy to operate.						Yes No
Can be sustained without compromising existing amenities.						Yes No 5
Tier II Score:						
Tier III: The Aesthetic: 1/2 Point for Each "Yes" Answer.						
Beautiful Home						
Will enhance the enjoyment of residents within their unit.						Yes No
Will increase a sense of neighborhood.						Yes No
Will allow for enhance personalization of living space.						Yes No
Will avoid a negative impact on the neighborhood.						Yes No 1
Beautiful Environment						
Project will sustain the current acceptable standard.						Yes No
Project will enhance curb appeal of the community.						Yes No
Will sustain natural resources best practices.						Yes No
Will encourage more community involvement an ent & amenity use.						Yes No 1
Tier III Score:						
Tier IV: Desirability: 1/4 Point for Each "Yes" Answer						
Will sustain a valued element in the community.						Yes No
Will enhance the profile of HGA/HGMD as "state-of-the-art".						Yes No
Will increase the quality of life/lived experience of residents.						Yes No
Increases the appeal of HGA to prospective owners/residents.						Yes No 1

Project or Issue to be Rated: Develop Plan to Increase the Effectiveness of the Recycling Program Effort					
Programming Filter					Score
Tier I: Safety: 1 Point for Each "Yes" Answer					
Potentially reduces the risks to property in common areas.	Yes	No			
Potentially reduces the risks of resident and or staff injury.	Yes	No			
Cost is commensurate with the potential benefit.	Yes	No			2
Tier I : Score					
Tier II: Valued Lifestyle: 1 Point for Each "Yes" Answer					
Quality Amenities					
Project or Process enhances the amenities offered.	Yes	No			
Makes amenities more accessible for all residents.	Yes	No			
Encourages more friend and family participation.	Yes	No			2
Quality Activities					
Increases the availability of activities.	Yes	No			
Expands the capacity of activities allow more to participate.	Yes	No			
Increases cultural diversity and awareness.	Yes	No			
Increases the number of amenities.	Yes	No			4
Affordability					
Cost of participation will be consistant with resident means.	Yes	No			
Cost of participation reflects the actual cost of the activity.	Yes	No			
Cost of the amenity will not require a participation fee.	Yes	No			
The amenity will not require an annual subsidy to operate.	Yes	No			
Can be sustained without compromising existing amenities.	Yes	No			4
Tier II Score:					
Tier III: The Aesthetic: 1/2 Point for Each "Yes" Answer.					
Beautiful Home					
Will enhance the enjoyment of residents within their unit.	Yes	No			
Will increase a sense of neighborhood.	Yes	No			
Will allow for enhance personalization of living space.	Yes	No			
Will avoid a negative impact on the neighborhood.	Yes	No			2
Beautiful Environment					
Project will sustain the current acceptable standard.	Yes	No			
Project will enhance curb appeal of the community.	Yes	No			
Will sustain natural resources best practices.	Yes	No			
Will encourage more community involvement ar ent & amenity use.	Yes	No			4
Tier III Score:					
Tier IV: Desirability: 1/4 Point for Each "Yes" Answer					
Will sustain a valued element in the community.	Yes	No			
Will enhance the profile of HGA/HGMD as "state-of-the-art".	Yes	No			
Will increase the quality of life/lived experience of residents.	Yes	No			
Increases the appeal of HGA to prospective owners/residents.	Yes	No			1
Tier IV Score:					
Total Score: A minimum of 16 points for further consideration.					19
Discussion Notes: Cost neutral fiscal mentality; Expand the scope of what the Green Team currently does					

Project or Issue to be Rated: *Community Wide Modern Fire Safety Plan*

Governance/Best Practice Filter (One Point Per Item)							Score	
Tier I								
The responsibility for this item is undetermined?						Yes	No	
This item needs to be addressed regularly?						Yes	No	
A timely report on this issue would be helpful?						Yes	No	
Regular timely review and or management is needed?						Yes	No	
Tier I Score								4
Tier II								
The committee should have established objectives and goals?						Yes	No	
The committee should seek the input of experts, leaders, residents?						Yes	No	
The committee should consider fiscal impacts?						Yes	No	
The committee should consider legal impacts?						Yes	No	
The committee should produce a product that is timely and useful?						Yes	No	
Tier II Score								5
Tier III								
Does this item require a unique committee?						Yes	No	
Failure to address this issue in a timely manner will potentially result in adverse consequences.						Yes	No	
Is the nature of this item long-term?						Yes	No	
Does this item have the potential to produce or sustain a best practice?						Yes	No	
Does this item have the potential to improve operational effectiveness?						Yes	No	
Does this item have the potential to improve the quality of life?						Yes	No	
Is this a matter that should be reported to the Board(s) annually?						Yes	No	
Tier III Score								7
Discussion Notes: No common warning system in Alpha Bldgs; Requires consolidated efforts of current committees; Need committee representation; Need comprehensive inventory and analysis								
Total Score: A minimum of 13 points for further consideration:								16

Project or Issue to be Rated: Develop a mechanism and process for communicating quarterly and annual reports to the community of the status of Capital Expenditures to include the progress and outcomes associated with the programs and projects currently funded as well as the projected near term financial needs.

Governance/Best Practice Filter (One Point Per Item)							Score		
Tier I									
The responsibility for this item is undetermined?							Yes	No	
This item needs to be addressed regularly?							Yes	No	
A timely report on this issue would be helpful?							Yes	No	
Regular timely review and or management is needed?							Yes	No	
Tier I Score									
Tier II									
The committee should have established objectives and goals?							Yes	No	
The committee should seek the input of experts, leaders, residents?							Yes	No	
The committee should consider fiscal impacts?							Yes	No	
The committee should consider legal impacts?							Yes	No	
The committee should produce a product that is timely and useful?							Yes	No	
Tier II Score									
Tier III									
Does this item require a unique committee?							Yes	No	
Failure to address this issue in a timely manner will potentially result in adverse consequences.							Yes	No	
Is the nature of this item long-term?							Yes	No	
Does this item have the potential to produce or sustain a best practice?							Yes	No	
Does this item have the potential to improve operational effectiveness?							Yes	No	
Does this item have the potential to improve the quality of life?							Yes	No	N/A
Is this a matter that should be reported to the Board(s) annually?							Yes	No	
Tier III Score									
Discussion Notes:									
Total Score: A minimum of 13 points for further consideration:							16		

JLPC Meeting Notes of April 27, 2023

The work session convened with two committee members present in the Board room and several attendees on zoom.

Sid Vollema led the group through a review of a reporting document template he has developed for communicating the JLRP committee's recommendations for long range planning projects. Sid presented an example of what the report would look like using the following subject issue:

“Employ Solar Power Systems to Augment our Current HGA/HGMD Energy Sources”

This report template and example will be the topic of discussion and review at our next work session on Thursday, May 11th at 10am.