

Heather Gardens Metropolitan District

NOTICE OF HGMD BOARD OF DIRECTORS REGULAR MEETING February 21, 2019 at 1:00 PM

Pursuant to Section 24-6-402(2)(c), C.R.S. the Board of Directors of the Heather Gardens Metropolitan District hereby gives notice that it will hold a regular meeting at **1:00 PM on February 21, 2019** at the office of the District, 2888 South Heather Gardens Way, Arapahoe County, Colorado 80014. The business meeting will be held for the purpose of conducting such business as may come before the Board. This meeting is open to the public.

AGENDA - REGULAR MEETING 1:00 P.M.

1. Determine quorum present
2. Call meeting to order
3. Approval of minutes:
 - a. Approve January 10, 2019 special meeting minutes
4. Reports of Directors, committees and professional consultants
 - a. General Manager (White)
 - b. Treasurer's Report (Archambault)-See Report
 - c. Clubhouse/Restaurant Committee (Rosenberg) -See Report
 - d. Golf Committee (Archambault) - See Report
 - e. Foundation Committee (McMullen) - Report on Fundraiser
 - f. Subcommittee on Reserves - No January Meeting
 - g. Property Policy Committee (David Funk) - See Report
 - h. President's Report (Baldwin)
5. Unfinished Business
 - a.
6. New Business
 - a. Table of Contents for Policy Manual;
 - b. Bylaws;
 - c. Rules and Regulations;
 - d. Schedule of Fees and Charges;
 - e. Procedure Memoranda (including separate PMs for each Standing Committee;
 - f. Consider Special Committee to study installation of electric vehicle charging stations;
 - g. Consider approving the use of volunteer golf course marshals.
7. Other Business
8. Open Forum - Public comment time limit 3 minutes per person
9. Adjournment

Note : HGMD regular Board meetings, when held, are on the 3rd Thursday of the month at 1:00 PM at 2888 S. Heather Gardens Way, Arapahoe County, Colorado, in the Board Room.

Residents wishing to address the Board during the Open Forum must sign up to speak. Residents doing so will be recognized during the Open Forum. **(Next Regular HGMD Board meeting Thursday, March 21, at 1:00 p.m.)**



Heather Gardens Metropolitan District

HEATHER GARDENS METROPOLITAN DISTRICT

SPECIAL MEETING

Thursday, January 10, 2019

A special meeting of the Board of Directors of the Heather Gardens Metropolitan District was held in the office of the District, 2888 S. Heather Gardens Way, Arapahoe County, Colorado, on Thursday, January 10, 2019 at 1:00 P.M.

The Secretary certified that all Directors have been duly notified and at least three notices of the meeting were posted in public places within the limits of the District, all in accordance with Section 32-1-903, C.R.S. as amended; that a copy of the agenda with specific agenda items where possible for the meeting was duly posted in designated place within the limits of the District, in accordance with Section 24-6-402(2)(c), C.R.S.; that a quorum was present; and that the meeting hence was duly constituted and could lawfully transact business as contemplated.

CALL TO ORDER: President Baldwin called the meeting to order at approximately 1:00 PM on Thursday, January 10, 2019. A quorum was present.

BOARD MEMBERS PRESENT: Directors Craig Baldwin, Bill Archambault, Bonnie McMullen and Sandra Rosenberg.

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: General Manager Calvin White, Interim Board Assistant Susan Lambert.

GUESTS PRESENT: Kay Sawyer, President of the HGA Board of Directors and numerous members of the public were present throughout the meeting.

APPROVAL OF MINUTES

- After review and discussion, and upon motion by Director Rosenberg, second by Director McMullen and unanimous vote, the Board approved the minutes of December 13, 2018 special meeting, with corrections.

CONSIDER APPOINTMENT TO VACANCY ON THE BOARD

President Baldwin stated that legal counsel had certified the eligibility of David Funk as a candidate for the Board. He introduced Mr. Funk and asked him to make a statement to the Board. Mr. Funk spoke briefly about his background and interest in serving on the Board. President asked if there were questions from the members of the Board. Hearing none, he introduced a motion to appoint David Funk to fill the vacant position on the HGMD Board. Director Archambault second. The Board approved the motion unanimously. President Baldwin invited Mr. Funk to join the members of the Board at the



Heather Gardens Metropolitan District

table but pointed out that he cannot vote on Board matters until the oath of office has been administered and the proper legal filings made.

GENERAL MANAGER'S REPORT: Mr. White told Board that he has no written report yet but will distribute copies to the Board members when it is available.

REPORTS OF DIRECTORS COMMITTEES AND PROFESSIONAL CONSULTANTS:

- a. Treasurer's Report: Director Archambault indicated that the December 2018 financial report are not yet available because of year-end closing. He is working with Accounting staff to incorporate the amendments to the 2018 budget in the financial report for 2018.
- b. Clubhouse/Restaurant Committee: No report for December.
- c. Golf Committee: Director Archambault chaired the January meeting of the Golf Committee. He reported that the Committee welcomed several new members. Greg Kohr, the new Golf Pro reported to the Committee on his plans to give a seminar on change to golfing rules and gave a briefing on the TSNAP golf point of sale system. This system would lower credit card fees for the District. Brian Benko discussed two capital items requested by staff, which have been forwarded to the District Board for approval.
- d. Foundation Committee: Director McMullen reported on a presentation by the Green Team which is asking for funds from the Foundation for compostable waste bins and signage. This request would come to the full Board at the February meeting. McMullen also reported that the Foundation is planning a Bake and Flower sale at Valentine's Day to help with the purchase of furniture for the golf patio.
- e. Property Policy Committee: Director Archambault stated that the discussion of a possible relocation of the garden plot was pulled from the Committee agenda for January. The Committee welcomed a new member. The Committee discussed several items including the request to install electric car charging stations, a new entrance/exit to the RV lot, a no-smoking Policy for HGMD property, and the possible merger of the Property Policy Committee with the HGA Roads and Grounds Committee.
- f. President's Report: President Baldwin stated that he would make appropriate remarks during the course of the meeting.

UNFINISHED BUSINESS:

- a. Update: HVAC system for Maintenance building: New heating was installed in the Maintenance building in December. Air conditioning will be installed at the end of January.



Heather Gardens Metropolitan District

- b. Update: Replacement of Hot Tub Heater. Director Baldwin reported that is in the process of being ordered.
- c. Update: Purchase of Pass Thru Refrigerator for Rendezvous Restaurant. Director Baldwin reported that the purchase of the new refrigerator is in the process of being ordered.

NEW BUSINESS:

- a. Adoption of Annual Administrative Resolution: President Baldwin moved the adoption of the Annual Administrative Resolution with a second from Director Rosenberg. Director Archambault moved that the resolution be revised to change regular meeting dates to the Thursday after the third Tuesday. Second by Rosenberg. Motion with changes approved unanimously.
- b. Adoption of Transparency Resolution: Director Archambault moved the approval of the Resolution, with a second from Director Rosenberg. Motion approved unanimously.
- c. Election of Officers: Withdrawn
- d. Appointment of Committee Chairs: President Baldwin moved that Director Archambault be appointed as chairman of the Golf Committee and Director Funk be appointed as chairman of the Property Policy Committee. Director Rosenberg second. Motion approved unanimously.
- e. Purchase of Chef's Table for Rendezvous Restaurant: Director Rosenberg made a motion to purchase a new chef's table for the Rendezvous Restaurant at a cost not to exceed \$42,379.54. Director Archambault second. Several residents asked about the cost and need for the chef's table and spoke about their concerns about the subsidy of the Restaurant. Director Rosenberg said that the Board continues to work on reducing the subsidies of both the golf program and the restaurant and has made great progress over the last few years. Director Archambault said that the monies for the chef's table will come from an Aurora Parks and Recreation donation of \$75,000 (which will fund both the crossover walk and the cart). The motion passed unanimously.
- f. Purchase of Golf Equipment Lift: Director Archambault made the motion of approve the purchase of a new golf equipment lift and Director Rosenberg seconded. Director Archambault sated that the current lift does not allow access under many pieces of equipment. The motion passed unanimously.
- g. Purchase of Replacement Bedknife Grinder: Director Archambault made the motion to purchase a replacement Bedknife Grinder to sharpen mower blades. Director McMullen second. A resident asked if it could be shared with HGA



Heather Gardens Metropolitan District

Roads & Grounds. Mr. White indicated that the type of grinder needed for regular grass mowers is different and the equipment cannot be shared. The motion was approved unanimously.

OTHER BUSINESS: Director Baldwin noted that the HGMD attorney is working on potential changes to HGMD policy documents. A work session is scheduled for February 21 at 10 a.m. followed by a regular meeting of the Board at 1 p.m. He also reported that the Special District Association would be holding workshops for district directors and staff. Susan Lambert will get a schedule for the session and share it with the Board.

Director McMullen spoke about resident concerns about the possibility of moving the garden plot. Director Archambault stated that the Property Policy Committee was still discussing this possibility and no decision had been made. He pointed out that the cost of moving the garden could be considerable.

Director Baldwin discussed the process to amend the HGMD Bylaws and Procedure Memorandums.

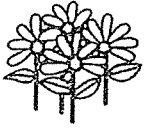
OPEN FORUM: Members of the public addressed the Board regarding the following items:

- a. A resident expressed concern about drug problems in Building 206.
- b. A resident asked a question about a possible merger between the HGA Roads & Grounds Committee and the HGMD Property Policy Committee and stated that there needs to be clear delineation between the two organizations.
- c. A resident spoke about the need for more emphasis on goals and action plans.

EXECUTIVE SESSION: None.

ADJOURNMENT: Upon motion by Director Baldwin, second by Director McMullen and unanimous vote, the Board adjourned at approximately 2:30 P.M.

Sandra Rosenberg, Secretary



THE

ASSOCIATION

Date: 02/19/19
To: Board of Directors
From: Calvin White, General Manager
Subject: General Manager's Monthly Report

GENERAL MANAGER:

- Attended Board and Committee Meetings.
- Attended mediation meeting.
- Reviewed ACC Project Approval Forms.
- Attended Committee Appreciation Luncheon.
- Reviewed Capitol Projects.

PAINT:

- Completed 72 work orders.
- Continued working on chair rail project in Building 208.
- Began planning the chair rail project in Building 231.

MAINTENANCE:

- Completed 1207 work orders, of those 139 were billable.
- Replaced boiler thermocouple in Building 214.
- Completed plumbing inspections in Buildings 201, 213, and 235.
- Implemented new serviceman and crew chief zones.
- Completed gutter cleaning in all Country Places and South Townhomes.
- Repaired leaking air handler pump in Building 205.
- Replaced cast iron drain pipes and tees in Buildings 215, 218; 221, and 224.
- Replaced light fixtures and installed new ones in Buildings 241 and 243.
- Replaced kitchen sink plumbing and mitigated mold in Building 212.
- Replaced hot and cold isolation valves in Building 224.
- Cleaned calcium sediment out of water heaters in Building 213.

CLUBHOUSE:

- Held 4 trips, 6 events, and multiple classes.
- Added Saturday night concerts for 2019.
- Coordinated and helped with 9Health Fair.
- Attended Board luncheon and multiple meetings.
- Promoted open house and classes for woodshop.
- Set up auditorium for Department Meet & Greet.
- Met with potential vendor/sponsor for Nymbi.
- Began working with other departments for 2019 events.



THE

ASSOCIATION

CONTRACTS:

- Completed inspections for roofing project in Building 243.
- Working with Property Policy Committee on pricing for electric car charging stations.
- Working with engineer on Building 236 Lanai evaluation.
- Working on Building 234 carpet warranty claim.
- Working on pricing for Emergency Phones for underground garages.
- Working with Maintenance and General Manager on Building 222 Fire Mitigation.
- Completing pricing for ventilation work in Building 223.

CUSTODIAL:

- Completed 60 set-ups at the Clubhouse and 20 work orders.
- Cleaned Restaurant thoroughly.
- Waxed laundry room and storage rooms in Buildings 221-224.
- Cleaned all elevator tracks.

ROADS AND GROUNDS:

- Removed holiday decorations.
- Completed winterizing irrigation system.
- Continued leaf cleanup as needed.
- Replaced bollards as needed.
- Ordered staff uniforms.

GOLF:

- Set dates and times for Rules Discussion in February and March.
- Created flyers and set dates for 2 free Resident Appreciation Clinics in March.
- Finalized Clinic schedule for 2019 season.
- Signed up a new league for Thursday evenings.
- Added another Colorado Junior Golf Tournament to the calendar.
- Working on finalizing Point of Sale company.

RESTAURANT:

- Held multiple events.
- Working on updating menu with new items.
- Planning future events for 2019.

SECURITY:

- Total of 453 reports written and a total of 3,258 miles patrolled.
- Attended Aurora Local Emergency Planning Committee meeting.
- Attended quarterly ARO meeting.
- Attended Department Meet & Greet.

Heather Gardens Metropolitan District

Clubhouse/Restaurant Committee Report

January 17, 2019

To: HGMD Board of Directors, HGA Board of Directors and General Manager

From: Sandra Rosenberg

Subject: Report of January 17, 2019 Clubhouse/Restaurant Committee Meeting

Committee: Sandra Rosenberg
Jill Bacon
Jerry Brewster
Tom Merges
Barbara Brown
Barbara Schneller
Christa Boehmer -Excused
JoAnn Fitch

Staff: ~~Linda Aluise (Clubhouse Manager), Cormac Ronan (Restaurant Manager), Courtney Haynes (Assistant Restaurant Manager)~~

Guests: 14 Guests were present

Chairman Sandra Rosenberg welcomed members and guests. We do have a quorum.

The November 15, 2018 Clubhouse/Restaurant Committee Report was approved as written with one correction.

Committee Chair Report: Sandra Rosenberg

Since our last Clubhouse/Restaurant Committee meeting on November 15, 2018, the HGMD Board held a Special Board Meeting on December 13, 2018 and a Special Board Meeting on January 10, 2019.

At the HGMD Special Meeting on December 13th, the Board ratified the appointment of Sandra Rosenberg as Board Secretary. Former Board Member, Gary Hizer, who was the Board Secretary, resigned from the Board due to health reasons and the need to move to a lower elevation. The Board also approved the purchase of Property and Casualty Insurance recommended by the Insurance Subcommittee for the calendar year of 2019. And, we ratified the purchase of a pass-thru refrigerator for the Restaurant, with the recommendation that it be delivered in 2019 as it is a budgeted item for 2019.

At the HGMD Special Meeting on January 10, 2019, the Board appointed David Funk to fill the HGMD Board vacancy. You might remember that Mr. Funk was one of the HGA Board candidates in 2018, and his bio is available in the September 2018 issue of Heather 'n Yon. He will be chairing the Property Policy Committee, and Bill Archambault will be chairing the Golf Committee. The Board was notified that the Hot Tub Heater replacement will occur near the end of January, and the Board approved the purchase of the Rendezvous Chef's Table, which is another budgeted item for 2019.

The next HGMD Board meeting will be held on February 21, 2019. We will have a work session in the morning and our Regular Board meeting at 1:00.

Clubhouse Manager Activities Report: Linda Aluise

The Clubhouse Manager provided a report of accomplishments for December 2018 (See attached report). The Clubhouse Manager reported a very busy month with many events. Class registration began on December 17th and classes started on January 2nd, with a couple of new classes. The woodshop, in an attempt to be more user friendly, has started a woodshop workshop class designed to train new people on the proper use and safety procedures of each machine, and these classes have been very popular and successful. We now have three Intarsia classes, and have a Woodshop Open House scheduled for Saturday, January 19th. The Green Team held a Community Awards

program and the Clubhouse received a Green Team Award. Staff also worked with the Optimist's Giving Tree and took down the Clubhouse Christmas decorations.

Goals for 2019 include getting the stage flooring replaced, working with Eagle Scout on a project for giving computer classes, and replacing the chairs in the auditorium. The Clubhouse staff is working with the Restaurant staff on some combined activities and goals.

The Clubhouse Assistant Manager's report is contained on the back of the Clubhouse Manager's report. The Assistant Manager sent out 12 email blasts, and handled 9 Rental Contracts. He is working on the logo project and HG Directory with the HGA Communications Committee, and collecting locker renewals fees. This month he is working on getting applications out for the Resource Fair scheduled for March 29th.

Restaurant Manager Report: Cormac Ronan

The Restaurant Manager had several handouts for the Committee Members (See attached). The handouts included comments addressing banquet room issues, suggested requirements for banquet room uses, messaging ideas to the community in support of their concerns and 2019 Restaurant goals.

Listed below are a few ideas from the Restaurant Manager's 2019 Goals list:

- Extending summer hours to allow for a later happy hour and to accommodate late afternoon golfers
- Looking into a Saturday morning breakfast
- Staying open later on Sunday till maybe 6 or 7 pm
- Creating new menu for the dining room, with seasonal drink menus
- Focusing on daily lunch and dinner specials
- Herb garden for the spring – garden to plate food – Green Team may help
- Special Events to draw in more business
- Host Volunteer program reinstatement
- New Buffet – Update – What we can do with the new Chef Table setup – Stir fries, pastas, display cooking and possibly even cooking classes – maybe a summer salad bar for lunch, kind of a grab and go

The Restaurant Manager and Assistant Restaurant Manager reported the need to utilize the banquet room more efficiently to generate revenue and staffing concerns. In order to justify a dedicated server in the banquet room revenue needs to reach a minimum of \$300 for a 4-hour time period. Servers are paid a small salary and rely on gratuities. If the restaurant is unable to insure the staff a decent living wage, the server will find other employment. Small groups using the banquet room cannot support a dedicated server, and the restaurant cannot provide good service when we split the duties of a server into two different areas. The restaurant needs to find a way to accommodate smaller groups and retain our wait staff. Management is seeking ideas and feedback from the Restaurant Committee and residents on how to best serve the community while meeting its goals and staffing needs. This issue is an agenda item under new business and will be discussed in more detail later in the meeting.

Clubhouse/Rendezvous Unfinished Business:

Capital Reserves: Subcommittee on Reserves last met in September of 2018. The HGMD Board still needs to have the component list updated. The Committee will probably not meet until after a new HGA Controller is hired.

Budget 2019: The Committee Chair summarized the 2019 Budget items as follows:

- The auditorium stage floor replacement
- Replace Auditorium Chairs
- Boiler for the outdoor pool
- Chef's buffet table – approved by the HGMD Board last week

- Kitchen Pass-thru refrigerator - ordered but not in as yet

New Business:

Banquet Room requirements: The Clubhouse/Restaurant Committee Chair stated everyone likes to use the banquet room, but a number of problems occur when the group is small, or only a small number of guests' order food and drinks. As mentioned earlier the wait staff cannot adequately serve two different rooms, and we cannot justify a dedicated server in the banquet room without providing a decent wage. The HGMD Board hears a lot of concerns over the clubhouse, restaurant and golf course subsidies. So, there is a need to find ways to help bring that down and increase revenue. One way to do that is through renting out the banquet room and/or using it more efficiently. Recently a group booked the banquet room for 15 guests, 9 showed up and only 6 ordered a meal. It also happens the other way too, with groups booking for 15 people and having 25 or more show up. Cost of banquet room set-up, cleaning and event preparation must be taken into account when considering costs.

Residents wishing to address the Committee on Banquet Room requirements:

- Anne Hummel-Gillis, CP-1, voiced concern about having their monthly Happy Hour in the banquet room. We usually have about 40 people. They like to walk around and socialize so the Banquet Room works well. She is concerned about a surcharge and not being able to use the Banquet Room. Their Happy Hour is the 1st Wednesday of the month and only a few don't eat.

The Restaurant Managers stated they should not have a problem meeting the minimum requirement with 30 to 40 people. However, some groups tell us they have 30 people coming and then only 15 show up. This is an inadequate number for the server to make money. Minimum sales need to be around \$300. So, a surcharge would only be required if sales are under the minimum.

- Mavis Richardson, CP-4, complimented the restaurant for what they are trying to accomplish. She stated she is a huge fan of the restaurant and wants it to make money. However, she was very unhappy with the experience her group had last night at the restaurant. The group had 26 people and were put at a long table in the very back of the restaurant. People couldn't get in or out of their seats. When the banquet room isn't in use, large groups should be able to use it. Or a section of the restaurant should be cordoned off to give people more space. Their group would prefer smaller tables of about 8, as they like to walk around and socialize. Unfortunately, they have booked 4 future socials outside of Heather Gardens.

The Restaurant Manager explained that a member of their group came in and told him the group would be 12 to 15 people. The tables were set up in four rows with 6 to 8 chairs at a table. Members of their group wanted the tables turn in a long row, and they had to keep adding tables and chairs as the group expanded at the last minute. After he was given the smaller number of participants, he sent one server home early. Both agreed that in the future better communications prior to the event would help determine the size and desired set up.

The Restaurant Manager added groups can use the square tables in the restaurant that accommodate 8 people at a table, round tables in the restaurant accommodate 6, and the banquet room round tables seat 10. The Manager also liked the idea of having a movable partition for groups meeting in the Restaurant to add privacy and reduce noise.

Banquet Room Requirements:

The Restaurant Manager explained the purpose of his handouts, the problems encountered by the staff and their ideas solution to address the issues. They are looking for the Committee Member's recommendations and support. Servers earn their living wages with the collection of gratuities and when we have a group in the

banquet room, we have to dedicate a server to that group. Servers make about \$7-\$8 an hour and need tips to bring their hourly wage up. With fewer than 25 to 30 people in the banquet room, the revenue for a four-hour shift does not generate enough in tips for the server to make a livable wage. Failure to insure the server is making money will result in turnover and staff shortage. Tips equal approximately half of their wages. A policy requiring a minimum number of people or a dollar figure for sales is needed, for example: 30 people or \$300 for a 4-hour period. If the group doesn't meet the minimum, there needs to be a surcharge. Sixty people is a comfortable maximum number for the banquet room. More than that the room becomes crowded. The room holds more when set up for meetings with just chairs.

The staff is starting to take reservations now for the December Holiday Building Parties. Groups who had the room in the past will have the right of first refusal. Once the past groups have made their selection, an email blast will be sent out to notify the community of open times and dates. Holiday Parties usually pay in advance, and taxes and tips are included in the banquet price.

A couple of groups that come on a regular basis, but know they're number of participants will vary for meals, are considering eating in the restaurant first and then moving to another room in the clubhouse for their meeting. The Kiwanis Club is one such group. The Restaurant has the Rotary Club meeting for lunch every Wednesday in the banquet room, and it is helpful and cost efficient if we can set up on Tuesday evening.

Many comments and ideas were presented from the restaurant manager, assistant manager, the committee members and the audience. Ideas included:

- Adding a movable room partition(s) in the restaurant/banquet room and maybe even the patio. Could be a little noisy but might work. (A committee member will investigate the purchase and/or rental cost).
- Take photos of the banquet room set up and use the photos for promoting it, instead of having it set up to show perspective clients.
- Use the patio for smaller groups when the weather permits.
- Require a minimum number to use the banquet room or a minimum dollar amount of sales.
- For banquet room usage, if the number of attendees decreases, groups will need to cover lost revenue for those who don't show up.
- Residents can purchase a drink at the bar and take it to a Clubhouse meeting room.
- Possibly use the TV room for the meeting portion.
- Include tip amount in bill for groups of 6 or more.

A Motion was made by Jill Bacon to recommend to the HGMD Board to look into renting or purchasing partitions for the restaurant. It was seconded by Tom Merges, with the motion passing unanimously. Tom Merges will look into where partitions might be obtained and get some costs estimates.

The Restaurant Manager and Assistant Manager thanked everyone for all the ideas.

2019 Goals:

2019 Clubhouse Goals (Tentative Events list attached):

- Changed the movie night to 2nd and 4th night to help get the word out in Heather 'n Yon
- Looking at doing concerts in the evening. The Clubhouse staff receives a lot of calls from musical groups wanting to perform.
- Hosting the 9-News Health Fair, Thursday, April 11th. Starting to get key volunteer positions lined up, and will need about 100 volunteers altogether.
- Resource and Craft Fair: Restoring the Resource Fair to twice a year as it produces revenue of about \$7,000 and the event is very popular.

- Work with the restaurant and golf pro on new events. For example, Sunrise Yoga on the patio.
- Next week all the departments and some committees of Heather Gardens will participate in a Meet and Greet, Thursday, January 24th between 3 & 4.

A suggestion by a Committee member was made to consider outdoor movies and concerts on the golf course. This would require the Golf Pro's approval, golf course maintenance consideration, and timing as the golf course is in use until late evening.

2019 Restaurant Goals discussed and listed above.

2019 Contract with Frolics:

Discussion: Rehearsals will begin soon. Last year's contract was for \$1,000. This year the Frolics will have 4 shows instead of 3. Clubhouse policy is that event holders that charge a fee must pay a Clubhouse user fee. A Committee Member asked if there is a cost to Heather Gardens? The Clubhouse Manager answered Yes and No. We lose availability of some rooms and auditorium for rental income, staff is needed for set up and cleaning, but no direct costs to us. The Clubhouse Manager stated, the Frolics Club has purchased items in the past like the piano for the clubhouse.

A Motion was made by Tom Merges to recommend the renewal of the Frolics Contract at the same yearly amount to the HGMD Board. The motion was seconded by Jill Bacon and passed unanimously.

Residents wishing to address the Committee on non-agenda items:

Carol Bard Vincent of Building 216 reported on two recent experiences she had in the Restaurant. She felt the wait staff was not dress appropriately, and suggested uniforms or white shirts and black pants. She does not like to see tattoos and felt the waitress was not very professional while taking their order. She did not think the music was appropriate today. The large screen TV was also on making the restaurant very noisy. She would like to have lunch without the news and feels we are not a sports bar. She recommended customer comment cards on the table.

The Restaurant Manager loves the uniform idea. He added, we have had a lot of turnover and do need to review our dress policy with the servers. Unless someone changed the radio channel, the music is set on a smooth jazz station each morning by the manager, which most guests enjoy. The large screen TV is usually flashing the photo club pictures. An individual was working on the large screen TV today, and may have caused the disruption. The two smaller TVs over the bar do show sporting events and/or News coverage throughout the day.

Committee member suggested that a lot of the conversation today should be in a Heatfier 'n Yon article.

The meeting was adjourned at 2:40 pm.

**NEXT MEETING: 2nd Thursday of the month, at 1:00 pm
February 14, 2019**

Heather Gardens Metropolitan District

Clubhouse/Restaurant Committee Report

February 14, 2019

To: HGMD Board of Directors, HGA Board of Directors and General Manager

From: Sandra Rosenberg

Subject: Report of February 14 2019 Clubhouse/Restaurant Committee Meeting

Committee: Sandra Rosenberg Barbara Brown
Jill Bacon Barbara Schneller
Jerry Brewster Christa Boehmer
Tom Merges - Excused JoAnn Fitch

Staff: Linda Aluise (Clubhouse
Manager)

Guests: 6 Guests were present

Chairman Sandra Rosenberg welcomed members and guests. We do have a quorum.

The January 17, 2019 Clubhouse/Restaurant Committee Report was approved as written.

Committee Chair Report: Sandra Rosenberg

The HGMD Board has not met since our last Clubhouse/Restaurant Committee meeting on January 17, 2019. Our next scheduled HGMD Board Meeting is February 21, 2019. The Board will have a work session in the morning starting at 10:00, with our regular meeting at 1:00.

The Board President and our legal counsel have been working on restructuring our Bylaws, Rules and Policies, PM's and Fee Structure. The HGMD Board will be reviewing those at our work sessions. Later in the agenda we will be reviewing our Fee Schedule in preparation for that meeting.

The Reserves Subcommittee, which last met on September 26, 2018, will meet on Wednesday, February 20, 2019 at 10:00 am. A new HGMD Component list was just sent out and has been included in your materials today. Please review the Component list and let me know if you see any missing items or needed corrections.

Clubhouse Manager Activities Report: Linda Aluise

The Clubhouse Manager provided a report of accomplishments for January 2019 (See attached report). The Clubhouse Manager reported a very busy month with many events, including the dance and HG Roadshow. Classes are all pretty full. The Clubhouse is adding some Saturday night concerts in the coming months. The Aurora Center for Active Adults will be having three Senior 88 shows at Heather Gardens. The Woodshop held their open house and participants are excited to receive the new tools. The Clubhouse Manager has started working on the 9 News Health Fair. This event requires a lot of volunteers and she will be providing more information as the event nears. A new instructor has been hired for the Knitting and Crochet Class. The new track lighting was installed in the hallway. Inventory review was completed, and the new boiler for the in-door Spa was replaced.

The Clubhouse Assistant Manager's report is contained on the back of the Clubhouse Manager's report. The Assistant Manager handled 18 rental contracts, and renewed existing rental for lockers. They received approximately \$6,000 in rental fees in January. The Assistant Manager worked to orientate several new custodial

staff members on room setup requirements. And, he is working on applications for the Resource Fair. That event takes place near the end of March.

Restaurant Manager Report:

The Restaurant Manager and Assistant Manager were unable to attend the meeting, as it is Valentine's Day and they are preparing for a busy dinner night. The Reach-in Cooler/Refrigerator has been ordered and should be delivered any day now. The Chef's Buffet has not been ordered yet, as some electrical work will be needed prior to usage.

Clubhouse/Rendezvous Unfinished Business:

Rendezvous Restaurant Rental Fee: At our last Clubhouse/Restaurant meeting we discussed usage of the Banquet Room including setting an expected minimum sales revenue in order to book the room for group meeting and events. We are now being asked to look at the Full Restaurant Rental Fee. Currently we have a \$600 Rental fee for 4 hours of usage. That fee does not include food and/or beverage. Back last summer the Restaurant did rent out the facility for that fee amount. The group brought in their own food and drinks, and left the place a mess. The Restaurant Manager believe going forward we should set a minimum sales amount for the full rental of the restaurant at \$3,000. The Restaurant Manager currently has two rental bookings for at least this amount. This means in order to rent out the space, we will need to provide the food, beverage, and wait staff. This way if the rental time occurs during time usually available for resident usage, we are justified and fully compensated for the lost usage. The Chairman stated that this fee schedule, as well as all of the Clubhouse Fees, will be reviewed in our work session on February 21, 2019. In preparing for the work session, the full fee schedule was reviewed with the Clubhouse Manager and we found some changes that needed to be made. Work sheets noting those changes are included in your material today. In several cases listed events no longer occur and should be deleted. There are also some new classes, and different class fee amounts for classes that occur more than once a week. We also need a little leeway on pricing special events to cover our cost. The cost to hire and arrange events vary, and a set price for all special events will not work. Also reoccurring events may receive a reduced rental rate. For example, the two church groups, Frolics, Chiropractor, Hearing Clinic, Watch Repair service, etc. all pay an amount as negotiated by contract.

Room Dividers for Restaurant: Between our last Clubhouse/Restaurant meeting and this meeting, Tom Merges did a little research on room dividers, and the two Restaurant managers have done the same. But no estimates or quotes were available for today's meeting. This item will be carried over to our next meeting.

New Business:

Updated Camera for Clubhouse/Restaurant: Our Security Chief was contacted by our camera servicer with a proposal to change out some camera in the Restaurant and Maintenance area to improve the camera system software for security monitoring. The request includes 12 future service calls for a fee of \$540.00. The total HGMD cost would be \$875.00, but there is no breakdown of how much each department would be charged. This proposal was discussed at the Property Policy Committee on February 4th and it was decided that the District Manager and Security staff would review and handle with existing maintenance budgeted money.

Trash Receptacles: There are three or four Trash Receptacles near the Tennis Court. Some years back a fence was built around the Trash Receptacles with a large gate for removal. The gate is lying down in the fenced area and generally one or more receptacles are outside the gate. Trash builds up around the area. The area is visible from the street and parking lot. It's an eye sore. The Committee Chair is wondering if this bothers anyone else and is a matter that this Committee should address with the HGMD Board and management. The Committee Chair would like to see the Trash Receptacles inside the gate (when not scheduled for a pick-up), the gate affixed to the fence, and perhaps a lock on the gate. There is concern that anyone living at Heather

Gardens or driving around can currently dump trash in these receptacles, and cause an overflow or mess around the area. Jerry Brewster made a motion that the Clubhouse Committee recommend repairing the gate so the receptacles can be closed off and the area cleaned up. The motion was seconded by Christa Boehmer. With no future discussion it was approved unanimously.

Other Business: The Clubhouse/Restaurant Committee Chair asked for an update on budgeted items for 2019. The Clubhouse Manager stated she is researching businesses for auditorium chairs. She would like to find a local distributor so she can see and lift the chairs. They would like durable, light weight chair, as they are used and moved around a lot. Old chairs that are in good condition may be moved to the Restaurant, sold, or traded it, if possible. She has one bid for a stage curtain (one panel) and has not started working on bids for stage floor replacement. The out-door pool boiler is scheduled for replacement this year. Jon Howell will be evaluating the current condition of the boiler and making a decision on whether to replace this year, or postpone if he thinks it can make it another year.

Residents wishing to address the Committee on non-agenda items:

Robin O'Meara of CPIII asked about Clubhouse/Restaurant goals for 2019. The Clubhouse/Restaurant Committee Chair stated the Clubhouse Manager and Restaurant Manager covered their goals for 2019 at the January 2019 Committee meeting.

There being no further business the meeting was adjourned at 1:45 pm.

NEXT MEETING: 2nd Thursday of the month, at 1:00 pm
March 14, 2019



Heather Gardens Metropolitan District

HGMD Golf Committee Meeting Notes

February 12, 2019 1:00 PM Board Room

Members Present: Bill Archambault(Chair); Tom Fitzgerald, Debra Madril, Tom Parko, Ed Bradley, Beulah Gould, Bill Schmit.

Member excused: Jeff Kuxhausen

Staff Present: Greg Kohr, Golf Pro; Brian Benko Golf Course Superintendent

Five guests.

A quorum was present, and the meeting was called to order at 1:00 PM by chair, Bill Archambault.

The notes from the January 8, 2019 meeting were approved as written.

Chair Comments: The Chair reported that the HGMD Board approved the purchase of the golf equipment lift and the bed knife grinder as recommended by the Committee at the January 2019 meeting:

Reports:

Brian Benko, golf course Superintendent, update the committee on activities taking place on the course.

Greg Kohr, Golf pro, reported talked about his thoughts for merchandise in the pro shop and his upcoming seminars on new golf rules. The first seminar will be held in the Blue Spruce Room on February 19 at 4:00 PM. All interested golfers are invited.

The Golf Usage report for the month of December 2018 was reviewed by the committee. Almost 1,000 more rounds of golf were played in 2018 vs. 2017. Revenue and expense for the year were both more than reported in 2017.

Ed Bradley, Men's Golf Club President, reported on the upcoming season opening banquet to be held on March 28th at 5:00 PM in the banquet room/

Beulah Gould, Ladies' Golf Club President, reported on activities of the Ladies' club including an upcoming luncheon meeting at which Greg Kohr will speak.

Unfinished Business:

1. Point of Sale System – Greg Kohr. Greg reported that during additional discussions with the sales representative of TeeSnap POS system , the representative reported that there would be significant additional costs well above what had been quoted earlier. As a result, Greg re-reviewed the pros and cons and the proposals from two other suppliers of POS systems, namely ForeUP and EzLinks. An evaluation prepared by Greg is attached. The estimated first year and second year costs for the ForeUp POS system is less than the other two suppliers. Greg, using a computer, demonstrated the ForeUp POS system and the

ease of using the system. Among many other things, the system allows for on line reservations as well as call in or in person reservations. The system, once information is input, can determine the correct tee costs for residents, non-residents and residents over the age of 85. The committee and guests had many questions, and all were impressed with the system. Greg anticipates that if the HGMD Board approves the acquisition at its February meeting, the system could be set up by March 1st and go live on April 1st. For a period, both the current system and the POS system would be used to ensure the POS system is reporting the same information (and better information) than the current paper system. The estimated first year cost would be \$4,495 and the estimated second year cost would be \$3,069 given usage of the course consistent with past usage.

After discussion the following motion was made by Tom Parko, seconded by Debra Madril and passed unanimously: I move that the HGMD Golf Committee recommend to the HGMD Board of Directors that the ForeUP POS be acquired at an estimated first year cost of \$4,495.

2. Use of Volunteer Marshal on the HG Golf Course. Greg Kohr led a discussion and presented a paper on the duties of a marshal. Greg emphasized that one of the main duties of any marshal is to look for ways to help the pace of play. Greg would like to have a list of about 10 volunteers that would be available on a "as needed" basis. He recognizes that there are many times when a volunteer is not needed but is needed during busy course times. There was discussion as to what the volunteers get in return for their work. At those courses that do utilize volunteers usually 4 hours of volunteer time would be rewarded with one free round of golf.

A guest mentioned that the District uses many volunteer's which are not given free uses of facilities in return for their volunteer work.

After discussion, the following motion was made by Tom Parko, seconded by Ed Bradley and passed unanimously: I move that the Heather Gardens Golf Committee recommend that the Heather Gardens Board of Directors approve the use of volunteers for the golf course and the volunteers receive one free round of golf for each 4 hours of volunteer work as a marshal on the Heather Gardens Golf Course.

New Business – none

Other Business – none

Open Forum – Residents commented during the unfinished business portion of the meeting.

The meeting was adjourned at 2:20 PM

The next meeting will be on Tuesday, March 12, 2019 at 1:00 PM in the Board Room

The Foundation did not hold a formal meeting this month.

Instead we held a Bake sale and Flower Sale to raise money for furniture for the golf patio. This was a huge success! We raised \$975.00. Amazing! This was a success do to a huge part the Ladies Golf Club played. I want to Thank everyone of those ladies who baked for this fund raiser. Hats off to all of you! I also want to thank all of the Foundation committee for all their hard work making this possible. It goes without saying that everyone who bought and donated to this event also played an Integral part In making this a success. Thank you everyone.

Donations made to the Foundation for the month of January were:

Blanch McKinney for Winifred Jennings to the Tree fund

Building 217 for Tony Giardina to the general fund

Kathy Tirone for Harley Fouts to the general fund

Building 221 for Carole Tavares to the general fund.

Our next meeting will be March 13th at 1:30 pm



Heather Gardens Metropolitan District

Property Policy Committee Report February 4, 2019

Committee Members: David Funk, Chair; Gary Ford; Ed Bradley ; Carol Anne
(Present) Mayne; Corby Kasten; Mary Mikesell; Mel Rawles; Mike Pula

Staff: Calvin White, General Manager

A quorum was present and the Chair called the meeting to order at 9:30 am.

The Chair welcomed all in attendance and noted that the originally planned agenda would be altered to accommodate an important request regarding an urgent need to repair some surveillance cameras in the restaurant and maintenance building areas.

Security Chief Terrence Jones reported that the surveillance camera system is currently not working properly as a system. Multiple cameras are inoperable and not on-line with the rest of the system. The present conditions of the cameras rendered it impossible to record the cameras input to recording devices such that the recordings could be reproduced for review and be used as evidence in the case of criminal conduct. Jones indicated that a proposal was sent to him by an Xwire camera technician who recommended replacement of some equipment, adding other DVR equipment, switches and cables along with service calls. The technician's plan and a proposed invoice were presented. After a review of the documents and general discussion by the committee members who expressed concern about a system that was not operable and the need for a system that was accessible for the intended purpose, the matter was referred to Staff for review and implementation of a repair/maintenance solution to the problem. General Manager White indicated that maintenance and repairs are covered in the budget he manages and that the project, as presented, fell under his purview. Resolution: Security Chief Jones and Mr. White will meet regarding the cameras and surveillance system. The committee will follow up for solutions.

HGMD President Craig Baldwin introduced Mr. Matt Kozakowski with the city of Aurora who presented a general update on the clubhouse to maintenance building cross walk project. Mr Kozakowski reported that a new plan for the sidewalk was settled on by the city and showed an arial map with the new crosswalk plan. Changes were necessitated by sight lines and other issues at the crossing. Concern was expressed by the committee that the city's changes required changes to HGMD property which were not expected. Further, Mr. Kozakowski explained that curb parking on Heather Gardens Way would be affected on both sides of the new cross walk. Mr. Kozakowski indicated that construction was anticipated to begin in mid-fall 2019. Mr. Kozakowski agreed to provide the committee with the newest diagram of the project and related engineering information.

Minutes of the January 7, 2019 Property Policy Committee were approved.

Unfinished Business:

- a. Crosswalk update (see above)

- b. Discussion of next steps concerning the request for consideration and recommendations regarding Electric Vehicle Charging Stations -Gary Ford.

Committee member Gary Ford led the committee in a discussion of pertinent elements of the vehicle charging stations consideration. Mr. Ford noted that he considered discussions from the January Property Policy Committee meeting and information obtained from various sources to develop a draft document identifying discussion points, possible recommendations and policy/procedure considerations. After deliberation the committee agreed, in principle, with the draft elements and proposed recommendation. A motion was made and seconded that Mr. Ford would make several suggested changes to the recommendation and that the revised document would be circulated to the committee for final approval. As part of this motion the committee requested a consensus poll regarding the revision and that if the revised document met approval it would be forwarded to the HGMD by this committee's chair. Motion was passed. [At the time of this report, the final document has been approved via the committee consensus poll with one member abstaining. The document will be presented at the next HGMD Board meeting on February 21, 2019.]

New Business:

- a. Review and discuss Property Policy Committee Procedure Memorandum

A copy of the January 23, 2019 version of the *draft* Property Policy Committee Procedure Memorandum was distributed. In preparation for the meeting a previous version had been distributed which was no longer in consideration. The January 23 version included the addition of the word "committee" and the inclusion of an article "B." in the "Section 2. Duties and Responsibilities" portion of the draft PM. A motion was made and seconded that the *draft* Procedure Memorandum was accepted as presented with the understanding that the entire policy manual of the HGMD is in the process of review, revision and update and that further changes to this PM might well occur. Motion was passed.

- b. Review and discuss proposed policy recommendations

The Chair advised the committee that the HGMD Board of Directors is in the process of reviewing and revising policies, by-laws, rules and regulations, procedure memoranda, and fee and charges schedules. Discussions regarding the electric vehicle charging stations revealed several policy/procedure considerations which may be beneficial to include in the revised versions of the various documents under review. Part of this process includes articulating goals and objectives of this committee as well as goals and objectives of the HGMD Board. The Chair asked the committee members to identify three goals for the committee along with elements of success and aspects in need of improvement regarding the Property Policy Committee.

The next regular Property Policy Committee meeting is Monday, March 4, 2019 at 9:30 am in the Heather Gardens Boardroom.

The meeting was adjourned at 11:30 am.

TJ,

I've been thinking about your camera system for some time now and actually came up with an ideal that will make the system much better.

I'm not happy with the IP DVR, for one it is very hard to program new camera's and have to use the manufactures tech supports to program them and this bothers me very much, because if I ever have a problem on the IP DVR then I have to rely on them to fix it.

So, I came up with a better way to do it and all that is required from you is just a little maintenance service contract that gives you spare parts, if there's an equipment failure you will have the parts needed to repair it.

Here's what I propose and this will be out of my pocket at no charge.

Replace the restaurant camera's with CVI digital camera's like the ones I installed in the main building, install a 4 channel digital DVR in the restaurant under the counter where the existing cat5 cables terminate to the POE switch, add a power supply and use cat5 video converters. This would be on its own system

Install an 8 channel IP POE DVR in the IP room over in maintenance; this is the new plug-n-play system that requires no programming. Once I set it up and it's on line I just transfer the cat5 cables to the DVR. The DVR has 8 Ethernet jacks just plug-in the camera cat5 cables and it's up and running.

The 4 IP cameras that were changed out at the restaurant will be used to replace the 2 bad old cameras and gives them 2 spare IP cameras for future use.

The next things is to have Charlie setup the old geovision computer in the security office and have him install the camera system software on it and pull in the Restaurant cameras and the maintenance cameras, then I just move the HDMI cable from the 16 channel IP DVR to the old geovision computer and you will still be able to use the AB switch to view both systems.

This eliminates all IP cameras in the main building leaving the maintenance build with all IP cameras and the DVR, so to add cameras over there it's just a matter of pulling cat5 cables to the DVR,
PLUG-N-PLAY

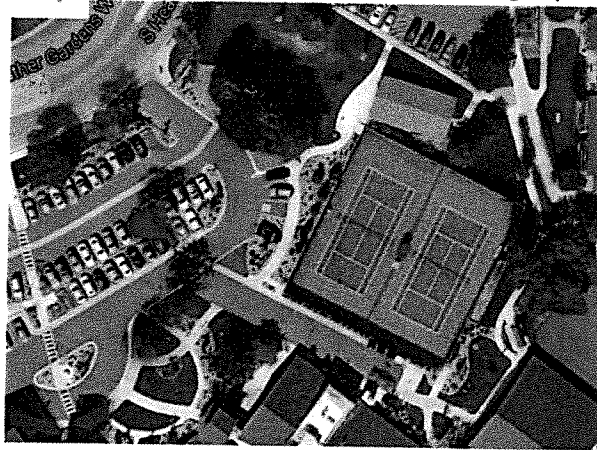
Bill

Clubhouse Parking Concept

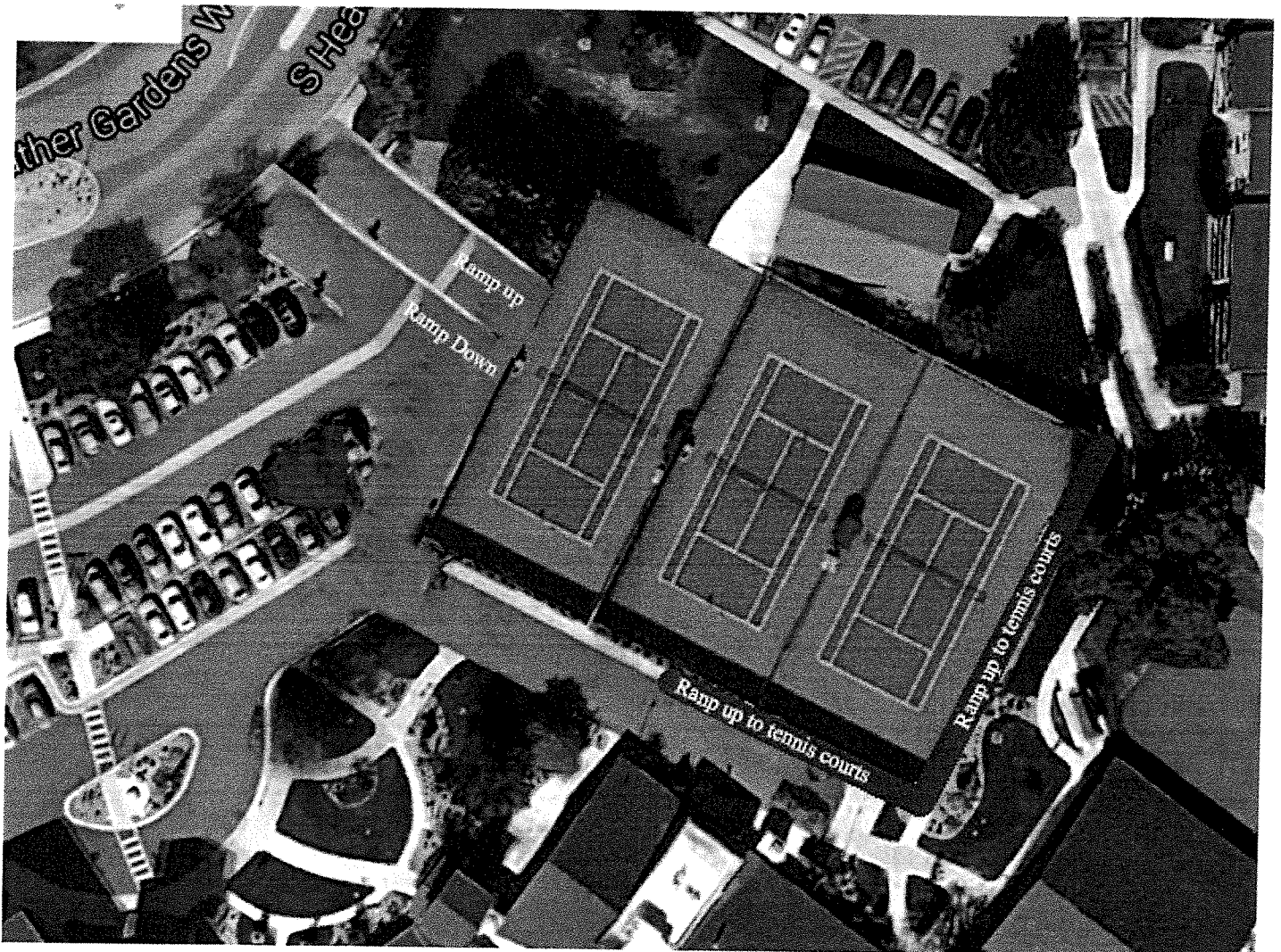
Ron Hileman 2/11/2019

Filename: Clubhouse parking concept.docx

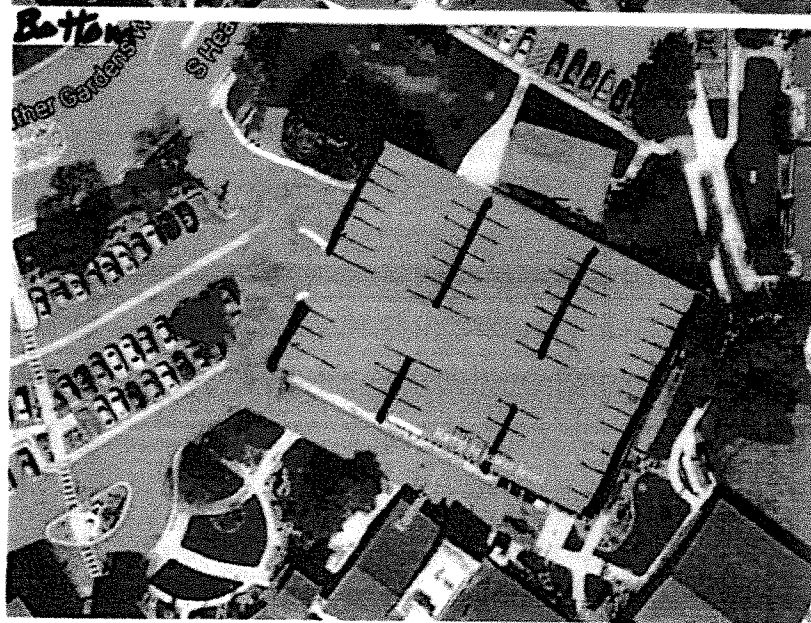
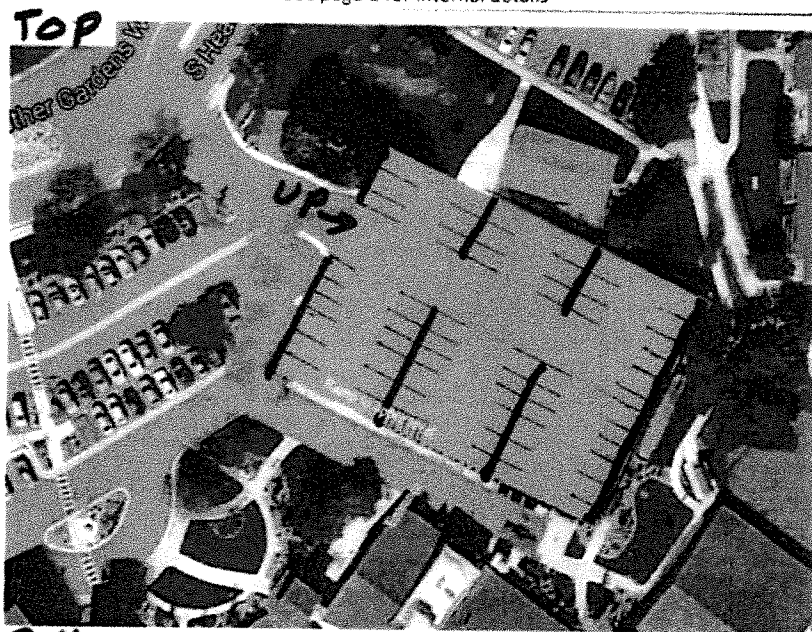
- Goal:** Add about 100 parking spaces near the clubhouse. Add another tennis/pickle ball court.
- Method:** Build a two level parking garage with three tennis courts on the roof.
- Discussion:** There are currently 115 parking spaces around the clubhouse. This proposal adds 110 covered spaces and eliminates 10 for a total around 215 spaces. The lower level parking is slightly below ground level.



Before



Roof After
See page 2 for internal details



DISCUSSION

The driveway will be widened so that there can be ramps going to the upper and lower levels of the parking floors. The lower level will be 4 or 5 feet lower than the current tennis courts and the upper level will be about 5 or 6 feet higher. The pedestrian entrance will be on the side facing the Rendezvous Restaurant. The entrance will be at an elevation that is half way between the two floors so that a ramp on one side goes to the lower level and on the other side goes to the upper level. The ramps have a 10 to 1 slope for wheel chair access. Stairs and elevators should not be necessary. The tennis courts and pickleball courts will be accessed by a ramp outside the parking garages that is about 150 feet long and that rises about 10 feet so that it is ADA compliant without stairs or elevators. The parking levels will be half open so that outside air can circulate freely so that ventilation fans are unnecessary. Overnight parking may be prohibited so that cars are not stored long term. A partially covered walkway from the Rendezvous entry to the driveway can be considered.

EPC Capital Forecast
EOC Hardware

June 20, 2018

ITEM #	ITEM	NEED & RATIONALE	AMOUNT	QTY	TOTAL
1	Video to Ethernet adpts	Ecomm trans PC video to EOC	\$140	6	\$840
2	Wideband WiFi adptr	PC to EOC (Brd Rm) display Monitor	\$250	2	\$500
3	Large Screen 75" HD TV	**Replace Hitachi Starboard in EOC (Bd Rm)	\$2,500	1	\$2,500
4					
5					
6		TOTAL			\$3,840
7					EPC
8					
9					
10	** Note- Board Room Hitachi Starboard is too complicated for most users.				
11	After ~4 weeks and ~40+ hours, I got Starboard working but you need S/W loaded				
12	on PC, USB cable access and many hours learning how to use this board. It hasn't				
13	been used since it's installation.				
14	Rudy Morris - EPC				

1780

→ any value To Contract Dept.

HG Emergency Operations Center – Hardware Requirements

Existing - Hitachi Starboard – white board in EOC (board room) is difficult to use, has a steep learning curve, need Hitachi S/W and PC with THE USB cable to make it run. I have spent 40+ hours over 2+ months trying to get Starboard to work and finally succeeded, but was surprised as to limited capability and difficulty of use. Tried 'writing with finger' ran into calibration problems. Where my finger touched the screen and where the computer interface s/w 'saw' my finger were 8-10" apart. Needed to calibrate the device...I gave up, too much effort for benefits recv'd. Special note – no one has used this board since 2012 when the Clubhouse was built. The chief proponent for the board could not make it work...it's been sitting idle ever since.

Propose replacing the Starboard with a large screen 4k HD TV for Emergency Operations as well as regular meetings with PCs. By using different inputs to the TV, we can display Off-Air TV, PC outputs from Ecomm room & board room. By switching inputs to the TV using the remote control, can switch viewing to...

Planned uses for Emergency Planning include:

- **Off-Air live TV news helicopter overhead views of our disaster!**
- **Off-Air TV live weather radar and warnings from NWS**
- **PC outputs from Ecomm room showing Google Map plots of where problems are located by address from 911**
- **PC outputs of event logs posted as recv'd**
- **Other comms that may be required as we gain experience**

Note: Talking with AFD EOC Director, they have four large screen TVs, and used to have a 'smart white board'...they had same problem. Too difficult to use and the TVs with multiple inputs yield more flexibility.

Large Screen TV for HG EOC – Example

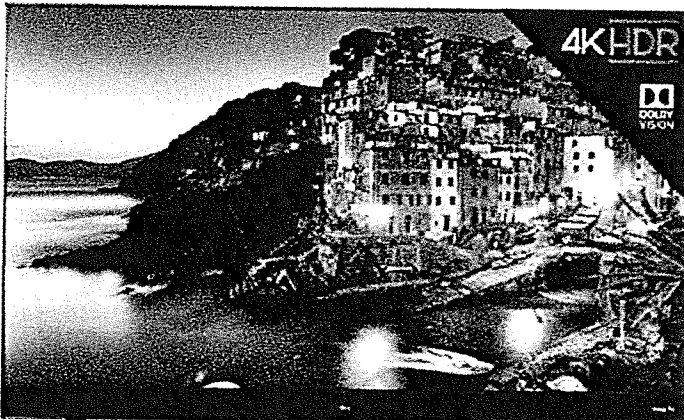


TCL 75C807 75-Inch 4K Ultra HD Roku Smart LED TV (2017 Model) by TCL

★★★★☆ ~ 207

\$1,778.95 (6 new offers)

4K Resolution 2017 Model Year LED Display Type



TCL
TCL 75C807 75-Inch 4K Ultra HD Roku Smart LED TV (2017 Model)

★★★★☆ ~ 207 customer reviews
| 337 answered questions

Note: This item is only available from third-party sellers (see all offers).

Available from these sellers.

Size: **75 Inch**

55 Inch 65 Inch **75 Inch**

Configuration: **TV Only**

TV Only TV w/ Stand

▸ Dimensions (w x H x D): TV without stand: 65.9" x 39.8" x 2.6", TV with stand: 65.9" x 41.7" x 14.3"

Roll over image to zoom in

Must have features:

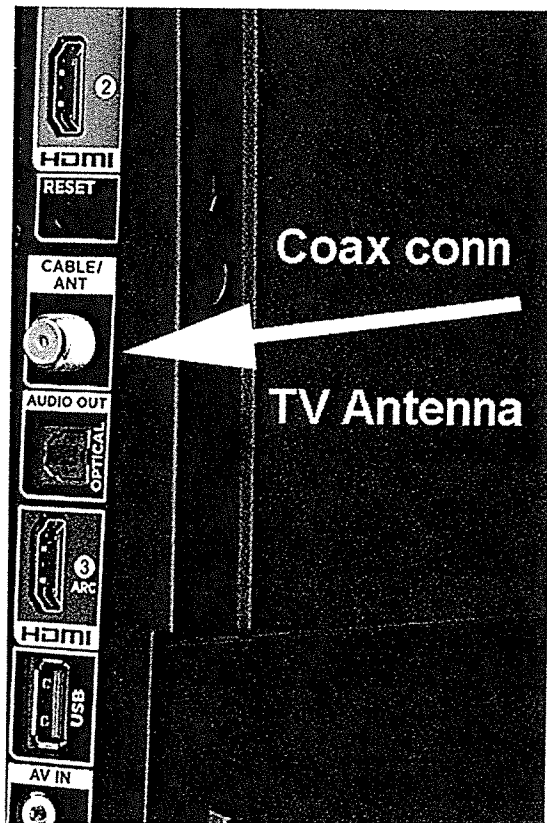
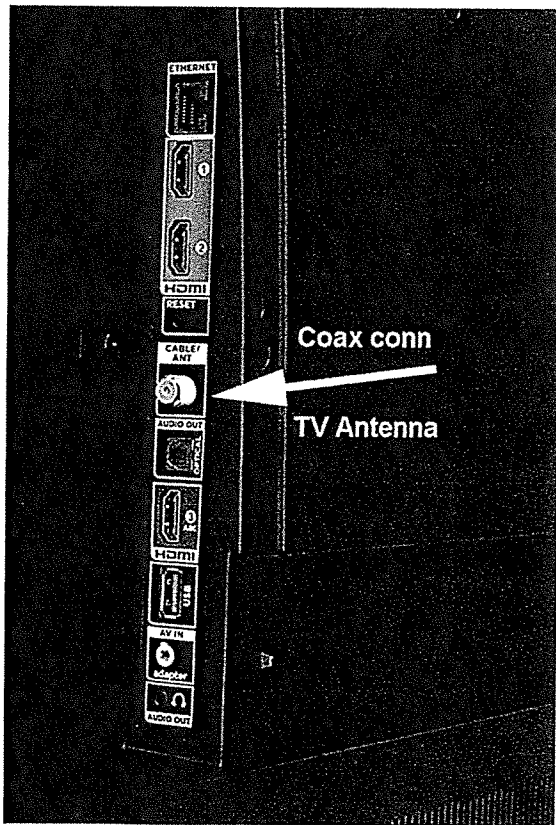
Large screen 75" for whole room viewing (note existing white Starboard viewing area = "75X48")

Coax input for TV Antenna – Need Off-Air TV for News Helicopter aerial views of disaster

Note: many HDTVs now do not have a Tuner (no coax connector), so NO Off-Air TV

4K - UHD/SHD high resolution...we will be showing PC screens with Google Maps showing pin point addresses where problems are located

- Pairs 4K Ultra HD picture clarity with the contrast, color, and detail of Dolby Vision HDR (high dynamic range) for the most lifelike picture
- Edge LED backlighting with dynamic contrast produces Deep blacks and excellent picture quality
- 120Hz refresh rate allows fast moving action scenes to be seen with virtually no motion blur
- Inputs: 3 HDMI 2.0 with HDCP 2.2 (one with HDMI ARC), 1 USB (media player), RF, Composite, Headphone Jack, Optical audio Out, Ethernet
- › See more product details



**Note: many HDTVs now do not have a Tuner (no coax connector), so NO Off-Air TV
Need Off-Air TV in event Comcast TV goes down with a power outage.**

	A	B	C	D	E	F	G	H	I	J	K
1	HGMD Capital Outlay	2,019									Comment
2											
3											
4											
5	Original Allocation			January Revised Allocation							
6											
7	Item				Committee	Contract Amount	Over + Under -	Assigned To	Date Start	Date Comp.	Comment
8	Floor, Stage	12,145		12,145	Clubhouse						
9	Golf Course Path	Lottery			Golf						
10	Cart Path	Lottery			Golf						
11	Parking Lot 250	13,639		13,639	PPC						
12	Lift Scissor 1991	11,516		11,516	Golf	9,829	1,687-	Brian		1/10	
13	Vehicle Hoist 1992	11,516	To '20 +		X	X	X	X			
14	Dresser Top	9,314	To '20 +		X	X	X	X			
15	Verticut Reels	9,742	To '20 +		X	X	X	X			
16	Spare Tees Reels	9,134		9,134	Golf						
17	Weather Station	7,927		7,927	Golf						
18	Auditorium Chairs	28,800		28,800	Clubhouse						
19	Boiler, Out door Pool	20,345		20,345	Clubhouse						
20	Golf Shop Software	10,000		10,000	Golf						
21	Restaurant Upgrades	50,000		50,000	X						
22	Buffet Table \$45000				Clubhouse	42,379	2,621-	Cornac		1/10	
23	TwO Sided Refrig \$5,000				Clubhouse	5,378	378+	Cornac		1/10	
24	Replace. Bed Knife Grinder		Add-1-19	20,275	Golf	20,275	0	Brian		1/10	
25	ADA Sidewalk \$22,500				PPC						
26											
27											
28	Contribution to Capital Re	25,000		35,297			(10297+)				
29											
30	Total Capital Outlay	219,078		219,078							169,078 241,578

Heather Gardens Metropolitan District

Board Action

Date: February 21, 2019

**Motion: Property Policy Committee Procedure Memorandum
Change**

Based upon the recommendation of the Property Policy Committee I move that the Heather Gardens Metropolitan District Board of Directors approve the changes to P.M.-PP-1 as outlined in the attached document.

Motion by: David Funk Seconded by: _____

Outcome of vote:

For: _____ Against: _____ Absent/Abstaining: _____

___ The motion has a majority and is adopted.

___ The motion does not have a majority and is not adopted.

Craig Baldwin, President
HGMD Board of Directors

PROPERTY POLICY COMMITTEE

Date Adopted:	, 2019
Document Type:	Procedure Memoranda, PP-1
Attachment (s):	Fee Schedule

This Procedure Memorandum shall supersede all previous versions of the Procedure Memorandum and Functions and Policy Manuals for the Property Policy Committee, as well as all previous resolutions, actions and informal practices and policies of the District or portions thereof which may be in conflict with the provisions hereof.

ARTICLE I – BACKGROUND & PURPOSE

The Property Policy Committee is a standing committee authorized by the Board of Directors (Board) of the Heather Gardens Metropolitan District (District).

The purpose of the Property Policy Committee is to serve in an advisory role and make recommendations to the Board regarding policies and operations related to District owned property including, but not limited to, the Garden Plots, RV Lot, Linvale Place, and Maintenance Building location, but excluding District owned property that falls within the purview of another committee of the District, including, but not limited to, the Restaurant, Clubhouse, and Golf Course (District Properties).

The Property Policy Committee recognizes that the District and the Heather Gardens Association (HGA) entered into a Management Agreement dated August 23, 2018, as many be amended from time to time (Management Agreement), which authorizes HGA to operate and provide daily management of the District Properties.

All capitalized terms not herein defined shall be defined as presented in the District's Bylaws or Rules and Regulations.

ARTICLE II - COMPOSITION

The Property Policy Committee shall be composed of the chairperson (Board member appointed to the Property Policy Committee by the President of the Board), the District's Agent (without vote), and a minimum of (4) four and a maximum of (7) seven eligible electors of the District.

ARTICLE III – PROCEDURES

Section 1. Committee Chairperson. The chairperson chairs all meetings of the Property Policy Committee and appoints all Property Policy Committee members from

eligible electors of the District that have applied therefor. The chairperson also counsels with residents and interested parties regarding the District Properties. The chairperson reports to the Board.

Section 2. Committee Duties and Responsibilities.

- A. Accepts and evaluates requests received from individual committee members, the District, and/or members of the public related to District Properties. Evaluation consists of determining if funding is available and if the requests will be for the benefit of the District.
- A-B. Reviews the District Agent's proposed annual budget for the District Properties and makes recommendations to the Board prior to its inclusion in the annual budget.
- B-C. Submit all Property Policy Committee approved requests to the Board for their consideration.

ARTICLE IV – POLICIES

Section 1. Non-Discrimination Policy. The District will not exclude anyone from participating in the enjoyment and/or use of the District Properties based on national origin, race, color, physical handicap, or sexual orientation.

Section 2. Open to the Public. The District endeavors to provide safe, well maintained, attractive facilities and programs designed to meet the needs of an active senior community. All are encouraged to make use and enjoy the facilities of the District. The District Properties are open to all residents of the District as well as the general public except as otherwise provided.

Heather Gardens Metropolitan District

Board Action

Date: February 21, 2019

Motion: Special Committee for Electric Vehicle charging stations

Based on the recommendation of the Property Policy Committee I move that the Heather Gardens Metropolitan District Board of Directors form a special committee to study the feasibility and desirability of installing electric vehicle charging stations on HGMD property. Recommendations for inclusion in the special committee's Procedure Memorandum are attached.

Motion by: David Funk Seconded by: _____

Outcome of vote:

For: _____ Against: _____ Absent/Abstaining: _____

___ The motion has a majority and is adopted.

___ The motion does not have a majority and is not adopted.

Craig Baldwin, President
HGMD Board of Directors

Recommendation and Guidelines for Electric Vehicle Charging Stations

HGMD Property Policy Committee

February 8, 2109

The HGMD Property Policy Committee was asked by the HGMD Board of Directors to consider the feasibility and desirability of installing an electric vehicle charging station at Heather Gardens.

After researching the issues, the Committee has adopted a *recommendation* to the HGMD Board for further action. That recommendation is in the first section of this document.

In support of the recommendation, the Committee has also adopted four *guidelines* that we propose be followed by the HGMD Board, if it chooses to adopt our recommendation. Those guidelines are in the second section of this document.

Recommendation

The HGMD Property Policy Committee *recommends* that the HGMD Board of Directors identify a group of interested parties, perhaps structured as an HGMD Special Committee, to:

- investigate electric vehicle charging stations and related issues in more detail
- identify suppliers of appropriate charging stations and contractors that could install them
- develop detailed cost estimates, consistent with the four guidelines in the next section, for installing such a station at Heather Gardens
- make a recommendation by July 1, 2019, whether or not to proceed with such a project

Guidelines for Further Investigation and Cost Estimation

Guideline 1. Any electronic vehicle charging station at Heather Gardens should be designed to provide direct benefits to Heather Gardens residents and HGMD electors.

The term "direct benefits" is intended to include providing a useful service or convenience, or providing income that will offset some costs currently incurred by residents, such as HOA dues or property taxes. It does *not* include undue expectations of large increases in future individual property values because of the presence of a charging station at Heather Gardens.

Guideline 2. Any electronic vehicle charging station at Heather Gardens should be structured primarily to serve current residents. A secondary consideration is that it be seen by nonresidents as a competitive activity in the Aurora marketplace.

The term "current residents" is emphasized to prevent relying on undue expectations of a much larger number of electric vehicles in the future, or on undue expectations of a large number of customers from outside Heather Gardens.

The term "competitive" is intended to suggest considerations such as the ability to serve all brands of electric vehicles, ease of access, ease of use, and pricing.

Guideline 3. Any electronic vehicle charging station at Heather Gardens should be structured so that its operation does not impose unfunded additional burdens on Heather Gardens Association employees and volunteers.

Responsibility for operation of the charging station by HGA employees may need to be addressed in the HGA-HGMD Management Agreement.

Guideline 4. Any electronic vehicle charging station at Heather Gardens should have a pricing structure that:

- ***favours residents over nonresidents***
- ***takes into account operational and maintenance costs***
- ***has a likelihood, supported by evidence, of recouping initial purchase, installation, and ancillary costs within the period, if any, specified by the HGMD Board of Directors***

Heather Gardens Metropolitan District

Board Action

Date: February 21, 2019

Motion: Volunteer Golf Marshals

Based on the recommendation of the golf committee I move that the Heather Gardens Metropolitan District Board of Directors accept the use of volunteer marshals for the golf course and the volunteers receive one free round of golf for each 4 hours of volunteer work as marshal on the Heather Gardens Golf Course.

Motion by: Bill Archambault Seconded by: _____

Outcome of vote:

For:_____ Against:_____ Absent/Abstaining:_____

___ The motion has a majority and is adopted.

___ The motion does not have a majority and is not adopted.

Craig Baldwin, President
HGMD Board of Directors



Heather Gardens Metropolitan District

Heather Gardens Metropolitan District

Board Action

Date: February 21, 2019

Motion: Golf Software

Based on the recommendation of the golf committee I move that the Heather Gardens Metropolitan District Board of Directors accept the purchase of the software package ForeUP POS for the golf shop at an estimated first year cost of \$4,495.00.

Motion by: Bill Archambault

Seconded by: _____

Outcome of vote:

For: _____ Against: _____ Absent/Abstaining: _____

___ The motion has a majority and is adopted.

___ The motion does not have a majority and is not adopted.

Craig Baldwin, President
HGMD Board of Directors

Heather Gardens Metropolitan District

Board Action

Date: February 21, 2019.

Motion: Dog waste collection

Based on the recommendation of the Foundation Committee I move that the Heather Gardens Board of Directors approve the expenditures of foundation funds of \$1,790.88 for the purchase of bins, labels and cable locks for the use of collecting and recycling dog waste as described in the attached Green team documents.

Motion by: Bonne McMullen Seconded by: _____

Outcome of vote:

For: _____ Against: _____ Absent/Abstaining: _____

___ The motion has a majority and is adopted.

___ The motion does not have a majority and is not adopted.

Craig Baldwin, President
HGMD Board of Directors

The Foundation Goes to the Dogs

The following is an **Estimate** prepared by the Heather Gardens Green team. It includes the cost of buying 16 more 32 gallon Toters with signage and cable locks. This will outfit **Each Dog Station**, in Heather Gardens, with a Biodegradable Doggie Pick up Bin along side the current dog refuse container.

1. Cost per station	
a. 32 Gal Toter with Hinged Lid – from Home Depot	\$59.98
b. 3 Labels from Fast Signs, Aurora (Adhesive)	\$26.85
	or
c. 3 Labels from Fast Signs, Aurora (Aluminum)	\$45.28
d. 1 cable lock per Toter - Home Depot	\$ 6.67
	or Ace Hardware

Total	\$93.50 or \$111.93
	per Toter

Aluminum

2. Entire Cost for 16 Toters which includes signage and locks:

16 x \$93.50 = \$1,496.00
 or
 16 x \$111.93 = \$1,790.88 *aluminum*

note1: no tax included

note2: prepared by Lilette Bagwin, Treasurer 01/08/2019

note 3: We have decided to look into signs that will be affixed to the cans from Fast signs. They suggested Aluminum signs, which is why we have given 2 possibilities for the cost of the signage.



More than fast. More than signs.

1690 S. Abilene St.
Suite 103
Aurora, CO 80012
(303) 750-8890

More than fast. More than signs. ®
fastsigns.com\169

ESTIMATE

EST-78486

Payment Terms: Cash Customer

Created Date: 1/8/2019

DESCRIPTION: Compostable Waste Bin Decals

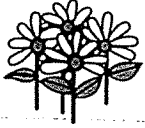
Bill To: Heather Gardens Green Team
3262 South Heather Gardens Way
Aurora, CO 80014
US

Pickup At: FASTSIGNS of Aurora
1690 S. Abilene St.
Suite 103
Aurora, CO 80012
US

Requested By: Jennifer May
Email: jamay65@comcast.net
Work Phone: (720) 535-9086
Cell Phone: (303) 868-0560

Salesperson: Kimberly Gutierrez

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Orajel 210 Laminat Multi - Size Qty. 16 sets of 3 Compostable Waste Bin Decals	16	\$26.8513	\$429.62
1.1	Solvent Printed Vinyl - ORAJET 3651RA - Top - Front Part Qty: 1 Width: 11.75" Height: 5.00" Text: (Ref cloned order)			
1.2	Solvent Printed Vinyl - ORAJET 3651RA - Top - Back Part Qty: 1 Width: 9.00" Height: 2.75" Text: (ref cloned order)			
1.3	Solvent Printed Vinyl - ORAJET 3651RA - Front or Sides Part Qty: 3 Width: 13.00" Height: 6.50" Text: (ref cloned order)			
2	Alum. 040 Multi - Size Qty. 16 sets of 3 Compostable Waste Bin Decals	16	\$45.2819	\$724.51
2.1	Aluminum .040 - Printed - Top - Front Part Qty: 1 Width: 11.75" Height: 5.00" Sides: 1 Text: (ref cloned order)			



Heather Gardens Metropolitan District

Heather Gardens Metropolitan District

Board Action

Date: February 21, 2019

Motion: Consider Approval of Frolics Contract:

I move that the Heather Gardens Metropolitan District Board of Directors approve the Frolics Rental Agreement Contract. The rental agreement is for the period beginning January 1, 2019 and ending December 31, 2019 for the amount of \$1,000.00.

Motion made by: Sandra Rosenberg

Motion seconded by: _____

Outcome of Vote:

For: _____ Against: _____ Absent/Abstaining: _____

_____ The motion has a majority and is adopted.

_____ The motion does not have a majority and is not adopted.

President, HGMD Board of Directors



Heather Gardens Metropolitan District

RENTAL AGREEMENT

HEATHER GARDENS METROPOLITAN DISTRICT

AND

HEATHER GARDENS FROLICS CLUB

This rental agreement made and entered into as of the 22nd day of February 2018 by and between the Heather Gardens Metropolitan District (HGMD) and the Heather Gardens Frolics Club (Frolics)

Whereas, HGMD owns the Clubhouse at Heather Gardens, located at 2888 S. Heather Gardens Way, Aurora, CO 80014, and

Whereas, Frolics wished to present a Spring time theatrical productions in the Auditorium of the Clubhouse,

Now, therefore, the parties agree as follows:

This rental agreement is for the period beginning January 1, 2018 and ending December 31, 2018.

For use of the Auditorium during the Spring theatrical production (3 shows) use of the Aspen/Blue Spruce Room or the Auditorium for 31 rehearsals, and other rooms and facilities necessary as dressing/staging rooms, the Frolics Club shall pay Heather Gardens Metropolitan District a fee of \$1,000.00. The rental agreement includes the use of an 8 x 12ft. basement storage space for the entire time of this rental agreement.

Frolics understands and agrees that the Heather Gardens Association manages the Clubhouse owned by HGMD and that all specific duties and obligations of Frolics and Heather Gardens Association in regards to this agreement must be negotiated between those parties.

Heather Gardens Metropolitan District

Date

President

Frolics Club

Date

President



Heather Gardens Metropolitan District

Heather Gardens Metropolitan District

Board Action

Date: February 21, 2019

Motion: Consider Approval of Trash Receptacle Clean-up:

Based on the recommendation of the Clubhouse/Restaurant Committee, I move that the Heather Gardens Metropolitan District Board of Directors recommend repairing the gate around the Trash Receptacles near the Tennis Court, storing the Trash Containers inside the fenced area, and clean-up the area outside of the fence. We may also need to lock the gated area to limit usage to the Clubhouse and Restaurant.

Motion made by: Sandra Rosenberg

Motion seconded by: _____

Outcome of Vote:

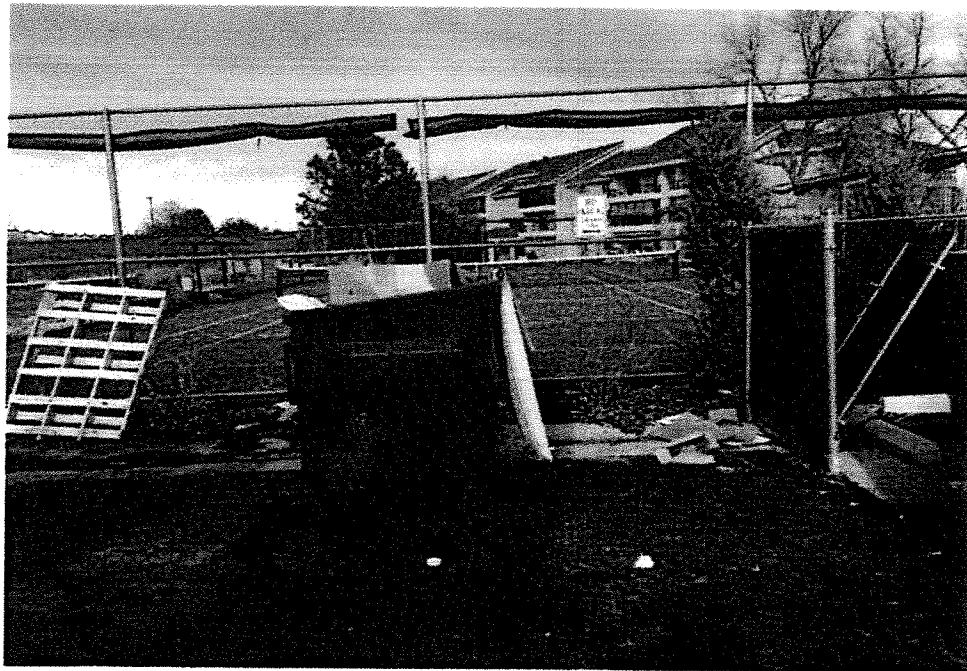
For: _____ Against: _____ Absent/Abstaining: _____

_____ The motion has a majority and is adopted.

_____ The motion does not have a majority and is not adopted.

President, HGMD Board of Directors

Trash Receptacles by Tennis Court:



Trash Receptacles by Tennis Court:

