



THE Heather
Gardens ASSOCIATION

Date: March 20, 2018
To: Board of Directors
From: Calvin White, General Manager
Subject: General Manager's Monthly Report

GENERAL MANAGER

- Attended Board and Committee Meetings.
- Reviewed payables and Capital Projects.
- Reviewed ACC Project Approval Forms.
- Attended continuing education courses for CMCA.
- Attended Building meetings.

CONTROLLER

- Conducted 2017 year-end review.
- Recruited for Accounts Payable position.
- Attended mediation for Seville board member.
- Met with Seville Board along with attorneys to discuss mediation results.

PAINT

- Completed 28 work orders.
- Painted center stairs stringers and steps in Building 223.
- Continued repairs on walls in Building 232 after new lights were installed.
- Started chair rail project in Building 215.

MAINTENANCE

- Maintenance completed 757 work orders. Of those 121 were billable.
- Completed plumbing inspections in Buildings 202, 214, and 231.
- Hired a new Utility I Worker/ Dumpster Worker.
- Replaced fluorescent light fixtures in the common area hallways on the 4th, 5th and 6th floors of Building 232.
- Completed demolition for chair rail project in Building 215.
- Installed new unit smoke alarms with 10-year battery back up in Buildings 205, 206, 207, 208, 209 and 210.
- Completed hot water recirculation project in Building 213.
- Jackhammered concrete floor to repair a heat run pipe leak in floor of Building 216.
- Servicemen and Crew Chiefs changed Building Zones in February
- Re-coded garage transmitters in Buildings 217, 223, 224, and 242.
- Re-wired Sky View Room light to accept LED bulb in Clubhouse.
- Replaced right side garage shaft in Building 242.
- Installed new continuous hinge on front security door of Building 210.



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CLUBHOUSE

- Held 6 trips and 4 events for February.
- Held an Art and Sculpture Showcase.
- Coordinating the 9 Health Fair in April.
- Worked with Republican Club for Flags in Clubhouse.
- Worked on getting sponsors for events.
- Implemented guidelines for Guests and Non-Residents use of Clubhouse.
- Attend Civic Committee for Memorial Day event.
- Accepting Craft Fair applications.
- Attended Safety Meeting.

CONTRACTS

- Scheduled and completed final walk through for siding project.
- Monitored siding, roofing and chimney replacement punch list items in all CPs.
- Received the Engineer Evaluation on PS1, PS2 & PS3.
- Worked with C3 Group & Versico Rep on roofing repairs/replacement for Buildings 242, 243, & 244.
- Worked with contractor and maintenance for Building 216 warranty roof repairs.
- Worked with contractor on Seville footbridge replacement.
- Worked with Seville (SRA) on 2018 contract for pool repairs.
- Writing 2018 Contracts to send out to bid
- Sent carpet replacement information out to buildings due carpet replacement in 2018.
- Completed Restaurant flooring and Clubhouse hallway carpet replacement.
- Roofing contract for Building 243.
- Worked with Roads and Grounds Department on revised driveway between Buildings 243 and 244 and Buildings 241 and 242.

CUSTODIAL

- Carpet cleaning in Buildings 201 through 213.
- Cleaned laundry room in Building 2018.
- Completed 16 set-ups in the Clubhouse.
- Completed 22 work orders.

ROADS AND GROUNDS

- Continued to detail the property.
- Ordered new street sweeper.
- Removed four dead small trees.
- Updated SDS books.
- Installed new fuel spill bucket for underground fuel storage tank.
- Removed two trees that were heavily damaged during October snowstorm.
- Working on justifications for 2018 capital reserve expenditures.
- Cleaned up gravel in turf areas.
- Annual maintenance of summer equipment is underway.



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- Flush cutting ornamental grasses.
- Worked on tree and shrub planting lists.
- Worked on spring and summer maintenance schedules.
- Meet with Metro Pavers regarding current and future projects.

GOLF

- Removed snow and ice at Clubhouse and golf path.
- Continued sweeping debris and preparing for winter golf play.
- Continued Goosinator patrols and expanded area.
- Worked on tree pruning.
- Serviced and washed golf car fleet.
- Mechanic shop is servicing and preparing equipment for the 2018 mowing season.
- Ordered trash and recycle cans for golf car parking areas.
- Ordered signage for the golf cars asking operator to remove trash.

RESTAURANT

- Hosted St. Michaels Annual Brunch for 60, Airstream Trailer Club Lunch for 40, Heather Gardens Church Luncheon for 70, Aurora Bar Association Dinner for 30, (4) Memorials, 3 outside groups for dinner totaling 125, (2) Birthday Parties for a total of 100.

SECURITY

- Total of 399 reports written and 3407 miles patrolled.
- Held monthly "Safety Meeting". Topic of discussion: "Active Shooters" and tips on how to stay safe during and after an active shooter. "Run, Hide and Fight".
- Hired sixth Security Officer. We are currently recruiting to fill vacant position for seventh officer.

Employee of the Month

Leo Munoz - Maintenance Apprentice