



**NOTICE OF HGMD BOARD OF DIRECTORS REGULAR MEETING
February 18, 2021 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 via Zoom videoconference at **1:00 PM on February 18, 2021**. 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.

THIS MEETING WILL BE AVAILABLE BY VIDEOCONFERENCE TO PRESERVE THE HEALTH, SAFETY, AND WELFARE OF THE PUBLIC IN LIGHT OF THE IMMINENT THREAT CAUSED BY THE COVID-19 PANDEMIC.

Join Zoom Meeting

<https://zoom.us/j/92754252307?pwd=cHFYajVEaitlSDJyVzBIL3RYTE5NUT09>

Meeting ID: 927 5425 2307

Password: 565731

or

Dial-In Number: +1 346 248 7799 US

AGENDA

1. Determine quorum present
2. Call meeting to order
3. Approval of/additions to/deletion from agenda
4. Approval of Minutes
5. Reports of Directors, committees, and professional consultants
 - a. Consider Approval of Minutes of January 21, 2021 Regular Meeting
 - a. President's Report (Funk)
 - b. Interim General Manager (Rea) – February 16, 2021 Report
 - c. Clubhouse/Restaurant Committee – No Meeting
 - d. Foundation Committee (Laubach) – No Meeting
 - e. Golf Committee (George) – No Meeting
 - f. Property Policy Committee (Funk) – No Meeting
 - g. Treasurer's Report (Archambault) – No Report
6. Unfinished Business
7. New Business
 - a. Consider Approval to Extend the Appointment of Tom Parko to the Golf Committee
 - b. Consider Approval to Extend the Appointment of Debra Madril to the Golf Committee
 - c. Consider Approval to Extend the Appointment of Ray Nash to the Budget and Finance Committee
 - d. Consider Approval to Extend the Appointments of Audit Subcommittee Members
 - e. Consider Approval to Carry Forward of 2020 Spending Authority to 2021 for Project Pumphouse Roof TPO
 - f. Consider Approval to Update Authorized Signatures for Zion Bank
 - g. Consider Approval to Authorize Zion Bank to Establish Custody Account for Debt Service Funds Held by Bank
 - h. Consider Approval to Authorize the Engagement of Such Individuals and/or Firm to Assist in Bringing its Accounting Work Up to Date
8. Open Forum – Public comment (time limit-3 minutes per person)

2888 S. Heather Gardens Way • Aurora, CO 80014 • (303) 755-0652 (Office) • (303) 745-5233 (Fax)

www.heathergardens.org

9. Adjournment

Note: HGMD regular Board meetings, when held, are on the third Thursday of each month at 1:00 PM. Residents wishing to speak on agenda items will be given the opportunity at the time the item is discussed (time limit-3 minutes per person).

The next regular meeting will be held Thursday, March 18, 2021 at 1:00 PM.

**HEATHER GARDENS METROPOLITAN DISTRICT
REGULAR MEETING
Thursday, January 21, 2021**

The regular meeting of the Board of Directors of the Heather Gardens Metropolitan District was held via Zoom/Telephone in the office of the District, 2888 S. Heather Gardens Way, Arapahoe County, Colorado, on Thursday, January 21, 2021 at 1:00 P.M.

CALL TO ORDER: President Funk called the meeting to order at approximately 1:00 P.M. on Thursday, January 21, 2021. A quorum was present.

BOARD MEMBERS PRESENT: President David Funk, Treasurer and Secretary William Archambault, Vice President Michael George and Director Eloise Laubach.

BOARD MEMBERS ABSENT: None

STAFF PRESENT: General Manager Calvin White, Controller Jon Rapacki, Operations Manager Jon Rea, and Board Assistant Evelyn Ybarra.

GUESTS PRESENT: Jennifer Ivey, Icenogle Seaver Pogue, P.C., three members of the Heather Gardens Association Board, Lynn Donaldson, with Heather 'n Yon, and approximately 26 members of the public were present.

APPROVAL OF MINUTES: Motion made by President Funk and seconded by Vice President George and passed unanimously to approve the minutes of the December 17, 2020 Regular Meeting and January 12, 2021 Special Meeting as written.

REPORTS OF DIRECTORS, COMMITTEES, AND PROFESSIONAL CONSULTANTS:

President Report: President Funk announced there is a vacancy on the Board. The offer was extended to all members of the community. Anyone interested in joining the Board and in making decisions to help the community at Heather Gardens to become a better place to live should apply. There also several vacancies on the committees. This information is available on the Heather Gardens website and applications can be submitted to the Management Office.

General Manager's Report: The Board received a copy of the General Manager's Statement of Work (SOW) Report. General Manager White reported starting next month the SOW report will transition to the Interim General Manager Jon Rea. The COVID restrictions have loosened up for the Clubhouse. The Restaurant is currently offering patio to go orders as weather permits and dine-in is set to start in March following public health orders. General Manager White is working with UC Health to try to get the COVID vaccine distributed at the Heather Gardens facility or a possibility of having a mobile unit in the area.

Treasurer and Secretary Archambault asked for the status of the grant from the Department of Local Government for the District. General Manager White and Controller Rapacki confirmed they applied and received an estimated amount of \$7,500. The grant paid for windows in the golf course to allow touch-free check-ins, plastic dividers in the Clubhouse and Management Office, hand sanitizer machines, tents for outside seating, and additional cleaning supplies. Controller Rapacki has a conference call today at 4:00 P.M. with the auditors at Rubin Brown to discuss the PPP loan and, at that time, he will ask where to add the grant on the December financials.

Clubhouse/Restaurant Committee: No Meeting.

Foundation Committee: The Board received a copy of the Foundation's Report.

Golf Committee: No Meeting.

Property Policy Committee: The Board received a copy of the Property Policy Report. President Funk reported the Committee met on January 4. The Committee approved the installation of the 500-gallon tank that will be discussed in new business.

Treasurer's Report: Treasurer and Secretary Archambault reported the Budget and Finance Committee met on Monday. The MOAs were reviewed and there were several questions. Controller Rapacki would provide detailed information on when the questions would be answered. The next Budget and Finance meeting will be held on Tuesday, February 16 at 10:00 A.M. because Monday, February 15 is a holiday for President's Day. Treasurer and Secretary Archambault will provide a form to Interim General Manager Rea to complete on capital items if the Board should consider rolling forward the spending authority from last year to the current year. The spending authority in a government unit, which the District is, expires annually on December 31, but the funds can be rolled forward to the next budget year. Interim General Manager Rea will try to complete this material for the next Board meeting.

Budget and Finance Cochair Hostetler and Treasurer and Secretary Archambault discussed the upcoming audit. Their concerns are with the turnover in the accounting staff and Controller over the last two years and the unfamiliarity with the accounting system that a more in-depth audit should be done. They recommend that both Boards consider that the auditors do a more in-depth audit to ensure the reports are meaningful. The downside is more time for the auditors that would cost more money. Controller Rapacki commented he will also be discussing this with the auditors at Rubin Brown in today's conference call to get more information on the cost and time for an in-depth audit.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- a.) **Motion to Approve the Contract with Eaton Sales and Service LLC for the Installation of a New 500 Gallon Above Ground Fuel Tank (\$59,053):** Motion made by President Funk and seconded by Treasurer and Secretary Archambault and passed unanimously as amended.

Text of Motion: I move that the Heather Gardens Metropolitan District Board of Directors approve the contract with Eaton Sales and Service LLC for the installation of a new 500 gallon above ground fuel tank not to exceed \$59,053 without prior Board approval.

Note: Follow up question from the General Manager and/or Interim General Manager to find out why the as-built drawing is excluded from the proposal from Eaton Sales & Service LLC. Also, the HGMD contract will be signed by the contractor before they begin the work.

- b.) **Motion to Approve 2021 Annual Administrative Resolution:** Motion made by President Funk and seconded by Director Laubach and passed unanimously.

Text of Motion: I move that the Heather Gardens Metropolitan District Board of Directors approve the 2021 Annual Administrative Resolution.

Note: President Funk commented the Annual Administrative Resolution is a recitation of the laws that apply to the District and directs Management and legal counsel on how to accomplish them. Attorney Ms. Ivey pointed out the resolution is similar to that the Board considered last year with the addition of item #18 which explicitly authorizes the use of electronic records and electronic signatures in accordance with the Uniform Electronic Transactions Act and item #19 which addresses having the electronic meetings via Zoom or by telephone.

- c.) **Discussion on Bird Feeders:** The Board received information from Tom Reeber a resident at Heather Gardens and a member of the Founder Bird and Nature Club. Mr. Reeber discussed having two bird feeders within the Heather Gardens community 1) on the east side of the property where the fence is near the nature area that has a small parking lot and 2) behind Building 204 right across the Clubhouse near the pond). Mr. Reeber suggested a 60 day trial period for the Board to consider. Volunteers will install, supply, and monitor the bird feeders during the trial period that will be no cost to the District. If approved by the Board, under the District's umbrella there is a grant to apply to purchase equipment and other items needed to maintain the bird feeders.

President Funk asked if any Board member wishes to make a motion on the Bird Feeder information received from Mr. Reeber. Hearing none, no action was taken on the matter.

OPEN FORUM:

A resident asked if there was a reason why the District packets were not available to follow along during the meetings. President Funk commented this is how it historically was handled and that it is in the process of being changed.

A resident asked General Manager White the status of patio fences. General Manager White commented they no longer make the fences at Heather Gardens and at their last meeting the vendors have not been able to provide alternative fences and are 14 weeks out.

Executive Session:

a.) Motion to approve for the Board of Directors to go into Executive Session:

Motion made by President Funk to convene into an Executive Session pursuant to Sections 24-6-402(4)(b) and 24-6-402(4)(e), C.R.S. for the purposes of determining positions relative to matters that may be subject to negotiation, developing a strategy for negotiations, and instructing negotiators in connection with and conferencing with an attorney to receive legal advice on specific legal issues regarding the District's Management Agreement. Treasurer and Secretary Archambault seconded and motion passed unanimously. The Board members existed the meeting and convened into Executive Session meeting at approximately 2:06 P.M.

Motion made by Vice President George to close the Executive Session and reconvene the public meeting, seconded by Treasurer and Secretary Archambault and motion passed unanimously. The Board reconvened the public meeting at approximately 2:52 P.M.

ADJOURNMENT: The meeting adjourned at 2:53 P.M.

William Archambault, Treasurer and Secretary

GM Department Report
Statement of Work (SOW)
2/16/2021

End of Month Report - January 2021

HGMD

Clubhouse

Project Name	Objective	% Conf	On-Time	Late	Goal for Completion
Zoom classes/events	offer events to residents	75	x		12/18/2020
Class/Clubs schedule, registrations		50	X		2/1/2021
Monthly class schedule for 2021		50	X		ongoing
On-line reservation system	On-boarding, inform, educate, input members	100		X	1/18/2021
COVID Updates & guidelines	Level Orange	75	X		ongoing
Library opening		50			3/1/2021
Parking Structure Mtg & reservations		100	x		Feb 12 2021
Resident Orientation	New residents	100	x		
Fitness Center repairs	Extreme care work order	50			
Clubhouse Staff Meeting	Training, Updates, Expectations	100	X		1/12/2021

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
New class development, new instructors	In-Progress
Planning for 2021: Next step	In-Progress
Keeping up on COVID regulations and restrictions	In-Progress
Perpetual plan for opening clubhouse, increasing times	In-Progress
Develop a phase in plan to start classes	In-Progress
Front Desk renovation	Researching
Evaluate Clubhouse positions- FT vacate, PT responsibilities	Researching
Evaluate the Opening Hot Tub	Parked
Capital Project-Stage flooring	Parked

Golf

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
Update Rules for COVID-19 Play	Staying up to date with rules	100	X		1/30/21
Change Out Cart Batteries	Keep Cart Fleet Healthy	100	X		1/30/21
Repair Shelter on # 3	Image	75	X		3/15/21
Change names in locker room	keep up to date	100	X		1/30/21
make name bag tags for those with storage	Organization	100	X		1/30/21
Email leagues 2021 league contract	retain all leagues	100	X		1/30/21
Finalize 2021 scheule with Brian	Yearly Maintance	50	X		2/15/21
Talk to 2020 tournaments for 2021	Retain Tournaments	50	X		3/15/21

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
Change out batteries on golf carts	Complete
Perminant placement of Simulator	Researching
Upgrade irrigation system	Researching
Bridge replacement	Researching
Add Hedges to left side of # 7 for walker path saftey	Researching
Flower Gardens behind tee box of # 1	Researching
Add new ladies tee box on hole #7	Researching
New tee box extension on number #3	Researching
More trees needed for course	Researching

Restaurant

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
Research new POS	Improve sales, reduce cost	50		X	1/15/21

Work on new concept for 2021		20	X		2/1/21
Keep working on zero waste menu, new menu specials		75	X		2/1/21
Working on a business review	Sysco Foodservice	100	X		1/31/21
	Create SOP's to have in place for POS and phone	100	X		1/19/21
New phone headset for togo orders	Improve customer experience	100			1/16/21
Cross train Kevin on FOH	Be the backup just in case	80	X		2/1/21
Spec din in January Jimmy Buffet	Increase sales	80	X		1/31/21

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
Implement new business plan	Researching
Collaborate with Golf on sales opportunities	In-Progress
Evaluate kitchen equipment for new concept	Researching
Taking another look at delivery	In-Progress
Set up email list for specials for the restaurant	In-Progress
More marketing with the new communications person	Researching
Work with Shamrock and Sysco on pricing moving forward	Researching
Create SOP's to have in place	Complete
Researching the Araphoe 5 star recovery program	Researching
Working on Superbowl and Valentines day specials	Researching
Patio for next summer, get netting to deter squirrels attacking	Researching
Make plans with Greg to create more sales for the restaurant	Researching
Research what other golf courses are charging for food etc	Researching

HGA

Contracts

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
2020 Window Washing Project	Clean Windows	100	X		12/31/20
Crosswalk	Safety	99		X	12/31/20
2021 - 2023 - Trash Bids/ RFP's	Update Trash Contract to better suit the associations needs.	20	X		12/31/20
2020 - Carpet	Replace Carpet - in 1st and 2nd floors of 4 -story Buildings	5		X	5/1/21
B223 Ventilation Project	Resolve Air Circulation Issues			X	3/1/20
B215 / Golf Cart Drainage	Resolve HGA and HGMD Drainage Issues				
PS# 3 and 4 Security Project	To help relieve community safety concerns				
Elevator PM RFP/ Contract / Re-Bid/ Renew	Revise Elevator Maintenance Contract to maintain and keep the elevators operable for the residents ease of use.		X		7/31/20
2021 - Carpet	Replace remaining 2nd story carpets of 2-story buildings and start 3rd and 4th floors		X		12/31/21
2021 - Road Seal Coat; B213-214, B215-216, Seville, CP4, and CP5-6	Provide sealcoat, crackfill, infrared to help maintain parking lot functionality and appearance.		X		9/1/21
Misc - Project	Random items that will come up with previous projects or gathering information for potential upcoming projects		X		
2021 - FPE Panel Replacements	Replace FPE panels throughout the community to meet City and State Electrical Codes		X		12/31/21
RV Parking Lot	Revising the Parking Lot layout to better suit the needs of the residents using the RV parking lot.		X		5/31/21
2021 Elevator Jacks	Replace Elevator Jacks to meet City and State Code Regulations.		X		5/31/21
2021 Building Paint	To keep the buidlings aesthetically pleasing and prevent building leaks		X		5/31/21
HGMD Fuel Stoorage Tank	Install new 500g split tank to supply fuel needs for the small engine fleet.		X		6/30/20

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
Elevator PM RFP/ Contract / Re-Bid/ Renew	Parked
HGMD Clubhouse Baquet/ Management Carper Replacement	Parked
Trash Contract/ RFP/ Re-bid/ Renew	In-Progress

B215/ Golf Cart Drainage	Parked
Access System Controls	Parked
2020 Window Washing Project	Complete
Carpet Replacement	In-Progress
Remove Pillars/ Replace Fencing in CP2	Researching
Building 244 - Roof Replacement	Parked
PS#3 Post Tension Repair	Researching
Building 223 Ventilation Air Flow	In-Progress
Parking Structures - Security, New Top Coat, Water Proof	Researching
Seville - Sealcoat, Drainage, 231-236	Researching
CP-4 Road Sealcoat	Researching
HGMD - New Fuel Storage Tank	In-Progress

Controller/Accounting

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
Update Cap Reserve Budget	Re-do / Update Cap Reserve	95	X		
2020 Audit		0	X		cheduled with Rubin Brown for
Training	Train Ainissa	75	X		
Funding Analysis - Parking Structures	Obtain all options	70	X		some lenders but not all. M
Year End Closing	Year End Adjustments	90			tries Trickle in for a few mon
Close January 2021 Financials		25			

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
Redo Utilities Budgeting - Usage vs Dollars Billed	In-Progress
Update / Replace new account system	In-Progress
Rebuild budget model - HGA	In-Progress
Rebuild budget model - HGMD	In-Progress
Rebuild budget model - HGA Cap Reserve	In-Progress
Rebuild budget model - HGMD Cap Reserve	In-Progress
Analyze Key Bank Minimum Balance Fees	Parked
Audit - 2020 Financials	Researching

Custodial

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
Covering buildings 201-206	Club House crew will continue to help cover buildings until they are fully open at the Club House.	100			until further notice
Custodial Traking Board	Add Accountability by Employee	50			1/31/2021
Carpet Cleaning in all buildings	Clean carpet through out the whole property	0			7/31/2021
Trash Chutes	Desinfect/Clean trash chutes thorough out the property.	0			5/31/2021 (Weather Permitted)
Side stairs in 4 story buildings	Wash side stairs in 4 story buildings	0			Permitted)
Review (Enohemi Perez)	Working on Enohemi's yearly review	0			1/29/2021

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
Extractor Training	Researching
Hiring 2 extra part timers	Complete
Training new employee in buildings	Complete
getting all employee ID badges	Complete
Washer & Dryer Replacement/Order	In-Progress

Human Resources

Project Name	Objective	% Comp	On-Time	Late	Comp Date
Hire a new GM	Run Ads/Review/Asst.	0	X		4/30/21
Management Expectations	team work/accountability	25	X		1/30/21
CPR	get everyone certified	98	X		1/15/21

Maintenance

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
Asbestos training	training	25	X		3/25/2021
lift training	how to use lift	10	X		2/28/21
new on the job training program	review in progress	85	X		3/1/21
purchased of a new vehicle	researching	50	X		3/31/21
sean smiggs	90 day review	50	X		2/28/21
develop track sheet for projects	completed projects	10	X		5/31/21
david Cox review	review	0	X		3/28/21
vanessa spindle	review	75	X		2/27/2021

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
Patch Prep by Servicemen	Parked
maintained crew chief onboarding checklist	In-Progress
Train Leo on acc process	In-Progress
Cross Training - Review Process & Possibly Change	Researching
schedule for cp's washing siding	Researching
cleaning inside shop area	In-Progress
Leaf Guard protection for all cp's	Researching
213 , 244,233 chair rail project	Parked
new security plates on all buildings	In-Progress
billables and what that looks like going into the future	Researching
painting of the 4 stories floor in garbage hallway	Parked
painting of center stairwell landings at the bottom 213-220	Parked
replacing 1st floor lights on 4 stories with led	In-Progress
fire pulls replacement in buildings 242,243,244	In-Progress
repainting of the maintenance shop	In-Progress

Maintenance Facilities Engineer

Project Name	Objective	% Conf	On-Time	Late	Goal for Completion
Fire Pull Station Replacement	All 6 Story Buildings	80%	X		2/25/21
Maintenance Master Plan	Go Forward Plan		X		3/30/21
Restaurant HVAC Replacement	Schedule Replacement	10%	X		1/30/21
Building 220 Duct Insulation	Replace Insulation (Scheduled)	25%	X		3/30/21
223 parking slab CAP RES	Drainage and water from foundation (Outside Temp needs to be sustained above 60 degrees)	85%	X		5/31/21
Club Handicap Bathroom Floor Tile	Repair floor and loose plastic shower issue	50%	X		1/30/21
Buildings 232, 218,217 & 250 install new garage door openers	Replace 15-20 year old openers	80%	X		1/22/21
Explore/Research Analog to Digital Elevator phone lines	Possible Upgrade	1%	X		2/25/21
Building 216 Duct Insulation	Replace Insulation	5%	X		3/30/2021
217 parking slab CAP RES	Drainage and water from foundation (Outside Temp needs to be sustained above 60 degrees)	85%	X		5/3/21
244 garage ceiling leak from top deck	Stop leaks that can cause water damage	80%	X		1/30/21
CP fencing	Developing a plan for design of fencing that we can get Board approval before moving forward on more fence replacement	15%	X		2/25/2021
Help with PM-A1 wording on HGA requirements	Wording in PM-A1 has grey area's not addressed regarding CP patio roofing and Multi-story plumbing material	20%	X		2/25/2021
Research PS Security	PS Security	10%	X		1/30/21
2020 Fire Inspection discrepancies	Compliance	50%	X		2/25/21
Building 216 Roof Safety Rails	Researching Options (Safety)	10%	X		2/25/21
Work with Walker Consulting	PS1-PS4 on Structural Testing and Inspections	50%	X		UNKNOWN
Inspect all CP3 Breaker Panels and make list of needed FPE's	In preparation for 2021 CAP RES	5%	X		2/1/21
Buildings 201-212 1st floor LED light conversion	Energy savings with LED bulbs	10%	X		3/31/21
Inspect stairs and landings for a list of repairs needed in 2021	For CAP RES request	5%	X		3/31/21
Club Indoor Pool Solar problem	Not Working	5%	X		3/31/21
Building 217 front entry drainage	Modify for better drainage	5%	X		3/31/21

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
Add Fire Alarm Systems in 4 Story Hallways	Parked
2019 Cap Res - Chair Rail 218 Needs to be Finished	Parked
2020 Cap Res- Chair Rail 213,244,233	Parked
Carpenter, Electrician and Plumber justifications	In-Progress
STH siding trim repairs	In-Progress

Operations Manager

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
SOW On-Line Cloud Solution	Review Options & Vendors (SWOT)	80	X		1/31/21
Curbside Appeal Project	Project List From R&G (PPD)	99		X	12/31/20
Phone/Consolidtion/Cleanup	Remove Unused Unnecessary Lines	99	X		12/31/20
Update Project List/Cap Reserve	GANTT Chart Update	100	X		12/31/20
Manny Duraes On-Board	90-Day Review/Anniversary Review	100	X		1/15/21
ACC Piping Issue/Process	Add City Input (JH) (PPD)	90		X	1/31/21
Maintenance Connections	Inventory WO/Work Flow (PPD)	50		X	1/31/21
Physical Inventory (All Depts)	All Departments	100	X		1/15/21

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
Capital Reserve Request --> Accounting Workflow & Comms	In-Progress
Restaurant HVAC/Windows (JH)	In-Progress
Fencing Project/Create Options/Present to Committees (JH & JR)	In-Progress
Trash Contract (JH & DO)	In-Progress
Parking Structures Long Term/Security Project - LRP Plan (JH/DO)	In-Progress
Access Control Ideas/Presentation (Due End of September Target)	In-Progress
Communication Governance & Meetings (CW & SL)	In-Progress
RV Storage Project (DO)	In-Progress
CP-6 14251 & 14259 Drainage (DO & MM)	In-Progress
Employee On-Boarding Set-Up Docs/401K Set UP/Insurance (HH/JR)	In-Progress
Cross Training Matrix (R&G/Maint Dept)	In-Progress
215 HGMD/HGA Drainage Project (DO)	In-Progress
Seville Drain Pan Project (DO)	In-Progress
Contracts Misc - Org Chart of Approval Process/RFP/General Docs/Workflow	In-Progress
Comcast Phone Plan/Reduce Phones	In-Progress
End of Quarter/End of Year Recap/Bonus	In-Progress
Siding Planning	In-Progress
Henry Roof Follow Up - Drone Survey 10/21	Complete
Coaching/Development/Succession Planning	Researching
Philosophy - Entitlement to Empowerment Project	Researching
Specialized Staffing/Billables In Maint (Carpenter, Elec, Plumb)	Researching
Manager & Assistant Manager Training - Common Goals & Remove Silos	Researching
Custodial Safety Follow-Up and Protocol/SOP	Parked
Succession Planning SOP/Who Handles What/Emergency/Promotion	Parked
Inventory Department Review/(VS) Job Code/Descriptions Review	Parked
Procurement Process - Savings - Opportunites	Parked
Emergency Action Plans/Covid/Compile Our Process	Parked
Safety Committee Meeting/Docs/Signoffs/Bonus	Parked
Purchasing & Procurement Process (Review Soup to Nuts)	Parked
R&G 2010 to 2020 Staffing Then & Now Review	Parked
Utilization Reporting - R&G & Maint	Parked
Internal V External Desktop Support & Services	Parked
New Employee Set-Up Form/Access/Equipment/S;/Drive	Parked
Department Report Cards thru Maint Connections	Parked
Vehicle & Equipment Safety Inspection Process/Sign-Off	Parked
Paint Striping Projects - Clubhouse & Misc / 216 Overflow Lot	Parked
Uniform/Expense/Process Program	Parked
OSHA/Safety Trainings/CPR Certs/Equipment Certs	Parked
Update what we do - Maint/Paint/R&G	Parked

Roads & Grounds

<i>Project Name</i>	<i>Objective</i>	<i>% Comp</i>	<i>On-Time</i>	<i>Late</i>	<i>Goal for Completion</i>
Spray ants and fugus in turf	Help with yellowing turf areas	30	X		5/31/21
Tree Removal	Remove dead trees	50	X		12/31/21
Replace leaking valves @ 212 STH		40	X		3/31/21
Retaining Wall - CP1 - Review	Replace broken retaining wall	20	X		3/31/21
502 Replacement	replace truck 502	50	X		12/31/20
Leaf Removal	clean-up leaf debris	80	X		3/31/21
Clear shrubs from parking deck stairwells					
Clear plant material from buildings		20	X		

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
Long Range Master Landscape Plan	In-Progress
Irrigation Effectiveness Plan	In-Progress
Emerald Ash Borerer Treatment	In-Progress
Pine Wilt Treatment	Parked
Beaver Stump Grinding - Preston	Complete
Treatment for ants and fugus in turf	In-Progress
2021 capital purchase review (what are our needs)	In-Progress
Curbside appeal project	In-Progress
Maint. Shop trash bay	In-Progress
Tractor purchase	Complete
Truck purchase	In-Progress

Security

<i>Project Name</i>	<i>Objective</i>	<i>% Comp</i>	<i>On-Time</i>	<i>Late</i>	<i>Goal for Completion</i>
Create new security perimeter checklist	Added property security	100	X		1/30/21
Hire new officer for overnights	New hire starts on 2/1/21	100	X		1/30/21
Meet with all AR's to tour buildings	Create partnerships	80	X		1/30/21
Complete resident key audit	Obtain missing keys	75	X		2/15/21
Complete Annual Report for Security	Summarize accomplishments	100	X		1/15/21
Learn/Program Building Codes for 1st qtr	Added building security	50	X		2/15/21
Create building camera map for staff	Knowledge for staff	0	X		2/28/21
Increased Patrol/Community Policing	Increased visibility	60	X		2/28/21

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
Order laptop mounts for security vehicles once repaired	Researching
Obtain remote camera access to the garage DVR's	Parked
Get quotes for case management software/Ask Controller	Researching
Obtain RV Lot Camera Install Quotes from Vendors - Set for 1/29/21	In-Progress
Repair Rear of Rav4	In-Progress
Firearm training for staff - Joe/Dan completed 12/23	In-Progress
Improve community policing by increasing visibility/communication	In-Progress
Research obtaining portable scanner for security team	Complete
Train staff how to copy video from building DVR's	Parked
Tour RV lot with Jon Howell to look at motion sensor install	Complete
Install floor lights 213-216,223,224,231,233,235,217-220	Complete
Update signage in RV lot to address gate/people following residents in	Complete
Contact Fire Department Lt. about building fire safety training	In-Progress
Repair Door 801 Camry	Complete
Install flood lights buildings 232,234,236,241,242,243,244	In-Progress

Heather Gardens Metropolitan District

Board Action

Date: February 18, 2021

Motion: Approve to extend for one year the Appointment of Tom Parko to the Golf Committee

I move that the Heather Gardens Metropolitan District Board of Directors approve extending the appointment of Tom Parko to the Golf Committee for one year. With the extension, the appointment of Mr. Parko will expire on January 31, 2022.

Motion by: Mike George 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.

David Funk, President
HGMD Board of Directors

Explanation:

Heather Gardens Metropolitan District

Board Action

Date: February 18, 2021

Motion: Approve to extend for one year the Appointment of Debra Madril to the Golf Committee

I move that the Heather Gardens Metropolitan District Board of Directors approve extending the appointment of Debra to the Golf Committee for one year. With the extension, the appointment of Ms. Madril will expire on February 28, 2022.

Motion by: Mike George 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.

David Funk, President
HGMD Board of Directors

Explanation:

**HEATHER GARDENS METROPOLITAN DISTRICT
BOARD ACTION
DATE: February 18, 2021**

MOTION: Recommend extending Ray Nash's appointment to the Budget and Finance Committee

Project Cost: N/A

I move that the Heather Gardens Metropolitan District Board of Directors approve Ray Nash's appointment to the Budget and Finance Committee be extended for one year.

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.

David Funk, President
HGMD Board of Directors

Explanation:

Ray Nash has the financial experience valuable to the Budget and Finance Committee and the Capital Program Subcommittee

**HEATHER GARDENS METROPOLITAN DISTRICT
BOARD ACTION
DATE: February 18, 2021**

MOTION: Recommend extending Audit Subcommittee members appointments

Project Cost: N/A

Based on the recommendation of the Budget and Finance Committee, I move that the Heather Gardens Metropolitan District Board of Directors approve the extension for one year the appointments of the following: Marie Clark, Yolanda Lickteig, Karen McClaury, and Barb Schneller to the audit subcommittee.

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.

David Funk, President
HGMD Board of Directors

Explanation:

1. Committee members must meet in person and have established a routine that requires no contact.
2. Training new people would require personal closeness contrary to Covid regulations.
3. These members of the committee know the system better than the accounting staff, except for Vickie Wu, and can recognize when invoices are miscoded.

**HEATHER GARDENS METROPOLITAN DISTRICT
BOARD ACTION
DATE: February 18, 2021**

**MOTION: Approve to Carry Forward of 2020 Spending Authority to 2021 for
Project Pumphouse Roof TPO**

Project Cost: N/A

I move that the Heather Gardens Metropolitan District Board of Directors approve the \$10,350 carry forward 2020 spending authority to 2021 for project Pumphouse Roof TPO.

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.

David Funk, President
HGMD Board of Directors

Explanation: Roof Replacement was postponed due to fixes/patching that occurred in 2019 – this was a temporary fix to prolong the life and need of replacement. The roof still needs to be replaced as there are still existing issues and further deterioration since the initial labor to fix/patch some issues.

HEATHER GARDENS METROPOLITAN DISTRICT

CARRY FORWARD OF 2020 SPENDING AUTHORITY TO 2021

Recognizing that the Heather Gardens Metropolitan District spending authority for 2020 expires at close of business on December 31, 2020, Management requests the Budget and Finance Committee recommend that the Heather Gardens Metropolitan District Board of Directors approve the carry forward 2020 spending authority to 2021 for the following projects:

1. Pumphouse Roof TPO

Amount to carry forward \$10,350

Roof Replacement was postponed due to fixes/patching that occurred in 2019 – this was a temporary fix to prolong the life and need of replacement. The roof still needs to be replaced as there are still existing issues and further deterioration since the initial labor to fix/patch some issues.

Heather Gardens Metropolitan District

Board Action

Date: February 18, 2021

Motion: Update Authorized Signatures for Zion Bank

I move that the listing of authorized signatures for activity at the Zion Bank be updated as follows:

David L Funk, President

William F Archambault, Secretary and Treasurer

and remove the name of Sandra Rosenberg from the authorized signature listing.

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.

David Funk, President
HGMD Board of Directors

Explanation: Currently, the authorized signatures are that of Sandra Rosenberg and William F Archambault. This updates the listing to the current President and Secretary/Treasurer.

The Board will need to notify the Bank, in writing on a HGMD letterhead, of the current authorizations.

Heather Gardens Metropolitan District

Board Action

Date: February 18, 2021

Motion: Authorize Zion Bank to Establish Custody Account for Debt Service Funds Held by Bank

Cost to establish account \$500 one time. Annual Cost \$500.

I move that the Heather Gardens Metropolitan District Board of Directors authorize the establishment of a Custody Account at the Zion Bank for Debt Service Funds Held by the Bank. This account will be in effect until the current bond issue matures in 2040.

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.

David Funk, President
HGMD Board of Directors

Explanation: Currently, funds held by the Zion Bank for Debt Service are held in a "Trustee/Payee" type of account. The bank states that there are two alternatives for handling the funds. 1)The District could establish a separate bank account, at the bank of our choice, have the funds collected monthly by Arapahoe County deposited directly to that account and semi-annually transfer funds to the bank for payments due on the bond issue or 2) authorize the establishment of Custody account and have Arapahoe County deposit funds directly to the Zion Bank which is the current practice. Semi-annually the District would authorize the bank to make the necessary payments due on the bond issue.

Given the changes in the HG finance office , I recommend that the Custody Account be established. It will cost \$500 per year to maintain the Custody account. The procedure for handling the funds was established with the issuance of the 2010 bond series and has been handled properly and accurately.

The Board will need to notify the Bank, in writing, of the decision made.

From: [Bill Archambault](#)
To: [David Funk](#); [Mike George](#); [Eloise Laubach](#)
Cc: [Evelyn Ybarra](#)
Subject: Fw: Heather Gardens Series 2010 Bond Fund - remaining monies
Date: Wednesday, February 10, 2021 11:44:43 AM

I am forwarding this email from the Zion Bank dealing with the funds the District has on deposit with the Bank for payment of principal and interest on the outstanding bonds.

This is for information only. I will have a motion dealing with this at the February HGMD Board meeting.

Bill

From: James Scardaville
Sent: Friday, February 5, 2021 6:31 PM
To: bill.hgmd@outlook.com
Subject: Heather Gardens Series 2010 Bond Fund - remaining monies

Hi Bill,

As we recently discussed, the Series 2010 bonds were paid off on December 1, 2020. Currently, the Series 2010 Bond Fund has a balance of [\\$244,429.77](#) and the Series 2017 Bond Account has a balance of [\\$8,977.35](#), and we continue to receive tax revenues from the Arapahoe County Tax Treasurer.

A couple of options to effect the closure of the Series 2010 Bond Fund are to have the both series account balances disbursed to either an account maintained with the District, or to open a separate custody account.

If the District elects to receive the tax revenues directly, the District will need to instruct Zions Bank to remit the Series 2010 Bond Fund balance and the Series 2017 Bond Account balance to the District and close the Series 2010 Bond Fund. The District should further instruct the Arapahoe County Tax Treasurer to disburse future tax revenues directly to the District.

If District elects to open a custody account to have Zions Bank maintain the balances and continue to receive the tax revenues on behalf of the District, the District will need to instruct Zions Bank to transfer the Series 2010 Bond Fund balance and the Series 2017 Bond Account balance to the custody account and close the Series 2010 Bond Fund. The annual charges for the custody account services would be \$500, plus an initial agreement and account setup fee of \$500.

Please provide us with written direction as to the District's instructions for closure of the

Series 2010 Bond Fund.

If you have any questions, please contact me directly by phone below, or by reply email.

Thank you,
James Scardaville
Corporate Trust Administrator
Zions Bank Corporate Trust

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Heather Gardens Metropolitan District

Board Action

Date: February 18, 2021

Motion: Approve to authorize the engagement of such individuals and/or firms to assist in bringing its accounting work up to date

I move that the Heather Gardens Metropolitan District Board of Directors authorize the engagement of such individuals and/or firms to assist in bringing its accounting work up to date. The work will include reconciliations of bank and other accounts, documentation of procedures and practices and internal controls, and such other work as may be appropriate to catch up the books and record of Heather Gardens. The acting general manager with consultation from such members of the Budget and Finance Committee as he deems appropriate will be responsible for initiating the engagement and monitoring the parties so engaged.

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.

David Funk, President
HGMD Board of Directors

Explanation: