

**HEATHER GARDENS METROPOLITAN DISTRICT  
REGULAR MEETING  
Thursday, May 21, 2020**

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, May 21, 2020 at 1:00 P.M.

**CALL TO ORDER:** President Funk called the meeting to order at approximately 1:00 P.M. on Thursday, May 21, 2020. A quorum was present.

**BOARD MEMBERS PRESENT:** President David Funk, Vice President Michael George, Treasurer and Secretary William Archambault, and Director Rita Effler.

**BOARD MEMBERS ABSENT:** None.

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

**GUESTS PRESENT:** Jennifer Ivey, Icenogle Seaver Pogue, P.C., four members of the Heather Gardens Association Board, Lynn Donaldson, with Heather 'n Yon, and approximately 32 members of the public were present.

**AGENDA:** The agenda was amended to add to Unfinished Business a motion to consider to contract with Eaton Sales and Services LLC to remove the Underground Storage Tank and apply for credit from the State of Colorado.

**APPROVAL OF MINUTES:** Motion made by Treasurer and Secretary Archambault, seconded by Vice President George and passed unanimously to approve the minutes of the February 20, 2020 Special Meeting as written.

Motion made by Vice President George, seconded by Treasurer and Secretary Archambault and passed unanimously to approve the minutes of the February 20, 2020 Regular Meeting as written.

Motion made by Treasurer and Secretary Archambault, seconded by Vice President George and passed unanimously to approve the minutes of the March 19, 2020 Regular Meeting as written.

Motion made by Treasurer and Secretary Archambault, seconded by Vice President George and passed unanimously to approve the minutes of the May 11, 2020 Special Meeting as corrected.

**REPORTS OF DIRECTORS, COMMITTEES, AND PROFESSIONAL CONSULTANTS:**

**President Report:** There was no report. President Funk did comment as the Board moves forward this year, they will look at the things they are working on and will be faced with new challenges but with a fresh pair of eyes and opportunities to make the community better.

**General Manager's Report:** General Manager White sadly announced the recent passing of a former HGMD Board member, Larry Francone.

He reported he has worked with former President Baldwin and current President Funk regarding the closing and slow opening of the District operations during the COVID-19. Controller Miller has been working on a federal program loan the PPP (Paycheck Protection Program) to help with the payroll expenses. The Golf Course opened the end of April with restrictions, and golf carts are now available for use and are being disinfected after every use. The Garden Plot had opened two weeks ago with restrictions thanks to Bob Gullion (President of the Garden Club) and Michelle Audet (Resident Service Coordinator) that worked together on the schedule. The next steps Mr. White will be working on is the opening of the Tennis Courts and Pickleball under restrictions using the State of Colorado and Tri-County's help and guidelines. He will be meeting with Manager Linda Aluise tomorrow to go over parts of the Clubhouse opening with restrictions of ten people per activity and capping requirements along with disinfecting the areas frequently that will require a higher need for custodial services. At this time, there is no guidance or guidelines for the opening of the pools. Regarding the restaurant, Susan Lambert has completed a survey and is working on compiling the data. There is no scheduled date set as to when the restaurant will be open. He has received information from attorney Ms. Ivey about an upcoming meeting the State will be having. Manager Cormac is putting together some ideas of either having curbside delivery for a short period and possibly expanding to outside dining.

**Clubhouse/Restaurant Committee:** There were no meetings from March through May. Vice President George commented he has no updated information other than the information received from General Manager White as it comes in.

**Golf Committee:** There were no meetings from March through May. Treasurer and Secretary Archambault commented the Committee would meet on June 9 at 1:00 P.M. via Zoom, and the main topic of discussion would be a recommendation from the Committee to the Board regarding rates for the Golf Course that will be effective January 1, 2021.

**Foundation Committee:** There were no meetings from April through May. President Funk commented the Committee's March report was in the Board packet from former Board member Sandra Rosenberg. Motions resulted from the meeting and will be discussed under new business. The Foundation continues to be an important part of the community.

**Property Policy Committee:** There were no meetings in March or May. President Funk provided an update that the Committee was working on the gas storage tank removal and the security for the RV Lot, but with COVID-19, these were delayed.

**Treasurer's Report:** Treasurer and Secretary Archambault noted that the Treasurer's reports were in the Board packet and asked if there were any questions. There were no questions.

**April 2020 Monthly Operating Analysis (MOA):** Treasurer and Secretary Archambault reported on the Budget Exceptions Report, the line item for Capital Expenditures, the total annual appropriation had been allocated. Controller Miller will be working with the Operations Manager Rea to allocate the annual budget to various months. The changes will be shown in the May report. There will be two CDs maturing in June, one in July and one in August. The Board will need to decide how to reinvest them. The Budget and Finance Committee reviewed the MOA at their meeting via Zoom, which most of the Board members attended, he asked if there were any questions. There were no questions.

#### **UNFINISHED BUSINESS:**

**Motion to Contract with Eaton Sales and Services LLC to remove the Underground Storage Tank and apply for credit from the State of Colorado:** After further discussion, President Funk tabled the motion until the Budget and Finance Committee reviews the contract.

Treasurer and Secretary Archambault will work with the Co-chair Coil of Budget and Finance Committee to schedule a special meeting after the review of the contract with legible terms and conditions from the vendor for the Board to vote.

#### **NEW BUSINESS:**

- a.) **Motion to approve funding for Restaurant Patio Umbrellas and Herbs for the Herb Containers:** Motion made by President Funk, and seconded by Treasurer and Secretary Archambault and passed unanimously.

Text of the Motion: Based on the recommendation of the Foundation Committee, I move that the Heather Gardens Metropolitan District approve the expenditure from the Foundation General Fund an amount not to exceed \$800 for three Patio Umbrellas, and approximately 32 Herb Plants for the Herb Containers.

- b.) **Motion to approve Memorial Tree for Jeanne Hizer:** Motion made by President Funk, and seconded by Vice President George and passed unanimously.

Text of the Motion: Based on the recommendation of the Foundation Committee, I move that the Heather Gardens Metropolitan District approve the expenditure from the Foundation Tree Fund, a Memorial Tree for Jeanne Hizer. The Committee has selected a Japanese Lilac to be placed on HGMD Property near the Golf Cage, at a cost not to exceed \$550.

**c.) Motion to approve funding for 2020 Golf Course Tree Replacement**

**proposal:** Motion made by President Funk, and seconded by Treasurer and Secretary Archambault and passed unanimously.

Text of the Motion: Based on the recommendation of the Foundation Committee, I move that the Heather Gardens Metropolitan District approve funding for the 2020 Golf Course Tree Replacement proposal not to exceed \$7,340 from the Foundation Fund. This request is for a range of 10 to 17 trees, averaging \$320 each, and funds for material such as tree tape, staking materials, and irrigation supplies.

**d.) Motion to approve funding for 2020 HGMD Tree Replacement proposal:**

Motion made by President Funk, and seconded by Treasurer and Secretary Archambault and passed unanimously.

Text of the Motion: Based on the recommendation of the Foundation Committee, I move that the Heather Gardens Metropolitan District approve funding for the 2020 HGMD Tree Replacement proposal not to exceed \$1,600 from the Foundation Fund. This request is for three Northern Red Oaks in an area along Linvale near CP4 and Building 217.

**e.) Motion to approve to Reinvest Maturing CDs:** Motion made by Treasurer and Secretary Archambault, and seconded by Vice President George and passed unanimously.

Text of the Motion: Based upon a recommendation of the Budget and Finance Committee, I move that the Heather Gardens Metropolitan District Board of Directors reinvest CDs that will be mature in June 2020 at the best rate that the Controller can find as follows:

- Maturing CD for \$50,000 to reinvest for 18 months
- Maturing CD for \$100,000 to reinvest for 24 months

**f.) Motion to make Appointment to Vacancy on the Board (Fran Clemens):**

Motion made by Treasurer and Secretary Archambault to appoint Fran Clemens to the vacancy on the Board of Directors, and seconded by Vice President George and passed unanimously.

Ms. Clemens spoke about her background and the interest in serving on the Board.

**OPEN FORUM:**

A resident asked on behalf of the Tennis Club that she would like to request the HGMD Board open the courts for tennis as a soft opening since Tri-County has issued guidance for this. President Funk commented that he and the staff are working on this. General Manager White said he received information from a member with Tennis Club and a link to the US Tennis Association from Tri-County as a guide to play during COVID-19. He will combine the information and send them to the attorney Ms. Ivey tomorrow for review. If timing goes well, the tennis courts should be open as early as next week.

A resident asked to talk about a soft opening for pickleball in Seville. The SRA is preparing a list of rules for the HGA Board to review, and an SRA Board member will monitor games. General Manager White commented that the Seville operates its own facilities. He has been working with their Board and getting them connected with Tri-County to come up with rules that they are going to use, and it is up to them to decide. He will continue to assist them in any way he can.

Lynn Donaldson with Heather 'n Yon requested the new Board member Fran Clemen's application or resume for the June issue. President Funk commented he would send her the information after the meeting.

President Funk transitioned the assignments to the Committees as follows:

- Vice President George will transition the Chair of the Clubhouse/Restaurant Committee to Director Effler.
- Treasurer and Secretary Archambault will transition the Chair to the Golf Committee to Vice President George.
- President Funk will continue to Chair the Property Policy Committee.
- Treasurer and Secretary Archambault will focus on Joint Budget and Finance Committee and its subcommittees.
- Director Clemens as the new Board member will Chair the Foundation Committee, and President Funk will work with her through the transition.

President Funk commented the goal is to have each Board member to learn to work together and to be the best that they can.

Director Effler commented all Board members should attend all the Committee meetings to get familiar and understand their purpose.

The President of the Tennis Club would like to meet and be involved with General Manager White on the opening plans for the courts. General Manager White commented that they have privately chatted and plan to meet tomorrow at 11:00 A.M. in the Board room.

**ADJOURNMENT:** The meeting adjourned at 2:15 P.M.

  
\_\_\_\_\_  
William Archambault, Treasurer and Secretary