



Heather Gardens

METROPOLITAN DISTRICT

HEATHER GARDENS METROPOLITAN DISTRICT
RV LOT COMMITTEE
PROCEDURE MEMORANDUM 1

ADOPTED AND EFFECTIVE JULY 20, 2023

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**RV LOT COMMITTEE
PROCEDURE MEMORANDUM**

Proposed on _____

Adopted by Committee on _____

Adopted by HGMD Board on July 20, 2023

This Procedure Memorandum shall supersede all previous resolutions, actions and informal practices and policies of the District or portions thereof which may conflict with the provisions hereof.

ARTICLE I - PURPOSE

The RV Lot Committee is a standing committee authorized by the Board of Directors (Board) of the Heather Gardens Metropolitan District (District). The purpose of the RV Lot Committee is to serve in an advisory role and recommend courses of action to the Board. In particular:

Section 1. Oversee the operation of the District’s recreational vehicle storage lot, located along E. Yale Ave. in the extreme northeast corner of the District’s property, and develop, coordinate, and oversee projects to provide security and improvements for the lot; report maintenance and repairs needed; and present these to the Board for its consideration.

Section 2. Review and/or make recommendations concerning the policies and procedures of the District in that area of concern.

Section 3. Review relevant financial reports and/or make rental fee recommendations based on revenues, and expenditures for its area of concern with the goal of minimizing subsidies and maximizing the services provided.

Section 4. Assist in the preparation of the annual budget with the District treasurer in that area of concern.

Section 5. Hear recommendations or concerns from residents for that area of concern. If an idea or concern is outside of the committee’s area of concern, the

committee shall refer the resident to the appropriate committee or the Clubs and Activities Committee for assistance.

Section 6. Any member of the committee may request that an idea, concern or motion be placed on the committee meeting agenda for discussion

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

ARTICLE II - COMPOSITION

The RV Lot Committee shall be composed of the chairperson (appointed by a majority vote of the Board), the District's Agent (without vote), and a minimum of (4) four and a maximum of (9) nine eligible electors of the District.

ARTICLE III - PROCEDURES

Section 1. Committee Chair. The chairperson chairs all meetings of the RV Lot Committee and appoints all RV Lot Committee members from eligible electors of the District that have applied therefor. The Chairperson publicizes activities of the RV Lot Committee (including in the Heather 'n Yon), and reports to the Board.

Section 2. Committee Duties and Responsibilities.

- A. Agenda.** The agenda for all Meetings and study sessions of the Committee is compiled by the Chair and shall be posted with the meeting notice in accordance with the law. The Committee will endeavor to post the notice and agenda at least seven (7) days prior to the meeting but in no event less than 24 hours. Any Committee member may place an item on the agenda prior to its posting; and
- B. Quorum.** A quorum is defined as more than one-half of the number of members enrolled on the Committee at that time and who shall be present in person, telephonically, or electronically; and
- C. Vote Requirements.** Any action of the committee shall require the affirmative vote of a majority of the members present and voting; and
- D. Order of Business.** The business of all regular and special meetings of the Committee shall be transacted, as far as practicable, as follows:
 - (1) Pledge of Allegiance
 - (2) Determine a quorum is present
 - (3) Call the meeting to order.

- (4) Consider approval of the minutes of the previous meeting.
- (5) Consider changes to the agenda only with a motion, second, and a majority vote.
- (6) Chair's Report.
- (7) HGA's Designated RV Lot Manager's Report.
- (8) Consultant/Advisor Reports.
- (9) Review of financial reports.
- (10) Unfinished business.
- (11) New business.
- (12) Public comments on non-agenda items (The time limit is five (5) minutes per speaker).
- (13) Announcements.
- (14) Adjournment.

Section 3. Motions and Recommendations. All recommendations to the District's Board of Directors shall be accomplished by the passage of motions.

- A. A motion which is on or added to the agenda may be made at any regular or special meeting in open session by any member, including the Chair.
- B. A motion may be made to take the following actions, including but not limited to, approve, disapprove, table to a certain date, table indefinitely, or refer an item to another committee or club.
- C. A member may provide a rationale for consideration by the Committee.
- D. After the rationale is explained the motion must receive a second or the motion dies without a vote.
- E. After a motion and a second, the members may have further discussions about the motion. If there is no objection, the Chair may end the discussion.
- F. Public comment will be heard on the motion prior to the vote. Members of the public shall raise their hand whether in person or appearing electronically and may comment after being recognized by the Chair. Public comments will be limited to 5 minutes per speaker. The Chair may limit the number of speakers

expressing the same position as reasonable. No response to public comment is expected or required, however, the Committee will endeavor to respond.

G. The members will then vote on the motion.

ARTICLE IV - POLICIES

Article VI of the District's General Rules and Regulations regarding Enforcement, Violations, and Penalties is applicable to non-compliance with these Rules and Regulations. In addition, the District's General Rules and Regulations are applicable to all Residents, Owners, and Users of District Facilities and these Rules and Regulations are supplemental thereto.

Section 1. Non-Discrimination Policy. The District will not exclude anyone from renting a space in the RV Lot based on national origin, race, color, physical handicap, or sexual orientation.

Section 2. Open Meetings and Notice. Per Colorado Rev. Stat. § 24-6-402 (2016) “(b) All meetings of a quorum or three or more members of any local public body, whichever is fewer, at which any public business is discussed or at which any formal action may be taken are declared to be public meetings open to the public at all times. (c)... In addition to any other means of full and timely notice, a local public body shall be deemed to have given full and timely notice if the notice of the meeting is posted in a designated public place within the boundaries of the local public body no less than twenty-four hours prior to the holding of the meeting.”

Section 3. Donation/Project Policy.

- A. Donations to the District are accepted by the RV Lot Committee if they are suitable and appropriately intended for the benefit of the District's recreational vehicle storage lot.
- B. Persons wishing to make a donation are asked to complete an RV Lot Committee donation form created by the RV Lot Committee and available in the Heather Gardens Management Office and Clubhouse lobby for documentation purposes. These donations may be tax deductible.
- C. Donations should be delivered to the Heather Gardens Management Office for deposit into the RV recreational vehicle storage lot account. The Board Treasurer or designated assistant will post said donations into the designated recreational vehicle storage lot category (RV storage lot). The donation form is then sent to the Board Secretary or designated assistant, who drafts the letter of acknowledgment for the chairperson to sign. Once signed, the letter is sent to the donor. The chairperson verifies the amount against the monthly financials provided by the Board Treasurer.

- D. For unspecified donations, the RV Lot Committee Board Treasurer has the prerogative of using the donation on the most current recreational vehicle storage lot project or may reserve it for a future project.
- E. Donations to the RV Lot shall not be used for routine maintenance of District Facilities or Heather Gardens Association property.

Section 4. Leasing and Use Procedures.

- A. Leasing of Space(s).** Individual spaces within the RV Lot may be leased by the District on a first-come, first-served basis to any person in accordance with the terms of an RV storage agreement, including, but not limited to, the payment of an annual lease fee as set forth in the Schedule of Fees and Charges. Assignment of individual spaces is subject to the discretion of the District. Once all individual spaces have been leased the District will maintain a waitlist for leasing individual spaces. The District will also maintain a waitlist for persons wishing to transfer individual space locations. When an individual space becomes available preference will be first given to persons on the space transfer waitlist and then to persons on the space lease waitlist. Once a person is offered an appropriate size space for the vehicle in the RV Lot, a lease must be executed within three (3) business days or the person will be placed at the end of the respective waitlist.
- B. Maintenance of Vehicles.** Lessees are responsible for all repairs and maintenance to their vehicle(s) parked in the RV Lot and shall keep such vehicles in a working and serviceable condition (e.g., drivable, towable with no flat tires and appropriately licensed) and the area within the individual space in a neat, orderly, and aesthetically pleasing manner free from debris and trash.
- C. RV Lot Dump Station:**
 - (1) Lessee's may only use the dump station for the vehicle that is the subject of the RV storage agreement.
 - (2) Lessees must use a discharge hose to dump the contents of the RV holding tanks.
 - (3) The dump station may only be used to dump the contents of the RV holding tanks, i.e. wash water, known as "gray" water, and toilet water, known as "black" water. The discharge of any other materials is strictly prohibited.

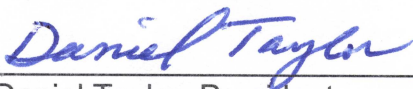
- D. The potable water faucet are is only for used to filling an RV's fresh water tank and may not be used for any other purpose. The non-potable water faucet is to be used to flush holding tanks or rinse discharge hoses.
- E. Use of the dump station to wash vehicles is prohibited.

Section 5. Prohibited Activities.

- A. Lessees are prohibited from parking any vehicle that is not allowed under a current and valid RV storage agreement in the RV Lot.
- B. Lessees are prohibited from storing any items, other than authorized vehicles and the items therein, within the RV Lot.
- C. Lessees are prohibited from storing any flammable liquids, explosives, contraband, illegal substances, other than those included as an integral part of a factory built-in component of the vehicle, within the RV Lot.
- D. Lessee is prohibited from storing any items within the RV Lot which might cause damage to property, present danger to Persons, or create offensive appearances or noxious odors.
- E. Lessee is prohibited from subleasing the leased space.

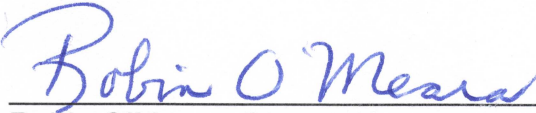
Section 6. RV Lot Gate. The gate to the RV Lot must remain closed at all times when it is not being activity used for ingress or egress to the RV Lot Classes may be canceled temporarily or permanently for low participation, lack of instructor, cost increase, holiday, Clubhouse or Facility closure, or special event.

Adopted the 20th day of July 2023, by the Board of Directors of the Heather Gardens Metropolitan District.



Daniel Taylor, President

ATTEST:



Robin O'Meara, Secretary