



# Heather Gardens

METROPOLITAN DISTRICT

## HEATHER GARDENS METROPOLITAN DISTRICT REGULAR MEETING Thursday, February 20, 2020

The regular 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, February 20, 2020 at 1:00 P.M.

**CALL TO ORDER:** President Baldwin called the meeting to order at approximately 1:00 P.M. on Thursday, February 20, 2020. A quorum was present.

**BOARD MEMBERS PRESENT:** President Craig Baldwin, Vice President David Funk, Treasurer and Secretary William Archambault, and Directors Sandra Rosenberg and Michael George.

**BOARD MEMBERS ABSENT:** None.

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

**GUESTS PRESENT:** Jennifer Ivey, Icenogle Seaver Pogue, P.C., seven members of the Heather Gardens Association Board, Lynn Donaldson and Mary Hafka with Heather n' Yon, and approximately 20 members of the public were present.

**APPROVAL OF MINUTES:** After review and discussion, and upon motion by Director Archambault, second by Director Rosenberg and unanimous vote, the Board approved the minutes of the January 16, 2020 special meeting as written.

After review and discussion, and upon motion by Director Archambault, second by Director Rosenberg and unanimous vote, the Board approved the minutes of the January 16, 2020 regular meeting as written.

**GENERAL MANAGER'S REPORT:** Mr. White reviewed with the Board his General Manager's Monthly Report dated February 18, 2020 which was included in the meeting packet. There were no comments or questions on the General Manager's Monthly Report.

Mr. White introduced the new Operations Manager, Jon Rea. He discussed Security Chief Terrance Jones had submitted his resignation, and the last day would be March 6. Mr. White and his Committee are in the process of hiring a replacement.

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

**President's Report:** Director Baldwin reviewed with the Board his Report dated February 20, 2020 which was included in the meeting packet. There were no comments or questions on the President's Report.

Ms. Ivey reported a recap and an update on the election. Evelyn Ybarra is the Designated Election Official (DEO) that has been working closely with her assistant paralegal Donette Hunter. There are four seats available, three of the seats are for a 3-year term and one seat for a 2-year term. To date, the DEO has received and accepted three Self-Nomination applications for the 3-year term, and that leaves one seat the one 2-year term available for applicants. Self-Nomination applications deadline to request and submit for the 2-year term to the DEO in the Management Office through Friday, February 28, at 5 p.m. If there are only enough applicants for the available seats, the election will be canceled.

**Clubhouse/Restaurant Committee:** Director George reviewed with the Board the Clubhouse/Restaurant Committee Report dated February 11, 2020 which was included in the meeting packet.

**Golf Committee:** Director Archambault reviewed with the Board the Golf Committee Report dated February 11, 2020 which was included in the meeting packet.

**Foundation Committee:** Director Rosenberg reviewed with the Board the Foundation Committee Report dated February 12, 2020 which was included in the meeting packet. There were no comments or questions on the Foundation Committee Report.

**Property Policy Committee:** Director Funk reviewed with the Board the Property Policy Committee special meeting Report dated February 3, 2020 which was distributed in the meeting.

**Treasurer's Report:** Director Archambault reviewed with the Board the Treasurer's Report dated February 2020 for the month ending January 2020 which was included in the meeting packet. There were no comments or questions on the Treasurer's Report.

**REVIEW AND DISCUSS JANUARY 31, 2020 MONTHLY OPERATION ANALYSIS (MOA):** Director Archambault reviewed and discussed with the Board the MOA Report dated January 31, 2020 which was delivered to the Board on February 11, 2020.

**UNFINISHED BUSINESS:**

**Consider approval on extending the Liquor License to the Golf Course:** Motion made by Director George, seconded by Director Archambault, and passed unanimously that the Heather Gardens Metropolitan District Board of Directors approved extending the liquor license to the Golf Course.

Director Archambault commented the cost would be no more than \$150, and there would be no increase in the insurance liability.



**NEW BUSINESS:**

**Motion to extend for one year the Appointment of Tom Fitzgerald to the Golf**

**Committee:** Motion made by Director Archambault, seconded by Director George, and passed unanimously that the Heather Gardens Metropolitan District Board of Directors approved to extend for one year the Appointment of Tom Fitzgerald to the Golf Committee.

**Motion to approve Captial Project request to replace Reel Ginder at the cost of**

**\$49,421:** Motion made by Director Archambault, seconded by Director Rosenberg, and passed unanimously that the Heather Gardens Metropolitan District Board of Directors approved the purchase of a Reel Grinder sold by L L Johnson Distributing Company for \$49,421.

**Motion to authorize a Bank Account for Captial Projects:** Motion made by Director Archambault, seconded by Director Rosenberg, and passed unanimously that the Heather Gardens Metropolitan District Board of Directors approved the establishment of a savings account at the Key Bank for the purpose of accumulating funds for Capital projects and the account will also be used to pay the costs of Capital projects.

**Motion to consider reinstating the discount at the Rendezvous Restaurant for the Heather Gardens Employees that are on duty:** Motion made by Director George and there was no second. The motion was withdrawn.

**Motion to consider the Department Managers to use the “pool” of money designated for employees' salaries and benefits at their discretion:** Motion made by Director George and there was no second. The motion was withdrawn.

**Motion to eliminate the need for Insurance Broker:** Motion made by Director Baldwin, and seconded by Director Rosenberg. After further discussion, motion was withdrawn by Director Baldwin and seconded by Director Rosenberg.

**Motion to approve the Heather Gardens Budget and Finance Joint Procedure**

**Memorandums B-1, B-2, B-3, and B-4:** Motion made by Director Archambault, seconded by Director Rosenberg, and passed unanimously that the Heather Gardens Metropolitan District Board of Directors (1) approve the Heather Gardens Budget and Finance Committee as a shared commitment with the Heather Gardens Association to provide budget, and financial advice and (2) approve JPM B-1, B-2, and B-3 Procedure Memorandums shown below.

- Heather Gardens Budget and Finance Procedure Memorandum JPM B-1
- Capital Financing Program JPM B-2
- Internal Audit Program JPM B-3
- Business Insurance Program JPM B-4

**OTHER BUSINESS:**

**Discuss R.V. Lot Security Quotation:**

Director Funk commented that he is waiting for additional quotes to determine which will be the best option and cost-efficient for security enhancements for the R.V. Lot. The quotes would be reviewed and discussed at the next Property Policy Committee meeting on March 3 at 9:30 a.m.

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

A resident asked if the bank account for the Capital projects would exceed \$250,000. Director Archambault responded that it would not for many years.

A resident asked why there was no discussion on the motions to consider reinstating the discount for employees on duty and considering department managers at their discretion to use pool money designated for employees' salaries and benefits. General Manager White and Directors responded that in the past years, the Association budget made up the shortfall for the discount, and that amount had been deleted from the Association budget. Regarding pooling funds for the salaries as the District has no employees, this would be an Association decision.

A resident disagreed with the motion to consider reinstating the discount for employees on duty, and the motion to consider Department Managers at their discretion to use pool money designated for employees' salaries and benefits.

A resident asked if you eliminate the insurance broker who will be putting the 20 hours of extra work to finding coverage for the Heather Gardens Metropolitan District bids for insurance.

A resident commented as the Chair of the R.V. Club; the Club is discussing how to secure and protect their R.V. property better.

A resident commented that it was a great meeting and glad to see people working together.

**ADJOURNMENT:** Upon motion by Director Baldwin, second by Director George and unanimous vote, the Board adjourned at 2:40 P.M.

  
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William Archambault, Treasurer and Secretary