

**HEATHER GARDENS METROPOLITAN DISTRICT  
SPECIAL MEETING  
Thursday, January 16, 2020**

The special meeting of the Board of Directors of the Heather Gardens Metropolitan District was held in the Rendezvous, 2888 S. Heather Gardens Way, Arapahoe County, Colorado, on Thursday, January 16, 2020 at 10:00 a.m.

**CALL TO ORDER:** Vice President Baldwin called the meeting to order at approximately 10:00 a.m. on Thursday, January 16, 2020. A quorum was present.

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

**BOARD MEMBERS ABSENT:** None.

**STAFF PRESENT:** General Manager Calvin White, Controller Brett Miller, Board Assistant Evelyn Ybarra, Golf Manager Greg Kohr, Restaurant Manager Cormac Ronan, and Assistant Manager Courtney Haynes.

**GUESTS PRESENT:** 2 members of the HGA Board, Tom Merges Clubhouse/Restaurant Committee member, Lynn Donaldson and Mary Hafka with Heather n' Yon, and approximately 10 members of the public were present.

**Election of Officer:** Motion made by Director Rosenberg to nominate Craig Baldwin as President and seconded by Director Funk. No other nominations. Treasurer and Secretary Archambault motion to close the president nomination and seconded by Director Rosenberg and passed unanimously. Treasurer and Secretary Archambault motion by acclamation and passed unanimously to elect Craig Baldwin as President.

President Baldwin moved forward for nominations for Vice President. Motion made by Director George to nominate David Funk and seconded by Treasurer and Secretary Archambault. No other nominations. Director George motion to close the vice president nomination and seconded by Director Rosenberg and passed unanimously. Director George motion by acclamation and passed unanimously to elect David Funk as Vice President.

**APPOINT COMMITTEE CHAIR:** President Baldwin motion to appoint Director Rosenberg as the chair to the Foundation Committee, seconded by Treasurer and Secretary Archambault, and passed unanimously.

**APPROVAL OF MINUTES:** Motion made by Director George, seconded by Vice President Funk, and passed unanimously to approve the minutes of the December 19, 2019 Special Meeting as corrected.

Motion made by Director George, seconded by Vice President Funk, and passed unanimously to approve the minutes of the December 19, 2019 Regular Meeting as corrected.

**GENERAL MANAGER'S REPORT:** General Manager White's commented that his report is not complete due to changes in the format of his report. The format would include more detailed information for each department. He will email his report to the Board when it is complete.

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

**Clubhouse/Restaurant Committee:** Director George reported that the Committee reviewed the updated Procedure Memorandum. The Committee discussed the possibility of updating the contracts once a year. The meeting date was changed to the second Tuesday of each month at 3 p.m. for the Committee to be able to review the monthly operation analysis (MOA) report.

Controller Miller commented that the MOA reports should be ready the second or the third Monday of each month.

**Golf Committee:** No Report. Treasurer and Secretary Archambault commented the Golf Committee meeting would be Tuesday, February 11, at 1 p.m. in the Board room.

**Foundation Committee:** No Report. President Baldwin commented Foundation has not met in the last two months. The Committee would work with Golf Manager Greg Kohr on the 2020 forecast for the removal and planting of trees to submit recommendations to the Board. Donations received in December 2019 matched the amount donated for the entire year, and the majority of the donations went towards the tree fund.

**Reserve Subcommittee:** No Report.

**Property Policy Committee:** No Report.

**Treasurer's Report:** Treasurer and Secretary Archambault reported the highlights of District Operations included in the Board packet for the year ending 2019. The report is published every month in Heather' n Yon.

**President's Report:** No Report.

**Monthly Operation Analysis (MOA) Report:** Treasurer and Secretary Archambault went over the HGMD budget exception report for the restaurant and golf course, and discussed concern as to why there was \$14,000 more full-time salary then budgeted.



Controller Miller commented that his department was working through year-end audit reconciliations and found there will be an \$8,000 adjustment to reduce salaries. The adjustment will be coming out of the full-time and part-time salaries.

Tom Merges, who has over 45 years in the hotel and restaurant business, commented the restaurant should reconsider full-time rather than part-time employees. If you want consistency, good food, and service, you need full-time employees. The restaurant labor is intensive compared to the other departments, and it is difficult to obtain good employees if there is no full-time positions and benefits.

Restaurant Manager Cormac commented it is difficult to hold down employees, especially in today's market and without benefits.

There were several ideas and suggestions provided throughout the discussion on the restaurant on how to increase revenue and the proposal of controlling the liquor license extended to the golf course.

General Manager White recommended that these ideas and suggestions submitted in writing on how to increase the revenue for the restaurant. Treasurer and Secretary Archambault and himself would review and possibly consider the ideas. The plan is to focus on how to change the percentage subsidy for the restaurant.

Golf Manager Kohr commented that he went over the financials with Controller Miller and had no questions but did point out that the first 6 months of the year, there was a coding issue where part-time employees were coded incorrectly as full-time and continue to reflect on the MOA.

**OPEN FORUM:**

A resident commented as a former CFO for a new idea or product you have to start with a solid financial analysis, testing the assumptions, and testing the model, and then put it down on paper, do a small trial and do a post morbid on that trial to figure out what work and what did not work to make adjustments or discard of the idea.

**ADJOURNMENT:** There being no further business, the meeting adjourned at 11:27 a.m.

The next regular HGMD Meeting Thursday, January 16, 2020 at 1:00 p.m.

  
\_\_\_\_\_  
Bill Archambault, Treasurer and Secretary

1

2

3