



**HEATHER GARDENS METROPOLITAN DISTRICT
SPECIAL MEETING
Thursday, September 22, 2022**

The special meeting of the Board of Directors of the Heather Gardens Metropolitan District was held via Zoom/Telephone in the Heather Gardens Clubhouse in the board room at 2888 S. Heather Gardens Way, Arapahoe County, Colorado, on Thursday, September 22, 2022, at 1:00 P.M.

CALL TO ORDER: President Funk called the meeting to order at approximately 1:00 P.M. on Thursday, September 22, 2022. A quorum was present.

BOARD MEMBERS PRESENT: President David Funk, Vice President Eloise Laubach, Secretary/Treasurer William Archambault, and Director Maria Mines.

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Chief Executive Officer (CEO) Jon Rea and Chief Financial Officer (CFO) Jerry Counts.

GUESTS PRESENT: Jennifer L. Ivey, Icenogle Seaver Pogue, P.C., four members of the Heather Gardens Association Board, Lynn Donaldson with Heather 'n Yon, and approximately 13 members of the public were present.

APPROVAL OF MINUTES: Motion made by Vice President Laubach and seconded by Secretary/Treasurer Archambault and passed unanimously to approve the minutes of the July 21, 2022, Regular Meeting as written.

REPORTS OF DIRECTORS, COMMITTEES, AND PROFESSIONAL CONSULTANTS:

President's Report: President Funk reminded everyone that next week are the budget workshops for the 2023 budget. He encouraged everyone to attend via Zoom or contact Board Assistant Evelyn Ybarra to reserve a spot in the board room.

Chief Executive Officer (CEO) Report: The Board received a copy of the CEO's Statement of Work (SOW). CEO Rea also encouraged and highly recommended that the community attend the budget workshops next week, as mentioned by President Funk. At the workshops, they will go through each line item of the 2023 Manager's proposed budget and the justification of each line item; ultimately, the Budget and Finance Committee will provide a recommendation to the Boards of the District and the HGA for approval in October and then the budget will be subject to the November community veto. There were no questions or comments.

Clubhouse/Restaurant Committee: The Board received a copy of the Clubhouse/Restaurant Report. Director Mines reported that the Committee had several questions

regarding the proposed 2023 budget that were answered by CEO Rea and that the Clubhouse classes will increase for next year. Both the Clubhouse and Restaurant are doing well, some days better than others. There were no questions or comments.

Foundation Committee: The Board received a copy of the Foundation Report. Vice President Laubach reported that the Committee met on September 14. There was an update on unfinished items, the bench was ordered and should arrive in October, the landscaping project has not started, and Restaurant Manager Cormac plans to purchase umbrellas when they go on sale. The motion for the purchase of Restaurant TVs will be discussed later in the meeting. There were no questions or comments.

Golf Committee: No meeting.

Property Policy Committee: No meeting.

Joint Long Range Planning Committee (JLRPC): President Funk reported that the Committee is back on track and welcomed new members. The Committee will hold two work sessions a month through the end of the year. There were no questions or comments.

Treasurer's Report: The Board received a copy of the Treasurer Report. Secretary/Treasurer Archambault reported that overall, the Enterprise Revenue for August is roughly \$10,000 less as of the year to date but is more than offset by the expenditures, which are considerably less, almost by \$70,000, than budgeted through August. There were no questions or comments.

Joint Budget and Finance Committee: The Board received a copy of the Joint Budget and Finance Report. Secretary/Treasurer Archambault reported that the Committee met on August 19. Several recommended motions from the Committee will be discussed later in the meeting. There were no questions or comments.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- a) **Consideration of Bat Houses Proposal:** Jeannie Anthony, Co-President of the Green Team, introduced herself and members Co-President Janet Arce and Mitch Albert. She provided an outline of the history for the proposal for the Bat Houses, and Mitch Albert provided a detailed presentation of the proposal to place the Bat Houses on the District property, which was distributed to the Board at the meeting. The Green Team answered several questions and comments.

President Funk announced that a notification would be sent to the community to

receive their feedback/comments on the Bat Houses. The proposal for the Bat Houses will be an action item for next month's meeting.

- b) **Motion to Approve the Revisions of the Budget and Finance Internal Audit Program JPM B-3:** Motion made by Secretary/Treasurer Archambault and seconded by Director Mines and passed unanimously.

Text of Motion: Based on the Budget and Finance Committee recommendation, I move that the Heather Gardens Metropolitan District Board of Directors approve the revisions and update to Budget and Finance Internal Audit Program JPM B-3, last updated on November 16, 2021 (HGA) and December 23, 2021 (HGMD).

Explanatory Comments: JPM B-3 Budget & Finance Internal Audit Program, updated on November 16, 2021 (HGA) and December 23, 2021 (HGMD), is being updated because the policy requires changes; and is, therefore, to be reviewed every three years moving forward.

- c) **Motion to Approve new Cantilever Gates for the Entrance to the HG Maintenance Building (\$21,267):** Motion made by Secretary/Treasurer Archambault and seconded by Vice President Laubach supported by Vice President Laubach and passed unanimously.

Text of Motion: Based on the recommendation of the Maintenance Committee and the Budget and Finance Committee, I move that the Heather Gardens Metropolitan District Board of Directors approve the contract with AJI Fence for a new cantilever gate(s) for the entrance to the HG Maintenance Parking Lot. The contract amount is \$18,695, with a change order of \$2,572, resulting in a total project cost of \$21,267.

Explanatory Comment: The City of Aurora specifically calls out the removal and replacement of the old existing gate in their drawings for the crosswalk/sidewalk project installed in 2019 and 2022. The new gates work in conjunction with the new pedestrian sidewalk. The purpose of the new gate is to prevent vehicles from entering and exiting the HG Maintenance Building Parking Lot after regular hours.

- d) **Motion to Approve Purchasing a Toro Truck with Dakota 3300D Top Dresser (\$15,000):** Motion made by Secretary/Treasurer Archambault and seconded by Vice President Laubach and passed unanimously.

Text of Motion: Based on the recommendation of the Maintenance Committee and the Budget and Finance Committee, I move that the Heather Gardens Metropolitan District Board of Directors approve the purchase of a used Toro Truck and Dakota



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3300D Top Dresser from Potestio Brothers Equipment at the cost of \$15,000. This is unbudgeted.

Explanatory Comment: Sand topdressing greens is a vital practice in the golf industry and requires specialized machinery. The current top dresser is seriously damaged and no longer operational without substantial repairs. Also, it is important to note that the Turfco 85424 Bid is for a Top Dresser only and does not include the Toro Truck. Further, management recommended purchasing the used equipment from Potestio Brothers after having it inspected by the golf staff and HG mechanics. In order to cover the unbudgeted cost of the purchase by deferring the scheduled purchase of a new tractor. They have found that the current tractor is still in good condition.

- e) **Motion to Approve Foundation Funding for two TVs for the Rendezvous Restaurant (\$4,400)**: Motion made by Vice President Laubach and seconded by Director Mines and passed unanimously.

Text of Motion: Based on the recommendation of the Foundation Committee, I move that the Heather Gardens Metropolitan District Board of Directors approve the expenditure of \$4,400 for purchasing two TVs and the additional items listed below to set up the TVs.

Two TVs \$1,599 each	\$3198.00
One Soundbar	\$ 279.00
One portable cart	\$ 389.99
Two wall mounts	<u>\$ 453.98</u>
	\$4,320.97

- f) **Motion to Approve Golf Course Fee Schedule for 2023**: Motion made by Secretary/Treasurer Archambault and seconded by Vice President Laubach and passed unanimously.

Text of Motion: I move that the Heather Gardens Metropolitan District Board of Directors approve the Golf Course Fee Schedule for 2023.

- g) **Motion to Approve Clubhouse Fee Schedule for 2023**: Motion made by Secretary/Treasurer Archambault and seconded by Vice President Laubach and passed unanimously.

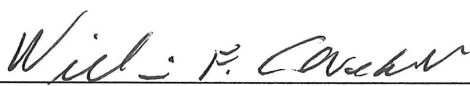
Text of Motion: I move that the Heather Gardens Metropolitan District Board of Directors approve the Clubhouse Fee Schedule for 2023.

OPEN FORUM:

A resident asked when the RV Lot trail cameras were installed and how they were paid for. President Funk commented that the funds were from the original RV Lot security funds. Some of the funds were used to purchase the cameras as an interim step before the actual cameras were purchased for the rest of the plans, and the cost was within CEO's spending authority.

President Funk again encouraged the community to attend the budget workshops next week.

ADJOURNMENT: Upon motion by Secretary/Treasurer Archambault, seconded by Vice President Laubach, and passed unanimously, the meeting adjourned at 2:09 P.M.



William Archambault, Secretary/Treasurer