



Heather Gardens Metropolitan District

HEATHER GARDENS METROPOLITAN DISTRICT REGULAR MEETING Thursday, February 21, 2019

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 21, 2019 at 1:00 P.M.

The Secretary certified that all Directors have been duly notified and at least three notices of the meeting were posted in public places within the limits of the District, all in accordance with Section 32-1-903, C.R.S. as amended; that a copy of the agenda with specific agenda items where possible for the meeting was duly posted in designated place within the limits of the District, in accordance with Section 24-6-402(2)(c), C.R.S.; that a quorum was present; and that the meeting hence was duly constituted and could lawfully transact business as contemplated.

CALL TO ORDER: President Baldwin called the meeting to order at approximately 1:00 p.m. on Thursday, February 21, 2019. A quorum was present.

BOARD MEMBERS PRESENT: Directors Craig Baldwin, Bill Archambault, Bonnie McMullen, David Funk, and Sandra Rosenberg.

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: General Manager Calvin White.

GUESTS PRESENT: Jennifer Ivey, Icenogle Seaver Pogue, P.C., and members of the public were present throughout the meeting.

APPROVAL OF MINUTES: After review and discussion, and upon motion by Director McMullen, second by Director Archambault and unanimous vote, the Board approved the minutes of the January 10, 2019 special meeting with revisions.

AGENDA: After review and discussion, the agenda was amended to table items 6.a. – 6.e., renumber 6.f to 6.a and 6.g. to 6.b., and add items 6.c. Golf Software, 6.d. Frolics Contract, and 6.e. Dog Waste Collection.

GENERAL MANAGER'S REPORT: Mr. White reviewed his report dated February 19, 2019 which was included in the meeting packet. There were no comments or questions on the General Manager's Monthly Report.

REPORTS OF DIRECTORS COMMITTEES AND PROFESSIONAL CONSULTANTS:

- a. **Treasurer's Report:** Director Archambault reviewed with the Board the Treasurer's Report for December 2018 and January 2019 which were distributed at the meeting. There were no comments or questions on the Treasurer's Report.



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- b. Clubhouse/Restaurant Committee: Director Rosenberg reviewed with the Board the Clubhouse/Restaurant Committee Reports dated January 17, 2019 and February 14, 2019 which were included in the meeting packet. There were no comments or questions on the Clubhouse/Restaurant Committee Report.
- c. Golf Committee: Director Archambault reviewed with the Board the Golf Committee Report dated February 12, 2019 which was included in the meeting packet and also reviewed the January 8, 2019 Golf Committee Report which was previously distributed. There were no comments or questions on the Golf Committee Report.
- d. Foundation Committee: Director McMullen reviewed with the Board the Foundation Committee Report which was included in the meeting packet. There were no comments or questions on the Foundation Committee Report.
- e. Property Policy Committee: Director Funk reviewed with the Board the Property Policy Committee Report dated February 4, 2019 which was included in the meeting packet. There were no comments or questions on the Property Policy Committee Report.
- f. President's Report: Director Baldwin reviewed the Clubhouse Parking Concept and information that was included in the meeting packet and noted that this would be turned over to the Property Policy Committee for further consideration. Director Archambault noted that this would be a very long-range plan item since there are no funds budgeted for this item. Director Baldwin also reviewed the hardware requirements for the Heather Gardens Emergency Operations Center which was included in the meeting packet. Finally, Director Baldwin reviewed the HGMD Capital Outlay spreadsheet for 2019 which was included in the meeting packet and requested that board members work with department heads to initiate capital projects.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- a. Consider Special Committee to study installation of electric vehicle charging stations: Director Funk made a motion which was seconded by Director Archambault, based on the recommendation of the Property Policy Committee, to create a special committee to study the feasibility and desirability of installing electric vehicle charging stations with recommendations for inclusion in the special committee's Procedure Memorandum. A member of the public inquired whether this would impact the ability of owners to install charging station. It was advised that this would not impact HGA property. A member of the public noted that the Clubhouse already has a parking problem, and this would take up parking places which are already in high demand and therefore money should not be spent on



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this matter. Director Baldwin noted that this committee would only be reviewing the options and feasibility. A member of the public encouraged the Board to approve the formation of this committee to look into the options available. Mr. Ford, the proponent of this effort, addressed the Board and clarified that part of this effort is to have car charging stations that would be rented by members of the public. Director Archambault inquired regarding the composition of the committee and Director Baldwin clarified that the Board would approve the membership based on recommendations. After further review and discussion, the Board unanimously approved the motion.

- b. Consider approving the use of volunteer golf course marshals: Director Archambault made a motion which was seconded by Director Rosenberg, based on the recommendation of the Golf Committee, that the Board approve using volunteer golf course marshals and that the volunteer marshals would receive one free round of golf for each 4 hours of volunteer work as marshal on the Heather Gardens Golf Course. Director Archambault reviewed proposed Marshal Duties at the Heather Gardens Golf Course which were distributed at the meeting and also noted comments received from the public regarding other District volunteers not receiving free services. The Chair of the Men's Golf Committee addressed the Board and encouraged approving this proposal. A member of the public also addressed the Board in support of the proposal and stated that she believes that City of Aurora employees can use the Aurora Golf Course for free. Mr. White clarified that this would not replace the paid Marshal but would supplement their work. Director Funk inquired whether other volunteers have requested free services in exchange for their work. Mr. White stated that it has come up from time to time and some volunteers have received free services/benefits for volunteer work. A member of the public addressed the Board and voiced concern about setting a precedent that is not followed at other District facilities. Director Funk inquired of Mr. White if the cost associated with providing free services/benefits for all volunteers would have a significant impact on the budget. Mr. White stated that he did not think it would be a huge impact. After further review and discussion, the Board unanimously approved the motion.
- c. Golf Software: Director Archambault made a motion which was seconded by Director McMullen, based on the recommendation of the Golf Committee, that the Board accept the lease of the software package ForeUP POS for the golf shop at an estimated first year cost of \$4,495.00. Director Archambault reviewed the specifics of the software that is being recommended and compared it to the other available software options. Director Funk inquired if a software system is currently in place, Director Archambault stated that currently the system is in writing. A member of the public addressed the Board to inquire if the \$4,495.00 is a one-time cost. Director Archambault stated that this is the first-year cost and subsequent years charges would be a lesser amount based in part on the number of transactions. A member of the public addressed the Board to inquire about additional costs associated with the software, such as a computer, printer, scanner, etc. Director Archambault stated that the \$4,495.00 includes all of these



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incidental costs and the IT support would come from the HGA employees that perform IT work and it would be cloud-based for back-up purposes. Director Archambault noted that there is \$10,000 in the 2019 budget for this item. Director Rosenberg noted some of the marketing features that are available through the software. A member of the public addressed the Board to inquire if the software accommodates groups, Director Archambault stated that it does. After further review and discussion, the Board unanimously approved the motion.

- d. Consider Approval of the Frolics Contract: After review and discussion, and upon motion by Director Rosenberg, second by Director McMullen and unanimous vote (with Director Archambault not voting since he had stepped out of the meeting momentarily), the Board approved the Frolics Rental Agreement Contract for the period of January 1, 2019 through December 31, 2019 in the amount of \$1,000.00 in revenue.
- e. Dog waste collection: After review and discussion, and upon motion by Director McMullen, second by Director Archambault and unanimous vote, based on the recommendation of the Foundation Committee, the Board approved the expenditures of foundation funds of \$1,790.88 for the purchase of bins, labels, and cable locks for the use of collecting and recycling dog waste as described in the Green Team documents included in the meeting packet. It was noted that there are currently 10 waste receptacles, and this would add an additional 16 waste receptacles.

OTHER BUSINESS:

- a. Trash Receptacle Clean-up: Director Rosenberg discussed a recommendation of the Clubhouse/Restaurant Committee, regarding repairing the gate around the Trash Receptacles near the Tennis Court, storing the Trash Containers inside the fenced area, and cleaning-up the area outside of the fence. Mr. White reported on discussions he had regarding this issue, which included information about the gates not being a stronger more commercial grade and the use of different waste receptacles with different lids. Mr. White reported that recommendations will be forth coming but in the meantime an effort will be made to keep this area cleaner and more aesthetically pleasing. Director Funk inquired who has access to the trash receptacles, to which Mr. White reported it is primarily used by the restaurant, but the clubhouse and others have access to it as well. A member of the public addressed the Board to support cleaning this area up and noted that dead branches and trees should also be cleaned up before spring as to not distract from the aesthetics of the community.

OPEN FORUM: A member of the public addressed the Board as a representative of the Green Team and stated that they would be applying for Aurora grant money for 2019 and hoping to provide every meeting room in the Clubhouse, the ping pong room and other rooms with recycling receptacles, stickers, and liners. The grant application requires a



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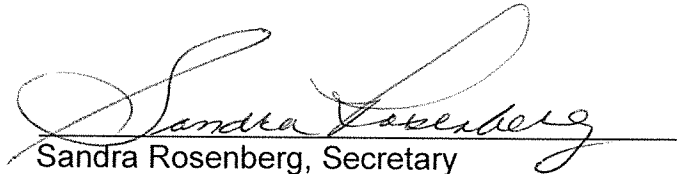
letter from the District supporting the proposal. It was requested that this be added to the March 21, 2019 agenda for Board approval.

A member of the public addressed the Board regarding how to have a disco ball or other small set pieces installed via a pully system above the stage and lighting installed in the restaurant. Director Baldwin referred this item to the Clubhouse/Restaurant Committee.

A member of the public inquired regarding the cost of goods sold versus the total enterprise revenue. Director Archambault clarified that the figures he quoted were the total expenditures, not only cost of goods sold.

A member of the public commented that the replacement of the screen in the Board room should ensure that members of the public can read items with better detail, and if not clear enough, that members of the public be allowed to approach the screen or paper copies be provided. Another member of the public suggested document cameras. Another member of the public noted that if the information was available online it could be brought up on individual computers/tablets/phones.

ADJOURNMENT: Upon motion by Director Rosenberg, second by Director Archambault and unanimous vote, the Board adjourned at 2:34 p.m.


Sandra Rosenberg, Secretary

