



**NOTICE OF HGMD BOARD OF DIRECTORS REGULAR MEETING
May 18, 2023 at 1:00 PM**

Pursuant to Section 24-6-402(2)(c), C.R.S., the Board of Directors of the Heather Gardens Metropolitan District hereby gives notice that it will hold a regular meeting at the Heather Clubhouse and via Zoom videoconference at **1:00 PM on May 18, 2023**. The business meeting will be held for the purpose of conducting such business as may come before the Board. This meeting is open to the public.

Join Zoom Meeting

<https://us06web.zoom.us/j/87633957271?pwd=VTZ1MXNpN1E3Ny9PR2w1MGNyZStXZz09>

Meeting ID: 876 3395 7271

Password: 428077

or

Dial-In Number: +1 346 248 7799 US

AGENDA

1. Determine quorum present
2. Call meeting to order
3. Election of Officers
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
4. Incoming President's Comments
5. Approval of/additions to/deletions from the agenda
6. Approval of Minutes
 - a. Consider Approval of Minutes of April 20, 2023, Regular Meeting
7. Reports of Directors, committees, and professional consultants
 - a. CEO (Rea) – May 16, 2023, Report
 - b. Enterprise Advisory Group – May 8, 2023
 - c. Foundation Committee (Laubach) – May 10, 2023, Report
 - d. Joint Long Range Planning Committee – May 11, 2023
 - e. Treasurer's Report – May 2023, Report
 - f. Joint Budget and Finance Committee – May 15, 2023, Report
8. Unfinished Business
9. New Business
 - a. Consider Authorizing HG Pickleball Club to Install a Camera in the Golf Shop to Monitor Court Conditions and Participation
 - b. Consider Approval of Extending the Foundation Memberships Term
 - c. Revised Foundation Donation Form (Information Only)
 - d. Introduction of the Proposed Committee Structure and Request Applications for Committee Members (Information Only)
10. Open Forum – Public comment (time limit-3 minutes per person)
11. Adjournment
12. Following Adjournment of the business meeting, the Board will hold an informal reception in the Clubhouse lobby cookies, lemonade, and coffee will be served, and all members of the public are welcome; no District business will be conducted.

Note: HGMD regular Board meetings, when held, are on the third Thursday of each month at 1:00 PM. Residents wishing to speak on agenda items will be given the opportunity at the time the item is discussed (time limit-3 minutes per person).

The next regular meeting is on June 15, 2023, at 1:00 pm.

**HEATHER GARDENS METROPOLITAN DISTRICT
REGULAR MEETING
Thursday, April 20, 2023**

The regular meeting of the Board of Directors of the Heather Gardens Metropolitan District was held via Zoom/Telephone and in the Heather Gardens Clubhouse at 2888 S. Heather Gardens Way, Arapahoe County, Colorado, on Thursday, April 20, 2023, at 1:00 P.M.

CALL TO ORDER: President Funk called the meeting to order at approximately 1:00 P.M. on Thursday, April 20, 2023. A quorum was present.

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

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Chief Executive Officer (CEO) Jon Rea, Chief Financial Officer (CFO) Jerry Counts, and Administration Manager Evelyn Ybarra.

GUESTS PRESENT: Jennifer L. Ivey, Icenogle Seaver Pogue, P.C., 5 members of the Heather Gardens Association Board, Lynn Donaldson with Heather 'n Yon, and approximately 20 members of the public were present.

PRESIDENT REMARKS: President Funk asked everyone to take a moment of silence for those lost at Columbine High School on April 20, 1999.

APPROVAL OF MINUTES: Motion made by Secretary/Treasurer Archambault and seconded by Vice President Laubach and passed unanimously to approve the minutes of March 23, 2023, Special Meeting, as written.

Motion made by Secretary/Treasurer Archambault and seconded by Vice President Laubach and passed unanimously to approve the minutes of April 11, 2023, Special Meeting, as written.

REPORTS OF DIRECTORS, COMMITTEES, AND PROFESSIONAL CONSULTANTS:

Chief Executive Officer (CEO) Report: The Board received a copy of the CEO's Statement of Work (SOW) and first-end of Quarter Report. CEO Rea explained that the quarterly report provides the managers and their departments a recap summarizing their quarterly accomplishments, future goals for the next quarter, and any budget considerations or concerns. There were no questions or comments.

Enterprise Advisory Group (EAG): Director Mines reported that the Committee met

and discussed a possible proposal for a dog park on Heather Gardens property. There were very interesting discussions and positive feedback, but there was nothing to move forward on. The Committee revised a copy of the revised Procedure Memorandum EAG-1 to review at next month's meeting. 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 April 12, 2023 and worked on revising the Foundation's donation form to remove the 501(c)(3) status and replace it with a taxable deduction as the District is a government entity. The donation form revisions were completed at the meeting. Vice President Laubach stated that Management would update the donation form accordingly. The bench delivered in November of last year will be installed on May 9, 2023 at 11:30 a.m., but it is unknown where it will be installed. There were no questions or comments.

Joint Long Range Planning Committee (JLRPC): President Funk reported that the Committee met and continued to work on the filter tool. The filter tool will help prioritize the work that the Committee will be looking at in the next few months and work on the anticipation of a written annual report that will be initiated in the early summer months and will coincide with the beginning of the next budget cycle. There were no questions or comments.

Treasurer's Report: The Board received a copy of the Treasurer's Report. Secretary/Treasurer Archambault reported on the statistical information on the Restaurant, noting that the number of guests had increased dramatically in the three months this year versus the three months from last year, estimating 1,800 guests, which he said was very good. 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 reviewed both the Association and the District Audit report for 2022; and that there will be a motion to approve the HGMD Audit later in the meeting. The Committee has revised the Joint Budget and Finance Procedure Memorandum JPM B-1, and there will be a discussion later in the meeting and a motion to extend members' terms for another year in the Audit Subcommittee. There were no questions or comments.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- a) **Acceptance and Approval of the 2022 Heather Gardens Metropolitan District Audit Report:** Motion made by Secretary/Treasurer Archambault and seconded by Vice President Laubach and passed unanimously.

Text of Motion: Based on the recommendation of the Joint Budget and Finance Committee, I move that the Heather Gardens Metropolitan District Board of Directors accept and approve the 2022 Audit, pending completion of the open items on the lead page of the December 31, 2022, financial statements.

Explanatory Comment: After review of the 2022 Audit and discussion with the Audit staff, the Joint Budget and Finance Committee recommends that the Heather Gardens Metropolitan District Board of Directors accept and approve the 2022 Heather Gardens Metropolitan District Audit. In the opinion of the Audit staff, the audit presented fairly, in all material respects, the results of its operations and its cash flow for the year and ended in accordance with Accounting Principles generally accepted in the United States of America.

Note: Secretary/Treasurer Archambault reported that the auditors issued a “clean” or “unmodified” opinion, which is the best opinion provided.

CFO Counts highlighted that the \$5 increase per unit per month made during the budget process brought the District from a deficient position and will get the District to the spot where it needs to be in the Capital Reserve. CFO Counts thanked the Budget and Finance Committee and Capital Program Subcommittee and the decision made by the Board to make sure this community can maintain the Clubhouse, Restaurant, and Golf Course, which shows a strong balance sheet.

Note: Secretary/Treasurer Archambault explained that the Auditors each year write a communication to the Board, which was discussed at the B&F Committee meeting. The Auditors were extremely complimentary with CFO Counts and his work. Secretary/Treasurer Archambault thanked CFO Counts and Management as this is a highly complimentary report and requested it be published on the website with the 2022 Audit Report.

CFO Counts confirmed that he would be filing the 2022 Audit in the same matter as last year, as directed by the Board.

- b) **Approval of the Budget and Finance Joint Procedure Memorandum (JPM B-1)**: Motion made by Secretary/Treasurer Archambault and seconded by Vice President Laubach and passed unanimously.

Text of Motion: Based on the recommendation of the Budget and Finance Committee, I move that the Heather Gardens Metropolitan District Board of Directors approve the Budget and Finance Joint Procedure Memorandum (JPM B-1) revisions as presented.

Note: Secretary/Treasurer wanted to especially thank the members that helped revise the JPM B-1, Terry Hostetler, Treasurer of HGA Board, Mike Pula, Director

of HGA Board, John Recob, Bev Havens and Ray Nash, members of the Budget and Finance Committee.

Ms. Ivey informed the Board that after reviewing the JPM B-1, she provided some comments and typographical changes to consider and potentially incorporate in a future revisions of JPM B-1. One example of a proposed change is that the bidding statute for special districts will be changing after this legislative session. She reported that her office would provide a memorandum summarizing the legislative changes to the Board after the legislative session.

- c) **Approval to Extend the Audit Subcommittee Membership Term until April 2024:** Motion made by Secretary/Treasurer Archambault and seconded by Vice President Laubach and passed unanimously.

Text of Motion: Based on the recommendation of the Budget and Finance Committee, I move that the Heather Gardens Metropolitan District Board of Directors approve extending the term for the following members of the Internal Audit Subcommittee: Karen Kasprzak, Karen McClaury, Barbara Schneller, and Rita Lusk for another year until April 2024.

- d) **Recognition of National Volunteer Week April 16- 22:** President Funk wished everyone a happy National Volunteer Day and read the recognition comments as follows:

Volunteers strengthen the fabric of our community. Volunteers are the thread connection that weaves us together. Ultimately, the volunteers make the ordinary extraordinary. There are many reasons to volunteer, to help a cause that lights you up, to meet new people, to develop new skills, and to expand your horizons which connect to your community. Being a volunteer can connect you to others and build lasting friendships. It can improve your mental health and, through your activity, improve your physical health as well. Volunteering can expose you to new experiences providing a sense of fulfillment. There are many characteristics that define volunteers, and among them are flexibility, creativity, energy, integrity, and selflessness. These characteristics inspire us by bringing us together with the people we serve and inspiring those we serve with enabling positivity and gratitude. Here at Heather Gardens, we are truly blessed to have volunteers serving in many different ways. We have volunteers at the Clubhouse, Restaurant, and Golf Course, and we have volunteers throughout the community that serve in mere ways, like the Green Team, the Mask Warriors, and many others that make our community a better place to live through their contributions. Members of every committee, advisory group, subcommittee, ad hoc group, and board of directors of both the Association and Metropolitan District are volunteers. Each of the leaders in our community are volunteers bringing their individual talents, knowledge, skills, abilities, and, perhaps most importantly, their time in the efforts of the betterment of Heather Gardens. Thank you to all these extraordinary people whose selfless

giving makes this community wonderful. And now, with the deepest gratitude, this Board and truly this community recognize Bill Archambault for his dedicated and devoted service to Heather Gardens. This will be Bill's last meeting as a member of the Board of Directors. Bill Archambault, thank you for over 18 years of faithful and committed service to the Heather Gardens community.

Secretary/Treasurer Archambault thanked President Funk and noted that he appreciated the comments.

President Funk then thanked all volunteers again and invited everyone who was able to step forward and be a participant in service.

OPEN FORUM:

A resident echoed what President Funk said about Secretary/Treasurer Archambault, as she has been at Heather Gardens for 11 years, and it has been her pleasure to watch him conduct business and care for this community with the utmost integrity. She noted that he will be missed.

A resident also echoed what was said about Secretary/Treasurer Archambault and was thankful that he decided to stay on as a Budget and Finance Committee member. He also pointed out that, by his count, there are about 150 people throughout the community that volunteer on the boards and the board's committees, which shows it takes a lot of volunteers to run the Heather Gardens community. He commented that he did not attend the March meeting but noted that there was an explanation of the reasoning behind the special meeting to be able to align with the Budget and Finance meeting. He noted that he agreed with the rescheduling but requested that the special meeting be published ahead of time. President Funk responded that on the monthly agendas, the following meeting dates are posted, which is at least 30 days in advance.

A resident had the same request regarding the special meetings and commented that she submitted a request to have the Zoom audio recording for "Meet the Candidates" to be posted. She also thanked everyone for volunteering. Ms. Ybarra commented that she would post the audio recording after she reviews it, as there were several technical issues during the recording.

CFO Counts expressed that he was sad to hear Secretary/Treasurer Archambault will be leaving the Board as a Director but is excited that he will remain with the Budget and Finance Committee as a member. CFO Counts commented that he considered himself blessed to have had the opportunity to work with Secretary/Treasurer Archambault for a little over two years and was able to tap into his experience and knowledge throughout the District. He commented that this community truly has a gem in having Secretary/Treasurer Archambault, and he looks forward to continuing to work with him on the Budget

and Finance Committee. Secretary/Treasurer Archambault thanked CFO Counts and noted that he appreciated the comments.

A resident asked about the status of the duplicate ballots that were sent, as the community has yet to receive communication regarding this issue. Ms. Ivey commented that an email blast was sent yesterday to the community that should provide all the clarity needed. She summarized that due to the different names appearing in different formats in the voter lists provided by the county, when the lists were combined and sorted, there were a total of 34 individuals that received multi-ballots. Those have been identified and tracked and flagged by the election specialists that the Board had hired. There is a statutory procedure so that no duplicate ballots will be counted. The election specialist contacted the individuals to walk them through the process and the procedures. She explained that it was unfortunate that this happened, however, safeguards are in place for a situation like this. The resident wanted assurance that this election would be accurate. Ms. Ivey commented that it would be accurate. A resident who received a duplicate in his household has not received a phone call but understands the process. Ms. Ivey stated that she would inform the election specialist.

A resident commented that she was concerned and believed there were more than 34 duplicates, as she knew five who got it. President Funk and other Board members commented that the Board has no control over the election.

ADJOURNMENT: Upon motion by Vice President Laubach and seconded by Secretary/Treasurer Archambault, and passed unanimously, the meeting adjourned at 1:46 P.M.

William Archambault, Secretary/Treasurer

**CEO Department Report
Statement of Work (SOW)
May 16, 2023**

End of Month Statement of Work Report - April 2023

HGMD

Clubhouse

Project Status & Objectives

| Project Name | Objective | % Comp | On-Time | Late | Goal for Completion |
|------------------------------|----------------------------|--------|---------|------|---------------------|
| Memorial Day Event | Planning/Preparation | 80 | X | | 5/29/23 |
| Flea Market | Planning/Preparation | 30 | X | | 6/24/23 |
| Resource Fair | Planning/Preparation | 30 | X | | 6/30/23 |
| Auditorium Sound Maintenance | Functional equipment | 10 | X | | 6/28/23 |
| Complete 2024 Calendar | Set standard for next year | 5 | X | | 7/28/23 |

Golf

Project Status & Objectives

| Project Name | Objective | % Comp | On-Time | Late | Goal for Completion |
|---|-------------------------|--------|---------|------|---------------------|
| Begin collecting outside league contracts | Customer Service | 100 | X | | 4/15/23 |
| Mixer & Group Planning | Customer Service/Events | 100 | X | | 4/1/23 |
| Strategy Meeting/Discussion | Golf Events/Maintenance | 0 | X | | 5/15/23 |
| Golf Maintenance Planning | Short/Mid/Long Term | 0 | X | | 5/31/23 |

Restaurant

Project Status & Objectives

| Project Name | Objective | % Comp | On-Time | Late | Goal for Completion |
|---|-----------|--------|---------|------|---------------------|
| Create new table booklet featuring summer cocktails and beverages | | 75 | X | | 4/30/23 |
| Keep on top of our web page and Facebook account | | 50 | X | | 5/31/23 |
| Connect with Greg at golf for summer snacks and beverage ideas | | 50 | X | | 5/31/23 |
| Work with Jon and Don on the freezers project | | 30 | | X | 2/1/23 |
| Work on entertainment for the summer and events | | 25 | X | | 5/31/23 |
| Work with HR to hire an assistant manager | | 25 | X | | 6/1/31 |
| Hire some part time servers for the patio season | | 10 | X | | 5/31/23 |
| Get planters ready for the herb garden | | 10 | X | | 5/31/23 |

HGA

CEO/General

Project Status & Objectives

| Project Name | Objective | % Comp | On-Time | Late | Goal for Completion |
|---|--|--------|---------|------|---------------------|
| Comcast Phase 4 - Fiber | Misc. Comms, Planning | 100 | | X | 2/28/22 |
| Service Departments/Review/ReOrg | ReOrg Review | 100 | X | | 4/30/23 |
| L/J Misc. Contract Renewal | August Expiration/Vet Vendors (PPD) | 99 | X | | 3/31/23 |
| Capital Reserve Database | Compenry Review/Changes | 99 | | X | 1/31/23 |
| HGA/HGMD Access Control Project | Assessment of Access/Needs/Floorplan Review | 75 | | X | 12/31/22 |
| Comcast/Dark Horse Alpha Infrastructure | Bids/Contracts/Coordinate/Implement WAPS | 75 | X | | 5/31/23 |
| Starry Phase 3 Addendum | Assemble Addendum w/ Feedback - Multiple Attempts to Contact | 75 | X | | ASAP |
| Declaration Revisions | Misc. Updates/Considerations | 50 | | X | ASAP |
| Misc. Position Fill | Admin & Ops | 50 | | X | 2/28/23 |
| Comcast Notifications | Review/Documentation/Lessons Learned - Phase 1 Alpha | 50 | X | | ASAP |
| Strategic Capital Reserve/Plan | Meeting/Follow Up LRP/Maint Etc. | 15 | X | | ASAP |

CFO/Accounting

Project Status & Objectives

| Project Name | Objective | % Comp | On-Time | Late | Goal for Completion |
|--------------------------------------|--|--------|---------|------|---------------------|
| 2022 Audit for HGA and HGMD | Final Audit report to B&F in April 2023 | 100 | X | | 4/18/23 |
| AR/Billing/Prop Mgt in Jenark | General cleanup | 95 | | X | 4/30/23 |
| Pilera enhancements | Improve residents' visibility of the account ledger. Additional payment options. | 95 | X | | 5/1/23 |
| Review each direct report processes | Sit down and review with each team member | 85 | X | | 4/30/23 |
| Implement requirements of HB22-1137 | Monthly statement process | 75 | | X | 4/30/23 |
| Review POS system for work orders | Collect payment at time of service | 0 | X | | 5/31/23 |
| Capital Reserve Database maintenance | Update current costs and components | 0 | X | | 6/30/23 |

CHRO/Human Resources

Project Status & Objectives

| Project Name | Objective | % Comp | On-Time | Late | Goal for Completion |
|---|---|--------|---------|------|---------------------|
| work on uniform change/color | more transparency easy to spot - orders due by 4/28 | 100 | X | | 4/28/23 |
| Work with PPC and Board on CEO Review | Train, assist, ensure compliance. | 100 | X | | 4/15/23 |
| Open enrollment for new year | Compliance | 100 | X | | 4/19/23 |
| Work on updating the Handbook for Uniforms | Transparency and Accuracy | 99 | X | | 4/15/23 |
| comprehensive Customer Service Training per Dept. | Improve CS and Help Employees | 75 | X | | 5/1/23 |
| Work on new forms for reviews on ADP site | easier for managers/fair for all | 75 | X | | 5/1/23 |
| Employee recognition/reward program | Enhance Morale & Recognize (PPD) | 50 | X | | 5/1/23 |
| Plan Summer Engagement/integrate with 50th | Improve Employee Morale & Recognition | 25 | X | | 9/1/23 |

Communications/Administration

Project Status & Objectives

| Project Name | Objective | % Comp | On-Time | Behind | Goal for Completion |
|---------------------------------------|--|--------|---------|--------|---------------------|
| Social Media Accounts | Create a business account Instagram | 95 | X | | 4/1/23 |
| Update current Information on Website | Make corrections and remove outdated information/add more communications as needed | 85 | X | | 6/1/23 |
| Alistrem Analog Telephone lines | Work with vendor to clean unused lines and ensure we have the right service. | 75 | X | | 6/1/23 |
| Google Business Profile Page | Claim our Google profile page to make updates and maintain reviews | 60 | X | | 6/1/23 |

| | | | | | |
|--------------------------|--|----|---|--|---------|
| Cross-Train Receptionist | Work with Resident Coordinator to train Reception | 60 | X | | 10/1/23 |
| Seasonal Communications | Put together communications that are more season based/reminders | 20 | X | | 6/1/23 |

Contracts

Project Status & Objectives

| Project Name | Objective | % Comp | On-Time | Late | Goal for Completion |
|---|---|--------|---------|------|---------------------|
| HGMD Garden Plot Upgrades | Provide upgrades to the Garden Plot Watering System and add Pavers for users to easier navigate through the garden. | 95 | X | | 5/1/23 |
| 2023 Project Planning | Plan for the upcoming projects based on the approved budget. | 80 | X | | 7/1/23 |
| Professional Engineer to complete design work for 2023 and 2024 projects. Complete repairs send Waterproofing on PS#3 and Drainage Project at PS#1. | To have a professional engineer conduct and conditions test and generate a report describing the current state of the parking structures. | 40 | X | | 12/31/23 |
| 2023 Roof Replacement - B215, 218, 220 and 241 | Replace an HG 6-story building roof. To maintain the building being water tight | 15 | X | | 12/31/23 |
| 2023 Carpet Replacement Project | Replace Carpet in Select Building Corridors. | 15 | X | | 6/1/23 |
| 2023 Building Exterior Painting | Paint Building to keep them looking aesthetically pleasing and water tight. | 10 | X | | 7/1/23 |
| Clubhouse Access Control, Parking Structure Security Cameras, and RV Parking - Security Enhancement Projects | To help relieve community safety concerns | 10 | X | | 12/31/23 |
| 2023 Trash and Recycling Contract | Provide Trash and Recycling Services Throughout the Community | 10 | X | | 9/1/23 |
| Maintenance Shop - Concrete/ Asphalt Repairs | Repair drainage issues by adding drain pans and remove and replacing curb and gutters. Add New Entry Gate | 5 | X | | 10/1/23 |
| Atrium Building Xeriscape - B244 | Xeriscape area over underground garage to prevent water cracking, water leaking, and structural damage. | 0 | X | | 10/1/23 |

Custodial

Project Status & Objectives

| Project Name | Objective | % Comp | On-Time | Late | Goal for Completion |
|---|--------------------------|--------|---------|------|---------------------|
| Carpet cleaning (entire buildings) | catch up on this project | 100 | | | 5/1/23 |
| Clean entry ways and high traffic areas | maintain appearance | 10 | | | 5/31/23 |
| Tile/ Carpet Square replacement | maintain appearance | 5 | | | 5/31/23 |
| Trash Shoot Project | complete annual project | 0 | | | 6/30/23 |

Facilities Maintenance Engineer

Project Status & Objectives

| Project Name | Objective | % Conf | On-Time | Late | Goal for Completion |
|--|--|--------|---------|------|---------------------|
| TOP 3 - 6 PROJECTS | | | | | |
| B233 flood | Restoration of 2 units | 75 | X | | 5/20/23 |
| Planning 2023 capital projects | Inspect locations for projects | 40 | X | | 6/30/23 |
| Fire extinguisher maintenance | (Required compliance) | 25 | X | | 5/29/23 |
| Building 221 chair rail project | 2023 cap res project | 25 | X | | 7/31/23 |
| Club indoor pool filter system | Getting proposals for replacement | 15 | X | | 6/26/23 |
| Club outdoor pool re-plaster | Getting proposals for replacement | 10 | X | | 6/27/23 |
| MID-LEVEL PROJECTS | | | | | |
| Building 232 water damage | Kitchen Restoration (Contractor) | 80 | X | | 5/19/23 |
| Inspect CP pillars to obtain a list and count of pillars that need to be either removed or straightened. | For budgetary purposes. | 55 | X | | 6/29/23 |
| Sewer mainline repairs | Three CP sewer cleanout installation and jetting after | 15 | X | | 6/30/23 |
| LONG TERM PROJECTS | | | | | |
| All Multi-story roof safety protocol | Found Option (Safety) (Scheduling) | 65 | X | | 5/29/23 |
| Multi-story infrastructure | Get projection costs | 10 | X | | 7/31/23 |

Maintenance

Project Status & Objectives

| Project Name | Objective | % Comp | On-Time | Late | Goal for Completion |
|-------------------------------|-------------------------------|--------|---------|------|---------------------|
| April reviews | reviews | 100 | X | | 4/30/23 |
| 2023 chair rail projects | 221,222,250 | 35 | X | | 12/31/23 |
| 2023 asbestos training | rec -certifications | 30 | X | | 5/30/23 |
| new training year 2023 | training of different process | 25 | X | | 12/31/23 |
| May Reviews | reviews | 0 | X | | 6/1/23 |
| replacement/repair exit doors | 213-216 in 2023 | 0 | X | | 7/1/23 |
| swamp cooler restart | all buildings | 0 | X | | 5/1/23 |

Roads & Grounds

Project Status & Objectives

| Project Name | Objective | % Comp | On-Time | Late | Goal for Completion |
|----------------------------|------------------------------|--------|---------|------|---------------------|
| Irrigation start-up/repair | | 100 | X | | 5/1/23 |
| Aeration/Fertilization | Aeration started | 100 | X | | 5/8/23 |
| Leaf Removal | Remove fallen leaves | 100 | X | | 4/21/23 |
| Spring Garage Sweeping | Power wash garages | 90 | X | | 5/8/23 |
| Pruning PM's | Set expectations for pruning | 90 | X | | 4/1/23 |
| Water Wise/Yale Project | Redo Yale Entrance | 70 | X | | 5/31/23 |
| Mowing PM's | Set expectations for mowing | 60 | X | | 4/1/23 |
| Foundation Projects | community LS projects | 25 | X | | 12/31/23 |

Security

Project Status & Objectives

| Project Name | Objective | % Comp | On-Time | Late | Goal for Completion |
|---|-------------------------------|--------|---------|------|---------------------|
| Clubhouse Access Control (Quotes) | Building Safety | 100 | X | | 4/15/23 |
| Department Cost Analysis | | 100 | X | | 4/25/23 |
| Purchase of two patrol vehicles | | 75 | X | | 5/15/23 |
| Emergency evacuation plan for Maintenance Shops and Clubhouse | Safety | 0 | X | | 8/1/23 |
| Firearms Training | | 0 | X | | 6/1/23 |
| Officer's firearms information | | 0 | X | | 6/1/23 |
| Pillars-Violation Tracker demonstration | | 0 | X | | 5/11/23 |
| Call Adult Protect Services | Social Worker for HG | 0 | X | | ASAP |
| Report Writing Course-David Funk | Improve report writing skills | 0 | X | | 11/3/22 |

FOUNDATION COMMITTEE REPORT FOR MAY 10, 2023

COMMITTEE: Eloise Laubach, Chair, Becky Cole, Charlene Plucheck, Terry Schumacher, Mavis Richardson, Vicki Spillane

The meeting was called to order at 1:03 P.M. A quorum was present. Mavis was absent.

Chair comments centered on the Landscape project and dedication of the bench partially funded by the mask warriors.

Notes of the April 12, 2023, meeting were reviewed and accepted.

Review was made of the financial report. The chair asked the CFO if expenses had been submitted for the landscaping project. None to date. I checked with Matt Martella; he will submit expenses when the project is completed.

Unfinished business: The new donation form was given to members. Discussion on how to distribute. Form is in the main office, at the front desk, on the website, and on the lobby T.V. It was suggested that the form be sent to the president of the ARs so she can send them to the ARs.

The form will be given to new board members at the May 18, 2023 meeting.

New Business: It was brought to my attention that there is a plaque on the new bench on the golf course. The PM states that no plaques are allowed on HG property. The committee unanimously agreed that the plaque should be removed, and this was referred to management.

The terms of Becky Cole and Charlane Plucheck expired in April. On a motion by Vicki and second by Terry it was voted to extend their terms for another year.

There will be no June meeting. The next meeting will be July 12, 2023, at 1:00

The meeting ended at 1:45.

HGMD TREASURER'S REPORT for MAY 2023 BOARD MEETING

Highlights of District Operations

For the Month of April 2023

Enterprise Fund:

Enterprise Fund revenue for April was \$268,600, which was \$9,700 less than budgeted. Enterprise Expenses, including the cost of goods sold, were \$219,800, which was \$23,600 less than budgeted. Recreation Fee income of \$144,900 is as expected. Clubhouse Revenue of \$13,000 was \$3,500 less than budgeted, however Club house expenses of \$24,100 were \$7,300 less than budgeted. Golf Revenue of \$46,500 was \$600 more than budgeted and Golf expenses of 19,700 were \$1,800 less than budgeted. Restaurant revenue of \$49,500 was \$13,300 less than budgeted, and Restaurant expenses of \$47,400 were \$18,800 less than budgeted. The Restaurant recorded a profit of \$2,151 for the month of April.

Restricted Funds

Conservation Trust Fund (Lottery). Interest income of \$50 was recorded in April and \$766 of expenses were incurred. At April 30th, the lottery bank account had a balance of \$149,734.

Foundation Fund. The Foundation Fund received \$600 in donations during April and recorded \$366 of interest income. There have been no recorded expenses so far this year. The Foundation checking account had a balance of \$38,010 and CD's that will equal \$150,000 at maturity.

Debt Service Fund. The Debt Service Fund recorded \$51,178 of property tax income, \$3,228 of specific ownership tax and \$1,337 interest income during April. Interest expense of \$24,684 and County collection fee of \$768 was recorded. At April 30th, the Zion Bank held \$380,282 in money market funds for payment of debt service interest and principal.

FOR THE MONTH OF APRIL 2023

| | Budget | Actual |
|--------------------|---------------|---------------|
| Clubhouse Subsidy | \$(54,671) | \$(52,112) |
| Golf Subsidy | \$(10,479) | \$(11,723) |
| Restaurant Subsidy | \$(3,312) | \$ 2,151 |

YEAR TO DATE THROUGH APRIL 2023

| | BUDGET | ACTUAL |
|--------------------|---------------|---------------|
| Clubhouse Subsidy | \$(226,109) | \$(200,868) |
| Golf Subsidy | \$(135,849) | \$(121,564) |
| Restaurant Subsidy | \$(44,246) | \$(38,505) |

| Golf Course Usage and Income | 2023 | 2022 | 2021 | 2020 | 2019 | 2018 |
|-------------------------------------|------------------|------------------|------------------|------------------|------------------|-----------------|
| INCOME | | | | | | |
| January | 1,336 | 3,986 | 11,459 | 9,726 | 8,111 | 6,302 |
| February | 2,337 | 1,354 | 5,786 | 5,075 | 0 | 3,060 |
| March | 20,391 | 16,825 | 7,378 | 16,568 | 8,095 | 25,421 |
| April | 46,545 | 41,742 | 36,254 | 3,048 | 32,944 | 29,992 |
| May | - | | | | | |
| June | - | | | | | |
| July | - | | | | | |
| August | - | | | | | |
| September | - | | | | | |
| October | - | | | | | |
| November | - | | | | | |
| December | - | | | (9,849) | | |
| TOTAL | 70,609 | 63,907 | 60,877 | 24,568 | 49,150 | 64,775 |
| EXPENSES | | | | | | |
| January | 51,383 | 43,719 | | 41,663 | 29,822 | 28,721 |
| February | 32,218 | 35,740 | 39,321 | 31,348 | 32,360 | 29,615 |
| March | 50,310 | 45,758 | 50,041 | 52,113 | 40,311 | 39,114 |
| April | 58,268 | 44,900 | 104,831 | 57,098 | 51,921 | 50,444 |
| May | - | | | | | |
| June | - | | | | | |
| July | - | | | | | |
| August | - | | | | | |
| September | - | | | | | |
| October | - | | | | | |
| November | - | | | | | |
| December | - | | | | | |
| TOTAL | 192,179 | 170,117 | 194,193 | 182,222 | 154,414 | 147,894 |
| PROFIT (LOSS) | | | | | | |
| January | (50,047) | (39,733) | 11,459 | (31,937) | (21,711) | (22,419) |
| February | (29,881) | (34,386) | (33,535) | (26,273) | (32,360) | (26,555) |
| March | (29,919) | (28,933) | (42,663) | (35,545) | (32,216) | (13,693) |
| April | (11,723) | (3,158) | 45,914 | (54,050) | (18,977) | (20,452) |
| May | - | | | | | |
| June | - | | | | | |
| July | - | | | | | |
| August | - | | | | | |
| September | - | | | | | |
| October | - | | | | | |
| November | - | | | | | |
| December | - | | | | | |
| TOTAL | (121,570) | (106,210) | (133,316) | (157,654) | (105,264) | (83,119) |
| DAYS COURSE CLOSED | | | | | | |
| January | 31 | 23 | 14 | 10 | 25 | 11 |
| February | 26 | 28 | 13 | 27 | 28 | 14 |
| March | 5 | 14 | 19 | 18 | 22 | 8 |
| April | 4 | 2 | 13 | 16 | 6 | 1 |
| May | | | | | | |
| June | | | | | | |
| July | | | | | | |
| August | | | | | | |
| September | | | | | | |
| October | | | | | | |
| November | | | | | | |
| December | | | | | | |
| TOTAL | 66 | 67 | 59 | 71 | 81 | 34 |
| ROUNDS PLAYED | | | | | | |
| January | 0 | 182 | 525 | 440 | 268 | 521 |
| February | 47 | 0 | 240 | 194 | 0 | 247 |
| March | 1,038 | 967 | 392 | 989 | 463 | 1,873 |
| April | 2,744 | 2,272 | 2,068 | 275 | 940 | 2,416 |
| May | | | | | | |
| June | | | | | | |
| July | | | | | | |
| August | | | | | | |
| September | | | | | | |
| October | | | | | | |
| November | | | | | | |
| December | | | | | | |
| TOTAL | 3,829 | 3,421 | 3,225 | 1,898 | 1,671 | 5,057 |
| YTD Income per round played | 18.44 | 18.68 | 18.88 | 12.94 | 29.41 | 12.81 |
| YTD Expense per round played | 50.19 | 49.73 | 60.21 | 96.01 | 92.41 | 29.25 |
| YTD Profit (loss) per round played | (31.75) | (31.05) | (41.34) | (83.06) | (62.99) | (16.44) |

| Resturant Statistical Information | | | | | |
|-----------------------------------|-----------------|-----------------|--|--|--|
| | | | | | |
| Income | 2023 | 2022 | | | |
| January | 40,260 | 19,177 | | | |
| February | 38,480 | 26,344 | | | |
| March | 50,551 | 48,465 | | | |
| April | 49,566 | 56,152 | | | |
| May | 0 | 0 | | | |
| June | 0 | 0 | | | |
| July | 0 | 0 | | | |
| August | 0 | 0 | | | |
| September | 0 | 0 | | | |
| October | 0 | 0 | | | |
| November | 0 | 0 | | | |
| December | 0 | 0 | | | |
| Total | 178,857 | 150,138 | | | |
| Expenses | 2023 | 2022 | | | |
| January | 55,601 | 39,513 | | | |
| February | 51,732 | 39,411 | | | |
| March | 60,616 | 57,350 | | | |
| April | 47,415 | 60,949 | | | |
| May | 0 | 0 | | | |
| June | 0 | 0 | | | |
| July | 0 | 0 | | | |
| August | 0 | 0 | | | |
| September | 0 | 0 | | | |
| October | 0 | 0 | | | |
| November | 0 | 0 | | | |
| December | 0 | 0 | | | |
| Total | 215,364 | 197,223 | | | |
| Profit (loss) | 2023 | 2022 | | | |
| January | (15,341) | (20,336) | | | |
| February | (13,252) | (13,067) | | | |
| March | (10,065) | (8,885) | | | |
| April | 2,151 | (4,797) | | | |
| May | - | - | | | |
| June | - | - | | | |
| July | - | - | | | |
| August | - | - | | | |
| September | - | - | | | |
| October | - | - | | | |
| November | - | - | | | |
| December | - | - | | | |
| Total | (36,507) | (47,085) | | | |
| Number of Guests | 2023 | 2022 | | | |
| January | 2,420 | 1,172 | | | |
| February | 2,433 | 1,666 | | | |
| March | 2,961 | 3,162 | | | |
| April | 3,043 | 3,354 | | | |
| May | 0 | 0 | | | |
| June | 0 | 0 | | | |
| July | 0 | 0 | | | |
| August | 0 | 0 | | | |
| September | 0 | 0 | | | |
| October | 0 | 0 | | | |
| November | 0 | 0 | | | |
| December | 0 | 0 | | | |
| Total | 10,857 | 9,354 | | | |
| YTD income/guest | \$ 16.47 | \$ 16.05 | | | |
| YTD expense/guest | \$ 19.84 | \$ 21.08 | | | |
| YTD Profit(loss) per guest | \$ (3.36) | \$ (5.03) | | | |

**HEATHER GARDENS BUDGET & FINANCE COMMITTEE
MAY 15, 2023, MEETING REPORT
COMMITTEE MET IN THE BOARD ROOM
MEETINGS ALSO AVAILABLE ON ZOOM**

TO: Members of the Heather Gardens Budget & Finance Committee, HGA Board of Directors, HGMD Board of Directors, Chief Executive Officer, and Chief Financial Officer.

FROM: Terry Hostetler, HGA Treasurer, and Bill Archambault, HGMD Treasurer

Committee: Terry Hostetler, Co-Chair, Bill Archambault, Co-Chair, Craig Baldwin, Harry Laubach, Ray Nash, Randy Lane, Richard Ferguson, John Recob, and Bev Havens.

Staff: Jon Rea, CEO; Jerry Counts, CFO.

Audience: Approximately 16 residents, including HGA Board Members and HGMD Board Members

Welcome and Chair Comments: The B&F Committee meeting was called to order at 10:00 AM. A quorum was established. Co-Chair Hostetler welcomed all members and guests.

The April meeting report was accepted as presented with two corrections.

Nick Picucci discussed interest rates and reinvesting maturing investments. See item 1 under new business.

Monthly Operating Analysis Review: Jerry Counts, CFO, reviewed the April 2023 financial statements for HGA and HGMD. All questions were answered.

Subcommittee and Other Reports:

Audit Subcommittee: Report was reviewed.

Insurance Subcommittee: No meeting was held. A meeting with the broker will be scheduled for next month.

Capital Projects Subcommittee: John Recob, the subcommittee chair, briefly reviewed the notes from the April 27th meeting. The next meeting is scheduled for June 22nd at 1:00 PM in the Board Room.

Investment Update:

Unfinished Business: Discussion regarding evaluating the audit process as per the JPM B-1, Section VIII (b)(5). Staff will prepare an evaluation to be discussed at the June 2023 committee meeting.

New Business:

- 1) Discussion of Interest rates and reinvestment of maturing investments. Nick Picucci of the Nice Group stated that the position of the Nice Group is that interest rates will flatten out towards the end of this year and then will trend downward. CDs currently are earning slightly more than US Treasuries. The 2 to 4 year investment ladder currently in effect has CD interest rates earning between 4.2% and 4.5% yield to maturity.
- 2) Budget Development Schedule of 2024 budget cycle. The date on the schedule presented should show Thursday, June 15, 2023, as the date that the budget schedule will be approved by the HGMD Board of Directors. After discussion, the committee decided that the wording dealing with the meetings scheduled for September 25th through September 28th needed to include statements to the effect that these are the key dates for residents to suggest budget changes. Members are to provide Terry Hostetler with suggested wording as soon as possible. The schedule will be on the June agenda for recommendation to the Boards.
- 3) Motion by Baldwin, seconded by Nash and approved unanimously that the Joint Budget and Finance Committee recommend that the HGA Board of Directors approve the wording on the attachment identified as "The Heather Gardens Association Ballot regarding the 2024 Budget" and that the wording be used as ballots are mailed to all unit owners. (see attachment to this document).
- 4) The Jetz contract was briefly discussed. Because committee members only received the contract earlier in the morning, no action was taken.

Members of the audience wishing to speak on non-agenda items: A resident asked if the insurance letter prepared by Susan Lambert about two years ago was still available. After a quick search, the letter is available on the HGA website.

The meeting was adjourned at 12:06 PM. The next meeting will be on Friday, June 16th at 10:00 AM in the Board Room and via Zoom.

HEATHER GARDENS METROPOLITAN DISTRICT

Board Action

Date: May 18, 2023

Motion: To Authorize HG Pickleball Club to Install a Camera in Golf Shop to Monitor Court Conditions and Participation

I move that the Heather Gardens Metropolitan District Board of Directors authorizes the installation of a Camera in the Golf Shop in coordination with HGA Management and Maintenance.

Motion by: _____ Seconded by: _____

Outcome of vote: For:____ Against____ Absent/abstained____

____The Motion has a Majority and is accepted.

____The motion does not have a majority and is not accepted.

President, HGMD Board of Directors

Rationale: To allow Club Members and Officers to check the playability and condition of Pickleball Courts online. There will be no cost to HGMD. Any cost will be borne by the Pickleball Club.

Persons wishing to donate monetary gifts to the Heather Gardens Metropolitan District Foundation are asked to complete the following form. Completed forms may be mailed or delivered to the Heather Gardens Business Office.

Please Type or Print

Donated by: _____

In Memory: _____ In Honor: _____

of: _____

The Contribution to the HGMD Foundation as follows:

Funds to be donated in the amount of \$ _____, paid by cash _____ check _____ (payable to The HGMD Foundation) Donations qualify for federal income tax deduction.

Donations to be used for:

_____ General enhancement of Heather Gardens Metropolitan District.

_____ For specific use describe: _____

All expenditures are at the discretion of the Foundation Committee.

Please acknowledge donation to:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Signed: _____

Date: _____

_____ I (we) wish this gift to remain anonymous.



Clubhouse Christmas Tree



Art work in the Clubhouse

The Heather Gardens Foundation
A division of the Heather Gardens Metropolitan District



Dedicated to the Enhancement and Enjoyment of a Unique Community

History of the Foundation Committee

In 1991 the Foundation Committee was created when a memorial was offered for lighting to be installed along the pathway around the golf course. Being a part of Heather Gardens Association did not qualify for tax exempt status at the time.

The Foundation Committee now operates under the guidance of the Heather Gardens Metropolitan District, which allows contributions to be tax deductible for the donor.

This Committee accepts monetary donations and purchases items that are used solely for the enhancement of Heather Gardens Metropolitan District and that benefit all residents.

Funds are often given in honor or in memory of residents and friends.

Recognition of monetary donations are acknowledged on the TV screen in the lobby of the Clubhouse, Heather 'n Yon and by mail.

One of the great features of our society is the desire, and the willingness by many to give of themselves their time, talents and treasure for the greater good of the community.



Benefits:

The Foundation has been able to provide visual and functional improvements to Heather Gardens. Items acquired through the Foundation have included:

- ◇ Veterans Memorial near the Entryway at the Clubhouse
- ◇ Trees, trees, trees!
- ◇ Illuminated Fountain along the Walking Path
- ◇ Outdoor & Clubhouse Christmas Décor
- ◇ Spotlight & Chairs for the Auditorium
- ◇ Audio and Visual Equipment in the Clubhouse and Restaurant
- ◇ Walking Path Lighting
- ◇ Automatic Door for Clubhouse Restroom
- ◇ Electric Golf Carts
- ◇ Patio Furniture, Firepits & Outdoor Heater
- ◇ Picnic Pavilion Ceiling Fans
- ◇ Beautification of the Metropolitan District Grounds

Revised April 12, 2023

PROPOSED STANDING COMMITTEES TIMELINE FOR HGMD

- ▶ **May 18th Introduce Committee Structure**
- ▶ **May 30th Application Deadline for Committee Members & Public Comment by Email on Revised Bylaws Draft**
- ▶ **June 1st Special Meeting to Approve Revised Bylaws or Bylaws Work Session**
- ▶ **June 1st or asap Board will elect committee chairs & chairs will select committee members.**

HGMD STANDING COMMITTEES

Audit/Finance Committee

1. Recommends policies to the board.
2. Conducts internal audits.
3. Reviews monthly P&Ls
4. Reviews business plan budgets
5. Coordinates annual budget
6. Coordinates annual audit
7. Coordinates capital reserve plan

Clubhouse Committee

1. Recommends policies to the board.
2. Coordinates business plan.
3. Reviews monthly P&Ls
4. Periodic business plan reviews
5. Coordinates annual budget
6. Coordinates with restaurant & golf committees
7. Assists clubhouse manager with special events/projects

Committee/Club Liaison

1. Attends most committee meetings.
2. Attends club meeting as required
3. Reports committee/club concerns/projects to the Board
4. Promotes community involvement
5. Monitors committee/club projects
6. Monitors open space, landscaping & roads

Compliance Committee

1. Recommends policies to the Board
2. Reviews/amends governing documents
3. Establishes record retention policy
4. Assists Secretary w/records
5. Assists committees in drafting PMs & motions
6. Monitors legislation – Special Dist
7. Promotes District interests w/legislators
8. Educates residents –Dist. operation

HGMD STANDING COMMITTEES

Foundation Committee

1. Recommends policies to the Board
2. Reviews monthly accountings
3. Solicits donations
4. Develops/investigates potential projects
5. Coordinates annual budget preparation

Golf Committee

1. Recommends policies to the Board
2. Coordinates business plan preparation
3. Periodic business plan reviews
4. Reviews monthly P&Ls
5. Coordinates annual budget preparation w/ golf manager
6. Monitors golf course maintenance
7. Coordinates w/restaurant & clubhouse committees
8. Assists golf manager w/special projects & events

Restaurant Committee

1. Recommends policies to the Board
2. Coordinates business plan preparation
3. Periodic business plan reviews
4. Reviews monthly P&Ls
5. Coordinates annual budget preparation w/ restaurant manager
6. Coordinates w/ clubhouse & golf committees
7. Assists restaurant manager w/ special projects & events

Committee Liaison

Resident volunteer to help residents navigating the process when proposing a project or who has a concern. Will help with where to go & what to do.

WHAT DO YOU NEED TO DO NOW?

1. Review Bylaws
2. Public comments to Daniel.Taylor@HeatherGardensMail.com
3. Submit committee membership application to Management Office in the Clubhouse by May 30, 2023
4. Attend June 1, 2023, Special Board Meeting to approve revised Bylaws or conduct work session to edit revised Bylaws as required