

HGMD RESTAURANT COMMITTEE

NOVEMBER 15, 2023

3:00 - 5:00 HG LIBRARY

REPORT

WELCOME

MEMBERS PRESENT: Gwen Alexander, Bob Bankirer, Nancy Linsenbigler, Tom Merges, Robin O'Meara, Peggy Pendergast, Mavis Richardson, **ABSENT:** Crystal Guise, Vicki Spillane, Mike Thoma

PURPOSE OF THE MEETING: Approve the motions going to the HGMD Board of Directors on Friday, November 17, 2023.

1. Kitchen Designer
2. Kitchen Equipment

SELECT KITCHEN DESIGNER: After much discussion regarding the prices and services needed from a kitchen designer and kitchen project manager for Phase I of the Rendezvous Restaurant Re-Launch, members voted unanimously to select Battle Born and Company. Battle Born has a wonderful reputation, positive reviews for quality of work, and the price for their services was in the range of our budget and industry standard and what we needed.

ORDER KITCHEN EQUIPMENT: The committee members vetted and met with three contractors/vendors in the past month: Battle Born and Company, Shamrock Foods, and Bargreen/Ellingson. Cormac Ronan selected the kitchen equipment needed to be ordered. This list included equipment to replace old and broken equipment and new equipment needed to expand the menu. Mavis Richardson put together a spreadsheet comparing prices for items from all three vendors. After much discussion, the members voted to select Grady's, via Battle Born and Company. The reason we chose this vendor is because the prices were reasonable, the equipment would be delivered in 1 - 2 weeks, rather than 6 - 12 weeks, 5 year warranty included, as well as the cost of removal, installation and training on the new equipment.

MARKETING PLAN: Gwen shared the marketing plan to draw residents into the restaurant. Mavis shared the PR talking points regarding the renovation and re-launch of the restaurant so the messaging is consistent and clear.

MOTIONS TO THE HGMD BOARD: Members voted unanimously to approve the motions to be sent to HGMD Board of Directors on Friday, November 15, 2023.

See attached for all supporting documents:

- Battle Born and Company - Kitchen Design/Project Manager Proposal
- Grady's Proposal for Kitchen Equipment
- Motion to the Board: Battle Born and Company
- Motion to the Board: Kitchen Equipment Order

MEETING AJOURNED AT 5:25PM

HGMD RESTAURANT COMMITTEE
DECEMBER 7, 2023
3:00 PM BOARD ROOM

REPORT

Chair's Report

The "Renew the Rendezvous" project is moving forward nicely.

- Chef Applications are coming in
- Working on new menu
- A new server has been hired
- Battle Born has been here to oversee the scheduling of the removal and installation of equipment, professional cleaning, layout and placement of equipment
- Ice Machine broke - too old to repair, looking into leasing an ice machine and service contract
- We are on schedule to complete most of the work when the restaurant is closed Sunday, December 24th through January 1st

SUBCOMMITTEE REPORTS

Three Phases Plan Report - Gwen Alexander

- Gwen shared the update on the Phase One plan which is basically getting the kitchen cleaned, new equipment installed and hiring of the a chef.
- She then presented three different lay-outs of the restaurant as we look forward to 2024.

Marketing Plan

- Restaurant Scratch Offs - we selected the size and content of the cards to mail to residents - "Everyone's a Winner" to entice residents to the restaurant
- Committed to getting those out once a quarter
- Advertising in *Heather n Yon* once a month
- Continue advertising menu, dinner specials, and special events on Pitera and HGMD Website www.hgmetrodist.org
- Shared ads for similar restaurant - 55+ community in Tampa
- Discussed starting a PR Sub-Committee to support Cormac's efforts to market the restaurant
- Ad placed HGMD Website and in Heather n Yon for January 1, 2024

Review of Financials

- September and October Financials at first glance looked like a profit
- Tom Merges pointed out some anomalies
- Will confirm what we can with new Controller

Meeting Adjourned at 5:15 PM

RV Storage Lot Committee Report for December 11, 2023

I. Meeting called to order at 1:05 p.m. Committee members attending: Forrest McClure (chair), Glen Riggs, Lee Nicholson, Lynn Nicholson, John Guise, Roy Ferguson. Guests: Aurora City Councilperson Angela Lawson sent her regrets but Scott Bauman, Parking Manager for the City of Aurora attended via Zoom.

II. New business

A. A recently revised Aurora city ordinance was discussed: Sec. 134-358. Parking prohibition for recreational vehicles. "(b) It shall be unlawful for any recreational vehicle to remain parked upon any public right-of-way, street, or parts of streets for a length of time in excess of twenty-four (24) hours during any seven (7) day period." The committee's concern is that construction projects, such as repaving, might require the RV's to vacate the storage lot for a period in excess of 24 hours. The following questions were answered by Mr. Bauman:

1. Why was the ordinance made so much more restrictive? The previous version of the ordinance allowed parking for up to five days. Mr. Bauman replied that Denver's stricter ordinance made it necessary for Aurora to make its ordinance just as strict. The reasoning was that RV's from Denver might flock to Aurora to take advantage of Aurora's weaker ordinance.
2. Is there a permit process to allow for parking in excess of 24 hours? Mr. Bauman stated that there is no specific permit process to temporarily allow RV's to park in excess of the 24 hour limit, but that it might be possible to obtain a Temporary Use Permit from the Permit Center at a cost of \$75. He cautioned that the permit should be applied for 2 months prior to needing it. More information is available on the city's website at this link: [Temporary Use Permits](#)
3. Is there sufficient room elsewhere on HGMD property for temporary parking? Mr. Bauman agreed that E. Linvale Place was a private drive belonging to the Metro District and Aurora's ordinance did not apply. However, committee members were not convinced that 74 RV's could be parked along E. Linvale Place and that at most perhaps only three RV's might be parked in the lot across the street from building 216.
4. How does the ordinance apply to homeless people occupying an RV in excess of 24 hours? Mr. Bauman stated that the police would first talk to any occupants to seek compliance.
5. What public testimony was heard by City Council prior to adopting the new ordinance? Forrest McClure noted that only one person spoke, and her comments were not about the 24-hour limit. See: [AuroraTV 10-9-23](#) starting at point 3.08.00 of the video to point 3.17.00. Mr. Bauman stated that there were public notifications prior to the introduction of the revised ordinance.
6. What other actions might be taken? Mr. Bauman suggested that we ask permission to park RV's in the parking lots of the office buildings bordering S. Vaughan Way. HGA Board Director Mike Pula, attending the meeting via Zoom, stated that HGA had inquired about that due to parking structure repairs but that the office building owners were not interested.

III. Sensera Security Camera package (delivered on Friday, December 8th). Maintenance Facilities Engineer Jon Howell, attending the meeting via Zoom, stated that the package could be left in the Security Department office and that he would coordinate with them prior to installation of the camera. Mr. Howell also stated he would get a timeline for the installation of the new RV lot fence from the contractor, AJI Fence.

IV. Announcements:

RV Storage Lot Committee Report for December 11, 2023

- A. \$40,693 of Capital funds for uncompleted 2022/2023 projects for RV Lot lighting and cameras have been carried forward by the HGMD Board for use in 2024.
 - B. Approved by District to remove the RV Storage Lot from any Comcast contract for the installation of fiberoptic cable.
 - C. Resident Services Coordinator Michelle Audet monitoring the meeting via Zoom stated that the 2024 RV Lot rental agreements would soon be sent out to all lessees and asked that they make sure that their vehicles have current registrations and insurance.
- V. Meeting Adjourned at 2:27 p.m.

ATTACHMENT 2

**HEATHER GARDENS ASSOCIATION & DISTRICT
REQUEST FOR CAPITAL EXPENDITURE**

PROJECT: Replace the Heather Gardens Clubhouse Indoor Pool Filter with a New Sand Filter

DEPT: Contracts

DATE: 12/13/23

BUDGET	Budget Amount:	\$ 55,000	Contract Amount:	\$49,193.04
Year: 2023	Expended YTD:	\$	Change Order Res.:	\$5,806.96
Tab:	Unexpended Balance:	\$	Total Project Cost:	\$55,000.00
Page:			Add. Funds Requested:	

DESCRIPTION: Remove and dispose of the existing Nemato Diatomaceous Earth (DE) Filter at the Clubhouse Indoor Pool and Replace it with a Neptune Benson - Odyssey Horizontal Sand Filter. The new sand filter includes #50 sand and #20 silica. This project also includes removing the PVC pipe associated with the filter and replacing with new.

JUSTIFICATION: (Attach backup material as required)


The current Nemato Diatomaceous Earth Filter was installed in 2012 and has multiple internal components that need to be replaced at this time. Nemato Corp. has since gone out of business, making parts no longer available. The current DE filter requires a lot of time from HG Maintenance personnel to maintain and keep in good working order. Installing a sand filter will significantly reduce the amount of time HG maintenance personnel will need to spend to keep the pool filter working at an optimal level. In addition, replacing the DE filter with a sand filter is more cost effective then replacing it with another DE filter. The cost savings in switching to a sand filter is \$19,223.

BID COMPARISON: (If required, summarize, or attach separate schedule.)

CEM Sales and Service: **\$49,193.04**
 Colorado Mechanical: **\$47,330.00**
 Long Mechanical: **No Bid Received**

RECOMMENDATION:

The recommendation is to contract with CEM Sales and Services to replace the Clubhouse Indoor Pool filter even though CEM is \$1,863.04 higher in cost. CEM specializes in pool repairs and component replacements whereas the other vendor specializes in mechanical work. CEM is the Neptune Benson representative in CO and work directly with them on all their equipment sales. CEM technicians are factory trained on all of Neptune Benson product offerings. The cost for CEM to remove and replace the existing filter with a new sand filter is \$49,193.04. We are requesting an additional \$5,806.96 in change order reserve funds to cover the cost of unforeseen issues to complete the project. This project is not to exceed \$55,000 without prior HGMD Board approval.

1. Dept. Head 	2. CFO	3. CEO	4. Dept. Chair	5. B&F Committee	6. HGA or HGMD President
<input checked="" type="checkbox"/> Concur <input type="checkbox"/> Non-concur	<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur <input type="checkbox"/> Concur with Justification	<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur	<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur	<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur	<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur

HGA – April 18, 2023

HGMD – April 20, 2023
JPM B-1



3820 S Federal Blvd
 Sheridan, CO 80110
 (303) 762-9470
 www.cemsales.com

Quote / Estimate

Date	Quote #
12/13/2023	11162155

Name / Address
Heather Gardens 2888 S. Heather Gardens Way Aurora, CO 80014

Ship To
Heather Gardens 2877 S. Heather Gardens Way Door #2 Aurora, CO 80014 attn: Jon

TERMS	ENTERED BY	CEM PO	CUSTOMER PO
Net 30	Joe		

Item	Description	Qty	Cost	Total
	Horizontal Sand Filter Replacement			
NB 42048SHFFG ...	FILTER FG HZ ODYSSEY 42048SHFFG-4D	1	24,000.00	24,000.00T
UN-Sand 50#	Filter Sand, 50#, #20 silica	44	16.66	733.04T
Plumbing Parts	PVC Parts and Plumbing Material	1	5,600.00	5,600.00T
Labor - Installation	Remove old Atlas filter and replace with new Neptune Benson Horizontal Sand Filter	1	14,560.00	14,560.00
Shipping	Estimated Shipping		4,300.00	4,300.00

Quote / Estimate Notes

Pricing is valid for 30-days. Pricing does not include anything not called out above. Pricing does not include shipping/freight. A deposit of up to 50% may be required for certain equipment and projects. Please do not pay using this quote; an invoice will be sent. If your terms are COD, payment in full is required before ordering any equipment or performing any work. Thank you for the opportunity.

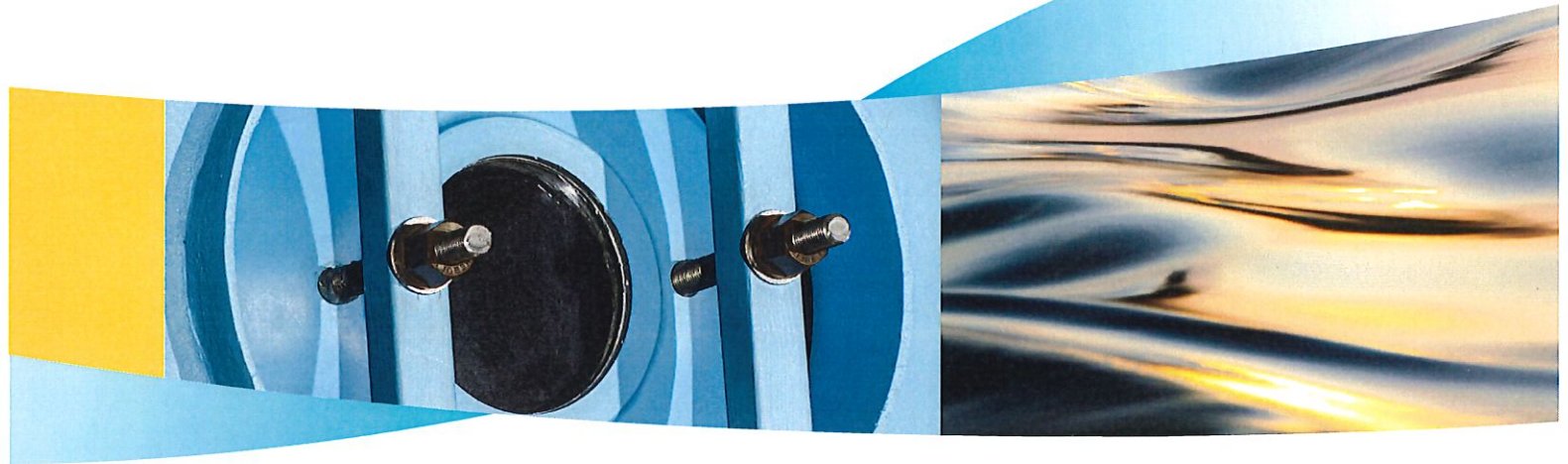
Subtotal	\$49,193.04
Sales Tax (0.0%)	\$0.00
Total	\$49,193.04

ESTIMATE APPROVAL

Signature

Printed Name

Date



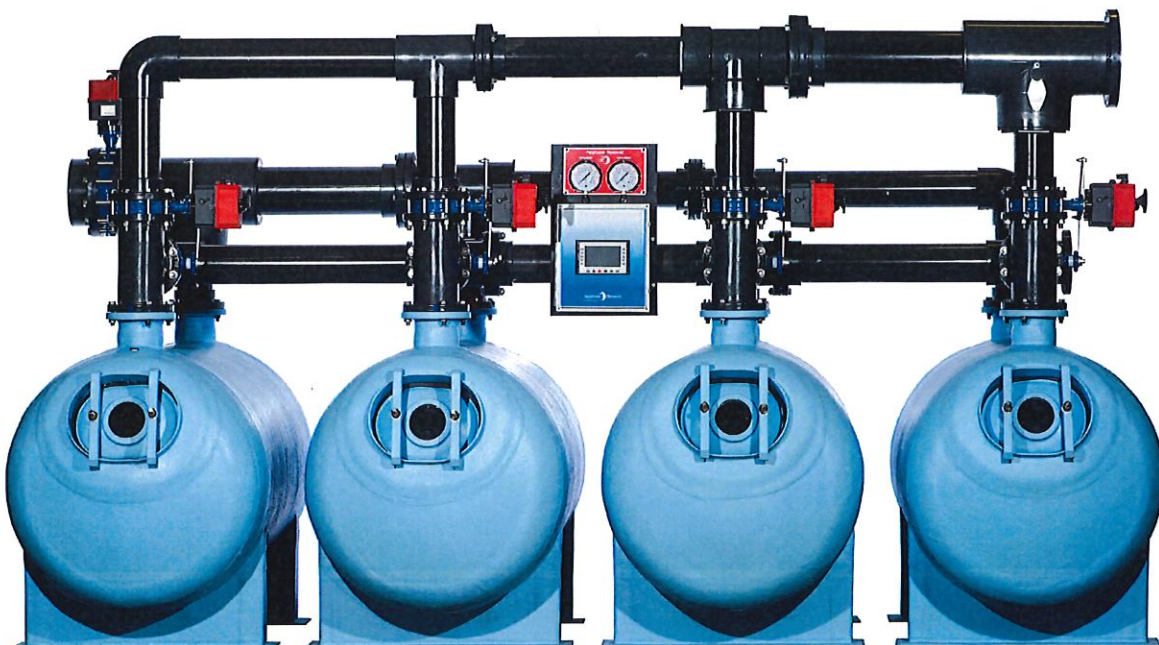
ODYSSEY

HIGH RATE SAND FILTRATION WITH TOP TANK CONNECTIONS

The Odyssey is a high rate sand filtration system utilizing top tank connections in order to reduce space constraints in applications with limited installation footprints. It also incorporates a clear manway cover to allow visibility into the tank and includes Neptune-Bensons automatic programmer to simplify the backwash process.

Features

- Front Manway for easier access
- Top connections for reduced footprint
- NSF Std 50 listed
- Hydraulically designed non-clogging overdrain laterals
- Automatic backwash programmer for up to six (6) tanks in series
- Differential Pressure Monitoring and Bump Control
- Available up to 100 psi operating pressure



WHEN SPACE IS AT A PREMIUM

Neptune-Benson's Odyssey filters provide a flexible solution for projects with limited space. This includes renovations or retrofitted projects. With tank top facepiping and forward facing manway covers, Odyssey can fit into spaces traditional sand filters simply can't.

For projects with even tighter space restrictions we also offer Defender Regenerative Media Filters with a space saving vertical design, improved water quality, and reduced water consumption.

ODYSSEY SIZES/CONFIGURATIONS

Model #	Tank Connection Size	Filter Area	Recommended Flow Rate Range	Filter Rate	Tank Shipping Weight	Operating Weight
	inches	ft ²	gpm	gpm/ft ²	lbs	lbs
(*)4248SHFFG-D	4	17.9	90-358	5-20	478	5354
(*)4260SHFFG-D	4	21.4	107-342	5-16	562	6208
(*)4260SHFFG-D	6	21.4	364-428	17-20	562	6208
(*)4272SHFFG-D	4	24.9	125-349	5-14	604	7216
(*)4272SHFFG-D	6	24.9	374-498	15-20	604	7216
(*)4284SHFFG-D	4	28.4	142-341	5-12	653	8223
(*)4284SHFFG-D	6	28.4	369-568	13-20	653	8223
(*)4848SHFFG-D	4	22.3	112-357	5-16	622	7136
(*)4860SHFFG-D	4	26.3	132-342	5-13	773	9605
(*)4860SHFFG-D	6	26.3	368-526	14-20	773	9605
(*)4872SHFFG-D	6	34.3	172-686	5-20	817	11039
(*)4884SHFFG-D	6	38.3	192-766	5-20	715	10120
(*)6048SHFFG-D	6	30.8	154-616	5-20	841	12460
(*)6060SHFFG-D	6	35.8	179-716	5-20	918	14473
(*)6072SHFFG-D	6	40.8	204-816	5-20	1010	16501
(*)6084SHFFG-D	6	45.8	229-779	5-17	1082	18510

Note: All dimensions are based on fiberglass construction.

Available in 50, 75 & 100 psi working pressure hydrostatically tested to 1.1 x working pressure and designed with a 4:1 safety factor.

Consult Neptune-Benson for dimensional verification on custom fabricated vessels.

All tanks include air relief and drain connections.

(*) Denotes quantity of tanks.

Tank shipping weight includes manifold & internals.



6 Jefferson Drive, Coventry RI 02816

+1 (800) 832-8002 (toll-free)

+1 (401) 821-2200 (toll)

www.neptunebenson.com

www.evoqua.com

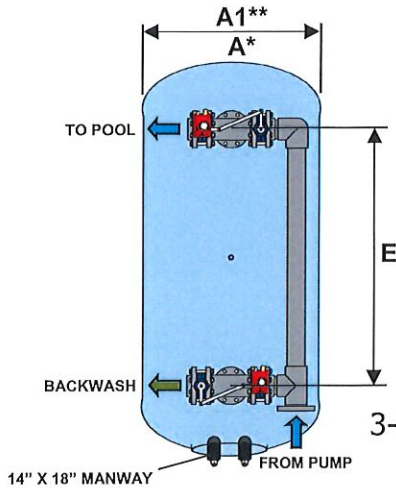
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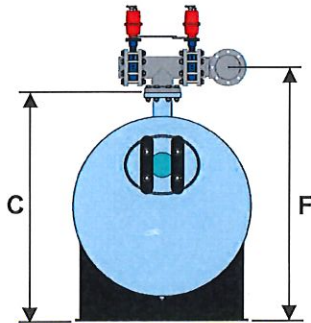
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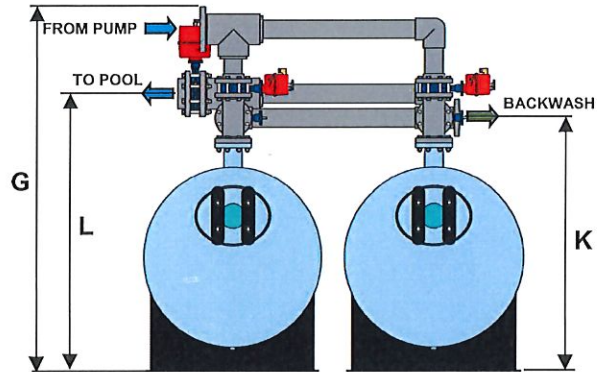
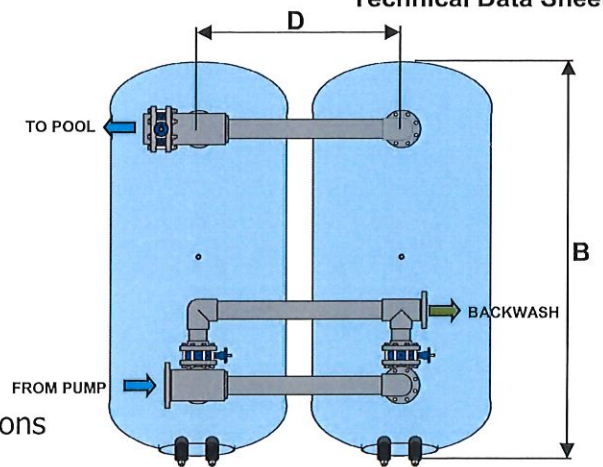
NB-ODYSSEY-DS-0217



3-Way Face Piping Configurations



Single Tank Design



Side by Side (SxS) Dual Tank Design

Face Piping Dimensions All dimensions are in inches and are for reference only				
Single Tank				
Mark	Tank Dia.	Face Piping Size		
		4	6	8
F	42	61 3/8	63 3/8	65 3/8
	48	67 1/8	69 1/8	69
	60	79 3/4	81 3/4	83 3/4

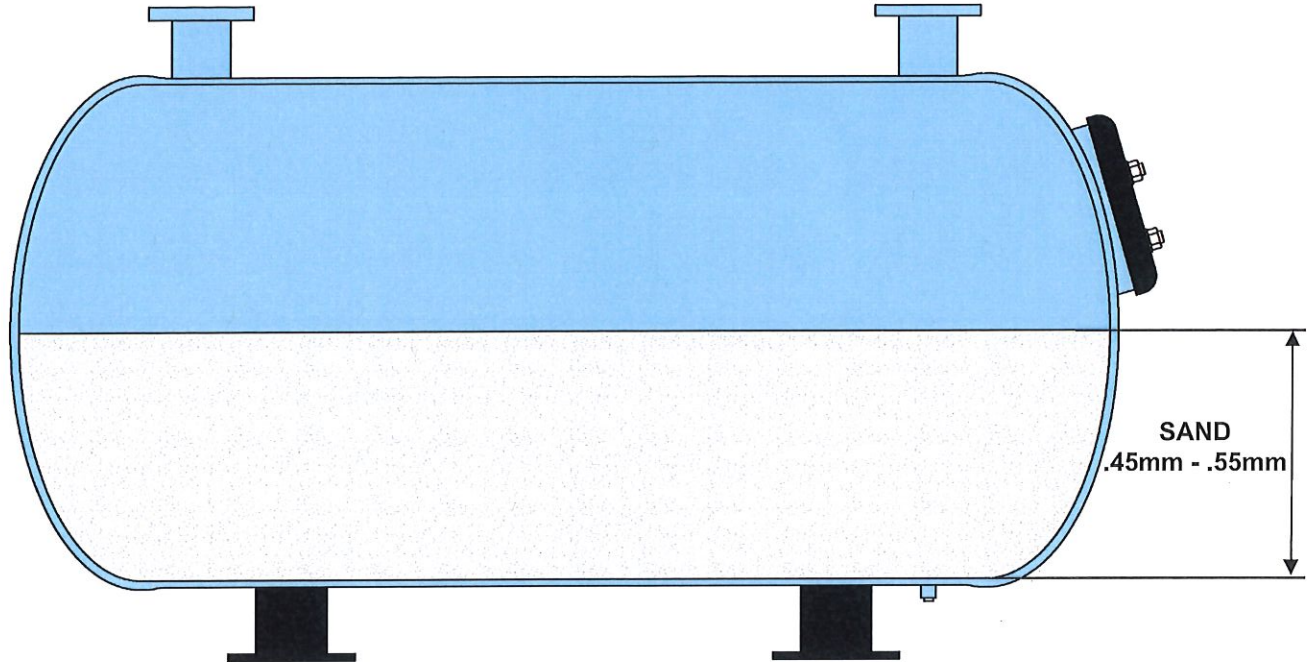
Face Piping Dimensions All dimensions are in inches and are for reference only					
Side by Side Tanks					
Mark	Tank Dia.	4x4	6x4	6x6	8x6
G	42	85 1/4	91 5/8	95	100 1/4
L	42	65	69 1/4	68 1/4	70 1/4
K	42	63 1/2	63 3/8	66 1/8	66 1/8
G	48	91	97 3/8	100 11/16	106
L	48	70 3/4	75	74	76
K	48	69 1/4	69 1/8	71 11/16	71 13/16
G	60	-	-	113 5/16	118 5/8
L	60	-	-	86 5/8	88 5/8
K	60	-	-	84 7/16	84 7/16

Filter Model Number	Tank Conn Size	Filter Area (SF)	Flow Capacity (GPM)	Filter Rate (GPM/SF)	Tank Shipping Weight (LBS)	Operating Weight (LBS)	All dimensions are in inches and are for reference only					
							A*	A1**	B	C	D	E
(*)4248SHFFG-D	4	17.9	90-358	5-20	478	5354	42	44 1/4	70 1/2	55 1/4	49 1/2	38
(*)4260SHFFG-D	4	21.4	107-342	5-16	562	6208	42	44 1/4	82 1/2	55 1/4	49 1/2	50
(*)4260SHFFG-D	6	21.4	364-428	17-20	562	6208	42	44 1/4	82 1/2	55 1/4	49 1/2	50
(*)4272SHFFG-D	4	24.9	125-349	5-14	604	7216	42	44 1/4	94 1/2	55 1/4	49 1/2	62
(*)4272SHFFG-D	6	24.9	374-498	15-20	604	7216	42	44 1/4	94 1/2	55 1/4	49 1/2	62
(*)4284SHFFG-D	4	28.4	142-341	5-12	653	8223	42	44 1/4	106 1/2	55 1/4	49 1/2	74
(*)4284SHFFG-D	6	28.4	369-568	13-20	653	8223	42	44 1/4	106 1/2	55 1/4	49 1/2	74
(*)4848SHFFG-D	4	22.3	112-357	5-16	622	7136	48	50 1/4	73 1/2	61	55 1/2	38
(*)4860SHFFG-D	4	26.3	132-342	5-13	773	9605	48	50 1/4	85 1/2	61	55 1/2	50
(*)4860SHFFG-D	6	26.3	368-526	14-20	773	9605	48	50 1/4	85 1/2	61	55 1/2	50
(*)4872SHFFG-D	6	34.3	172-686	5-20	817	11039	48	50 1/4	97 1/2	61	55 1/2	62
(*)4884SHFFG-D	6	38.3	192-766	5-20	715	10120	48	50 1/4	109 1/2	61	55 1/2	74
(*)6048SHFFG-D	6	30.8	154-616	5-20	841	12460	60	63 1/2	80 1/2	73 5/8	68 1/2	44
(*)6060SHFFG-D	6	35.8	179-716	5-20	918	14473	60	63 1/2	92 1/2	73 5/8	68 1/2	50
(*)6072SHFFG-D	6	40.8	204-816	5-20	1010	16501	60	63 1/2	104 1/2	73 5/8	68 1/2	62
(*)6084SHFFG-D	6	45.8	229-779	5-17	1082	18510	60	63 1/2	116 1/2	73 5/8	68 1/2	74

Note: All dimensions are based on fiberglass construction. Available in 50, 75 & 100 psi working pressure hydrostatically tested to 1.1 x working pressure and designed with a 4:1 safety factor. Consult Neptune-Benson for dimensional verification on custom fabricated vessels. All tanks include air relief and drain connections.

(*) Denotes quantity of tanks. Tank shipping weight includes manifold & internals. A* = Inside Diameter A1** = Maximum Outside Diameter





STANDARD MEDIA CHART

Note:
Sand is 100 lbs per cubic foot

All dimensions are in inches

Filter Model Number	Filter Sand (CF)	Filter Sand (LBS)	Bed Depth
(*)4248SHFFG-D	22	2200	21
(*)4260SHFFG-D	27	2700	21
(*)4272SHFFG-D	32	3200	21
(*)4284SHFFG-D	37	3700	21
(*)4848SHFFG-D	30	3000	24
(*)4860SHFFG-D	36	3600	24
(*)4872SHFFG-D	42	4200	24
(*)4884SHFFG-D	49	4900	24
(*)6048SHFFG-D	55	5500	30
(*)6060SHFFG-D	65	6500	30
(*)6072SHFFG-D	74	7400	30
(*)6084SHFFG-D	84	8400	30



R 9/16/16



Project Services Proposal Date: 11/14/2023

By and Between

Colorado Mechanical Systems
7094 S Revere Pkwy
Centennial, CO 80112
(hereinafter "CMS")

Heather Gardens Association
2888 S. Heather Gardens Way
Aurora, CO 80014
(hereinafter "Customer")

Project Information: Pool Mech room
Project Location: 13691 E Marina Dr,

Project Services Description:
Furnish and install new Neptune Benson Horizontal Sand Filter.

Our Project Proposal Includes:

- Remove existing Atlas filter and dispose of properly.
- Furnish and install new Neptune Benson Horizontal Sand Filter. (NB-4248SHFFG Horizontal Filter) Please see specifications.
- Reconnect existing associated PVC piping.
- Include filter sand #50, #20 silica.
- Ensure shut down time to a minimum.
- Perform factory authorized startup and test new equipment
- All tools, equipment, instrumentation and labor necessary to perform project
- Provide Colorado Mechanical Systems 1 year labor warranty
- Provide manufacturer's warranty on all parts
- This proposal is good for 30 days from the date provided to the customer

Project Exclusions:

- Providing equipment, materials and labor for work not detailed in this project's scope of work.
- Providing labor after or before our normal business hours of 7:00 AM to 5 PM Monday through Friday. (unless noted otherwise in this project's scope of work).
- Design and/or engineering.
- Removal/repair/replacement of finished surfaces
- Controls, controls modifications, or upgrades

- Ⓒ Any GC work, drywall repair, carpentry, painting, fire alarm, fire suppression work, sprinkler work, insulation, or repair of pre-existing conditions unless noted otherwise in this project's scope of work.
- Ⓒ Upgrades to line voltage electrical

Other Considerations:

This proposal is subject to change based on unknown items that may occur as a result of public health disturbances, such as material delays, labor shortages, jobsite disruptions or governmental intervention. Equipment manufacturers and production facilities are feeling the impacts of decreasing international imports, health and safety concerns and economic impacts to their businesses. As a result of supply chain delays, manufacturing production may be impacted. Therefore, lead times and production may be extended without warning and pricing may be affected. CMS reserves the right to pass on supplier and subcontractor price adjustments before the material release date, and will not be subject to penalties due to material procurement delays. Known projects with critical completion schedules should be coordinated with CMS, and every attempt will be made to minimize supply chain disruptions effecting project schedules.

CMS reserves the right to progress bill this project as costs are incurred. This includes a standard 15% invoice to cover mobilization costs at the time of material procurement.

Our price for the scope of work is.....\$47,330.00

Thank you for allowing us to provide you with this project proposal. Please sign and return to authorize the above work and we will schedule this work at the mutually agreed to date.

Colorado Mechanical Systems
Ricky DiFranco

Name

Sr. Account Executive

Title

11/14/2023

Date

Heather Gardens Association

Authorized Signature

Title

Date



Heather Gardens METROPOLITAN DISTRICT

HEATHER GARDENS METROPOLITAN DISTRICT BOARD ACTION

DATE: DECEMBER 21, 2023

MOTION NUMBER: 1-12-21-2023

MOTION: MOTION TO PAY INSURANCE PREMIUM

I move that the Heather Gardens Metropolitan District Board of Directors approve the payment of its insurance premium through the Colorado Special District's Property and Liability Pool.

ECONOMIC COST TO THE DISTRICT: \$56,288
Appropriated by: Operating Expenses - Insurance

Motion by: Rita Effler

Second by: _____

Rationale: Although the beginning of the year resolution approved the payment of the premium, we are taking this action because there was a question at the last meeting whether the hail and wind damage rider was included in the premium amount. It was.

Debate: _____

Secondary Motion to : _____

Secondary Motion by: _____ Second by: _____

VOTE:

	Yes	No
Craig Baldwin		
Rita Effler		
Eloise Laubach		
Robin O'Meara		
Daniel Taylor		
Total		

	Yes	No

The secondary motion does/does not have a majority and passes/fails.
The main motion does/does not have a majority and passes/fails.

Robin O'Meara, Secretary
HGMD Board of Directors

Daniel J. Taylor, President
HGMD Board of Directors



Heather Gardens METROPOLITAN DISTRICT

HEATHER GARDENS METROPOLITAN DISTRICT BOARD ACTION

DATE: DECEMBER 21, 2023

MOTION NUMBER: 2-12-21-2023

MOTION: MOTION TO ADOPT ELECTION PM-1

I move that the Heather Gardens Metropolitan District Board of Directors approve Election PM-1 establishing rules for electioneering.

ECONOMIC COST TO THE DISTRICT: \$0

Appropriated by: N/A

Motion by: Daniel Taylor

Second by: _____

Rationale: This is the first in a series of proposed PMs to establish specific procedures surrounding elections for HGMD. Elections and electioneering are essential to the representative governance of the District, and therefore establishing rules and procedures that apply equally to all members of this District has the highest priority.

Debate: _____

Secondary Motion to : _____

Secondary Motion by: _____ Second by: _____

VOTE:

	Yes	No
Craig Baldwin		
Rita Effler		
Eloise Laubach		
Robin O'Meara		
Daniel Taylor		
Total		

	Yes	No

The secondary motion does/does not have a majority and passes/fails.
The main motion does/does not have a majority and passes/fails.

Robin O'Meara, Secretary
HGMD Board of Directors

Daniel J. Taylor, President
HGMD Board of Directors



**HEATHER GARDENS METROPOLITAN DISTRICT
ELECTION PROCEDURES
PROCEDURE MEMORANDUM 1**

ADOPTED AND EFFECTIVE DECEMBER 21, 2023

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SECTION 1. ELECTIONEERING DEFINITION 1

SECTION 2. ELECTIONEERING LOCATION. 1

SECTION 3. ELECTIONEERING MATERIAL 2

ELECTION PROCEDURES PROCEDURE MEMORANDUM 1

Proposed on December 21, 2023

Adopted by HGMD Board on December 21, 2023

This Procedure Memorandum shall supersede all previous versions of the Procedure Memorandum and Functions and Policy Manuals for Election Procedures, as well as all previous resolutions, actions and informal practices and policies of the District or portions thereof which may be in conflict with the provisions hereof.

ARTICLE I - PURPOSE

The purpose of this Procedure Memorandum is to define a consistent, fair, and equal procedure for all electioneering on the Heather Gardens Metropolitan District (District) properties and ensure the dissemination of information to the public which is informative yet, balanced, consistent with the Bylaws, Rules and Regulations, and administrative or policy procedure memoranda.

ARTICLE II - ELECTIONEERING

Section 1. Electioneering Definition. Electioneering shall refer to the dissemination of information verbally or by written materials in support or against a candidate or group of candidates for any office whether a political subdivision of this state or local government or for office in Heather Gardens Association or Metropolitan District.

Section 2. Electioneering Location. Electioneering is allowed in the following manner:

- A. In person, in front of the clubhouse or adjacent to the clubhouse parking lot, but not within 20 feet of the front clubhouse door. Such person may disseminate written material by hand, or
- B. Inside the clubhouse, any person may place a one-page flyer on the bulletin board designated for the posting of notices, or
- C. Any person may schedule an electioneering event in a room at the clubhouse consistent with the rules and fees contained in the Clubhouse PM-1.
- D. Campaign yard signs no larger than 18" x 24" may be placed on District property within 45 days of any District election, HGA election or local election

for office or ballot measure specifically affecting Heather Gardens. All campaign signs must be removed within 48 hours after the election.

Section 3. Electioneering Material. Written material or verbal statements must not contain profanity, inflammatory information or false statements. If a violation of this rule is alleged, such allegation shall be made in writing to the HGMD board. If the allegation appears to be sufficient to be a violation of this rule, a presumption shall be created. The person or group disseminating the statement shall be afforded an opportunity to rebut the presumption, and submit evidence that the statement does not violate this rule. The HGMD board shall make a decision whether the statement shall be allowed or prohibited.

Adopted the 21st day of December, 2023, by the Board of Directors of the Heather Gardens Metropolitan District.

President, Daniel Taylor

ATTEST:

Secretary, Robin O'Meara



**HEATHER GARDENS METROPOLITAN DISTRICT
BOARD ACTION**

DATE: DECEMBER 21, 2023

MOTION NUMBER: 3-12-21-2023

MOTION: MOTION TO UPDATE SIGNORS ON KEY BANK ACCOUNTS

I move that the Heather Gardens Metropolitan District Board of Directors approve the updating of the signors on the Key Bank accounts. Past directors and officers of the District remain on the bank accounts. These names need to be removed and the District Treasurer and President need to be added.

ECONOMIC COST TO THE DISTRICT: \$0

Appropriated by: N/A

Motion by: Daniel Taylor

Second by: _____

Rationale: We requested that this be taken care of by management in July and it was raised at the July 19th joint meeting. People who no longer have any authority by the District need to be removed and the current District officers need access to review the accounts.

Debate: _____

Secondary Motion to : _____

Secondary Motion by: _____ Second by: _____

VOTE:

	Yes	No		Yes	No
Craig Baldwin					
Rita Effler					
Eloise Laubach					
Robin O'Meara					
Daniel Taylor					
Total					

The secondary motion does/does not have a majority and passes/fails.
The main motion does/does not have a majority and passes/fails.

Robin O'Meara, Secretary
HGMD Board of Directors

Daniel J. Taylor, President
HGMD Board of Directors