



**NOTICE OF HGMD BOARD OF DIRECTORS REGULAR MEETING
March 17, 2022, 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 Gardens Clubhouse via Zoom videoconference at **1:00 PM on March 17, 2022**. 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://zoom.us/j/94018309338?pwd=QjBsOURRcG9jbGowd2RSN1VTS1VFUT09>

Meeting ID: 940 1830 9338

Password: 547534

or

Dial-In Number: +1 346 248 7799 US

AGENDA

1. Determine quorum present
2. Call meeting to order
3. Approval of/additions to/deletion from agenda
4. Approval of Minutes
 - a. Consider Approval of Minutes of February 17, 2022, Regular Meeting
5. Reports of Directors, committees, and professional consultants
 - a. President's Report (Funk)
 - b. CEO (Rea) – March 15, 2022, Report
 - c. Clubhouse/Restaurant Committee (Mines) – March 8, 2022, Report
 - d. Foundation Committee (Laubach) – March 9, 2022, Report
 - e. Golf Committee (George) – March 8, 2022, Report
 - f. Property Policy Committee (Funk) – No Meeting
 - g. Joint Long Range Planning Committee (Funk) – March 16, 2022, Update
 - h. Treasurer's Report (Archambault) – March 2022
 - i. Joint Budget and Finance Committee (Archambault) – March 14, 2022, Report
6. Unfinished Business
 - a. Consider the approval of Bylaws revisions
7. New Business
 - a. Consider the approval of purchase of umbrellas, planters, and herbs for the Rendezvous Restaurant
 - b. Consider the approval of purchase of a 75" TV for the Clubhouse
 - c. Consider the Fundraiser
 - d. Consider the approval of use of Lottery Funds for the Golf cage improvement project
 - e. Consider the approval of carrying forward the 2021 budget for the Maintenance facility parking lot asphalt project to 2022
8. Open Forum – Public comment (time limit-3 minutes per person)
9. Adjournment

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 Board meeting will be held Thursday, April 21, 2022, at 1:00 PM.

**HEATHER GARDENS METROPOLITAN DISTRICT
REGULAR MEETING
Thursday, February 17, 2022**

The regular meeting of the Board of Directors of the Heather Gardens Metropolitan District was held via Zoom/Telephone in the office of the District, 2888 S. Heather Gardens Way, Arapahoe County, Colorado, on Thursday, February 17, 2022, at 1:00 P.M.

CALL TO ORDER: President Funk called the meeting to order at approximately 1:00 P.M. on Thursday, February 17, 2022. A quorum was present.

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

BOARD MEMBERS ABSENT: None

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

GUESTS PRESENT: Jennifer L. Ivey, Icenogle Seaver Pogue, P.C., 4 members of the Heather Gardens Association Board, Lynn Donaldson with Heather 'n Yon, and approximately 28 members of the public were present.

APPROVAL OF MINUTES: Motion made by Vice President George and seconded by Secretary/Treasurer Archambault and passed unanimously to approve the minutes of the January 27, 2022, Special Meeting as written.

REPORTS OF DIRECTORS, COMMITTEES, AND PROFESSIONAL CONSULTANTS:

President's Report: No report.

Chief Executive Officer (CEO) Report: The Board received a copy of the CEO's Statement of Work Report. CEO Rea reported that all departments have reviewed the big board goals for golf, restaurant, and clubhouse that will be utilized within the strategic plan in the next two years for improvements, training, and accomplishments. The Restaurant is working on a loyalty program, the Clubhouse is reviewing its hours, and the Golf Course has a few things coming up. There were no questions or comments.

Clubhouse/Restaurant Committee: No meeting.

Foundation Committee: No meeting.

Golf Committee: No meeting.

Property Policy Committee: No meeting.

Joint Long Range Planning Committee: No meeting.

Treasurer's Report: The Board received a copy of the Treasurer's Report. 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 there was discussion that the Association plans to invest \$1 million in 3-year annuities. There were pros and cons to investing it in highly rated corporate bonds rather than annuities. The final analysis was to make no recommendation on changes in the investment plans. There were no questions or comments.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- a) **Motion to Accept the Amended Heather Gardens Metropolitan District Bylaws:** Motion made by President Funk and seconded by Director Mines and passed unanimously.

Text of Motion: I move that Heather Gardens Metropolitan District Board of Directors accept the amended Bylaws of the Heather Gardens Metropolitan District as presented.

Explanatory Comment: Adoption of the amended Bylaws is scheduled for March 17, 2022, following a one-month public comment period.

OPEN FORUM:

A resident had questions regarding the artwork and painting being done in her building. President Funk informed her that she will need to address her questions to the Management Office and/or the Architectural Control Committee as these matters do not pertain to the District.

A resident asked why the Bylaws draft does not show the Property Policy Committee struck out in red. President Funk said it is because the committee will stand as it is named and will change its responsibilities to include writing the procedures and policies of the District.

A resident asked since the Foundation Committee is not an enterprise will it be absorbed into the Enterprise Advisory Committee. President Funk said no because it is a donation base and will remain a standing committee.

CFO Counts pointed out that the auditors will be in on March 8 for both the Association and the District audit. The auditors will be reaching out to Board members to answer questions and CFO Counts requested Board members to please respond as quickly as possible so that the auditors can check off certain items from their list.

ADJOURNMENT: Upon motion by Vice President George and seconded by Secretary/Treasurer Archambault and passed unanimously the meeting adjourned at 1:20 P.M.

William Archambault, Secretary/Treasurer

**CEO Department Report
Statement of Work (SOW)
March 15, 2022**

End of Month Report - February 2022

*******NOTE: Based on Feedback, Long Range Projects, Implementations & Prospective Projects & Ideas Section has been removed to Consolidate - these projects did not move with frequency month to month*******

HGMD

Clubhouse

Project Status & Objectives

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
Increase Volunteer Participation / Orientation	participation/ clear expectations	95	X		3/8/22
Functional Equipment Review	Ensure all equipment can be used	80	X		ongoing
Class Registration	Be Prepared	50	X		3/15/22
Spring Craft Fair	Be Prepared	45	X		3/24/22
Payroll Spreadsheet	Be in line with budget/ fully staffed	40	X		3/25/22
Line up Sponsors for the year	Use available resources	30	X		4/3/22
Update Club Setups	upload all setups into Active	10	X		3/17/22
Coffee Inventory	What are our realistic needs	10	X		3/31/22

Golf

Project Status & Objectives

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
Update Rules for COVID-19 Play	Staying up to date with rules	100	X		2/28/22
Build tee sheet for 2022 golf season	Maintenance	100	X		2/28/22
Attend Men's tournament meeting	Yearly Planning	100	X		2/28/22
Hitting net update proposal for foundation	Yearly Planning	100	X		2/28/22
Collaborate with restaurant tournament ideas	Customer service	100	X		2/28/22
Set up Event Calendar for 2022	Yearly Planning	80	X		3/30/22
Order Products for 2022	Yearly Planning	75	X		3/30/22
Create player development schedule	Yearly Planning	60	X		3/30/22

Restaurant

Project Status & Objectives

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
Sunday Brunch March 6th	St. Patrick's Day March 19th	95	X		3/31/22
Working on a schedule for special dinners and events for 2022		80	X		3/31/22
Working on Online and loyalty program	ongoing server training	75	X		3/31/22
Marketing and social media with golf		75	X		4/30/21
Create new menus for banquets and cost out for pricing		50	X		4/30/22
Train cooks on serve safe food handling		40	X		5/31/22
Server training and volunteer training		40	X		4/30/22
Pricing for special events		33	X		4/30/22

CEO/General

Project Status & Objectives

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
Hire Business Office Manager	Source/Vet/Hire Process	100	X		2/28/22
Year at a Glance - HNY For all Depts	Gantt/Project Chart/Goals & Info to Community/Web (New Date 3/31)	85		X	2/28/22
Professional Development	Certification/Training (Moved/PPD)	70	X		4/8/22
L/J Misc. Contract Renewal	2 years remaining/Vet Vendors (PPD)	60	X		3/31/22
CP4 Supplement/Closeout	Close Out Final Project w/ Contractor & Insurance	55	X		3/31/22
Uniform/Identification Project/Program	Review Current/Establish New (PPD)	50	X		TBD
Hire Operations Manager	Source/Vet/Hire Process	20	X		3/31/22
Comcast Addendum	Waiting on Feedback from Comcast (sent info to comcast)	0	X		3/31/22
Starry Phase 3 Addendum	Assemble Addendum w/ Feedback	0	X		3/31/22
Review Org/Structure/Backfill Mgr. Position & Misc.	Based on Recent Staff Changes/Open Positions	0	X		3/31/22
Benchmarking Review	Review Misc. Positions Based on Local/Nation Avg.	0	X		4/30/22

CFO/Accounting

Project Status & Objectives

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
AR/Billing/Prop Mgt in Jenark	General cleanup	90	X		4/15/22
Hire Accounting Asst. position		90	X		3/7/22
Review each direct report processes	Sit down and review with each team member	80	X		3/31/22
2021 Audit	Complete 2021 audit by March/April 2022	75	X		4/18/22
Monthly Delinquent Notice	Process delinquent notices monthly	0		X	4/15/22
Update Capital Reserve report	Review formulas and review hard coding	0		X	4/30/22

COO/Operations

Operations Manager Goals & Projects Currently on Hold to Fill Position - Multiple Candidates and Interview Occurring

Project Status & Objectives

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
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Finalize Safety program revisions Handouts / Training / Q&A	updates/feedback from team - adjustments to Safety program to custom tailor to needs	100	X		3/31/22
City of Aurora - Water Wise 2022	Work w/ R&G, Committees, BOD to plan rollout- of water and cost saving program	33	X		8/30/22
Weekly Team Meetings / Safety / Ops	engage with team - offer support, ensure accountability for expected performance	20	X		3/31/22
Vendor Mgmt. list / scoring	Support Contracts Mgr. to build list with evaluation and data to show vendor performance	10	X		3/31/22
Re-vamp "components" Excel sheet	fix formulas, vetting of timelines and condition of items listed	5	X		5/15/22

CHRO/Human Resources

Project Status & Objectives

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
Cost Containment Recertification	Renewal/Keep Cost Down for WC	100	X		2/18/22
Hire Business Office Manager	Source/Vet/Hire Process	100	X		2/19/22
Hire Accounting Clerk	Source/Vet/Hire Process	100	X		3/4/22
work on uniform change/color	more transparency easy to spot	75	X		3/15/22
Update all Forms new titles etc.		75	X		3/1/22
Customer Service Training Course	Improve & Enhance CS	50	X		3/1/22
Misc. Dept Hiring - R&G, Maint & Custodial	Source/Vet/Hire Process	50	X		ongoing
PEO Admin Review/2 in process	Renewal/Vet/Research Etc.	50	X		4/1/22
Plan the Employee Monthly Engagement	Boost Morale	25	X		ongoing
Employee recognition/reward program	Enhance Morale & Recognize	25	X		parked
Create New Dept Job Descriptions	Consistency within the departments	25	X		4/1/22
Employee/Insurance/Docs Update	Create with COO Spanish Versions of Important Docs	20	X		ongoing
Employee/Insurance/Docs Update	Create with COO Spanish Versions of Important Docs	20	X		ongoing
Specific Dept. Benchmarking	Ensure Meeting Market Salaries/retain employees	10	X		4/1/22

Communications/Business Office Manager

As On-Boarding of New Business Office Manager Continues - Additional Timing for Goals will be Established

Project Status & Objectives

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
Hire Business Office Manager	Hire Process	100	X		2/28/22
Communication Calendar/Cadence	Create schedule of comms - waiting on Sponsors/Graphic Design Decision	90	X		3/31/22
Brochure/Property Brochure	Update old brochure with new information.	90	X		TBD
Hire Work Order Coordinator	Hire Process	25	X		3/31/22
Social Media Calendar/Cadence	Create schedule of comms	0	X		3/31/22
HG Association Tip of the Week/Month Cadence	Create schedule of comms	0	X		3/31/22
Document Retention	Research Retention/Programs/Options	0	X		TBD
S/ Drive Clean-Up	Retention & File Removal/Clean	0	X		TBD
Intranet/SharePoint Development	Internal Comms Development	0	X		TBD
Communications SOP/PM Development	Work with PRC External & Team for Internal Process	0	X		TBD
Phone Line Clean Up Project	POTS Line Review/Needs	0	X		TBD

Contracts

Project Status & Objectives

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
HGMD Fuel Storage Tank	Install new 500g split tank to supply fuel needs for the small engine fleet.	100		X	3/4/22
PSAC - Parking Structure Engineered Conditions Report	To have a professional engineer conduct and conditions test and generate a report describing the current state of the parking structures.	99	X		ASAP
HG Vendor/ Contractor - Contact List	List all vendors - for ease of access	95	X		3/31/22
RV Parking Lot	Resurfacing and re-designing the layout of the RV Parking lot to better serve the users	75		X	5/1/22
2022 Project Planning	Plan for the upcoming projects based on the approved budget.	30	X		ongoing
2022 FPE Replacement Project for CP 4, 5, and 6	Update existing FPE electrical panels to meet current NEC and City of Aurora Code	25	X		7/31/22
Parking Structure - Security Enhancement Project	To help relieve community safety concerns	25			ASAP
2022 - Carpet Replacement Project	Replace Building Corridor Carpet on 10 different floors throughout the community.	5	X		6/1/22
2022 - Elevator Jack Replacement Project; B243, 244 and 250	Replace Elevator Jacks to meet City and State Code Regulations.	5	X		10/1/22
B244 Roof Replacement	Replace B244's roof new roof to prevent leaking and structural damage to the building.	1	X		10/1/22
CP 4 Road Sealcoat	Asphalt Sealcoat/ Parking Stripe the area to give a finished look	1	X		5/1/22

Custodial

Project Status & Objectives

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
Van Painted & Logo'd	Branding	100			3/1/22
Reviews	Performance Evals & Reviews	100	X		3/4/22
Training	Training new floor tech & lead to our projects, getting to input his ideas to better/facilitate projects.	30	X		3/31/22
Hiring 1 FT or 2 PT for buildings	To cover zones that are vacant (interview a person)	25	X		3/31/22
Plan for side stairs washing	To complete project on a timely matter.	20	X		ASAP
Maintenance Shop	Wax maintenance shop floor and deep clean bathroom floors.	20	X		3/31/22
Team Covering Vacant Zones	Covering 2 vacant zones (221-224) & (213-216) while hiring	N/A	X		3/31/22

Maintenance

Project Status & Objectives

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
243 lights in hallways	replacing old lights	100	X		3/1/22
fixing ladies shower clubhouse	in progress (Waiting on bench)	100	X		2/28/22
training 2022 / service techs	training of different process	25	X		12/31/2022
Dry Vent cleaning 2022	224 231 232 233 234 235	25	X		6/1/22
April reviews	reviews	10	X		4/30/22
asbestos training	training	10	X		4/1/22

*****NOTE: The Following Format for Maintenance Facilities Engineer will be utilized for departments with many projects running parallel in order to prioritize & complete*****

Maintenance Facilities Engineer

Project Status & Objectives

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
TOP 3 - 5 PROJECTS					
2022 Cap Res requests	Water recirculation 217 & 220	19	X		3/15/22
Buildings 242 and 244 fire alarms	Repair bell deficiencies	15	X		3/31/22
2022 Cap Res requests	Chair rail at 243,219,214	10	X		3/15/22
2022 Cap Res requests	Building 243 boiler re-tubing	10	X		3/15/22
Starry equipment electric	Upgrade wiring and outlets at all 35 multi-story Buildings	10	X		3/31/22
MID-LEVEL PROJECTS					
Inspect CP pillars to obtain a list and count of pillars that need to be either removed or straightened.	For budgetary purposes.	40	X		3/31/22
Club women's handicap shower stall	Install new shower bench (Ordered)	20	X		3/31/22
Building 244 Unit 209 floor repair/replacement after heat run leak	Water floor damage	15	X		3/31/22
LONG TERM PROJECTS					
Research PS Security	PS Security	90	X		3/31/22
Building 216 Roof Safety Rails	Researching Options (Safety)	30	X		3/31/22
14205-14207 sewer pipe replacement in the basements	Remedy for Continuous drain backups	10		X	Unknown

Roads & Grounds

Project Status & Objectives

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
Pine Needle clean-up		75	X		3/1/22
Yale spurge removal	re-seed weed filled turf	40	X		5/1/22
Replace #500		15	X		6/1/22
2022 asphalt list	Repair driveway lifting/cracks	10	X		4/1/22
2022 Stump Grinding List	Removes stumps from property	10	X		6/1/22
Replace Chipper	investigate (new/used)	5	X		3/1/22
Plant List for 2022	where and what to plant	0	X		5/31/22

Security

Project Status & Objectives

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
Safety Meetings and audits	Safety	100	X		2/15/21
1st Qtr. Weapons Training	Training/ development	100	X		2/5/22
HGA Master Audit	Update Resident Info	90		X	12/31/21
Purchase new Radios	Communication (Waiting on Shipment to Arrive from Vendor)	90	X		2/1/22
Work with ACC and SEC on Lgl 3	Updating Governing Documents	75	X		3/31/22
Work with SEC on Lgl 6	Updating Governing Documents	75	X		3/31/22
Employee Key Audit	Building Safety	0	X		3/31/22

Heather Gardens Clubhouse/Restaurant Committee Meeting

March 8, 2022

Chair, Maria Mines, opened the meeting at 3:00 PM with all committee members present. Report of the January 11th meeting was approved, as written.

Review of Financial Reports. Question regarding maintenance issues was answered by CFO Jerry Counts, a budgeting issue using February 2021 figures as approximation.

Report from Clubhouse Manager. Montrell Anthony said he held a volunteer orientation meeting, with approximately 15 people in attendance. Events scheduled for March are: antique appraisal (very well received by residents), monthly bingo, two movies and a Spring Fling dance, which he hopes will be the return of the monthly Saturday night dance discontinued during the pandemic.

Report from Restaurant Manager. Cormac Ronan reported that February was a busy month. The return of the Sunday brunch brought 129 people to the Rendezvous, and he hopes this will continue to be an attraction. He stated that he is evaluating the policy for the banquet room which requires a \$400.00 minimum charge for rental, and considering instead a flat room charge; no policy change has been adopted. The cost of food keeps rising, an average of 10% increase from November/December 2021, so menu prices may have to be raised to cover the cost. He and Courtney Haynes are working with volunteer host to train new volunteer hosts.

Unfinished Business: Marketing for Rendezvous was discussed. Cormac is still working different media avenues, such as weekly specials, loyalty program for frequent patrons, ad in Heather 'N Yon, and talking with groups regarding use of the banquet room. Also, an ad is being developed to place in Clubhouse lobby to advertise the restaurant. In response to suggestions to contact office buildings nearby to offer lunch for workers, that suggestion has been tried in the past, without success.

New Business:

a. Asked about starting Happy Hour at the restaurant, Cormac said that he has already a couple of groups (like golfers) who come to the restaurant for happy hour. He is considering a Saturday 2-4 PM happy hour, as well as Sunday jam sessions after brunch for people who enjoy this activity. Also considering football and golf watching events in connection with happy hour.

b. HGMD Bylaws Revision. HGMD President, David Funk, explained the revision to the HGMD bylaws, which combines the Clubhouse/Restaurant and Golf committees into one entity, the Enterprise Advisory Group. He said that this change will help members to work more efficiently in a monitoring and advisory capacity, not as a managing entity. Managers will attend fewer meetings and the concept is a better way to do business. If members wish to get more detailed information, they can attend Budget & Finance meetings scheduled every month. The purpose of the EAG will be to monitor, review and recommend policy, as well as to monitor fees and help develop a budget.

There were no further questions or comments from the audience, and the meeting was adjourned at 4:25 PM. The next Clubhouse/Restaurant/Golf meeting is tentatively scheduled to be held April 12, 2022, at 1:00 PM.

Lenora Tracy, Secretary

HEATHER GARDENS METROPOLITAN DISTRICT

Foundation Committee Report March 9, 2022

To: HGMD Board of Directors and CEO

From: Eloise Laubach, Chair

Subject: Report of March 9, 2022 meeting

Committee: Eloise Laubach, Chair, Charlane Plucheck, Becky Cole, Mavis Richardson, Terry Schumacher

The meeting was called to order by Chair, Eloise Laubach at 1:00 PM. A quorum was present.

Becky Cole was unable to attend. Becky voted by email.

Chair Comments: The chair's term on the HGMD Board expires in May and she has applied to serve another term.

2 additions to the agenda: Possible fundraiser and golf request.

Notes of the January 12, 2022 meeting were reviewed and approved.

Financial report was reviewed.

Unfinished Business: Mask Warrior bench. Management has requested a refund for the bench and will purchase another.

New Business:

- Restaurant projects: Herb, planters, and umbrellas (see attached). Approved 5-0
- Clubhouse Projects: 75" Roku Smart TV \$650 (see attached). Some discussion as to if a policy was needed to define what will be posted and who will do posting. Vote 4-1 for the project. Dissenting voter wanted a policy in place.
- Pool table request was pulled from the agenda.
- Golf project was pulled. Golf will use Enterprise funds.
- Possible fundraiser: Musical group Retro, Concert April 16, 6:00-8:00 pm. Needs HGMD and Management approval.

The meeting was adjourned at 2:05 pm.

Next Meeting: April 13, 2022 at 1:00 pm.

Golf Committee Meeting notes – March 8, 2022

1. Called to order at 1 pm.
2. Quorum present.
3. Minutes of November 9, 2021 meeting approved.
4. Financials reviewed and approved.
5. Brian spoke on winter activities, purchases made of "out of bounds" markers, new lights and fountains are here awaiting installation. It was reported that the new Mech. Diego went to a conference and training in San Diego.
6. Greg talked about the winter clean-up and that the course is now ready for golfers. Greg will be meeting with the HGMD Board to secure funding for a new and improved "hitting cage", with new netting and new style turf.
7. Tom reported the Men's Club has 55 signed up and an April 12 meeting date.
8. Beulah reported that the Ladies Club Championship is set for Sep.7 & 14. March 2nd was a membership meeting, with 105 members (30 non-residents) and 15 waiting.
9. David Funk explained the HGMD's idea for revamping the Golf, Restaurant, Clubhouse, Garden, and RV Parking committee's into 1 Advisory Committee.
10. Meeting adjourned at 1:30 pm.

Mike George

HGMD TREASURER'S REPORT for MARCH 2022 Board Meeting

Highlights of District Operations for the month ended February 2022

Enterprise Fund:

Enterprise Fund revenue through February was \$333,500 which is \$54,000 less than budgeted. Recreation Fee income was as expected. Restaurant and Golf Revenue was \$49,500 less than anticipated. The golf course was closed for the entire month of February due to weather. The shortfall in revenue was more than offset by the cost of goods sold and operating expenses being less than expected. The offset amounted to approximately \$89,000.

Restricted Funds

Conservation Trust Fund (Lottery). The only revenue activity was the recoding of interest earned on the lottery bank account. \$10,700 of lottery funds have been used for District projects. There was \$152,791 in the lottery bank account at the end of the month.

Foundation Fund. The Foundation Fund received \$150 in donations in February. Year to date donations have been \$250. The deposit on the bench that had been ordered was refunded by the vendor. The order will be placed with another vendor. The Foundation bank account has a balance of \$39,720 and investments amounting to \$150,000.

Debt Service Fund. Property tax collection, year to date, has been \$6,787. This is not unexpected as historically January and February collections have been very little. Specific ownership tax revenue year to date, has been \$5,200. Interest expense of \$25,600 was recorded for the month. The Debt Service bank account has a balance of \$195,379 at February 28th.

FOR THE MONTH ENDED FEBRUARY 2022

	Budget	Actual
Clubhouse Subsidy	\$52,865	\$43,377
Golf Subsidy	\$43,511	\$34,386
Restaurant Subsidy	\$10,677	\$13,067

YEAR TO DATE THROUGH FEBRUARY

Clubhouse Subsidy	\$106,185	\$91,709
Golf Subsidy	\$ 87,691	\$74,120
Restaurant Subsidy	\$ 22,696	\$32,464

2022 Statistical Information

	Golf Rounds Played	Restaurant Guests
January	182	1172
February	0	1666
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
Total	182	2838

**HEATHER GARDENS BUDGET & FINANCE COMMITTEE
MARCH 14, 2022, MEETING REPORT
BOARD ROOM AND ZOOM MEETING**

TO: Members of the Heather Gardens Budget & Finance Committee, HGA Board of Directors, HGMD Board of Directors, and Chief Executive 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, Linda Serio, and Richard Ferguson. Committee members Ferguson and Serio were absent.

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

Audience: Approximately 20 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 residents present.

The February 14, 2022, B&F Committee meeting report was accepted as presented.

Monthly Operating Analysis Review: Jerry Counts, CFO, reviewed the November financial statements for HGA and HGMD. All questions were answered. The CFO mentioned that the 2021 audits should be ready for review at the April Budget and Finance Committee meeting,

Subcommittee and Other Reports:

Audit Subcommittee: Report was reviewed.

Insurance Subcommittee: The committee will hold a workshop on Friday, March 18th.

Capital Projects Subcommittee: No meeting.

Investment Update: There is a motion regarding investments in annuities.

Unfinished Business: None

New Business:

- 1) Motion by Baldwin, seconded by Nash and passed unanimously to recommend that the HGA Board of Directors approve a total investment of \$1,000,000 by HGA into four

fixed annuity contracts at \$250,000 each for a 3-year period as recommended by the Nice Group of Raymond James, HGA's investment advisor.

- 2) Motion by Laubach, seconded by Lane and passed unanimously to recommend that the HGA Board of Directors approve the Carpet Replacement Project at a project cost of \$96,255,
- 3) Motion by Lane, seconded by Baldwin and passes unanimously to recommend that the HGA Board of Directors approve the contract for the Elevator Jack Replacement Project for Building 243, 244, and 250 at a project cost of \$264,000. This is \$94,000 more than the 2022 budget.
- 4) Motion by Baldwin, seconded by Laubach and passed unanimously to recommend that the HGA Board of Directors approve the Concrete Repairs Work project at a cost of \$196,920.
- 5) Motion by Laubach, seconded by Lane and passed unanimously to recommend that the HGA Board of Directors approve the Handrail Repair Project at a cost of \$27,718.
- 6) Motion by Lane, seconded by Baldwin and passed unanimously to recommend that the HGA Board of Directors approve Emergency Elevator Repairs in buildings 209 and 234 for a cost of \$17,297.97.
- 7) Motion by Baldwin, seconded by Laubach and passed unanimously to recommend that the HGMD Board of Directors approve carrying forward the 2021 budget to 2022 for the Maintenance Facility Parking Lot Asphalt Project for a cost of \$59,282.
- 8) Motion by Baldwin, seconded by Laubach and passed to recommend that the HGA Board of Directors increase the CEO's discretionary spending authority to \$25,000. After discussion, the maker of the motion and the second to the motion removed the motion and tabled the motion until the April committee meeting.
- 9) Motion by Lane, seconded by Baldwin and passed unanimously to recommend that the HGMD Board of Directors approve the use of Lottery Funds (Conservation Trust Funds) for the Golf Practice Cage improvement project at a cost of \$5,713.51.

Discussion of HOA assessment Accounts Receivable. Jerry Counts, CFO, reviewed a summary analysis of assessments receivable. The analysis covered month end assessments receivable from June 2021 through February 2022. Total assessments receivable have been reduced by approximately \$164,000 over that period. The committee and residents who made comments were highly complementary of the efforts by the CFO in collecting and reducing the assessments receivable.

Members of the audience wishing to speak on non-agenda items: None

The meeting was adjourned at 11:35 AM.
The next meeting will be on April 18, 2022.

**Heather Gardens Metropolitan District
Board Action
Date: March 17, 2022**

Motion: To approve the amended Heather Gardens Metropolitan District Bylaws

I move that Heather Gardens Metropolitan District Board of Directors approve the amended Bylaws of the Heather Gardens Metropolitan District as presented.

Motion by: David Funk Seconded by: _____

Outcome of vote:

For: _____ Against: _____ Absent/Abstaining: _____

___ The motion has a majority and is adopted.

___ The motion does not have a majority and is not adopted.

David Funk, President
HGMD Board of Directors

Rationale: The amended Bylaws have been available for review and public comment.



**BYLAWS
OF THE
HEATHER GARDENS METROPOLITAN DISTRICT**

Adopted July 18, 2019

Amended February 17, 2022

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ARTICLE I – APPLICATION OF BYLAWS

Section 1. Authority. Heather Gardens Metropolitan District (District) is a quasi-municipal corporation and political subdivision of the State of Colorado with those powers specifically authorized by, and in compliance with the Special District Act, Article 1 of Title 32, C.R.S. (Special District Act), including, but not limited to the power to adopt, amend, and enforce bylaws and rules and regulations not in conflict with the constitution and laws of this state for carrying on the business, objectives, and affairs of the Board of Directors (Board) of the District and the District.

Section 2. Purpose. It is hereby declared that the Bylaws hereunder set forth will serve a public purpose and aid the Board and the District in carrying on its business, objectives, and affairs.

Section 3. Scope. These Bylaws shall supersede all previous versions of the District’s bylaws and policy manuals, 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 II – ORGANIZATION

Section 1. Powers and Duties. All powers, privileges and duties vested in, or imposed upon the District by law shall be exercised and performed by and through the Board, whether set forth specifically or impliedly in these Bylaws, provided, however, the Board:

- A. May delegate to officers, contractors or employees of the District any or all administrative or ministerial duties;
- B. Has delegated to the Heather Gardens Association and the Association’s general manager (District’s Agent) certain managerial, administrative and ministerial duties in accordance with the Management Agreement by and between the District and the Heather Gardens Association dated August 23, 2018, as may be amended from time to time (Management Agreement);
- C. May delegate the authority to make purchases, negotiate leases for office space, and sign contracts, receipts, endorsements, checks, releases and other documents; and

- D. May create standing or special committees and delegate such authority thereto as the Board deems necessary and proper for the performance of such committee's functions and obligations.

Section 2. Office.

- A. **Business Office.** The principal business office of the District shall be at 2888 South Heather Gardens Way, Aurora, Colorado 80014, until otherwise designated by the Board.

Section 3. Meetings.

- A. **Regular Meetings.** Regular meetings of the Board shall be conducted on the third Thursday of each month at 1:00 p.m., at the Heather Gardens Clubhouse Board Room, 2888 South Heather Gardens Way, Aurora, Colorado, unless otherwise designated by the Board.
- B. **Special Meetings.** From time to time the Board may call special meetings of the Board upon advance written notice in compliance with the Special District Act and other applicable laws.
- C. **Study Sessions.** From time to time the Board may hold study sessions to receive, present and/or discuss information but not take any official actions.
- D. **Public Meetings.** All meetings of the Board and its committees, including study sessions, other than executive sessions, shall be noticed in compliance with applicable laws and, with the exception of the executive sessions, open to the public and allow time for public comments.
- E. **No Informal Action by the Board/Quorum.** Except as otherwise provided herein or as allowed by law, all official business of the Board shall be transacted at a regular or special meeting at which a quorum (more than one-half of the number of Board members serving on the Board at that time) shall be present in person or telephonically.
- F. **Executive Sessions.** Executive sessions may be called at regular or special meetings of the Board in compliance with the Colorado Open Meetings Law, §§ 24-6-401 *et seq.*, C.R.S. No adoption of any proposed policy, position, resolution, rule, regulation, or formal action shall take place

in an executive session. The discussion in executive session shall be limited to the reasons for which the executive session was called.

- G. Continuance of Meetings.** When a regular or special meeting is for any reason continued to another time and place, further notice need not be given of the continued meeting if the time and place of such meeting are announced at the meeting at which the continuance is taken, except as required by law. At the continued meeting, any business may be transacted which could have been transacted at the original meeting.
- H. Emergency Meetings.** Emergency meetings may be called without notice, if notice is not practicable, by the president of the Board or any two (2) Board members in the event of an emergency that requires the immediate action of the Board in order to protect the public health, safety and welfare of the property owners and residents of the District. If possible, notice of such emergency meeting may be given to the members of the Board by telephone or whatever other means are reasonable to meet the circumstances of the emergency, and shall be provided to the public via any practicable means available, if any, including, but not limited to, posting notice of such emergency meeting on the District's website, if any. At such emergency meeting, any action within the power of the Board that is necessary for the immediate protection of the public health, safety and welfare may be taken; provided however, that any action taken at an emergency meeting shall be ratified at the first to occur: (a) the next regular meeting of the Board, or (b) the next special meeting of the Board.

Section 4. Preparation for and Conduct of Meetings. The Board recognizes that establishing a uniform and systematic protocol for preparing for and conducting its regular, special, and committee meetings and study sessions will help assure the efficient operations of the District and transparency to and participation of the public. As such, the Board hereby adopts the following procedures for the preparation of and conduct at meetings which the Board, the District's Agent, and the officers, agents and employees of the District shall use all reasonable efforts to follow and which shall be in addition to and shall be subject to other legal requirements set forth relating to the notice of and conduct at meetings:

- A. Agenda.** The agenda for all meetings and study sessions of the District is set by the chairperson with recommendations from other Board members and the District's Agent, and if appropriate, by legal counsel. The agenda for all meetings will include an agenda item for public comment for non-agenda items. The District's Agent is responsible for posting the notice and agenda in accordance with law and as provided in the District's annual administrative

resolution. The agenda for any meeting or study session may be revised by motion, second and a majority vote of members of the Board.

B. Order of Business. The business of all regular and special meetings of the Board shall be transacted, as far as practicable, as follows:

1. Determine quorum is present.
2. Call meeting to order.
3. Consider approval of the minutes of the previous meeting/meetings.
4. Addition or changes to agenda.
5. President's comments.
6. Review of Financial Reports
7. Discussion of General Manager's report.
8. Reports of Directors, committees and professional consultants
9. Unfinished business.
10. New business.
11. Other business.
12. Residents wishing to address the Board on non-agenda items. (Time Limit – Three Minutes.)
13. Adjournment.

C. Motions.

1. Motions to take an action may be made at any meeting (but not study session) in open session (not executive session) by any member of the Board.
2. A motion may be made to take the following illustrative (but not exhaustive) list of actions:
 - a. Approve;
 - b. Disapprove;
 - c. Table to a date certain;
 - d. Table indefinitely; or
 - e. Refer to a committee.
3. A motion must receive a second. If there is not a second then the motion dies without further discussion.
4. After a motion and second, the members of the Board will have further discussion and public comment will be allowed (see below).

D. Public Review/Comment.

1. The Board, when possible, will endeavor to provide advance notice to the residents of Heather Gardens (in addition to that required by law) prior to adopting any new or revised bylaws or policy/procedure manuals by publishing information regarding such new or revised bylaws or policy/procedure manuals in the newsletter and the Heather Gardens Association electronic distribution and by making copies of such new or revised bylaws or policies manuals available for review.
2. The agenda for all meetings and study sessions will include an agenda item for public comment for non-agenda items. Public comment during this item is limited to 3 minutes per person. Members of the public wishing to address the Board during this agenda item will be asked to sign-up in advance and public comment will be received by the chairperson.
3. Public comment will be solicited and received by the chairperson after a motion and second have been made for a Board action and before a vote is taken. Public comment during this item is limited to 3 minutes per person. Members of the public wishing to address the Board during Board action items may, but will not be asked to, sign-up in advance. Public comment may be solicited and received by the chairperson after discussion of items at a study session.
4. No response to public comment is expected or required. However, when a response is made the following order may be used:
 - a. Chairperson;
 - b. District's Agent;
 - c. Board members; and
 - d. Legal counsel.

E. Discussion. After a motion and second have been made regarding a Board action item, the following rules will apply to discussions by members of the Board:

1. All discussion must stay on topic and be polite.
2. Discussion can be closed by:

- a. The chairperson if there is no objection; or
 - b. If there is an objection, the Board members shall vote on whether to close discussion.

- F. **Voting.** After the close of discussion, the chairperson will call for a vote and announce the results. The chairperson may take the vote by show of hands, orally or by roll call. All votes will be open, not by secret ballot, except as allowed by law. Except as otherwise provided herein or required by law or contract, any action of the Board shall require the affirmative vote of a majority of the Board members present, or attending telephonically, and voting.

- G. **Disruptive, Disorderly and Unlawful Conduct.** If a member of the Board, member of the public or any attendee of a District meeting or study session engages in disruptive, disorderly or unlawful conduct during a District meeting or study session the chairperson may issue a warning regarding such conduct, call a recess in the meeting or study session, adjourn the meeting or study session, and/or call security/law enforcement.

ARTICLE III – BOARD MEMBERS AND OFFICERS

Section 1. Board Members.

- A. **Board Member Qualifications and Terms.** Board members shall be eligible electors of the District as that term is defined by law. The term of each Board member shall be determined by relevant statutory provisions with elections held and conducted in the manner prescribed by the Special District Act, the Uniform Election Code of 1992, Articles 1 to 13 of Title 1, C.R.S. and the Colorado Local Government Election Code, Article 13.5 of Title 1, C.R.S. The eligible electors of the District have not exercised the rights granted to them in Article XVIII, Section 11 of the Colorado Constitution to lengthen, shorten or eliminate the limitations on the terms of office imposed by such section, therefore, members of the Board are subject to term limits as provided by law.

- B. **Board Member’s Performance of Duties.** A Board member of the District shall perform all duties of a Board member, including duties as a member of any committee of the Board upon which the Board member may serve, in a manner which the Board member reasonably believes to be in the best interest of the District. Board members have a common-law fiduciary

obligation to the District. As a fiduciary, each Board member has the duty to exercise the utmost good faith, business sense and astuteness on the District's behalf and is prohibited from taking personal advantage of a situation to benefit the Board member or to prejudice the District.

In performing the Board member's duties, each Board member shall be entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data provided, however, a Board member shall not be considered to be acting in good faith if the Board member has knowledge concerning the matter in question that would cause such reliance to be unwarranted.

- C. Oath of Office and Bond.** Each member of the Board, before assuming the responsibilities of the office, shall take and subscribe to an oath of office and provide a bond as required by law and provided at the expense of the District.
- D. Vacancies.** Any vacancy occurring on the Board shall be filled by an affirmative vote of a majority of the remaining Board members, as provided by law. The appointed individual must meet the statutorily prescribed qualifications for Board members and shall serve until the next regular election.
- E. Resignation and Removal.** Board members may be removed from office only by recall as provided by law. A Board member may resign as a Board member or an elected office (president, vice-president, secretary, treasurer) at any time by giving written notice to the Board, and acceptance of such resignation shall not be necessary to make it effective. Removal from an elected office may occur when, for a demonstrable reason, an officer becomes unable to perform the duties of the office. In such a case, a member of the Board shall make a motion to that effect, and upon a majority of the Board voting in favor of such motion, the officer shall be removed immediately. The officer position shall then be declared vacant. An election by the Board shall then be held to fill the vacant officer position.
- F. Disclosure of Conflict of Interest.** A potential conflict of interest of any Board member shall be disclosed by such Board member in accordance with law, particularly Article 18 of Title 24, C.R.S., and §§ 32-1-902(3) and 18-8-308, C.R.S.
- G. Compensation.** Board members may receive compensation for services in accordance with §§ 32-1-902(3)(a)(I) & (II), C.R.S. if so authorized by

resolution of the Board. The District shall allow reimbursement of reasonable and actual expenses of the Board members while acting on behalf of the District.

Section 2. Officers.

- A. Election of Officers.** The Board shall elect from its membership a president, secretary, and a treasurer. The office of secretary and treasurer may be held by one person. The Board may also elect from its membership a vice president.
1. The officers shall be elected by a majority of the Board members voting at such meeting at which the election of officers is considered.
 2. Election of officers shall be conducted annually at the first regular or special District meeting held in May and the officers shall serve for a term of one year. Election of officers may also be conducted at other meetings in order to fill a vacant office.
- B. President/Chairperson.** The president (also referred to as the chairperson) shall preside at all meetings. The president is authorized to sign all Board approved contracts, deeds, notes, debentures, warrants and other instruments on behalf of the District.
- C. Vice President.** The vice president shall preside at all meetings of the Board and perform the presidential duties in the absence of the president.
- D. Secretary.**
1. In the absence of the president and, if applicable, the vice-president, the secretary shall preside at all meetings of the Board.
 2. The secretary shall be responsible for the records of the District; may act as secretary at meetings of the Board and record all votes; may be responsible for composing a record of the proceedings of the Board in a minute book kept for that purpose, which shall be an official record of the Board; and shall perform all duties incident to that office.
 3. The secretary shall have the authority to affix the District seal to and attest to all contracts and instruments authorized to be executed by the Board.

E. Treasurer.

1. The treasurer shall be authorized to invest all surplus funds or other available funds of the District in permitted investments authorized by law or as specified by the Board. The Board may authorize investments only as authorized by law.
2. The treasurer shall keep or cause to be kept strict and accurate accounts of all money received by and disbursed for and on behalf of District in permanent records.
3. The treasurer shall ensure that a corporate fidelity bond in an amount determined by the Board but not less than \$5,000, conditioned on the faithful performance of the duties of the Treasurer's office is filed with the Clerk of the Court, at the expense of the District.
4. The treasurer shall be responsible for the presentation of the Budget to the District.

F. Recording Secretary. The Board shall have the authority to appoint a recording secretary who need not be a member of the Board, and who will be responsible for recording all votes and composing a record of the proceedings of the Board in the minute archive and will be the custodian of the seal of the District. The recording secretary shall not be required to take an oath of office, nor post a performance bond.

G. Additional Duties. The officers of the Board shall perform such other duties and functions as may from time to time be required by the Board or which are required by law.

ARTICLE IV – STANDING AND SPECIAL COMMITTEES

Section 1. Functions. The primary purpose of a committee is to serve in an advisory role and recommend courses of action to the Board. In particular, committees:

- A. Monitor, in cooperation with the District's Agent, or designated staff, the effectiveness of policies and rules within its area of concern;
- B. Review and/or make recommendations concerning the policies and procedures of the District for its area of concern;
- C. Review and/or make recommendations concerning fees, if any, for its area of concern; and

- D. Make recommendations to assist in the preparation of the annual budget for its area of concern.

Section 2. Committee Composition. Each committee consists of a chairperson or co-chairpersons and ~~as many up to seven~~ eligible electors of the District as may be deemed necessary by the Board to conduct committee business. Eligible electors of the District may apply for membership on committees by completing an application obtained in the business office and submitting it to the chairperson of the committee on which membership is desired.

Section 3. Committee Chairperson/Co-chairpersons. Unless otherwise authorized by the Board, the chairperson/co-chairpersons of each committee shall be a Board member appointed by the District president, subject to approval by the Board.

Section 4. Duties of the Chairperson/Co-chairpersons. The chairperson/co-chairpersons of each committee shall enroll members in the committee as required to ensure that all members meet the criteria of these bylaws and act in the best interest of the District.;

Section 5. Substitute Chairpersons. Committee chairpersons shall arrange for another Board member to chair any meeting of the committee at which the chairperson will be unable to attend.

Section 6. Tenure of Committee Members. Members of committees may serve for a maximum of four consecutive years. After a one-year break in service, such person may return to the committee at the recommendation of the chairperson and after approval by the Board. Approval for a member to be permitted to exceed this limitation may be granted on a case-by-case basis by the Board. Such extensions will be valid for only one year at a time and should normally be requested and approved because of one or both of the following circumstances:

- A. Losing the member will reduce membership below the minimums specified in these bylaws; and/or
- B. The member has professional experience (e.g., finance, law, engineering, etc.) that is particularly valuable to the committee.

Once seated, members of a committee, may be removed with or without cause by a vote of the Board.

Section 7. Cohabitants. No two persons living in the same unit shall be permitted to serve on the same committee.

Section 8. Committee Quorum. A committee's quorum is a majority of its minimum number of voting members, including the chairperson.

Section 9. Standing Committees. The following standing committees are hereby created by the Board: Clubhouse/Restaurant, Golf Enterprise Advisory Group, Foundation, and Property Policy. The Board, at its discretion, may from time to time form additional standing committees or dissolve a standing committee. The duration, composition, purpose, duties and responsibilities of any standing committee, are set forth in the composition, membership, purpose, duties and responsibilities of a Procedure Memorandum approved by the Board. The president of the Board is an ex-officio member of each standing committee.

Section 10. Special Committees. From time to time a project outside the concerns of the standing committees may occur, in which case the Board may create a special committee for such project. The duration, membership, chairperson, purpose, duties and responsibilities of any special committee of the Board shall be as defined by the Board. Once the project is completed the special committee may be dissolved. The president of the Board is an ex-officio member of each special committee.

Section 11. Joint Committees. The Management Agreement provides that joint committees may be formed from time to time. The District and Heather Gardens Association have agreed to participate in two joint committees: Joint Budget and Finance Committee and Joint Long Range Planning Committee providing advice to each Board, as appropriate, on matters of joint concern. The president of the Board is an ex-officio member of each joint committee.

Section 142. Open Meetings. All committee meetings shall be open to the public and allow time for public comment.

ARTICLE V – ADMINISTRATION

Section 1. The District's Agent shall perform all duties necessary to fulfill the obligations of the Management Agreement.

Section 2. Financial Administration.

- A. Fiscal Year.** The fiscal year of the District shall commence on January 1 of each year and end on December 31.
- B. Budget.** The District's Agent, in cooperation with the treasurer of the Board, shall be responsible for preparation, presentation, notice and filing of the annual budget for the District in accordance with law.

- C. Contracts.** Neither the Board nor the District's Agent has authority to enter into any contract, or otherwise bind or obligate the District to any liability for payment of money for which funds have not been appropriated by the Board. Any contract, verbal or written, contrary to this Section shall be void ad initio, and no District funds shall be expended in payment of such contracts, except as may be allowed by law.
- D. Annual Audit.** The Board shall cause an annual audit to be performed at the end of each fiscal year of all financial affairs of the District through December 31 of such fiscal year in accordance with law.

Section 3. Selection of and Consultation with Consultants and Contractors. Agents, engineers, accountants, special consultants and legal counsel of the District shall be selected by the Board. The District's President, the District's Agent and any other individual authorized by the District's President, Agent or Board may contact the legal counsel, auditor or other consultants engaged by the Board to seek advice.

ARTICLE VI – GENERAL

Section 1. Modification of Bylaws. These Bylaws may be altered, amended or repealed at any regular or special meeting of the Board by a majority vote of the Board members to become effective immediately or at a subsequent date.

ADOPTED the 187th day of ~~July 2019~~ March 2022, by the Board of Directors of Heather Gardens Metropolitan District.

HEATHER GARDEN METROPOLITAN DISTRICT

_____, President

ATTEST:

_____, Secretary

**Heather Gardens Metropolitan District
Board Action
Date: March 17, 2022**

Motion: To approve funding for Rendezvous Restaurant patio umbrellas, planters, and herbs

Based on the recommendation of the Foundation Committee, I move that the Heather Gardens Metropolitan District Board of Directors approve the expenditure from the Foundation General Fund in an amount not to exceed \$1,500 for four umbrellas, three planters, and a selection of herbs.

Motion by: Eloise Laubach Seconded by: _____

Outcome of vote:

For: _____ Against: _____ Absent/Abstaining: _____

___ The motion has a majority and is adopted.

___ The motion does not have a majority and is not adopted.

David Funk, President
HGMD Board of Directors

Note/Rationale: See the attached description and justification.

From: [Cormac Ronan](#)
To: [Eloise Laubach](#)
Cc: [Evelyn Ybarra](#)
Subject: RE: Foundation Projects
Date: Sunday, February 20, 2022 11:41:07 AM
Attachments: [Foundation file.docx](#)

Hi Eloise, I have a couple of request for the foundation for this summer, in the past the Foundation provided funds for the herbs and planters for the restaurant patio these have been a great success but we tend to run out of fresh herbs pretty fast so we would like to expand the herb garden project. We had 3 big planters that produced, fresh thyme, 3 different kinds of mint, fresh parsley and basil. These herbs were use for making soups, sauces, the mint for mojitos in the summer so they were highly used and really enhanced the food at the restaurant. As I mention the planters can only grow so much so we are requesting funds to increase production and add planters, one item is a raised planter box which would hold quite a few herbs and the other one would be fitted on the railings to give the patio some curb appeal and be a place to grow lots more herbs. Some of these herbs are like trees, the keep growing and give years of enjoyment. The thyme and mint we planted two years ago comes back each spring, the basil is done at the end of the year of course. Last we years the staff purchased herbs as it was indeed a strange year with covid but we didn't want the project to die. I am attaching photos of the two herb planters so the committee can see what I am requesting funds for .

The other thing I am requesting fund for is the patio umbrellas, we also received funds from the Foundation for umbrellas which we did purchase and used for two summers now. We didn't know at that point that umbrellas that can be directed towards and angled were the umbrellas our residents really like and want us to have, so I am requesting funds for 4 new umbrellas to replace the current umbrellas with the intention of using the old umbrellas on the banquet room patio as we moved the old furniture over there and those patio tables do not have umbrellas currently.

Two Wall / fence planters \$125 each plus shipping \$300 approx total

One patio planter \$329 (shipping if free)

4 umbrellas \$148 each (free shipping)

Soil for planters \$50

Selection of herbs \$150

Total \$1421.00

Thank you for your consideration, any part of the request fulfilled would be greatly appreciated. I will try to make the meeting in March but Wednesday we have a lunch group that meets in the banquet room and its always a little busy.

Thank you
Cormac

https://www.wayfair.com/Gracie-Oaks--Andrei-Metal-Wall-Planter-X113802974-L349-K~W002791863.html?refid=GX433574360818-W002791863&device=c&ptid=900817487456&network=g&targetid=pla-900817487456&channel=GooglePLA&ireid=107213502&fdid=1817&gclid=CjwKCAiAgbiQBhAHEiwAuQ6BktJUwkUUP6uVJSJRtWJ8tVbDFdvzJxUldZoBkjJIY2qXd-84DA1unBoCkSIQAvD_BwE





https://www.gardeners.com/buy/vegtrug-patio-garden/8609777.html?VariationId=P_5637154543&utm_campaign=PLA&utm_medium=googleshopping&utm_source=google&SC=GGLPLA&gclid=CjwKCAiAgbiQBhAHEiwAuQ6Bkjm8XcRrR9fqg1JtvI0896Arg_0wwaBGqNbx1lvwxQ_qe6DEdSIrOCyl8QAvD_BwE

<https://www.patioliving.com/woodard-belden-aluminum-casual-patio-dining-set-wrgfvds>



https://www.google.com/search?q=commercial+adjustable+patio+umbrella&sa=X&biw=1216&bih=627&tbm=shop&sxsrf=APq-WBuXf15SsX8K2_avvPXHZFk--YMfLw%3A1645120871598&ei=Z40OYsDTI4_A0PEP4dWasAs&ved=0ahUKEwiAo6fpqIf2AhUPIDQIHeGqBrYQ4dUDCAY&uact=5&oq=commercial+adjustable+patio+umbrella&gs_lcp=Cgtwcm9kdWN0cy1jYxADMgUIABCiBDoICAAQgAQQsAM6CQgAELADEB4QGDOLCAAQsAMQBRAeEBg6CwgAELADEAgQHhAYOgQIABANOGgIABANEb4QGDokCAAQDRAFEB4QGDokCAAQCBANEb4QGEoECEYAVC3DVigJGCVKGGbCAB4AIABgwGIAe8lkgEDMy44mAEAoAEByAEKwAEB&sclient=products-cc#spd=10747891993622792464

\$150

**Heather Gardens Metropolitan District
Board Action
Date: March 17, 2022**

Motion: To approve funding for 75” TV for the Clubhouse

Based on the recommendation of the Foundation Committee, I move that the Heather Gardens Metropolitan District Board of Directors approve the expenditure from the Foundation General Fund in an amount not to exceed \$650 for a 75” TV for the Clubhouse.

Motion by: Eloise Laubach Seconded by: _____

Outcome of vote:

For: _____ Against: _____ Absent/Abstaining: _____

___ The motion has a majority and is adopted.

___ The motion does not have a majority and is not adopted.

David Funk, President
HGMD Board of Directors

Note/Rationale: See the attached description and justification.

From: [Eloise Laubach](#)
To: [Evelyn Ybarra](#)
Subject: Fw: Potential Projects
Date: Wednesday, March 2, 2022 8:08:09 PM
Attachments: [onn. 75 Class 4K UHD \(2160P\) LED Frameless Roku Smart TV \(100044717\) - Walmart.com.pdf](#)
[VIZIO 75 Class M6 Series Premium Quantum LED 4K UHD Smart TV M75Q6-J03 - Best Buy.pdf](#)
[Amazon.com VIZIO 75-Inch M6 Series Premium 4K UHD Quantum Color LED HDR Smart TV with Apple AirPlay and Chromecast Built-in, Dolby Vision, HDR10+, HDMI 2.1, Variable Refresh Rate, M75Q6-J03, 2021 Model .pdf](#)
[Glenwood - Billiards Tables.pdf](#)
[Brunswick Allenton Pool Table The Fitness Outlet.pdf](#)
[The Black Wolf Pool Table by Brunswick Billiards - Everything Billiards and Spas.pdf](#)
[image001.png](#)

From: Montrell Anthony <Montrell.Anthony@HeatherGardensmail.com>
Sent: Wednesday, March 2, 2022 9:09 AM
To: Eloise Laubach <eloise.laubach@HeatherGardensmail.com>
Subject: Potential Projects

Hi Eloise,

We have a couple of requests that I think will enhance the Clubhouse experience and appearance.

1. We would like to have a 75-inch smart TV for the Clubhouse lobby. The TV will display all our flyers for upcoming events and trips. This will replace the bulletin across from the front desk. We would like to hang this TV on the wall where the current HG event flyers are located.
 - With this capability our residence and guest will be able to see flyers clearer and we would have less clutter in this area.

I have attached some quotes for smart TVs.

2. Our Billiards Room is in need of a new pool table. We have one that is out of order due to a part missing corner. From what I understand the manufacture is no longer in business to replace the part. This table is unplayable and is a bit of an eye soar because it is covered.
 - I have attached some quotes for a replacement pool table

Thank you and we appreciate all your help.

Montrell Anthony
Clubhouse Manager





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[Add to registry](#)

+ Add



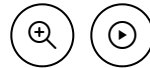
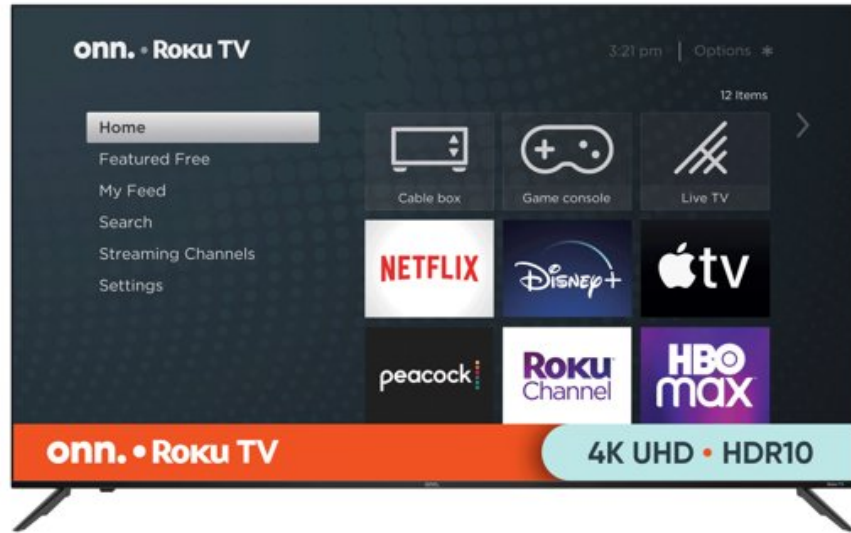
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**Heather Gardens Metropolitan District
Board Action
Date: March 17, 2022**

Motion: To approve the Fundraiser

Based on the recommendation of the Foundation Committee, I move that Heather Gardens Metropolitan District Board of Directors approve the fundraiser.

Motion by: Eloise Laubach Seconded by: _____

Outcome of vote:

For: _____ Against: _____ Absent/Abstaining: _____

___ The motion has a majority and is adopted.

___ The motion does not have a majority and is not adopted.

David Funk, President
HGMD Board of Directors

Note/Rationale: The fundraiser is for Musical group Retro, Concert April 16, 6:00-8:00 pm.

**Heather Gardens Metropolitan District
Board Action
Date: March 17, 2022**

Motion: To approve the use of Lottery Funds for the Golf practice cage improvement project

Based on the recommendation of the Golf Committee and the Joint Budget and Finance Committee, I move that the Heather Gardens Metropolitan District Board of Directors approve using Lottery Funds for the improvements of the Golf practice cage not to exceed \$5,713.51.

Motion by: Mike George Seconded by: _____

Outcome of vote:

For: _____ Against: _____ Absent/Abstaining: _____

The motion has a majority and is adopted.

The motion does not have a majority and is not adopted.

David Funk, President
HGMD Board of Directors

Rationale: See the attached detailed information.

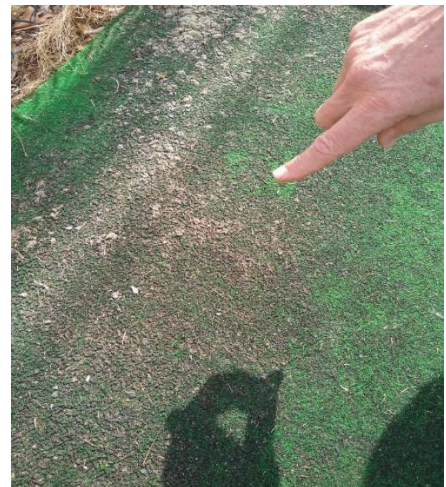
Date: March 4, 2022

Subject: Request for funds for Golf Practice Cage Improvement Project

To: Heather Gardens Foundation

Heather Gardens Golf Department is requesting Foundation fund approval to improve the Golf Practice Cage. The cage is located near the golf pro shop and practice green. It is used by golfers to warm up their swing before golfing. It is also used for paid golf lessons. Heather Gardens does not have a driving range as do most golf courses. The cage serves our golfers in lieu of a traditional driving range. Its' purpose and use are important for our facility.

The cage is in poor condition. The netting is torn and ripped. This presents a safety hazard to residents and golfers. If the ball passes thru the net I it could injure someone. Also, if the ball were to ricochet off the metal frame, it can be a hazard to the person in the cage. Lastly, the old carpet has developed algae and mold that at times is very slippery and causes a slip and fall hazard.



This project aims to eliminate these problems and improve the appearance and function of the practice cage. New netting sown on all joints will not allow a chance for the ball to escape the cage and or hit metal the metal frame structure. The old carpet will be replaced with artificial turf that will look natural to the golf course and be less likely to form mold. The two hitting mats will be replaced with improved mats that are more like actual grass golfing conditions. The turf matt product will be identical to the tee surface utilized in modern golf simulators that have become very popular in the golf industry. We anticipate these materials looking good at least 10 years or more.

Our proposal is to purchase these items:

- | | | |
|--|------------------|--------------|
| 1. Netting custom made for Heather Gardens cage size | \$2,176.87 | Attachment 1 |
| 2. Artificial grass in place of old carpeting | \$1,576.64 | Attachment 2 |
| 3. Two golf simulator type hitting matts | \$1,710.00 | Attachment 3 |
| 4. Hardware and adhesive- estimated | <u>\$ 250.00</u> | |

Total Funds Requested \$5,713.51

**Heather Gardens Metropolitan District
Board Action
Date: March 17, 2022**

**Motion: To approve carrying forward the 2021 budget for the Maintenance Facility
Parking Lot Asphalt Project to 2022**

Based on the recommendation of the Joint Budget and Finance Committee, I move that the Heather Gardens Metropolitan District Board of Directors approve carrying forward the 2021 budget for the Maintenance Facility Parking Lot Asphalt Project to 2022.

Motion by: David Funk Seconded by: _____

Outcome of vote:

For: _____ Against: _____ Absent/Abstaining: _____

The motion has a majority and is adopted.

The motion does not have a majority and is not adopted.

David Funk, President
HGMD Board of Directors

Note/Rationale: See the attached description and justification.

HEATHER GARDENS METROPOLITAN DISTRICT REQUEST FOR CAPITAL EXPENDITURE

PROJECT: Maintenance Facility Parking Lot – Asphalt Work

DEPT: Contracts DATE: 3/8/22

BUDGET Year: <u>2021</u> Tab: _____ Pg: _____	Budget Amount: \$ <u>59,282</u> Expended YTD: \$ _____ Unexp. Balance: \$ _____	Contract Amount: \$ _____ Change Order Res.: \$ _____ Total Project Cost: \$ _____ Add. Funds Request: \$ _____
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DESCRIPTION: This HGMD Cap Reserve is to approve moving the 2021 budget for the Maintenance Facility Parking Lot Asphalt Project from 2021 to 2022.

JUSTIFICATION: (Attach backup material as required)

In 2021 the HG Contracts Department recommended the Maintenance Facility Parking Lot Asphalt Project follow the install of the new 500-Gallon Fuel Tank. This recommendation was suggested due to the asphalt trenching/ patching required for the electrical tie-in needed to power the pump for the new Fuel Tank. Allowing the Maintenance Building Parking Lot Asphalt project to follow the new Fuel Tank install ensures the patches from the electrical trenching are repaired and covered properly to give the parking lot a finished look when the asphalt project is completed. Due to permitting issues the install of the new Fuel Tank was not completed until March of 2022.

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

Three bids will be presented to the B&F and HG Board prior to a vendor being selected, and a contract being awarded.

RECOMMENDATION:

The Heather Gardens Contracts Department recommends approving the 2021 Maintenance Facility Parking Lot Asphalt Project to be re-scheduled for 2022 due to the Fuel Tank Permitting issues, resulting in a later install date than originally anticipated.

1. Department Head	2. Controller	3. General Manager	4. Department Comm. Chair	5. Budget & Fin. Committee	6. HGA President	7. HGMD President
<input checked="" type="checkbox"/> Concur <input type="checkbox"/> Non-concur	<input checked="" type="checkbox"/> Concur <input type="checkbox"/> Non-concur <input type="checkbox"/> Concur with Justification	<input checked="" 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	<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur

Check concur, non-concur or concur with justification, then initial. Attach comment sheet if you like.

*Capital expenditures, except emergency replacements and weatherproofing performed by HGA labor, are approved/ revised as follows:
All Items require Block 1, 2 (when needed), and 3 through 8 completed.