

**HEATHER GARDENS METROPOLITAN DISTRICT  
REGULAR MEETING  
Thursday, August 20, 2020**

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, August 20, 2020 at 1:00 P.M.

**CALL TO ORDER:** President Funk called the meeting to order at approximately 1:00 P.M. on Thursday, August 20, 2020. A quorum was present.

**BOARD MEMBERS PRESENT:** President David Funk, Vice President Michael George, Treasurer and Secretary William Archambault, and Directors Rita Effler and Fran Clemens.

**BOARD MEMBERS ABSENT:** None.

**STAFF PRESENT:** General Manager Calvin White, Controller Jon Rapacki, Operations Manager Jon Rea, and Board Assistant Evelyn Ybarra.

**GUESTS PRESENT:** Jennifer Ivey, Icenogle Seaver Pogue, P.C., four members of the Heather Gardens Association Board, Lynn Donaldson, with Heather 'n Yon, and approximately 35 members of the public were present.

**APPROVAL OF MINUTES:** Motion made by Treasurer and Secretary Archambault and seconded by Director Clemens and passed unanimously to approve the minutes of the July 16, 2020 Regular Meeting as written.

**REPORTS OF DIRECTORS, COMMITTEES, AND PROFESSIONAL CONSULTANTS:**

**President Report:** There was no report. President Funk reported as the Chair of the Property Policy Committee; they have not heard or received any communication from the City of Aurora regarding the crosswalk project in quite some time, and with COVID-19, it was expected that further delays would occur. However, to his surprise, on Monday morning, the City workers have started the work on the crosswalk. As of today, our Contracts Department and General Manager have not received any updated information from the City of Aurora on what needs to be done on the Heather Gardens part for the crosswalk.

**General Manager's Report:** General Manager White reported he started on a new structure format on the GM report called the SOW (Statement of Work). The SOW report is shared and accessible among all department heads. The SOW report will help the Board see the status of each department projects from the beginning to the end and their objectives. His goal is to have the report accessible to the Board and Committee members as needed. He asked if there were any questions or comments on the newly

formatted SOW report the Board received in their packets. Two Board members complimented the report layout.

General Manager White provided an update on the restaurant. They opened a couple of days early as a soft opening, and as advertised, the first full day opening was on July 31. The restaurant has been open for about three weeks. Their planned proforma in scheduling five-day openings and looking at the numbers for the last three weeks, there was an estimated loss of \$2,000. They have made \$24,000 in sales and have made some adjustments along the way to help improve the sales in the long term. By providing the dinner specials, this has helped boost the curbside delivery. The next steps will be working on transitioning people to inside dining as the weather changes. The Restaurant Committee will continue to work on the master plan concept. General Manager White and the Restaurant Staff will continue to work on day-to-day openings to serve lunch and dinner. Overall, he sees it as a successful opening. Although they are not turning a profit, they are honing in on numbers that match up to the budget.

**Clubhouse/Restaurant Committee:** Director Effler reported that the Board received a copy of the report. She reiterated as the General Manager mentioned that the Staff would be working on the day to day activity for the restaurant, and the Committee will be working on plans for the future based on the Restaurant Survey and with the goal of implementing long-range plans to help the profitability of the restaurant. There were no questions or comments on the report.

**Foundation Committee:** Director Clemens reported that the Board received a copy of the report. There were a few things that come up in the meeting for the General Manager White to provide updates on the status of the tree memorial for Jeanne Hizer and the purchase of two trees in memory of Mildred Hiegert. The Mask Warriors, organized by Aleta Antoinette, have sewed over thousands of masks that they have been donated to hospitals and Heather Gardens residents. The Committee received monetary donations and would like to purchase a second bench by the golf course waterfall. General Manager White commented he would follow up in the next day or two on the bench along with the status of the trees. There were no questions on the report.

**Golf Committee:** Vice President George reported that the Board received a copy of the report. The Golf Course has continued to do well and was up 300 rounds from the last month. Greg Kohr's lessons have also continued to do well. The Committee complimented Greg and his staff on the great job they are doing. There were no questions or comments on the report.

**Property Policy Committee:** President Funk commented he already reported his update under the President's Report. There were no questions or comments on the report.

**Treasurer's Report:** Treasurer and Secretary Archambault reported on the Budget and Finance Committee meeting: on September 11th, the General Manager's draft budget will be distributed to the Budget and Finance Committee and both Boards. It will also be available on the Heather Gardens website. The hearings will begin the last week



of September through October 1. The Budget and Finance Committee would like to discuss with the HGA financial investment advisors Raymond James the status of the investments and discuss some options on how to increase the return on investments. Primarily all the HGA money that Raymond James has been put in CDs and the return rate for CDs is not good. Raymond James advisors were not able to attend this month's meeting, and it will be on next month's agenda. The Audit Subcommittee reviewed June payments. All vendor payments that were verified and properly authorized. The Insurance Subcommittee did not meet. The HGA insurance policy renews on October 1, and action will be coming soon. The District's insurance policy renews on January 1. The Insurance Subcommittee will start looking at the District's renewal after the HGA renewal is done. The insurance renewal for the underground gasoline tank will no longer be needed. The Capital Program Subcommittee will have a couple of meetings to primarily recommend the inflation rates to be used to determine the capital finance portion for the 2021 budget for the HGA and District. Controller Jonathon Rapacki is working on updating the accounting system that will be a time-consuming project. The current accounting system is over ten years old.

**August 2020 Monthly Operating Analysis (MOA):** Treasurer and Secretary Archambault reported the Board received a copy of the monthly operations report. Reviewing the profit and loss for the District, the Golf is doing well as Vice President George mentioned. The COVID-19 is still causing havoc for the Restaurant. The Clubhouse is opening but with fewer classes. There were no questions or comments on the report.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

- a.) **Motion to Recommend Opening of Rendezvous Restaurant for Breakfast:**  
Director Effler withdrew the item from consideration.

**OPEN FORUM:**

A few residents asked how much will be saved on the fuel tank insurance annually. Treasurer and Secretary Archambault commented that Susan Lambert provided the saving amount will be \$2,708 annually.

A resident asked who is leading the Insurance Subcommittee. Treasurer and Secretary Archambault commented Steve Villano is the Chair, and he is also a member of the Budget and Finance Committee.

A resident asked if the picnic area was closed. The Clubhouse Manager Aluise commented it is open to 50% capacity, use at your own risk, no reservations, and it is suggested no more than ten people. Tables have been taped off to follow the 6ft distancing. Attorney Ivey also commented that federal, state, and local COVID-19 regulations have been changing regularly, and her firm is forwarding any updates to General Manager White and President Funk as they become available.

**ADJOURNMENT:** The meeting adjourned at 1:46 P.M.

  
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William Archambault, Treasurer and Secretary