

**HEATHER GARDENS BUDGET & FINANCE COMMITTEE
APRIL 18, 2022, MEETING REPORT
ZOOM MEETING**

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

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

Committee: Terry Hostetler, Co-Chair, Bill Archambault, Co-Chair, Craig Baldwin, Harry Laubach, Ray Nash, Randy Lane, Linda Serio, and Richard Ferguson.

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

Audience: Approximately 25 residents, including HGA Board Members and HGMD Board Members

Welcome and Chair Comments: The B&F Committee meeting was called to order at 10:05 AM. A quorum was established. Co-Chair Hostetler welcomed all members and residents present.

Item #1 under new business was presented and discussed at this point in the meeting. The notes on the discussion appear in the new business section.

The March 14, 2022, B&F Committee meeting report was accepted with one correction.

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

Subcommittee and Other Reports:

Audit Subcommittee: Report was reviewed.

Insurance Subcommittee: The committee met on March 18th and will meet again on April 20th to review all HGA insurance policies.

Capital Projects Subcommittee: No meeting.

Investment Update: The required paperwork to invest HGA capital funds in annuities will be signed on April 18th.

Unfinished Business: None

New Business:

- 1) Review of the 2021 HGA and HGMD audits. Staff of Rubin, Brown (auditors) presented the audits for both HGA and HGMD. Both organizations' audits state that the financial statements present fairly, in all material aspects, the financial position of the organizations as of December 31, 2021.

Motion by Baldwin, seconded by Serio and approved by a majority of the Joint Budget and Finance Committee recommends that the Heather Gardens Association accept and approve the 2021 Audit pending completion of the open items listed on the lead page of the December 31, 2021, financial statements.

Motion by Nash, seconded by Baldwin and approved unanimously that the Joint Budget and Finance Committee recommend that the Heather Gardens Metropolitan District Board of Directors accept and approve the 2021 Audit pending completion of the open items listed on the lead page of the December 31, 2021, financial statements.

- 2) Information was provided regarding an emergency expenditure of the purchase of a 100-gallon hot water tank installed in building 216 at a cost of \$34,530. As this was an emergency and authorized by the Chief Executive Officer using the CEO's emergency authority, no motion was needed from the Joint Budget and Finance Committee.
- 3) Motion by Baldwin, seconded by Nash and approved unanimously that the Joint Budget and Finance Committee recommend that the Heather Gardens Association Board of Directors and the Heather Gardens Metropolitan District Board of Directors approved that the CEO's discretionary spending authority for operating expenditures be increased from \$10,000 to \$20,000.
- 4) Motion by Lane, seconded by Laubach and approved unanimously that the Joint Budget and Finance Committee recommend that the Heather Gardens Association Board of Directors approve the Chair Rail Project for Building 214 at a total cost of \$25,818.
- 5) Motion by Laubach, seconded by Baldwin and approved unanimously that the Joint Budget and Finance Committee recommend that the Heather Gardens Association Board of Directors approve the Chair Rail Project for Building 219 at a total cost of \$25,818.
- 6) Motion by Nash, seconded by Serio and approved unanimously that the Joint Budget and Finance Committee recommend that the Heather Gardens Association Board of Directors approve the Chair Rail Project for Building 243 at a total cost of \$25,818.

Note regarding the 2021 audits of both HGA and HGMD: the final audits when received will be posted on the HGA website.

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

The meeting was adjourned at 11:32 AM. The next meeting will be on May 16, 2022.