



THE Heather
Gardens ASSOCIATION

Date: 04/16/19
To: Board of Directors
From: Calvin White, General Manager
Subject: General Manager's Monthly Report

GENERAL MANAGER:

- Attended Board and Committee Meetings.
- Reviewed ACC Project Approval Forms.
- Attended HGMD and HGA Work Session.
- Attended Building 224 meeting.
- Attended Employers Council Class.
- Help Open Forums.

CONTROLLER:

- Continued work on 2018 audit with Rubin Brown.
- Transitioning payroll and benefits processing to accounting department.
- Developing plans for restructure of responsibilities.

PAINT:

- Completed 54 work orders.
- Completed drywall repairs in Building 231 for chair rail project.
- Completed chair rail project in Building 208.
- Received department uniforms.
- Purchased department minivan.

MAINTENANCE:

- Completed 965 work orders, of those 136 were billable.
- Completed plumbing inspections in Buildings 203, 215, 232, and 233.
- Replaced pipes in Buildings 208, 209, 210, and 222.
- Cleaned out calcium sediment in water heater in Building 232.
- Repaired noisy air handler in Building 205.
- Installed sewer cleanouts and replaced pipes at CP 3 and CP 5.
- Repaired underground wire at Buildings 221 and 222.
- Rebuilt one heat pump and put back into inventory rotation.
- Ordered new elevator pads for Building 221.
- Replaced main water feed to Building 223.

CLUBHOUSE:

- Held 10 events, and multiple classes.
- Assisted with Foundation Soup Sale at Resource and Craft Fairs.
- Assisted with Alzheimer's Walk.
- Working on Frolic's contract and room reservations.
- Attended multiple committee and staff meetings.



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- Coordinated 9Health Fair, trainings, and volunteer recruitment.

CONTRACTS:

- Completed inspections for roofing project in Building 243.
- Working with Custodial to determine carpet wear in each building.
- Working with engineer on Building 236 lanai evaluation.
- Working on pricing for ventilation work at Building 223.
- Working with Maintenance and General Manager on Building 222 fire repairs.
- Working with Maintenance on new telephone entry system directory format.
- Working with Denver Commercial Coatings to determine paint schedule for 2019.
- Assisting with Maintenance Connection software integration.
- Assisting with pricing for metal roof over Parking Structure #2.

CUSTODIAL:

- Completed 60 set-ups at the Clubhouse and 20 work orders.
- Cleaned Restaurant and kitchen floor thoroughly.
- Deep cleaned Clubhouse Locker rooms.
- Completed waxing all 4-story building center stairs.

ROADS AND GROUNDS:

- Continued leaf cleanup.
- Cleared snow from blizzard.
- Delimbed 23 downed trees.
- Pulled flags and began filling holes left from fiber optic installation.
- Cleared and refilled stump in CP-3.
- Ordered Toro Workman HDX and Spreader Sprayer.

GOLF:

- Built new ForeUp POS for use in golf shop.
- Worked with Tom Parko and Larry Francone to update local rules for course.
- Attended Men's League board meeting to have local rules approved.
- Signed up new league for Thursday mornings.
- Continue to merchandise for the golf shop.

RESTAURANT:

- Held 4 musical events.
- Implemented new menu changes and group reservation policy.
- Began planning community holiday parties.

SECURITY:

- Total of 349 reports written and 4,543 miles patrolled.



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- Hosted special meeting with Aurora City Officials to discuss policy and procedures.
- Attended Pinnacol Insurance meeting, Pitera demo, and Building 205 meeting.
- Worked with ACC to address issues with open houses and estate sales.