



Heather Gardens Metropolitan District

HEATHER GARDENS METROPOLITAN DISTRICT SPECIAL MEETING TO REVIEW DISTRICT GOVERNING DOCUMENTS Friday, March 15, 2019

A special meeting of the Board of Directors of the Heather Gardens Metropolitan District was held in the office of the District, 2888 S. Heather Gardens Way, Arapahoe County, Colorado, on Friday, March 15, 2019 at 9:00 A.M.

The Secretary certified that all Directors have been duly notified and at least three notices of the meeting were posted in public places within the limits of the District, all in accordance with Section 32-1-903, C.R.S. as amended; that a copy of the agenda with specific agenda items where possible for the meeting was duly posted in designated place within the limits of the District, in accordance with Section 24-6-402(2)(c), C.R.S.; that a quorum was present; and that the meeting hence was duly constituted and could lawfully transact business as contemplated.

CALL TO ORDER: President Baldwin called the meeting to order at approximately 9:04 AM on Friday, March 15, 2019. A quorum was present.

BOARD MEMBERS PRESENT: President Craig Baldwin, and Directors Bill Archambault, Bonnie McMullen, David Funk and Sandra Rosenberg.

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: General Manager Calvin White, and Executive Assistant Alicia Murray.

GUESTS PRESENT: None.

NEW BUSINESS:

- a. Review proposed changes to Table of Contents for Policy Manual: Director Funk commented that this section will have to be updated last in order to reflect the changes made in the Policy Manual. Director Archambault had a question regarding clarification of Resolution section. There was also discussion regarding the District Transparency Notice which was done in January. General Manager Calvin White commented that the Room Rental Agreement from the Clubhouse should be added to the Contracts and Agreements section. Director Rosenberg asked if the Churches have a standard or special rental rate, and General Manager Calvin White responded that their agreement should be included too. President Baldwin requested a copy of the updated agreement for the Church. General Manager Calvin White stated that he and the Executive Assistant will work on compiling all active agreements. There was also discussion regarding what constitutes District property.



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- b. Review proposed changes to District Bylaws: Director Funk mentioned that the Table of Contents should be updated last once all changes are made. Director Archambault asked if the District is required to give 72 hours' notice, for all meetings. There was open discussion regarding document formatting and legal review of the agenda. There was also open discussion regarding who should be the custodian of the seal of the District. President Baldwin led the review of the rest of the document.
- c. Review proposed changes to District Rules and Regulations: Director Rosenberg reviewed the proposed changes to the General Rules and Regulations document. There was discussion regarding how violations or accidents are handled within the District. Director Archambault commented that the language is highly legalistic and asked if any residents will be able to read the document. General Manager Calvin White responded that this document should use specific legal language in order for the District to refer to when needed. He also commented that HGA is 30 days for late payments and recommended changing document from 15 days to 30 days. General Manager Calvin White suggested reviewing the definitions page and clarifying each section.
- d. Review proposed changes to Schedule of Fees and Charges: Review of this document was postponed until the next meeting. Director Rosenberg distributed copies of the Clubhouse Operations Manual, Clubhouse Activities/Function Manual, and hand written edits of PM C-1 for review.
- e. Review proposed changes to Procedure Memoranda, including separate Policy Manuals for each standing Committee: General Manager Calvin White commented that sections 1 and 2 under Article IV-Policies in the Property Policy Procedure Memorandum should be removed and placed into the Rules and Regulations document. Director Funk reviewed the remaining proposed changes to the Property Policy Procedure Memorandum. There was also discussion about renumbering the Table of Contents to include a Maps section.

Director Archambault reviewed the proposed changes to the Golf Course Procedure Memorandum. There was discussion regarding adding an Authority section to the Rules and Regulations document and moving all general policies under that section. Director Rosenberg had comments regarding specific wording regarding the walking path and Golf attire. Director Rosenberg also asked if it would be possible to offer specials for good weather Golf days.

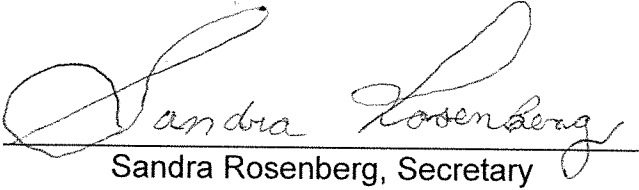
Director McMullen reviewed the proposed changes to the Foundation Procedure Memorandum. President Baldwin commented that the Foundation Committee did a great job in reviewing the document. There was discussion regarding eliminating kiosk usage from the Procedure Memorandum due to limited functionality. Executive Assistant Alicia Murray confirmed that the kiosk is not currently being updated with donations, and there was discussion about adding the donation list to the website for ease of access.



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RECESS: The meeting recessed at approximately 12:00 PM for a lunch break. The meeting reconvened at approximately 1:00 PM.

ADJOURNMENT: The Board adjourned at approximately 4:00 P.M.


Sandra Rosenberg, Secretary

