



ASSOCIATION and METROPOLITAN DISTRICT

Budget & Finance Committee

Agenda

Monday, March 20, 2023

10:00 a.m.

Committee Members: Co-chairs Terry Hostetler (HGA Treasurer) and Bill Archambault (HGMD Treasurer), Ray Nash, Craig Baldwin, Harry Laubach, Randy Lane, Richard Ferguson, John Recob, and Bev Havens

Staff: Jon Rea (CEO) and Jerry Counts (CFO)

1. Call meeting to order. Welcome guests. Chair's comments.
2. Changes or Additions to Budget & Finance Committee Report: February 17, 2023
3. **Monthly Operating Analysis Review** – February 2023
4. **Subcommittee and Other Reports:**
 - a. Audit Subcommittee (Bev Havens) – February 27, 2023, Report
 - b. Insurance Subcommittee (Randy Lane) – No Meeting
 - c. Capital Program Subcommittee (John Recob) – No Meeting
 - d. Investment (Terry Hostetler)
5. **Unfinished Business**
6. **New Business:**
 - a. Discussion of KeyBank (Jerry and Ray)
 - b. Recommend 2023 Carpet Replacement Project (\$198,720)
 - c. Recommend Purchasing a Used Van/Truck for the Paint Dept. (\$37,013)
 - d. Update on Revisions to B&F Joint Procedure Memorandum (JPM B-1)
7. Members of the audience wishing to speak on non-agenda items. Time limit-3 minutes.
8. **Adjournment**

Members of the audience wishing to speak on agenda items will be recognized to tell when an agenda item is being addressed.

The next Budget and Finance Committee meeting is on April 17, 2023 at 10 a.m.

**HEATHER GARDENS BUDGET & FINANCE COMMITTEE
MEETING REPORT
February 17, 2023**

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

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

Committee: Terry Hostetler, Co-Chair, Bill Archambault, Co-Chair, Bev Havens, Craig Baldwin, Harry Laubach, John Recob, Randy Lane, Ray Nash, Richard Ferguson.
NOTE: Bill Archambault, Excused absence for this meeting.

Staff: Jon Rea, Chief Executive Officer; Jerry Counts, Chief Financial Officer

Audience: Approximately 20 residents via Zoom, including HGA Board Members and HGMD Board Members.

The January 16, 2023, B&F Committee meeting report was accepted, with several corrections/modifications made.

Monthly Operating Analysis Review:

CFO Counts reviewed the financial reports for both HGA and HGMD and answered all questions pertaining to the January 31, 2023 financial reports, paying particular attention to the variances of income and expenses for the month.

Subcommittee and Other Reports:

Audit Subcommittee: The report was included in the B&F committee package and there were no comments or issues regarding the most recent audit.

Insurance Subcommittee: Randy Lane advised that there was nothing new to report at this time..

Capital Programs Subcommittee: John Recob reported that on February 15, 2023, the subcommittee met, and that the review of the current list will need to be updated, which will be an ongoing process throughout the year.

Investment Committee: Co-Chair Hostetler advised that with the assistance of HGA's investment advisor and CFO Jerry Counts it was decided to reinvest all of the matured and maturing Certificates of Deposit in 2023 into 2 year Certificates of Deposit. The new investments have been reinvested with the interest rates being in the mid to high 4% range, which is a better rate of return than what has been seen in the past few years.

Unfinished Business: Co-Chair Hostetler advised that an ad hoc committee has been formed to review and revise the: **JPM B-1 Budget and Finance Committee**. The workshop will be held at 1:00 p.m. on Wednesday, February 22, 2023 at the Clubhouse. This workshop will be the first of many, that will be held to work on this important update.

New Business:

- A) Information Only-Building 241 Emergency Elevator Repair (\$14,056.60)** This was reviewed by the committee.

- B) Motion: Recommend 2023 Chair Rail Project for Buildings 221, 222 and 250 (\$86,940).** John Recob moved and Craig Baldwin seconded the motion that passed unanimously, that recommends that the Heather Gardens Association Board of Directors approve the 2023 Chair Rail Project for Buildings 221, 222 and 250, totaling \$86,940. This is a budgeted project in the 2023 budget for an amount of \$86,940.

- C) Motion: Recommend 2023 Concrete/Handrail Repairs and Replacements (\$238,050)** Craig Baldwin moved and Bev Havens seconded the motion that passed unanimously, that recommends that the Heather Gardens Association Board of Directors approve the allocation of \$238,050 of budgeted Capital Project funds for the purpose of a variety of cement and stair repairs throughout the community as identified necessary by the Heather Gardens Staff.

- D) Motion: Recommend Building 217 Hot Water Recirculation Project (\$24,840)** Ray Nash moved and Harry Laubach seconded the motion that passed unanimously, that recommends that the Heather Gardens Association Board of Directors approve the Building 217 Hot Water Recirculation Project, at a cost of \$22,356 plus a change order amount of \$2,484 for a total cost of \$24,840. This is an approved budgeted line item of \$24,840.

- E) Motion: Recommend Replacing Debris (Truck) Loader (\$10,800)** Harry Laubach moved and Bev Havens seconded the motion that was passed unanimously, that recommends that the Heather Gardens Association Board of Directors approve the purchase of a Little Wonder debris loader from LL Johnson Distributing at a total cost of \$10,800. This is a non-budgeted expense that will be charged against the contingency line item of the approved 2023 Capital Budget.

- F) Motion: Replace Stand-on Mowers 1-4 (\$40,705.32)** Craig Baldwin moved and Harry Laubach seconded the motion that passed unanimously, that recommends that the Heather Gardens Association Board of Directors approve the purchase of two (2) 36" Scag mowers and two (2) 48" Scag mowers stands from LL Johnson

Distributing at a total cost of \$38,205.32 with a change order amount of \$2,500, for a total cost of \$40,705.32. This is an approved budgeted line item of \$48,000.

- G) Motion: Replacing Zero-Turn Riding Mower (\$14,778)** Ray Nash moved and Bev Havens seconded the motion that passed unanimously, that recommends that the Heather Gardens Association Board of Directors approve the purchase of a Scag Cheetah II 61" Zero-Turn Riding Mower from LL Johnson Distributing at a cost of \$14,778. This is an approved budgeted line item of \$18,000.

Members of the audience wishing to speak on non-agenda items:

The concept that B & F does not communicate very well with the residents of Heather Gardens, and that it would be helpful if we were to publish what are the milestones that are being met or not being met was discussed by the committee.

It was suggested by CFO Counts that he could prepare a summary for publication in the Heather n Yon, the official monthly publication for Heather Gardens, or via Pileria. He explained that last year, he intended to start a program for residents, that would be a forum for explaining what a Balance Sheet is, for example, and how it works for our organization. The purpose for this type of forum, is that **"there are no stupid questions."**

It was further expressed by the committee, that if the residents want more information regarding the financial information of Heather Gardens, that it be suggested to the individuals who are requesting more details, that they attend one of the monthly meetings of the Budget & Finance Committee, since the pertinent information is thoroughly reviewed monthly. It was also noted that the financial information is available at any time on the Heather Gardens website.

The meeting was adjourned at 12:01 p.m.

The next meeting of the B&F Committee will be held on:

**Monday, March 20, 2023, at 10:00 a.m.
in the Board Room and via Zoom.**

HEATHER GARDENS ASSOCIATION

Budget Exceptions Report

Through: **2/28/2023**

	YTD ACTUAL	YTD BUDGET	VARIANCE FAVORABLE (UNFAVORABLE)	% of Budget	Annual Budget	% of Annual Budget Spent
OPERATIONS						
Assessment Income - 2023	\$ 1,938,216	\$ 1,938,316	\$ (100)	-0.01%	\$ 11,629,896	17%
Planned Deficit from Oper Reserve	\$ -	\$ 50,000	\$ (50,000)	-100.00%	\$ 300,000	0%
Assessment Surplus - 2021	\$ 5,364	\$ 5,364	\$ -	0.00%	\$ 32,184	17%
Misc Income	\$ 50,941	\$ 28,594	\$ 22,347	78.15%	\$ 147,936	34%
Total Income	\$ 1,994,521	\$ 2,022,274	\$ (27,753)	-1.37%	\$ 12,110,016	16%
Expenses:						
General	\$ 812,517	\$ 806,894	\$ (5,623)	-0.70%	\$ 5,140,305	16%
Custodial	\$ 86,677	\$ 94,744	\$ 8,067	8.51%	\$ 496,677	17%
Contracts	\$ 44,392	\$ 55,491	\$ 11,099	20.00%	\$ 319,377	14%
Maintenance	\$ 404,782	\$ 438,445	\$ 33,663	7.68%	\$ 2,600,509	16%
Administration	\$ 210,766	\$ 251,412	\$ 40,646	16.17%	\$ 1,360,507	15%
Paint	\$ 61,488	\$ 63,833	\$ 2,345	3.67%	\$ 366,217	17%
Roads & Grounds	\$ 201,799	\$ 202,107	\$ 308	0.15%	\$ 1,267,900	16%
Security	\$ 87,726	\$ 114,711	\$ 26,985	23.52%	\$ 656,025	13%
Interest Expense	\$ 84	\$ -	\$ (84)		\$ -	
Total Expenses	\$ 1,910,231	\$ 2,027,637	\$ 117,406	5.79%	\$ 12,207,517	16%
Net Operating Income/(Loss)	\$ 84,290	\$ (5,363)	\$ 89,653		\$ (97,501)	
CAPITAL RESERVES						
Capital Reserve Income	\$ 707,722	\$ 708,115	\$ (393)	-0.06%	\$ 4,248,694	17%
Interest Income	\$ 38,489	\$ 10,178	\$ 28,311		\$ 74,300	
Capital Expenditures	\$ 35,362	\$ 145,349	\$ 109,987	75.67%	\$ 5,382,929	1%
Less Insurance Fund Income/(Expense)	\$ -	\$ -	\$ -		\$ -	
Net Capital Reserve Income	\$ 710,849	\$ 572,944	\$ 137,905		\$ (1,059,935)	
GRAND TOTALS	\$ 795,139	\$ 567,581	\$ 227,558		\$ (1,157,436)	

Executive Summary						
	YTD ACTUAL	YTD BUDGET	VARIANCE	% of Budget	Annual Budget	% of Annual Budget Spent
Income Summary	\$ 1,994,521	\$ 2,022,274	\$ (27,753)	-1.37%	\$ 12,110,016	16%
Expense Summary	\$ 1,910,231	\$ 2,027,637	\$ 117,406	5.79%	\$ 12,207,517	16%
Overall Expenses						
General	A411.0, Planned Deficit, in the revenue section, is for the 2023 budgeted use of \$300k from the Operating Reserve. February Income tax expense exceeded budget by \$14K due to higher investment earnings for January and February. Utility expenses exceeded budget in February by \$12K primarily due to sub-zero temperatures in January.					
Custodial	February costs were below budget by \$3K.					
Contracts	The Resident Renovation Insurance Manager has not yet been hired resulting in February costs being below budget.					
Maintenance	Actual FTEs were 23 vs budget of 24, and lower other payroll costs brought actual wages/benefits below budget by \$9.1K for February. February OPX costs were below budget by \$17K. Some of the higher OPX costs include \$6.2K for window repairs, \$3.2K for smoke alarm batteries and emergency exit signs, \$2.6K for garage exhaust fan frames, and \$2.5K for a heat exchanger.					
Administration	February costs were \$18.5K below budget mainly due to 9 FTEs vs a budget of 11. We are currently reviewing applications and interviewing for the communication and operation positions.					
Paint	February costs were below budget by \$3.2K.					
Roads & Grounds	February costs were below budget by \$3.7K.					
Security	February costs were \$12.6K below budget mainly due to having 7.5 FTEs vs. a budget of 9. Also, other payroll related expenses were below budget.					

HGA MONTHLY CAPITAL RESERVE REPORT FOR PERIOD ENDING:

February 2023

STATUS	PROJECT OWNER	DEPT.	2023 APPROVED PROJECTS	ACCT	2023 APPROVED BUDGET AMOUNT	2023 SIGNED CONTRACT AMOUNT	% VAR	START DATE	FINISH DATE	#Days	2023 INVOICES PAID	UNDER/ (OVER) CONTRACT AMOUNT	% VAR FROM CONTRACT	UNDER / (OVER) BUDGET	PROJECT Notes / Comments
					A	B				D	B-C-D	A-C-D			
In Process	Matt	R&G	HD Util. Veh., # 513 Workman	F810	\$35,000		-100%	02/01/23	07/31/23	180		\$0	#DIV/0!	\$35,000	2/3/23 - Researching
In Process	Matt	R&G	HD Util. Veh., # 515 Workman	F811	\$35,000		-100%	02/01/23	07/31/23	180		\$0	#DIV/0!	\$35,000	2/3/23 - Researching
In Process	Matt	R&G	Mower, 60" # 543	F812	\$18,000		-100%	02/01/23	07/31/23	180		\$0	#DIV/0!	\$18,000	2/21/23 - Board approved in Feb.
In Process	Matt	R&G	Mower Grandstand #1	F813	\$12,000		-100%	02/01/23	07/31/23	180		\$0	#DIV/0!	\$12,000	2/21/23 - Board approved in Feb.
In Process	Matt	R&G	Mower Grandstand #2	F814	\$12,000		-100%	02/01/23	07/31/23	180		\$0	#DIV/0!	\$12,000	2/21/23 - Board approved in Feb.
In Process	Matt	R&G	Mower Grandstand #3	F815	\$12,000		-100%	02/01/23	07/31/23	180		\$0	#DIV/0!	\$12,000	2/21/23 - Board approved in Feb.
In Process	Matt	R&G	Mower Grandstand #4	F816	\$12,000		-100%	02/01/23	07/31/23	180		\$0	#DIV/0!	\$12,000	2/21/23 - Board approved in Feb.
In Process	Matt	R&G	Snow Raider Plow	F817	\$13,455		-100%	02/01/23	07/31/23	180		\$0	#DIV/0!	\$13,455	2/3/23 - Researching
In Process	Don	Contracts	Carpet Replacement - Annual Allocation	F818	\$198,720		-100%	02/01/23	07/31/23	180		\$0	#DIV/0!	\$198,720	2/3/23 - Collecting bids. Looking at alternative Carpet Tile Options. Our preferred brand EF Contract Tempo has increased their prices by \$6/SY
In Process	Jon H	Contracts	Chair Rail Installation - 3 Bldgs	F819	\$86,940		-100%	01/01/23	12/29/23	362	\$8,112	(\$8,112)	#DIV/0!	\$78,828	2/3/23 - B214 is on-going, B221 - Scheduled to start in April, B222 is scheduled to start in late July beginning of August. B250 scheduled start for November.
not-started	Jon H	Contracts	Elevator Cab Renovation - 2 Bldgs	F820	\$47,508		-100%	06/01/23	08/31/23	91		\$0	#DIV/0!	\$47,508	
In Process	Don	Contracts	Exterior Painting	F821	\$77,200		-100%	01/01/23	08/01/23	212		\$0	#DIV/0!	\$77,200	2/3/23 - We received specifications/ RFP from Sherwin Williams for the 2023 Project. We are waiting on weather to determine which building we plan to paint in 2023.
In Process	Manny	Maint.	Maintenance Equipment Camera	F822	\$11,432		-100%	01/16/23	04/28/23	102		\$0	#DIV/0!	\$11,432	2/3/23 - Discussing with HG Auger guy to determine camera requirements.
In Process	Manny	Paint	Paint Equipment - Used Truck	F823	\$37,013		-100%	01/16/23	06/30/23	165		\$0	#DIV/0!	\$37,013	2/3/23 - Researching
not-started	Jon H	Contracts	Recirculation Lines	F824	\$24,840		-100%	07/01/23	11/29/23	151		\$0	#DIV/0!	\$24,840	2/21/23 - Board approved in Feb.
In Process	Don	Contracts	Roof Replacement - 3 Bldgs	F825	\$1,707,750		-100%	01/01/23	12/31/23	364		\$0	#DIV/0!	\$1,707,750	2/3/23 - Meeting scheduled with Rocky Mountain Reps to reevaluate which buildings roofs are most in need of replacement.
not-started	TJ	Security	Security Equipment - Vehicle	F826	\$36,225		-100%	04/01/23	07/01/23	91		\$0	#DIV/0!	\$36,225	
In Process	Matt	R&G	Retaining Walls - 2 small	F827	\$24,840		-100%	01/01/23	12/01/23	334		\$0	#DIV/0!	\$24,840	2/3/23 - Researching and Collecting Bids.
not-started	Jon H	Contracts	Retaining Walls - 1 Large	F828	\$103,500		-100%	03/31/23	07/31/23	122		\$0	#DIV/0!	\$103,500	
In Process	Jon H	Contracts	Concrete repairs/handrails	F829	\$238,050		-100%	01/16/23	12/29/23	347		\$0	#DIV/0!	\$238,050	2/21/23 - Board approved in Feb.
not-started	Jon H	Contracts	Evaporative Coolers	F830	\$20,700		-100%	04/03/23	10/31/23	211		\$0	#DIV/0!	\$20,700	
not-started	Jon H	Contracts	Water Heaters	F831	\$82,800		-100%	01/06/23	12/29/23	357		\$0	#DIV/0!	\$82,800	Emergency's Only
not-started	Don	Contracts	Eng. Spec. Contractors quotes/inquiries - General Proj	F832	\$25,875		-100%	01/01/23	12/31/23	364		\$0	#DIV/0!	\$25,875	2/3/23 - As needed
not-started	Don	Contracts	Eng. Spec. Contractors quotes/inquiries - Bldg Structure/Upgrade	F833	\$25,875		-100%	01/01/23	12/31/23	364		\$0	#DIV/0!	\$25,875	2/3/23 - As needed
In Process	Don	Contracts	Plumbing Infrastructure Inspection	F834	\$150,000		-100%	01/01/23	09/01/23	243		\$0	#DIV/0!	\$150,000	2/3/23 - Researching additional qualified vendors to evaluate the plumbing infrastructure.
not-started	Jon H	Contracts	Fire Main Replacement	F835	\$36,225		-100%	04/01/23	10/31/23	213		\$0	#DIV/0!	\$36,225	
In Process	Matt	Contracts	Water Wise	F836	\$51,750	\$24,990	-52%	05/01/22	05/01/23	365		\$24,990	-100%	\$51,750	2/3/23 - Contract is executed. Waiting on contractor to provide schedule.
In Process	Don	Contracts	Atrium Xeriscape	F837	\$72,450		-100%	03/01/23	08/01/23	153		\$0	#DIV/0!	\$72,450	2/3/23 - Waiting on the Weather/Snow to clear so we can evaluate the project and generate scope.
In Process	Don	Contracts	Parking Structure Maintenance - Plan year 1	F838	\$1,004,392		-100%	01/01/23	12/31/23	364		\$0	#DIV/0!	\$1,004,392	
not-started	Jon H	Contracts	Parking Slab Coating	F839	\$62,100		-100%	04/01/23	12/31/23	274		\$0	#DIV/0!	\$62,100	
In Process	Jon H	Contracts	Access Control - 1 building	F840	\$46,575		-100%	01/04/23	12/31/23	361		\$0	#DIV/0!	\$46,575	2/3/23 - Researching Security Consultants to make recommendations and generate RFP.
not-started	Jon H	Contracts	Boiler Renovation - 2 each year	F841	\$124,200		-100%	05/01/23	09/29/23	151		\$0	#DIV/0!	\$124,200	
TOTAL 2023 FUNDED PROJECTS					\$4,446,415	\$24,990	-99%				\$8,112	\$16,878	-68%	\$4,438,303	
2023 CONTINGENCY PROJECTS Future event or circumstance which is possible, but cannot be predicted with certainty															
			Other Unknown Projects	F842.1 - F842.9	\$285,643								#DIV/0!	\$285,643	
In Process	Matt	R&G	Debris (Truck) Loader	F842.1	\$10,800		-100%			0		\$0	#DIV/0!	\$10,800	2/21/23 - Board approved in Feb.

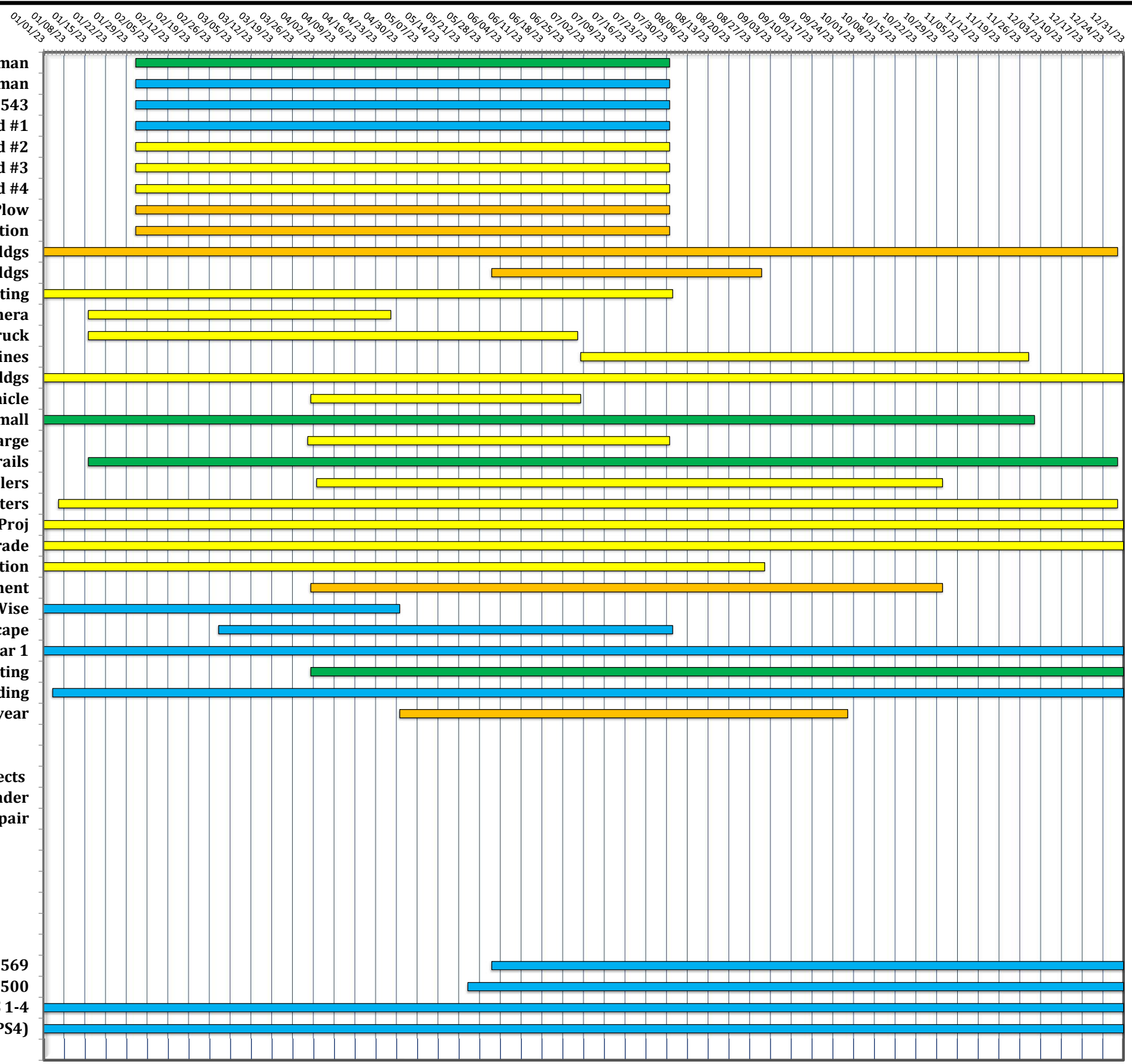
**HGA MONTHLY CAPITAL RESERVE REPORT FOR PERIOD ENDING:
February 2023**

STATUS	PROJECT OWNER	DEPT.	2023 APPROVED PROJECTS	ACCT	2023 APPROVED BUDGET AMOUNT	2023 SIGNED CONTRACT AMOUNT	% VAR	START DATE	FINISH DATE	#Days	2023 INVOICES PAID	UNDER/ (OVER) CONTRACT AMOUNT	% VAR FROM CONTRACT	UNDER / (OVER) BUDGET	PROJECT Notes / Comments
					A	B				D	B-C-D	A-C-D			
Completed	Jon H	Contracts	B241 Emergency Elevator Repair	F842.2	\$14,057		-100%			0	\$ 14,057	(\$14,057)	#DIV/0!	(\$0)	2/21/23 - Board approved in Feb.
TOTAL 2023 CONTINGENCY PROJECTS					\$310,500	\$0				0	\$14,057	(\$14,057)	#DIV/0!	\$296,443	
TOTAL 2023 CAPITAL RESERVE FUNDS					\$4,756,915	\$24,990					\$22,169	\$2,821	-11%	\$4,734,746	
2022 PROJECTS TO BE COMPLETED IN 2023															
In Process	Matt	R&G	R&G Equipment Chipper #569	F787	\$20,188		-100%	06/01/23	12/31/23	213		\$0	#DIV/0!	\$20,188	2/3/23 - Approx \$34k short from budget amount. Will allocate excess from Contingency.
In Process	Matt	R&G	R&G Equipment Pickup Truck #500	F788	\$51,330		-100%	05/24/23	12/31/23	221		\$0	#DIV/0!	\$51,330	1/26/23 - Still waiting for an update from the dealership.
In Process	Don	Contracts	Security Cameras for PS 1-4	F807.8	\$54,496		-100%	01/01/23	12/31/23	364		\$0	#DIV/0!	\$54,496	2/3/23 - Researching Security Consultants to make recommendations and generate RFP.
In Process	Don	Contracts	BC&E Parking Structure Recommended Repairs (PS1-PS4)	F801	\$500,000	\$392,237	-22%	01/01/23	12/31/23	364	\$13,193	\$379,044	-97%	\$486,807	2/3/23 - Engineer is working on scheduling Restruction to make exploratory cuts in the concrete deck at PS#3.
TOTAL PRIOR YEAR PROJECTS					\$626,014	\$392,237					\$13,193	\$379,044	-97%	\$612,821	
GRAND TOTAL PER BUDGET					\$5,382,929	\$417,227					\$35,362	\$381,865	-92%	\$5,347,567	
PROJECTS TARGETED FOR COMPLETION IN 2023 BUT NOT IN THE PUBLISHED BUDGET															
TOTAL PRIOR YEAR PROJECTS NOT BUDGETED IN 2023					\$0	\$0					\$0	\$0	#DIV/0!	\$0	
GRAND TOTAL					\$5,382,929	\$417,227					\$35,362	\$381,865	-92%	\$5,347,567	



- Legend**
- Maintenance
 - Roads & Grounds
 - Contracts
 - Paint
 - Custodial
 - Admin
 - Golf

- HD Util. Veh., # 513 Workman
- HD Util. Veh., # 515 Workman
- Mower, 60" # 543
- Mower Grandstand #1
- Mower Grandstand #2
- Mower Grandstand #3
- Mower Grandstand #4
- Snow Raider Plow
- Carpet Replacement - Annual Allocation
- Chair Rail Installation - 3 Bldgs
- Elevator Cab Renovation - 2 Bldgs
- Exterior Painting
- Maintenance Equipment Camera
- Paint Equipment - Used Truck
- Recirculation Lines
- Roof Replacement - 3 Bldgs
- Security Equipment - Vehicle
- Retaining Walls - 2 small
- Retaining Walls - 1 Large
- Concrete repairs/handrails
- Evaporative Coolers
- Water Heaters
- Eng. Spec. Contractors quotes/inquiries - General Proj
- Eng. Spec. Contractors quotes/inquiries - Bldg Structure/Upgrade
- Plumbing Infrastructure Inspection
- Fire Main Replacement
- Water Wise
- Atrium Xeriscape
- Parking Structure Maintenance - Plan year 1
- Parking Slab Coating
- Access Control - 1 building
- Boiler Renovation - 2 each year
- Other Unknown Projects
- Debris (Truck) Loader
- B241 Emergency Elevator Repair
- R&G Equipment Chipper #569
- R&G Equipment Pickup Truck #500
- Security Cameras for PS 1-4
- BC&E Parking Structure Recommended Repairs (PS1-PS4)



Heather Gardens Association
Investments
02/28/23

Bank	Yield	Maturity	Principal	Fund	G/L Acct.
Raymond James - Cash/Interest Receivable/Investments - Operating Account	4.54%		\$ 255,783	Operating	A106/A106.05/A107.2/A115.1
KeyBanc Capital Mkts - Money Market - Federated Hermis Govt Oblig SS	4.13%		\$ 2,016,180	Operating	A108
Federal Home LN BKS 5.25%	5.15%		\$ 2,000,000	Operating	A108.011
TOTAL - OPERATING ACCT - CASH/INVESTMENTS			<u>\$ 4,271,963</u>		
	0.555% -				
Raymond James - Cash/Interest Receivable/Investments - Capital Reserve	4.606%		\$ 5,408,203	Capital	A106.1/A106.11/A107.3/A107.4/A115.2/A115.3
Key Bank Capital Reserve Savings			\$ 1,092,111	Capital	A107
KeyBanc Capital Mkts - Money Market - Federated Hermis Govt Oblig SS	4.13%		\$ 2,019,297	Capital	A107.01
Federal Home LN BKS 5.25%	5.15%		\$ 2,000,000	Capital	A107.02
TOTAL CAPITAL RESERVE INVESTMENTS - CASH/INVESTMENTS			<u>\$ 10,519,610</u>		
TOTAL INVESTMENTS			<u><u>\$ 14,791,573</u></u>		

HGA Detail of Investments

HGA INVESTMENTS - 1/31/2023									
		Face/Maturity	Amount	Accrued	Premium	Maturity	= Short-Term/Current Assets		
CAPITAL RESERVE RJ ACCT C650	YTM	Value	Invested	Interest	Paid	Date	Purchased	Accrued	Earnings
Purchases				Purchased			Date		
BMW BANK OF NORTH AMERICA SEMI-ANNUAL 1.4500 %	0.555%	245,000.00	251,759.15	622.90	6,136.25	4/14/2023	6/15/2020		
CITIBANK NA SEMI-ANNUAL 3.3000 %	0.651%	200,000.00	218,843.59	2,549.59	16,294.00	8/24/2023	7/10/2020		
COMENITY CAPITAL BANK MONTHLY 3.3500 %	0.700%	100,000.00	108,730.92	-	8,730.92	10/17/2023	6/15/2020		
DISCOVER BK SEMI-ANNUAL 3.2000 %	0.590%	203,000.00	221,433.97	355.95	18,078.02	1/16/2024	7/31/2020		
GE MONEY BANK SEMI-ANNUAL 3.3000 %	0.837%	145,000.00	159,274.92	878.34	13,396.58	4/11/2024	6/15/2020		
GOLDMAN SACHS BANK USA SEMI-ANNUAL 2.8000 %	0.892%	140,000.00	150,676.64	579.95	10,096.69	4/24/2024	6/15/2020		
GOLDMAN SACHS BANK USA SEMI-ANNUAL 3.3000 %	0.846%	100,000.00	110,024.94	1,383.29	8,641.65	1/16/2024	6/15/2020		
MORGAN STANLEY BANK, NA SEMI-ANNUAL 3.4500 %	0.755%	100,000.00	109,409.25	444.25	8,965.00	11/1/2023	6/15/2020		
MORGAN STANLEY PRIVATE BANK NA SEMI-ANNUAL 3.1000 %	0.837%	158,000.00	172,618.87	1,945.78	12,673.09	1/24/2024	6/15/2020		
SALLIE MAE BK SEMI-ANNUAL 3.2000 %	0.618%	114,000.00	122,817.67	389.79	8,427.88	5/9/2023	6/15/2020		
SYNCHRONY BANK SEMI-ANNUAL 1.3000 %	0.623%	245,000.00	250,179.94	532.29	4,647.65	4/17/2023	6/15/2020		
WELLS FARGO BANK NA MONTHLY 3.1000 %	0.740%	200,000.00	216,714.99	16.99	16,698.00	2/13/2024	7/10/2020		
CITY NB LOS ANGELES, CD SEMI-ANNUAL 4.5000 %	4.281%	245,000.00	246,418.22	422.88	995.34	1/13/2025	1/23/2023		
UBS BANK CD MONTHLY 4.5000 %	4.421%	245,000.00	245,548.73	181.23	367.50	1/21/2025	1/23/2023		
AMEX NATIONAL BANK SALT LAKE CITY, CD SEMI-ANNUAL 4.9000 %	4.150%	245,000.00	251,910.09	2,072.10	4,837.99	11/24/2025	1/23/2023		
STATE BANK & TRUST CD SEMI-ANNUAL 4.3000 %	4.405%	245,000.00	244,510.00	-	(490.00)	1/27/2025	1/24/2023		
MANUFACTURERS & TRADERS TC CD SEMI-ANNUAL 4.5000 %	4.606%	245,000.00	244,510.00	-	(490.00)	1/31/2025	1/25/2023		
AMERICAN NATIONAL BANK CD MONTHLY 4.4000 %	4.400%	245,000.00	245,206.74	206.74	(0.00)	1/23/2025	1/26/2023		
MORGAN STANLEY BANK, NA SALT LAKE CITY, CD SEMI-ANNUAL 4.2500 %		100,000.00	100,269.86	69.86	200.00	2/2/2026	2/6/2023		
US TREASURY NOTES 2.125% 7/31/2024	3.224%	316,000.00	309,235.63	3,172.00		7/31/2024	7/20/2022		
US TREASURY NOTES 2.375% 8/15/2024	3.011%	245,000.00	241,913.77	2,587.90		8/15/2024	7/25/2022		
US TREASURY NOTES 2.375% 8/15/2024	3.188%	109,000.00	107,301.13	14.07		8/15/2024	8/16/2022		
US TREASURY NOTES 4.25% 9/30/2024	4.539%	100,000.00	99,464.84	233.52		9/30/2024	10/19/2022	19,750.84	All CDs and Bonds
Raymond James Bank Deposit Program		5,463.83							
Money Market - FIMM Treasury only		49,995.58					10/26/2022	167.75	
Money Market - Goldman Sachs Financial Square Treasury Instruments		-					10/26/2022	-	
		4,345,459.41	4,428,773.86	18,659.43	138,206.55			19,918.59	A115.2
		A106.1/A106.11/A107.4							
HGA OPERATING RJ ACCT 8380									
US TREASURY NOTES 4.25% 9/30/2024	4.535%	235,000.00	233,760.74	548.76		9/30/2024	10/19/2022	4,143.17	A115.1
		A106/A106.05							
Total CD's and US Treasury ACCT C650 & 8380		4,580,459.41	4,662,534.60	19,208.19	138,206.55				

HGA Detail of Investments

CAPITAL RESERVE RJ ACCT 502 - ANNUITIES		Current Value	Previous Month Value	Current Month Earnings	Amount Invested	Year with 0% Penalty	Purchase Date
FIDELITY & GUARANTY LEF INS CO F&G SECURE MYGA 3 YEAR (MVA)	3.350%	256,538.86	255,891.21	647.65	250,000.00	5/17/2025	5/17/2022
FORETHOUGHT LIFE INSURANCE CO SECUREFORE V2	3.100%	256,288.17	255,688.66	599.51	250,000.00	5/6/2025	5/6/2022
GREAT AMERICAN LIFE INSURANCE CO SECURE GAIN 3 MVA	2.900%	255,963.76	255,403.04	560.72	250,000.00	5/2/2025	5/2/2022
MIDLAND NATIONAL LIFE INSURANCE CO MNL GUARANTEE PRO	2.250%	254,629.63	254,195.37	434.26	250,000.00	5/2/2025	5/2/2022
Total Annuities		1,023,420.42	1,021,178.28	2,242.14	1,000,000.00		
		A106.1/A115.3					
CAPITAL RESERVE RJ ACCT 502							
Raymond James Bank Deposit Program - Savings		19,404.19	A107.3				
Total ACCT 502		<u>1,042,824.61</u>					
HGA OPERATING RJ ACCT 875							
Raymond James Bank Deposit Program - Savings		16,639.93	A107.2				
Total ACCT 875		<u>16,639.93</u>					
HGA OPERATING KEYBANC ACCT 3297							
Federal Home LN BKS 5.25%	5.150%	2,000,000.00	A108.01		1,920.00	A108.011	
KeyBanc Capital Mkts - Money Market - Federated Hermis Govt Oblig SS - CY 4.13%		2,016,180.27	A108				
Total ACCT 3297		<u>4,016,180.27</u>					
HGA CAPITAL RESERVE KEYBANC ACCT 4345							
Federal Home LN BKS 5.25%	5.150%	2,000,000.00	A107.02		1,920.00	A107.021	
KeyBanc Capital Mkts - Money Market - Federated Hermis Govt Oblig SS - CY 4.13%		2,019,296.57	A107.01				
Total ACCT 4345		<u>4,019,296.57</u>					
HGA CAPITAL RESERVE KEYBANC ACCT 5363							
KeyBank Savings Account		1,092,110.71	A107				
Total ACCT 5363		<u>1,092,110.71</u>					

	2/28/2023	1/31/2023	12/31/2022	12/31/2021
CURRENT ASSETS				
Operating Bank Account	2,100,809	3,875,355	5,136,327	4,861,939
Money Mkt - Key Bank Operating	4,018,100	2,005,775	0	0
Raymond James Operating Savings	16,640	16,635	16,802	9,748
Raymond James - Operating Investments	0	0	0	235,628
Savings-Capital Reserve	1,092,111	1,755,849	4,713,310	3,571,671
Money Mkt - Key Bank Cap Res	4,021,217	3,008,663	0	0
Raymond James Cap Reserve Savings	19,404	8,600	8,597	2,486,313
Raymond James - Cap Reserve Investments	1,745,078	1,645,385	2,650,186	503,316
Raymond James Premium Operating	0	0	0	5,041
Assessment Receivables	61,477	64,333	70,275	248,450
Allow Doubtful Acct	(66,536)	(65,000)	(65,000)	(50,000)
A/R - Other	93,884	87,392	103,938	85,699
AR - Insurance Claim	0	0	17,218	589,393
Interest Receivable	24,062	26,558	31,022	21,835
Inventory	209,061	213,664	223,487	204,030
Prepaid Insurance	1,087,286	1,242,613	1,397,939	1,348,811
Prepaid Expenses	21,741	25,068	32,495	7,589
Due To/From Seville	780	(709)	425	1,506
Due To/From - HGMD	51,547	38,063	134,768	114,306
TOTAL CURRENT ASSETS	14,496,659	13,948,244	14,471,789	14,245,273
LONG-TERM INVESTMENTS (more than 12 mos)				
Raymond James - Operating Investments	233,992	233,943	233,889	0
Raymond James - Cap Reserve Investments	3,624,758	3,724,102	2,709,377	2,355,262
Int Rec RJ Cap Res Annuities	23,420	21,178	18,622	0
TOTAL LONG-TERM INVESTMENTS	3,882,171	3,979,224	2,961,888	2,355,262
BUILDING, LAND & EQUIPMENT				
FF&E (Equipment & Furniture)	1,611,234	1,611,234	1,611,234	1,611,757
ROU Asset	17,643	18,727	19,811	0
Accumulated Depreciation FF&E	(1,339,725)	(1,339,725)	(1,339,725)	(1,252,236)
TOTAL BUILDING, LAND & EQUIPMENT	289,152	290,236	291,320	359,521
TOTAL ASSETS	18,667,982	18,217,704	17,724,998	16,960,057
CURRENT LIABILITIES				
Accounts Payable Trade	189,657	76,791	91,495	94,336
ROU Liability	18,521	19,581	20,637	0
Accounts Pay Other/Taxes Payable	286,243	384,318	307,584	1,011,164
Pay In Lieu Of Taxes	0	0	0	47,900
Prepaid Monthly Assessments	308,315	327,808	290,141	325,380
Accrued Payroll	143,851	145,767	106,768	88,231
Accrued PTO	282,734	284,274	283,802	261,388
Excess Assess 2020	0	0	0	219,850
Excess Assessments 2021	26,822	29,504	32,186	32,186
Deferred Revenue-Comcast	49,531	50,542	51,553	63,683
Six MO Impound Fund	5,225,429	5,206,238	5,184,401	4,889,621
Unearned Revenue	1,332	2,290	3,248	20,338
TOTAL CURRENT LIABILITIES	6,532,434	6,527,112	6,371,815	7,054,078
TOTAL CURRENT & LONG TERM LIABILITIES	6,532,434	6,527,112	6,371,815	7,054,078
FUND EQUITY				
Capital Improvement Reserve	8,797,409	8,797,409	8,797,409	8,202,856
Operating Fund	1,108,570	1,108,570	1,108,570	(89,453)
Cumulative Effect Adj	(798)	(798)	(798)	0
2022 Net/Income (Loss)	1,435,228	1,448,003	0	0
Net/Income (Loss)	795,139	337,409	1,448,003	1,792,576
Total Equity	12,135,548	11,690,592	11,353,183	9,905,979
TOTAL LIABILITIES AND EQUITY	18,667,982	18,217,704	17,724,998	16,960,057

2888 So Heather Gardens Way
Aurora CO 80014

	CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET
Assessments	971,385	996,840	(25,455)	1,943,580	1,993,680	(50,100)	11,962,080
Interest Income	13,147	638	12,508	19,687	1,092	18,595	6,920
Late Charges to Residents	345	250	95	550	500	50	3,000
Interest from Residents	(5)	0	(5)	(4)	0	(4)	0
Laundry Comm	3,359	3,501	(143)	7,263	7,003	261	42,016
Misc Income	5,046	3,300	1,746	9,747	6,600	3,147	39,600
Comcast Revenue	11,011	11,000	11	12,022	12,000	22	52,000
Hea 'N Yon Profits	0	0	0	1,600	1,400	200	4,400
Vendor Disc Taken	46	0	46	76	0	76	0
Total Revenue	1,004,333	1,015,530	(11,196)	1,994,521	2,022,274	(27,753)	12,110,016
EXPENSES							
General	427,868	403,658	(24,210)	812,519	806,894	(5,625)	5,140,305
Custodial	42,236	45,204	2,968	86,677	94,744	8,067	496,677
Contracts	19,825	23,648	3,823	44,392	55,491	11,100	319,377
Maintenance	176,167	202,287	26,119	404,782	438,445	33,663	2,600,509
Administration	90,759	109,275	18,516	210,766	251,412	40,646	1,360,507
Paint	24,614	27,833	3,219	61,488	63,833	2,345	366,217
Roads & Grounds	86,112	89,840	3,728	201,799	202,107	308	1,267,900
Security	37,766	50,406	12,641	87,726	114,711	26,986	656,025
Interest Expense	40	0	(40)	84	0	(84)	0
Total Expenses	905,386	952,150	46,764	1,910,231	2,027,637	117,406	12,207,516
Surplus (Deficit)	98,947	63,380	35,567	84,290	(5,363)	89,652	(97,500)
INSURANCE CLAIMS							
Net Insurance	0	0	0	0	0	0	0
RESERVES							
Capital Rsv Revenue	376,577	360,486	16,091	746,211	718,293	27,918	4,322,994
Less Expenses	17,794	110,512	92,718	35,362	145,349	109,987	5,382,929
Net Surplus (Deficit)	358,783	249,974	108,809	710,849	572,944	137,905	(1,059,935)
Net Income/(Loss)	457,730	313,354	144,376	795,139	567,581	227,558	(1,157,435)

2888 So Heather Gardens Way
Aurora CO 80014

	CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET
PAYROLL EXPENSES BY DEPT							
Custodial	31,324	32,522	1,198	71,676	77,379	5,703	424,723
Contracts	19,470	23,213	3,743	43,646	54,621	10,976	312,154
Maintenance	113,084	122,199	9,115	258,116	285,675	27,558	1,592,637
Administration	72,118	85,693	13,575	167,358	200,546	33,188	1,133,292
Paint	22,693	22,666	(27)	52,474	53,018	544	298,086
Roads & Grounds	70,572	72,664	2,092	163,853	167,207	3,354	975,268
Security	35,691	47,680	11,989	84,213	109,556	25,343	614,945
TOTAL PAYROLL EXPENSES	<u>364,952</u>	<u>406,637</u>	<u>41,684</u>	<u>841,336</u>	<u>948,001</u>	<u>106,665</u>	<u>5,351,105</u>
OPERATING EXPENSES BY DEPT							
General	427,868	403,658	(24,210)	812,519	806,894	(5,625)	5,140,305
Custodial	10,911	12,682	1,770	15,001	17,365	2,364	71,954
Contracts	355	435	80	746	870	124	7,223
Maintenance	63,083	80,088	17,005	146,665	152,770	6,105	1,007,872
Administration	18,641	23,581	4,941	43,409	50,867	7,458	227,215
Paint	1,921	5,167	3,246	9,014	10,815	1,801	68,131
Roads & Grounds	15,540	17,176	1,636	37,946	34,900	(3,046)	292,632
Security	2,075	2,727	652	3,512	5,155	1,643	41,079
TOTAL OPERATING EXPENSES	<u>540,394</u>	<u>545,513</u>	<u>5,120</u>	<u>1,068,812</u>	<u>1,079,636</u>	<u>10,824</u>	<u>6,856,411</u>
TOTAL PAYROLL & OPERATING	<u>905,346</u>	<u>952,150</u>	<u>46,804</u>	<u>1,910,147</u>	<u>2,027,637</u>	<u>117,489</u>	<u>12,207,516</u>

2888 So Heather Gardens Way
Aurora CO 80014

	CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET
REVENUE SUMMARY							
A404.2 Investment Income Operati	13,147	638	12,508	19,860	1,277	18,583	7,660
A404.4 RJ Adv. Fees Operating	0	0	0	(173)	(185)	12	(740)
A408 Insurance	150,119	150,233	(114)	300,243	300,466	(223)	1,802,796
A408.4 Insurance Adj 2021	10,724	10,724	0	21,448	21,448	0	128,688
A409 Water & Sewer	124,848	124,907	(59)	249,666	249,814	(149)	1,498,884
A409.4 Water & Sewer Adj 2021	(16,907)	(16,907)	0	(33,814)	(33,814)	0	(202,884)
A410 Gas & Electric	115,855	115,896	(41)	231,806	231,792	14	1,390,752
A410.4 Gas & Elec Adj 2021	(3,718)	(3,718)	0	(7,436)	(7,436)	0	(44,616)
A411 Maintenance	577,882	578,122	(240)	1,156,501	1,156,244	257	6,937,464
A411.0 Planned Deficit	0	25,000	(25,000)	0	50,000	(50,000)	300,000
A411.4 Maintenance Adj 2021	12,583	12,583	0	25,166	25,166	0	150,996
A414 Late Charges to Residents	345	250	95	550	500	50	3,000
A414.5 Interest from Residents	(5)	0	(5)	(4)	0	(4)	0
A415 Laundry Commissions	3,359	3,501	(143)	7,263	7,003	261	42,016
A416 Miscellaneous Income	5,043	3,300	1,743	9,744	6,600	3,144	39,600
A416.2 Comcast Revenue	11,011	11,000	11	12,022	12,000	22	52,000
A417 Heather 'N Yon Profits	0	0	0	1,600	1,400	200	4,400
A418 Vendor Discounts Taken	46	0	46	76	0	76	0
TOTAL REVENUE	1,004,330	1,015,530	(11,199)	1,994,518	2,022,274	(27,756)	12,110,016
ASSOC GENERAL EXPENSES							
A622 Payment In Lieu Of Taxes	0	0	0	0	0	0	30,375
A624 Personal Property Tax	7,673	5,000	(2,673)	7,673	5,000	(2,673)	5,000
A626 Income Taxes	18,655	4,583	(14,072)	23,238	9,166	(14,072)	55,000
A628 Bad Debt Expense	0	0	0	0	0	0	7,500
A640 Electric - High Rises	33,066	29,069	(3,997)	61,926	58,102	(3,824)	370,435
A641 Electric - Parking	920	878	(42)	1,830	1,788	(42)	11,517
A642 Electric - Town Homes	1,077	827	(250)	1,995	1,745	(250)	12,028
A643 Gas - High Rises	104,806	96,297	(8,509)	204,771	196,262	(8,509)	952,159
A652 Insurance Coverages	155,327	155,139	(188)	310,653	310,278	(375)	1,931,479
A652.1 Insurance - Claims	23,941	25,000	1,059	26,302	50,000	23,698	313,000
A653 HRA Admin Costs/Misc	3,139	1,444	(1,695)	12,790	3,082	(9,708)	20,893
A660 Legal Fees	(607)	4,617	5,224	(42)	9,234	9,276	55,404
A671 Outside Services	320	350	30	788	350	(438)	3,300
A672 Communications Expense	1,409	1,886	477	2,818	3,775	957	23,015
A673 Annual Meeting/Election	0	0	0	90	0	(90)	20,000
A675 Incentive Program	0	0	0	0	0	0	33,200
A698 Water & Sewer	78,143	78,568	425	157,687	158,112	425	1,296,000
A700 Interest Expense	40	0	(40)	84	0	(84)	0
TOTAL ASSOC GENERAL EXPEN	427,908	403,658	(24,250)	812,602	806,894	(5,709)	5,140,305

2888 So Heather Gardens Way
Aurora CO 80014

	CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET
CAPITAL RESERVE FUND							
REVENUE SUMMARY							
F608 Capital Reserve	353,893	354,058	(165)	707,723	708,115	(392)	4,248,694
F611.1 Capital Reserve Investmen	26,367	9,600	16,767	49,099	19,200	29,899	115,200
F611.2 Raymond James Premium Amo	(3,684)	(3,172)	(512)	(7,441)	(6,822)	(619)	(32,100)
F611.3 Raymond James Advisory Fe	0	0	0	(3,169)	(2,200)	(969)	(8,800)
TOTAL REVENUE	376,577	360,486	16,091	746,211	718,293	27,918	4,322,994
EXPENSE SUMMARY							
F787 R&G Equipment Chipper #56	0	0	0	0	0	0	20,188
F788 R&G Equipment Pick-up #50	0	0	0	0	0	0	51,330
F801 BC&E PS Recommended Repai	0	44,100	44,100	13,193	59,100	45,907	500,000
F807.8 Parking Structure Securit	0	0	0	0	0	0	54,496
F810 HD Util. Veh., # 513 Work	0	0	0	0	0	0	35,000
F811 HD Util. Veh., # 515 Work	0	0	0	0	0	0	35,000
F812 Mower, 60" # 543	0	0	0	0	0	0	18,000
F813 Mower Grandstand #1	0	0	0	0	0	0	12,000
F814 Mower Grandstand #2	0	0	0	0	0	0	12,000
F815 Mower Grandstand #3	0	0	0	0	0	0	12,000
F816 Mower Grandstand #4	0	0	0	0	0	0	12,000
F817 Snow Raider Plow	0	13,455	13,455	0	13,455	13,455	13,455
F818 Carpet Replacement - Annu	0	33,120	33,120	0	33,120	33,120	198,720
F819 Chair Rail Installation -	3,737	0	(3,737)	8,112	0	(8,112)	86,940
F820 Elevator Cab Renovation -	0	0	0	0	0	0	47,508
F821 Exterior Painting	0	0	0	0	0	0	77,200
F822 Maintenance Equipment Cam	0	0	0	0	0	0	11,432
F823 Paint Equipment - Used Tr	0	0	0	0	0	0	37,013
F824 Recirculation Lines	0	0	0	0	0	0	24,840
F825 Roof Replacement - 3 Bldg	0	0	0	0	0	0	1,707,750
F826 Security Equipment - Vehi	0	0	0	0	0	0	36,225
F827 Retaining Walls - 2 small	0	0	0	0	0	0	24,840
F828 Retaining Walls - 1 Large	0	0	0	0	0	0	103,500
F829 Concrete repairs/handrail	0	19,837	19,837	0	39,674	39,674	238,050
F830 Evaporative Coolers	0	0	0	0	0	0	20,700
F831 Water Heaters	0	0	0	0	0	0	82,800
F832 Eng. Spec. Contractors -	0	0	0	0	0	0	25,875
F833 Eng. Spec. Contractors -	0	0	0	0	0	0	25,875
F834 Plumbing Infrastructure I	0	0	0	0	0	0	150,000
F835 Fire Main Replacement	0	0	0	0	0	0	36,225
F836 Water Wise	0	0	0	0	0	0	51,750
F837 Atrium Xeriscape	0	0	0	0	0	0	72,450
F838 Parking Structure Mainten	0	0	0	0	0	0	1,004,392
F839 Parking Slab Coating	0	0	0	0	0	0	62,100
F840 Access Control - 1 buildi	0	0	0	0	0	0	46,575
F841 Boiler Renovation - 2 eac	0	0	0	0	0	0	124,200
F842 Contingency Projects	0	0	0	0	0	0	310,500
F842.2 B241 Emergency Elevator R	14,057	0	(14,057)	14,057	0	(14,057)	0
TOTAL EXPENSES	17,794	110,512	92,718	35,362	145,349	109,987	5,382,929
GROSS SURPLUS (DEFICIT)	358,783	249,974	108,809	710,849	572,944	137,905	(1,059,935)
BALANCE TO CASH (A107)							
A302 Cap Imprv Reserve	0	0	0	8,797,409	0	(8,797,409)	0
ADD: Cap Reserve Revenue	376,577	360,486	(16,091)	746,211	718,293	(27,918)	4,322,994
LESS: Cap Reserve Expens	(17,794)	(110,512)	(92,718)	(35,362)	(145,349)	(109,987)	(5,382,929)
Int Rec CDs & Annuities	(1,022)	0	1,022	43,339	0	(43,339)	0
TOTAL BALANCE TO CASH	357,761	249,974	(107,787)	9,551,597	572,944	(8,978,653)	(1,059,935)

2888 So Heather Gardens Way
Aurora CO 80014

	CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET
INSURANCE PROCEEDS	_____	_____	_____	_____	_____	_____	_____
TOTAL INSURANCE PROCEEDS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
NET INSURANCE CLAIM	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

2888 So Heather Gardens Way
Aurora CO 80014

	CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET	
CUSTODIAL SERVICES								
WAGES/BENEFITS								
J500	Salaries - FTP	28,349	26,745	(1,604)	63,937	63,208	(728)	355,155
J510	Salaries - Part Time	3,967	6,363	2,396	9,072	14,253	5,182	77,884
J520	Salaries - Overtime	552	797	245	759	1,480	720	8,072
J540	Taxes - Payroll	3,274	3,750	476	7,295	8,562	1,267	42,951
J550	Retirement Expense	84	186	102	190	426	236	2,418
J553	Insurance - Personnel	2,218	2,528	310	4,435	5,056	620	31,850
J574	Recruit / Train / Service	0	210	210	0	360	360	2,710
J580	PEO Administration	880	524	(357)	1,387	1,047	(340)	6,282
J588	Workers Comp Insurance	0	454	454	0	909	909	5,452
	TOTAL WAGES/BENEFITS	39,325	41,558	2,233	87,075	95,301	8,226	532,773
J675.2	Salary Charge Out - Opera	(9,866)	(10,875)	(1,008)	(19,331)	(21,797)	(2,466)	(132,022)
J675.2	Salary Charge from CH	1,866	1,839	(27)	3,932	3,875	(57)	23,971
	NET WAGES/BENEFITS	31,324	32,522	1,198	71,676	77,379	5,703	424,723
OPERATING EXPENSES								
J621	Fuel Expense	151	89	(63)	228	179	(49)	908
J621.1	Mileage Reimbursement	413	500	87	774	1,000	226	6,000
J639	Software & IT	67	60	(7)	129	120	(9)	720
J645	Uniforms	0	0	0	100	0	(100)	3,800
J680	Radio Communication	0	29	29	0	58	58	348
J683	Repairs - Equipment	20	254	234	20	508	488	3,048
J684	Supplies	2,519	3,750	1,231	6,010	7,500	1,490	45,000
J691	Licenses	0	0	0	0	0	0	130
J699	Window Cleaning	7,740	8,000	260	7,740	8,000	260	12,000
	TOTAL OPERATING EXPENSES	10,911	12,682	1,770	15,001	17,365	2,364	71,954
	TOTAL CUSTODIAL SERVICES	42,236	45,204	2,968	86,677	94,744	8,067	496,677

2888 So Heather Gardens Way
Aurora CO 80014

	CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET	
CONTRACTS								
WAGES/BENEFITS								
K500	Salaries - FT	15,478	18,627	3,150	35,802	44,212	8,410	253,532
K540	Taxes - Payroll	1,865	1,727	(138)	3,723	4,393	670	22,169
K550	Retirement Expense	712	801	89	1,390	1,901	511	10,653
K553	Insurance - Personne	1,056	1,844	788	2,110	3,688	1,577	23,232
K574	Recruiting, Training Serv	0	50	50	0	100	100	600
K580	PEO Administration	360	86	(274)	620	172	(448)	1,031
K588	Workers Comp Insurance	0	78	78	0	156	156	936
	TOTAL WAGES/BENEFITS	19,470	23,213	3,743	43,646	54,621	10,976	312,154
	NET WAGES/BENEFITS	19,470	23,213	3,743	43,646	54,621	10,976	312,154
OPERATING EXPENSES								
K621.1	Mileage Reimbursement	43	85	42	131	170	39	1,023
K639	Software & IT	242	225	(17)	453	450	(3)	2,700
K645	Uniforms	0	0	0	0	0	0	500
K662	Office Supplies	70	125	55	163	250	87	3,000
	TOTAL OPERATING EXPENSES	355	435	80	746	870	124	7,223
	TOTAL CONTRACTS EXPENSES	19,825	23,648	3,823	44,392	55,491	11,100	319,377

2888 So Heather Gardens Way
Aurora CO 80014

	CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET
MAINTENANCE							
WAGES/BENEFITS							
M500 Salaries - FTP	98,287	101,951	3,663	225,919	241,299	15,379	1,357,506
M520 Salaries - Overtime	3,026	2,640	(386)	3,373	4,867	1,494	37,794
M540 Taxes - Payroll	8,997	10,428	1,430	21,415	25,067	3,651	124,290
M550 Retirement Expense	2,252	3,242	990	4,849	7,631	2,782	43,254
M553 Insurance - Personnel	9,272	13,158	3,885	18,545	26,315	7,770	165,786
M574 Recruit/Train/Services	875	1,424	549	996	2,848	1,852	17,086
M580 PEO Administration	2,456	1,069	(1,387)	4,134	2,137	(1,996)	12,823
M588 Workers Comp Insurance	0	904	904	0	1,808	1,808	10,847
TOTAL WAGES/BENEFITS	125,166	134,815	9,649	279,231	311,971	32,740	1,769,387
M675.2 Salary Charge Out - Opera	(8,148)	(6,193)	1,955	(11,611)	(13,451)	(1,840)	(99,675)
M675.3 Salary Charge Out-Residen	(3,934)	(6,423)	(2,489)	(9,504)	(12,846)	(3,342)	(77,075)
NET WAGES/BENEFITS	113,084	122,199	9,115	258,116	285,675	27,558	1,592,637
OPERATING EXPENSES							
M621 Fuel Expense	447	482	35	718	849	131	4,075
M621.1 Mileage Reimbursement	1,619	2,300	681	3,590	4,600	1,010	27,600
M639 Software & IT	2,781	3,200	419	5,538	6,400	862	38,400
M640 Electric	437	386	(52)	831	779	(52)	4,237
M643 Gas	421	250	(171)	670	500	(171)	2,066
M644 Elevator	5,510	15,000	9,490	27,505	30,000	2,495	180,000
M645 Uniforms	43	0	(43)	93	0	(93)	13,000
M646 Maintenance Shop Repairs	1,048	1,466	418	2,460	2,932	472	17,592
M654 Lamp Replacement	486	1,500	1,014	822	3,000	2,178	15,800
m662 Office Supplies	297	1,500	1,203	768	3,000	2,232	17,400
M665 Rent - Equipment	0	0	0	0	0	0	1,000
M671 Outside Contractors - Mis	0	1,100	1,100	0	2,200	2,200	18,625
M671.1 Glass Replacement	8,428	3,000	(5,428)	13,193	4,500	(8,693)	35,000
M671.3 Boiler/HVAC Repairs	0	0	0	0	0	0	7,200
M671.4 Roof Repairs	0	0	0	0	0	0	7,500
M671.5 Electrical	0	2,500	2,500	0	5,000	5,000	30,000
M671.6 Concrete Repairs	0	0	0	0	0	0	8,000
M671.7 Siding Repairs	0	0	0	0	0	0	3,000
M671.8 Sewer/Plumbing	0	8,000	8,000	3,875	16,000	12,125	100,000
M672 Door Repair	0	1,250	1,250	0	2,500	2,500	15,000
M680 Radio Communications	62	140	78	187	280	93	1,680
M683 Repairs - Equipment	0	330	330	606	660	54	4,000
M684 Supplies - Misc	3,608	2,160	(1,448)	6,198	4,320	(1,878)	26,000
M684.1 HVAC/Plumbing	18,785	17,800	(985)	35,441	27,600	(7,841)	155,100
M684.2 Electrical	4,051	2,400	(1,651)	5,283	4,800	(483)	28,000
M684.3 Hardware/Fasteners	0	150	150	0	900	900	4,200
M684.4 Safety Equipment	42	2,000	1,958	170	2,000	1,830	4,000
M684.5 Doors & Door Hardware	1,404	2,200	796	12,528	4,400	(8,128)	26,400
M684.6 Roof & Sealant Materials	166	100	(66)	136	300	164	10,000
M684.7 Chemicals	3,250	3,000	(250)	7,305	9,500	2,195	73,000
M684.8 Tools	772	900	128	1,585	1,800	215	10,800
M684.9 Billable Supplies	(2,435)	(3,825)	(1,391)	(5,756)	(7,650)	(1,895)	(45,902)
M685 TV Repairs	0	300	300	0	600	600	3,600
M690 ROU Equip Leases	226	0	(226)	453	0	(453)	0
M691 Licenses	0	1,000	1,000	513	2,000	1,487	47,500
M694 Trash Removal	11,636	9,500	(2,136)	21,951	19,000	(2,951)	114,000
TOTAL OPERATING EXPENSES	63,083	80,088	17,005	146,665	152,770	6,105	1,007,872
TOTAL MAINTENANCE EXPENSE	176,167	202,287	26,119	404,782	438,445	33,663	2,600,509

2888 So Heather Gardens Way
Aurora CO 80014

		CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET
ADMINISTRATION								
WAGES/BENEFITS								
O500	Salaries - FTP	60,831	67,518	6,686	140,930	160,120	19,190	911,730
O520	Salaries - Overtime	337	650	313	365	1,300	935	7,800
O540	Taxes - Payroll	5,383	6,708	1,325	13,149	16,537	3,388	76,431
O550	Retirement Expense	2,353	2,590	237	5,027	6,134	1,107	34,417
O553	Insurance - Personnel	4,044	5,881	1,837	8,081	11,762	3,681	74,100
O574	Recruit/Train/Services	0	1,200	1,200	0	2,400	2,400	14,400
O580	PEO Administration	(831)	500	1,331	(194)	999	1,193	5,996
O588	Workers Comp Insurance	0	647	647	0	1,294	1,294	7,763
	TOTAL WAGES/BENEFITS	72,118	85,693	13,575	167,358	200,546	33,188	1,132,637
O675.2	Salary Charge Out	0	0	0	0	0	0	655
	NET WAGES/BENEFITS	72,118	85,693	13,575	167,358	200,546	33,188	1,133,292
OPERATING EXPENSES								
O639	Software and Internet Fee	1,770	1,038	(732)	5,749	5,299	(450)	27,244
O639.5	IT Services	2,929	3,300	371	5,129	6,600	1,471	39,600
O656	Professional Services	3,100	3,100	0	15,900	15,900	0	64,250
O659	Miscellaneous	0	215	215	0	430	430	2,580
O661	Administrative Expense	1,102	1,300	198	1,394	1,800	406	7,350
O662	Office Supplies & Postage	1,475	3,913	2,438	4,084	6,772	2,688	34,202
O663	Publications	5,032	7,000	1,968	5,032	7,000	1,968	7,000
O689	Telephone Expense	2,601	2,681	80	4,857	5,363	506	32,176
O690	ROU Equip Leases	631	1,034	403	1,263	1,703	440	9,488
O695	Marketing	0	0	0	0	0	0	3,325
	TOTAL OPERATING EXPENSES	18,641	23,581	4,941	43,409	50,867	7,458	227,215
	TOTAL ADMINISTRATIVE EXPE	90,759	109,275	18,516	210,766	251,412	40,646	1,360,507

2888 So Heather Gardens Way
Aurora CO 80014

	CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET	
PAINTING								
WAGES/BENEFITS								
P500	Salaries - FTP	18,500	18,767	267	44,255	44,365	110	249,256
P520	Salaries - Overtime	17	0	(17)	17	0	(17)	600
P540	Taxes - Payroll	1,680	1,877	197	4,147	4,503	356	22,565
P550	Retirement Expense	363	291	(72)	801	688	(114)	3,873
P553	Insurance - Personnel	1,663	1,202	(461)	3,327	2,404	(923)	15,146
P574	Recruit/Train/Services	0	0	0	0	0	0	300
P580	PEO Administration	469	227	(242)	812	455	(357)	2,729
P588	Workers Comp Insurance	0	302	302	0	603	603	3,618
	TOTAL WAGES/BENEFITS	22,693	22,666	(27)	53,360	53,018	(342)	298,086
P675.2	Salary Charge Out - Opera	0	0	0	(886)	0	886	0
	NET WAGES/BENEFITS	22,693	22,666	(27)	52,474	53,018	544	298,086
OPERATING EXPENSES								
P621	Fuel Expense	156	194	38	269	469	200	2,300
P621.1	Mileage Reimbursement	0	38	38	0	76	76	456
P639	Software & IT	80	85	5	154	170	16	1,020
P645	Uniforms	0	0	0	391	500	109	3,600
P680	Radio Communications	0	0	0	0	0	0	800
P683	Repairs - Equipment	114	100	(14)	114	100	(14)	2,800
P684	Supplies	1,571	4,700	3,129	8,086	9,400	1,314	56,400
P689	Telephone Expense	0	25	25	0	50	50	300
P691	Licenses	0	25	25	0	50	50	455
	TOTAL OPERATING EXPENSES	1,921	5,167	3,246	9,014	10,815	1,801	68,131
	TOTAL PAINTING EXPENSES	24,614	27,833	3,219	61,488	63,833	2,345	366,217

2888 So Heather Gardens Way
Aurora CO 80014

	CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET	
ROADS & GROUNDS								
WAGES/BENEFITS								
R500	Salaries - FTP	56,697	56,148	(549)	133,362	132,899	(463)	748,509
R510	Salaries - Part Time	0	0	0	0	0	0	31,072
R520	Salaries - Overtime	871	2,498	1,627	1,032	3,332	2,300	17,370
R540	Taxes - Payroll	5,266	5,695	429	13,000	14,097	1,097	72,196
R550	Retirement Expense	1,055	1,232	176	1,723	2,861	1,137	16,736
R553	Insurance - Personnel	6,503	6,281	(222)	12,170	12,563	393	79,144
R574	Recruit/Train/Services	0	375	375	0	750	750	4,500
R580	PEO Administration	1,361	676	(685)	2,460	1,352	(1,108)	8,114
R588	Workers Comp Insurance	0	531	531	0	1,063	1,063	6,376
	TOTAL WAGES/BENEFITS	71,753	73,436	1,683	163,747	168,916	5,169	984,017
R675.2	Salary Charge Out-Operati	(1,181)	(772)	409	107	(1,709)	(1,815)	(8,748)
	NET WAGES/BENEFITS	70,572	72,664	2,092	163,853	167,207	3,354	975,268
OPERATING EXPENSES								
R621	Fuel Expense	2,326	2,508	182	4,213	4,221	9	26,237
R635	Tree & Shrub Replacement	0	0	0	0	0	0	5,500
R639	Software & IT	363	238	(125)	642	475	(167)	3,926
R640	Electric	328	289	(39)	623	584	(39)	3,191
R643	Gas	315	187	(128)	503	375	(128)	1,549
R645	Uniforms	88	200	112	363	400	37	10,000
R647	Extermination	1,000	1,000	0	1,000	2,000	1,000	12,000
R665	Rent - Equipment	0	0	0	0	0	0	6,000
R670	Asphalt Repairs	0	0	0	0	0	0	4,200
R671	Outside - Contractors	790	604	(186)	1,269	833	(436)	38,385
R680	Radio Communications	0	0	0	0	400	400	800
R682	Snow Removal Supplies	6,941	6,518	(423)	21,622	12,312	(9,310)	33,355
R683	Repairs - Equipment	370	2,838	2,468	1,064	3,407	2,343	33,765
R684	Supplies	871	1,479	608	2,801	6,012	3,211	61,363
R684.1	Irrigation - Supplies	0	0	0	27	44	17	20,388
R689	Telephone Expense	89	70	(19)	177	140	(37)	840
R691	Licenses	0	0	0	0	0	0	4,544
R694	Trash Removal	2,058	1,244	(814)	3,643	3,696	53	26,589
	TOTAL OPERATING EXPENSES	15,540	17,176	1,636	37,946	34,900	(3,046)	292,632
	TOTAL ROADS & GROUNDS EXP	86,112	89,840	3,728	201,799	202,107	308	1,267,900

2888 So Heather Gardens Way
Aurora CO 80014

	CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	Y-T-D ACTUAL	Y-T-D BUDGET	Y-T-D VARIANCE	ANNUAL BUDGET	
SECURITY								
WAGES/BENEFITS								
S500	Salaries - FTP	27,263	34,897	7,633	65,714	82,365	16,650	459,722
S520	Salaries - Overtime	598	1,361	763	1,339	2,051	712	7,168
S540	Taxes - Payroll	2,404	3,463	1,059	6,559	8,977	2,418	43,020
S550	Retirement Expense	483	861	378	1,214	1,968	753	11,084
S553	Insurance - Personnel	3,384	5,459	2,075	6,559	10,917	4,358	68,780
S560	Employee Incentive	963	850	(113)	1,667	1,700	33	10,200
S574	Recruit/Train/Services	(69)	167	235	45	333	288	7,500
S580	PEO Administration	665	365	(300)	1,115	731	(384)	4,385
S588	Workers Comp Insurance	0	257	257	0	515	515	3,087
	TOTAL WAGES/BENEFITS	35,691	47,680	11,989	84,213	109,556	25,343	614,945
OPERATING EXPENSES								
S621	Fuel Expense	630	682	51	1,121	1,215	94	8,389
S639	Software & IT	857	750	(107)	1,534	1,500	(34)	9,000
S645	Uniforms	50	150	100	50	150	100	7,500
S659	Miscellaneous	0	140	140	0	280	280	1,680
S680	Radio Communications	0	125	125	0	250	250	1,500
S683	Repairs - Equipment	0	300	300	0	600	600	3,600
S684	Supplies	268	300	32	268	600	332	4,850
S689	Telephone Expense	270	280	11	539	560	21	3,360
S691	Licenses	0	0	0	0	0	0	1,200
	TOTAL OPERATING EXPENSES	2,075	2,727	652	3,512	5,155	1,643	41,079
	TOTAL SECURITY EXPEN	37,766	50,406	12,641	87,726	114,711	26,986	656,025

HEATHER GARDENS METROPOLITAN DISTRICT

Budget Exceptions Report

Through: 2/28/2023

	YTD ACTUAL	YTD BUDGET	VARIANCE FAVORABLE (UNFAVORABLE)	% of Budget	Annual Budget	% of Annual Budget Spent
Total Revenue	\$ 428,102	\$ 438,420	\$ (10,318)	-2.4%	\$ 3,705,026	12%
Cost of Goods Sold	\$ 25,540	\$ 28,859	\$ 3,319	11.5%	\$ 234,140	11%
Gross Profit	\$ 402,562	\$ 409,561	\$ (6,999)		\$ 3,470,886	
Operating Expenses	\$ 381,117	\$ 425,904	\$ 44,787	10.5%	\$ 3,009,041	13%
Net Operating Income/(Loss)	\$ 21,445	\$ (16,343)	\$ 37,788		\$ 461,845	
Capital Improvements Exp	\$ 38,097	\$ 33,000	\$ (5,097)		\$ 822,414	
Non-Operating (Inc)/Exp	\$ -	\$ -	\$ -		\$ -	
Net Surplus/(Loss)	\$ (16,652)	\$ (49,343)	\$ 32,691		\$ (360,569)	

Executive Summary

Club House

Revenue	\$ 24,723	\$ 33,273	\$ (8,550)	-25.7%	\$ 196,479	13%
Expenses	\$ 133,346	\$ 150,399	\$ 17,053	11.3%	\$ 881,231	15%
Net Subsidy	\$ (108,623)	\$ (117,126)	\$ 8,503		\$ (684,752)	

Golf

Revenue	\$ 3,673	\$ 5,875	\$ (2,202)	-37.5%	\$ 504,624	1%
Expenses	\$ 83,601	\$ 99,468	\$ 15,867	16.0%	\$ 760,610	11%
Net Subsidy	\$ (79,928)	\$ (93,593)	\$ 13,665		\$ (255,986)	

Restaurant

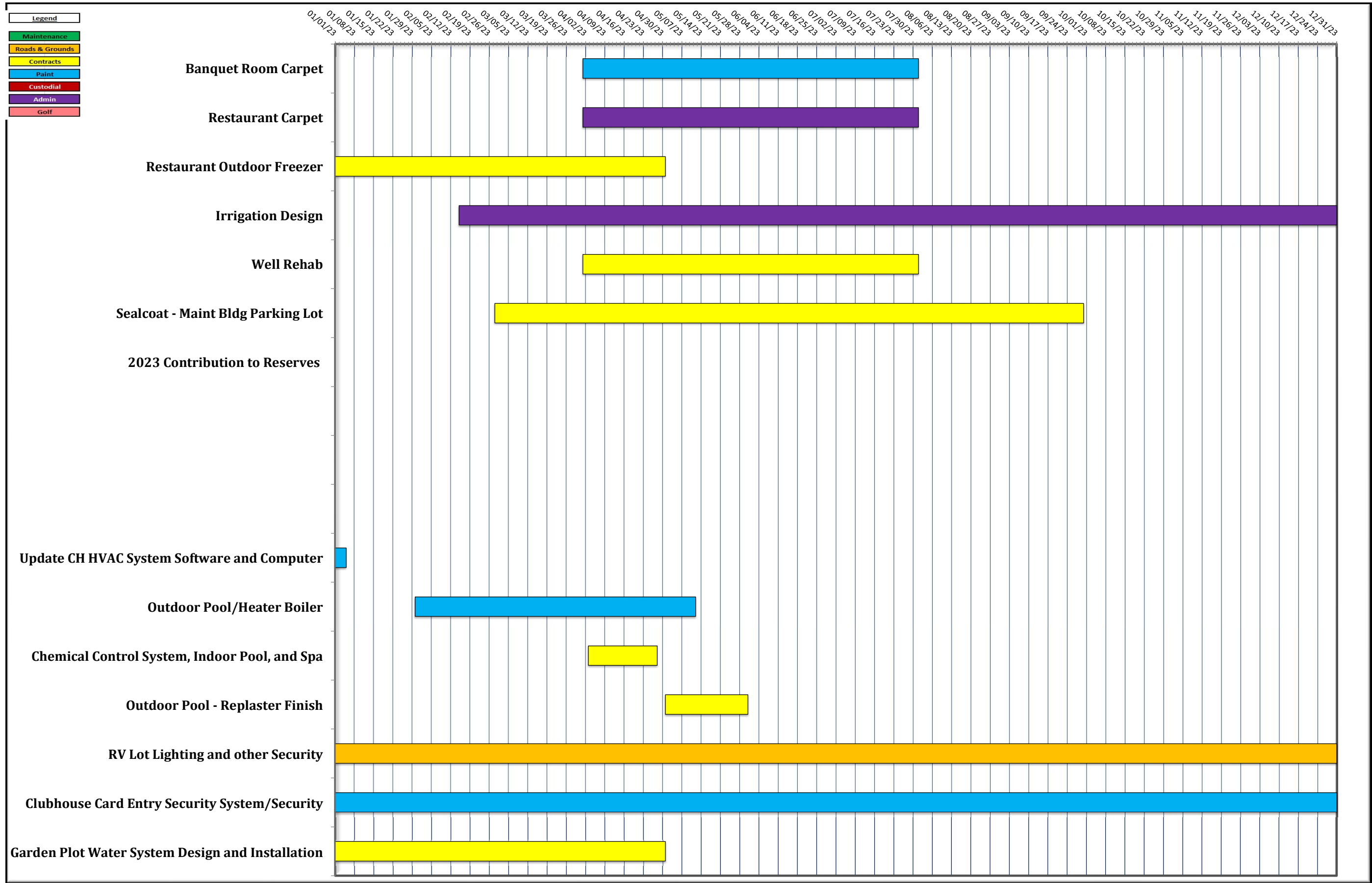
Revenue	\$ 78,739	\$ 86,949	\$ (8,210)	-9.4%	\$ 675,363	12%
Cost of Goods Sold	\$ 25,447	\$ 27,666	\$ 2,219	8.0%	\$ 216,506	12%
Gross Profit	\$ 53,292	\$ 59,283	\$ (5,991)	-10.1%	\$ 458,857	
Expenses	\$ 81,886	\$ 91,683	\$ 9,797	10.7%	\$ 562,957	15%
Net Subsidy	\$ (28,594)	\$ (32,400)	\$ 3,806		\$ (104,100)	

Restricted Funds	Total Total Revenue	Total Expenses	Net Surplus/(Loss)	Cash Balance
Conservation Trust Fund	\$ 97	\$ 5,640	\$ (5,543)	\$ 149,832
Debt Service Fund	\$ 12,536	\$ 49,469	\$ (36,933)	\$ 139,808
Foundation Fund	\$ 987	\$ -	\$ 987	\$ 187,191

HGMD MONTHLY CAPITAL RESERVE REPORT FOR PERIOD ENDING:

February 2023

STATUS	PROJECT OWNER	DEPT.	2023 APPROVED PROJECTS	ACCT	2023	2023	% VAR	START DATE	FINISH DATE	#DAYS	2023 INVOICES PAID	+/-	%	TOTAL	PROJECT Notes / Comments
					APPROVED BUDGET AMOUNT	SIGNED CONTRACT AMOUNT						SIGNED CONTRACT AMOUNT	VAR FROM CONTRACT	UNDER / (OVER) BUDGET	
					A	B					D	B-C-D	A-C-D		
not-started	Cormac	Restaurant	Banquet Room Carpet	D601	\$11,966		-100%	04/01/23	08/01/23	122		\$0	#DIV/0!	\$11,966	
not-started	Cormac	Restaurant	Restaurant Carpet	D601	\$11,194		-100%	04/01/23	08/01/23	122		\$0	#DIV/0!	\$11,194	
In Process	Cormac	Restaurant	Restaurant Outdoor Freezer	D601	\$30,000		-100%	01/01/23	05/01/23	120		\$0	#DIV/0!	\$30,000	2/3/23 - Received pricing from 2 vendors with multiple options. Working on evaluating size, cost and permitting for the options provided.
In Process	Brian/Greg	Golf	Irrigation Design	D601	\$13,031		-100%	02/15/23	12/31/23	319		\$0	#DIV/0!	\$13,031	2/3/23 - Researching
not-started	Brian/Greg	Golf	Well Rehab	D601	\$115,408		-100%	04/01/23	08/01/23	122		\$0	#DIV/0!	\$115,408	
In Process	Don	Maint Bldg	Sealcoat - Maint Bldg Parking Lot	D601	\$35,000		-100%	02/28/23	09/30/23	214		\$0	#DIV/0!	\$35,000	2/3/23 - Waiting on weather/ snow to clear to best evaluate/ generate project scope.
TOTAL 2023 FUNDED PROJECTS						\$216,599	\$0				\$0	\$0	#DIV/0!	\$216,599	
<i>2023 CONTINGENCY PROJECTS Future event or circumstance which is possible, but cannot be predicted with certainty</i>															
not-started	Management	Management	2023 Contribution to Reserves	D601	\$340,159					0		\$0	#DIV/0!	\$340,159	
							#DIV/0!			0		\$0	#DIV/0!	\$0	
					\$340,159	\$0					\$0	\$0	#DIV/0!	\$340,159	
TOTAL CAPITAL RESERVE FUNDS						\$556,758	\$0				\$0	\$0	#DIV/0!	\$556,758	
2022 PROJECTS TO BE COMPLETED IN 2023															
Completed	Jon H	Clubhouse	Update CH HVAC System Software and Computer	D601.2	\$5,395	\$5,395	0%	01/01/23	01/05/23	4	\$5,395	\$0	0%	\$ -	
In Process	Jon H	Clubhouse	Outdoor Pool/Heater Boiler	D601.2	\$22,880		-100%	01/30/23	05/12/23	102	\$17,160	(\$17,160)	#DIV/0!	\$ 5,720	
not-started	Jon H	Clubhouse	Chemical Control System, Indoor Pool, and Spa	D601.2	\$17,361		-100%	04/03/23	04/28/23	25		\$0	#DIV/0!	\$ 17,361	
not-started	Jon H	Clubhouse	Outdoor Pool - Replaster Finish	D601.2	\$60,020		-100%	05/01/23	05/31/23	30		\$0	#DIV/0!	\$ 60,020	
In Process	Don	Admin.	RV Lot Lighting and other Security	D601.2	\$50,000		-100%	01/01/23	12/31/23	364		\$0	#DIV/0!	\$ 50,000	2/3/23 - Researching security consultants to make recommendations and generate RFP.
In Process	Don	Clubhouse	Clubhouse Card Entry Security System/Security	D601.2	\$80,000		-100%	01/01/23	12/31/23	364		\$0	#DIV/0!	\$ 80,000	2/3/23 Researching Security Consultants to make recommendations and generate RFP.
In Process	Matt	Admin.	Garden Plot Water System Design and Installation	D601.2	\$30,000	\$28,258	-6%	01/01/23	05/01/23	120	\$15,542	\$12,716	-45%	\$14,458	2/3/23 - Contract executed, waiting on contractor schedule to complete the work
TOTAL PRIOR YEAR PROJECTS						\$265,656	\$33,653				\$38,097	(\$4,444)	13%	\$227,559	
GRAND TOTAL PER BUDGET						\$822,414	\$33,653				\$38,097	(\$4,444)	13%	\$784,317	
PROJECTS TARGETED FOR COMPLETION IN 2023															
TOTAL PRIOR YEAR PROJECTS NOT BUDGETED IN 2023						\$0	\$0				\$0	\$0		\$0	
PROJECTS FUNDED BY THE CONSERVATION FUND															
not-started	Montrell	Pools	Pool Water Filter - (reimbursed through Conservation Fund)	D566	\$55,000		-100%	05/30/23	06/29/23	30		\$0	#DIV/0!	\$55,000	
TOTAL PROJECTS FUNDED BY THE CONSERVATION FUND						\$55,000	\$0				\$0	\$0		\$55,000	
GRAND TOTAL						\$877,414	\$33,653				\$38,097	(\$4,444)		\$839,317	



**HEATHER GARDENS FOUNDATIONS
FOUNDATION DONATION SUMMARY
1/1/2023 - 2/28/2023**

Description	General	Roads & Grounds	Club House	Golf	Trees	Totals
Balance at beginning of January	170,246.99	324.50	425.70	40.00	15,217.59	186,254.78
Donations for Jan 2023	290.00					290.00
Jan Interest Income on US Treasury Bills and Notes	305.32					305.32
Donations for Feb 2023	50.00					50.00
Feb Interest Income on US Treasury Bills and Notes	341.21					341.21
Balance at end of the month 2/28/2023	171,233.52	324.50	425.70	40.00	15,217.59	187,241.31

RECONCILIATION TO GL

D103.5 Foundation Checking Account - February 2023	\$ 37,735.64
Add back Bond Discount Amortization	205.53
D106.1/D106.11 Foundation Investment Accounts - February 2023	\$ 149,250.14
D121 Owed to the Foundation from MD	\$ 50.00
D121 Owed to MD from the Foundation	
	\$ 187,241.31

Heather Gardens Metropolitan District
Summary of Investments
02/28/23

Bank	Yield	Maturity	Interest Paid	Principal	Monthly Interest	Fund	Account
Key Bank - Foundation							
Bank of America							
US Treasury Bills	4.577%	1/25/2024	Maturity	\$ 47,999	\$ 183.85	Foundation	D106.1
US Treasury Notes 0.125% Coupons	2.413%	6/30/2023	Semi Annual	\$ 99,251	\$ 102.79	Foundation	D106.1
Foundation - checking				\$ 37,736		Foundation	D103.5
				<u>\$ 184,986</u>	<u>\$ 286.65</u>		
Key Bank - Conservation Trust Fund/Lottery							
			Monthly	\$ 149,832	\$ 50.00	Conservation	D104
US Treasury Notes 2.125% Coupons	2.870%	7/31/2024	Semi Annual	\$ 246,396	\$ 592.86	Enterprise	D106
Fed Farm Credit Bank Bonds	3.375%	8/26/2024	Semi Annual	\$ 249,785	\$ 702.52	Enterprise	D106
US Treasury Notes 3.00% Coupons	3.00%	7/31/2024	Semi Annual	\$ 250,000	\$ 625.00	Enterprise	D106
Net Inc/(Decr) in FMV of Investments	(1)			\$ (16,791)			
				<u>\$ 729,390</u>	<u>\$ 1,920.38</u>		
KeyBanc Capital Mkts - Money Market							
Federated Hermis Govt Oblig SS	4.13%	N/A	Monthly	\$ 1,002,588	\$ 3,451.00	Enterprise	D103
Total Investment				<u><u>\$ 2,066,796</u></u>	<u><u>\$ 2,257.02</u></u>		

(1) - The Enterprise investments are held to maturity. Because the investments are considered LT, we are required to report them at market value. The net increase or decrease in fair market value will be eliminated at maturity. Adjustment will be made at the end of the year.

2888 So Heather Gardens Way
Aurora CO 80014

	CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET
REVENUE							
D503 Conservation Trust (Lottery)	0	0	0	0	0	0	20,075
D504 Interest Income	3,772	130	3,642	6,415	260	6,155	1,560
D504.2 2010 Bond Restr Interest	439	28	411	875	56	819	336
D504.3 Interest Income Lottery	46	1	45	97	2	95	12
D505 Recreation Fee Income	144,846	144,948	(102)	289,737	289,896	(159)	1,739,378
Restaurant Income	38,479	41,885	(3,406)	78,738	86,949	(8,211)	675,363
D507 Golf Fees Daily	537	0	537	537	2,075	(1,538)	346,760
D507.1 Golf Simulator	915	457	459	1,465	754	712	1,393
D509.2 Golf Disc - 40 Play	63	0	63	63	388	(325)	19,735
D511 Golf Cart Rental Income	160	0	160	160	392	(232)	83,432
D511.1 Golf Merchandise	137	884	(747)	503	2,077	(1,574)	30,711
D511.2 Golf Lesson	405	149	257	825	149	677	8,893
D511.3 Golf Bag Storage	120	0	120	120	0	120	7,970
D511.4 Golf Pull Cart	0	0	0	0	40	(40)	5,730
D512 CH Building Rentals	780	3,120	(2,340)	3,143	4,724	(1,581)	25,185
D513 Events	1,423	2,639	(1,216)	3,326	5,278	(1,952)	31,668
D513.1 Trips Revenue	1,400	3,025	(1,625)	832	6,050	(5,218)	36,300
D514 RV Lot Income	112	0	112	8,017	8,000	17	32,000
D514.1 Garden Plot Income	80	0	80	2,570	2,450	120	2,450
D515 Classes	8,063	8,360	(297)	17,086	16,721	365	100,326
D515.1 Donation Revenue	50	0	50	340	0	340	0
D515.3 Interest Income - Foundation	341	0	341	647	0	647	0
D516 Miscellaneous Revenue	370	0	370	610	0	610	0
D516.1 Coffee Revenue	168	250	(82)	336	500	(164)	3,000
D517 Property Tax Revenue	6,787	6,827	(40)	6,787	6,827	(40)	503,745
D518 Specific Ownership Tax Revenue	2,540	2,417	123	4,874	4,834	40	29,004
TOTAL REVENUE	212,034	215,120	(3,086)	428,102	438,420	(10,317)	3,705,027
D590 Cost of Goods Sold	12,400	13,714	1,314	25,540	28,859	3,319	234,140
GROSS PROFIT	199,634	201,406	(1,772)	402,562	409,561	(6,999)	3,470,886
OPERATING EXPENSES							
D519 Zion Bank Payee Fee	400	400	0	400	400	0	1,000
D520 Debt Service Interest	24,683	24,683	0	49,367	49,366	(1)	295,230
D522 Services - Insurance	4,651	4,882	230	9,303	9,764	461	58,581
D523 Services - Audit	1,600	1,600	0	11,800	11,800	0	36,000
D524 Services - Professional	2,664	4,000	1,336	2,664	8,000	5,336	48,000
D525 County Collection Fee	102	140	39	102	140	39	7,855
D525.1 Election Expense	553	2,083	1,531	553	4,167	3,614	25,000
D526 Miscellaneous Expense	0	200	200	0	400	400	2,400
D526.1 SDA Membership Dues	0	0	0	1,238	1,250	13	1,250
D550 Club House Expenses	66,645	71,832	5,187	133,346	150,400	17,054	881,231
D555 Golf Course Expenses	32,134	41,946	9,812	83,508	98,274	14,766	742,978
D557 Restaurant Expenses	39,416	41,435	2,019	81,886	91,684	9,798	562,956
D560 RV Lot Expenses	1,234	105	(1,129)	1,312	210	(1,102)	1,260
D565 Garden Plot Expenses	0	25	25	0	50	50	300
D566 Conservation Expenses	5,640	0	(5,640)	5,640	0	(5,640)	55,000
D601 Capital Outlay	0	0	0	0	0	0	556,758
D601.2 2022 Cap Carry Foward Projects	32,702	33,000	298	38,097	33,000	(5,097)	265,656
D700 Bond Principal Payment	0	0	0	0	0	0	290,000
TOTAL OPERATING EXPENSES	212,424	226,331	13,907	419,214	458,904	39,690	3,831,455
NET OPERATING REVENUE/EXPENSE	(12,790)	(24,925)	12,135	(16,652)	(49,343)	32,691	(360,569)
NET REVENUE EXPENSE	(12,790)	(24,925)	12,135	(16,652)	(49,343)	32,691	(360,569)

2888 So Heather Gardens Way
Aurora CO 80014

	CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET
ENTERPRISE FUND							
REVENUE							
D504 Bnk Intrst Rsv Acct	3,772	130	3,642	6,415	260	6,155	1,560
D505 Rec Fee Income	144,846	144,948	(102)	289,737	289,896	(159)	1,739,378
Restaurant Income	38,479	41,885	(3,406)	78,738	86,949	(8,211)	675,363
D507 Golf Fees Daily	537	0	537	537	2,075	(1,538)	346,760
D507.1 Golf Simulator	915	457	459	1,465	754	712	1,393
D509.2 Golf Disc - 40 Play	63	0	63	63	388	(325)	19,735
D511 Golf Cart Rental Income	160	0	160	160	392	(232)	83,432
D511.1 Golf Merchandise	137	884	(747)	503	2,077	(1,574)	30,711
D511.2 Golf Lesson	405	149	257	825	149	677	8,893
D511.3 Golf Bag Storage	120	0	120	120	0	120	7,970
D511.4 Golf Pull Cart	0	0	0	0	40	(40)	5,730
D512 CH Building Rentals	780	3,120	(2,340)	3,143	4,724	(1,581)	25,185
D513 Events	1,423	2,639	(1,216)	3,326	5,278	(1,952)	31,668
D513.1 Trips Revenue	1,400	3,025	(1,625)	832	6,050	(5,218)	36,300
D514 RV Lot Income	112	0	112	8,017	8,000	17	32,000
D514.1 Garden Plot Income	80	0	80	2,570	2,450	120	2,450
D515 Classes	8,063	8,360	(297)	17,086	16,721	365	100,326
D516 Miscellaneous Revenue	370	0	370	610	0	610	0
D516.1 Coffee Revenue	168	250	(82)	336	500	(164)	3,000
TOTAL ENTERPRISE REVENUE	201,831	205,847	(4,016)	414,483	426,701	(12,218)	3,151,855
D590 Cost of Goods Sold	12,400	13,714	1,314	25,540	28,859	3,319	234,140
GROSS PROFIT	189,431	192,133	(2,702)	388,943	397,842	(8,899)	2,917,714
OPERATING EXPENSES							
D550 Club House Expenses	66,645	71,832	5,187	133,346	150,400	17,054	881,231
D555 Golf Course Expenses	32,134	41,946	9,812	83,508	98,274	14,766	742,978
D557 Restaurant Expenses	39,416	41,435	2,019	81,886	91,684	9,798	562,956
D560 RV Lot Expenses	1,234	105	(1,129)	1,312	210	(1,102)	1,260
D522 Services - Insurance	4,651	4,882	230	9,303	9,764	461	58,581
D523 Services - Audit	1,600	1,600	0	11,800	11,800	0	36,000
D524 Services - Professional	2,664	4,000	1,336	2,664	8,000	5,336	48,000
D525.1 Election Expense	553	2,083	1,531	553	4,167	3,614	25,000
D526 Miscellaneous Expense	0	200	200	0	400	400	2,400
D526.1 SDA Membership Dues	0	0	0	1,238	1,250	13	1,250
D519 Zion Bank Payee Fee	400	400	0	400	400	0	1,000
D565 Garden Plot Expenses	0	25	25	0	50	50	300
D601 Capital Outlay	0	0	0	0	0	0	556,758
D601.2 2022 Cap Carry Foward Projects	32,702	33,000	298	38,097	33,000	(5,097)	265,656
TOTAL OPERATING EXPENSES	181,999	201,508	19,509	364,106	409,398	45,293	3,183,370
NET OPERATING REVENUE/EXPEN	7,432	(9,375)	16,807	24,837	(11,556)	36,393	(265,656)
NET ENTERPRISE FUND REVENUE/EX	7,432	(9,375)	16,807	24,837	(11,556)	36,393	(265,656)

2888 So Heather Gardens Way
Aurora CO 80014

	CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET
RESTRICTED FUNDS							
CONSERVATION TRUST FUND (Lottery)							
REVENUE							
D503 Conservation Trust (Lottery Ac	0	0	0	0	0	0	20,075
D504.3 Interest Inc Lottery	46	1	45	97	2	95	12
TOTAL LOTTERY REVENUE	46	1	45	97	2	95	20,087
EXPENSES							
D566 Conservation Expenses	5,640	0	(5,640)	5,640	0	(5,640)	55,000
TOTAL LOTTERY EXPENSES	5,640	0	(5,640)	5,640	0	(5,640)	55,000
REVENUE OVER(UNDER) EXPENSES	(5,594)	1	5,595	(5,543)	2	5,545	(34,913)
FOUNDATION FUND							
REVENUE							
D515.1 Donation Revenue	50	0	50	340	0	340	0
D515.3 Interest Inc - Found	341	0	341	647	0	647	0
TOTAL FOUNDATION REVENUE	391	0	391	987	0	987	0
REVENUE OVER(UNDER) EXPENSES	391	0	391	987	0	987	0
DEBT SERVICE FUND 2010 BOND ISSUE							
REVENUE							
D517 Property Tax Revenue	6,787	6,827	(40)	6,787	6,827	(40)	503,745
D518 Specific Ownership Tax	2,540	2,417	123	4,874	4,834	40	29,004
Bond Restricted Interest	439	28	411	875	56	819	336
TOTAL DEBT SERVICE REVENUE	9,766	9,272	494	12,536	11,717	819	533,085
EXPENSES							
D520 Debt Serv Interest	24,683	24,683	0	49,367	49,366	(1)	295,230
D525 Cnty Collection Fee	102	140	39	102	140	39	7,855
D700 Bond Principal Pymnt	0	0	0	0	0	0	290,000
TOTAL DEBT SERVICE EXPENSES	24,785	24,823	39	49,469	49,506	38	593,085
REVENUE OVER (UNDER) EXPENSES	(15,019)	(15,551)	532	(36,933)	(37,789)	857	(60,000)

	2/28/2023	1/31/2023	12/31/2022	12/31/2021
CURRENT ASSETS				
Cash - Operating	184,346	254,794	537,432	355,135
Money Market	1,002,588	200,578	0	0
Capital Projects - Savings	112,762	821,627	799,028	654,961
Conservation (Lottery) Bank Acct	149,832	149,786	149,823	173,157
Enterprise Investments	729,390	729,390	729,390	750,000
Investments - Foundation	147,249	146,908	148,872	150,000
Zion Debt Service	140,248	130,584	127,813	183,438
Foundation Account	37,736	37,446	40,018	38,293
Accrued Interest	1,058	3,644	8,257	438
Accounts Receivable Net of Allowance	5,892	6,181	7,376	24,789
Inventory	53,579	44,364	43,040	41,182
Prepaid Expenses	46,514	51,166	59,117	50,935
Prop Tax Receivable	503,744	503,744	503,744	500,779
TOTAL CURRENT ASSETS	3,114,938	3,080,209	3,153,910	2,923,106
BUILDING, LAND & EQUIPMENT (Net of Depr)				
CIP Asset	10,460	10,460	10,460	32,195
Restaurant Equipment	128,042	128,042	128,042	144,891
Equipment	226,011	226,011	226,011	281,468
Property	8,123,985	8,123,985	8,123,985	8,406,712
Land At Cost	1,725,000	1,725,000	1,725,000	1,725,000
Intangible Assets	133,190	133,190	133,190	133,190
TOTAL BUILDING, LAND & EQUIPMENT	10,346,688	10,346,688	10,346,688	10,723,456
TOTAL ASSETS	13,461,627	13,426,898	13,500,598	13,646,563
=====				
CURRENT LIABILITIES				
Accounts & Interest Payable	92,057	51,856	26,000	80,988
Due To/From HGA	51,547	40,000	136,705	114,306
Bonds Payable - Short Term	290,000	290,000	290,000	280,000
Unearned Revenue	62,308	66,697	74,869	51,699
Prepaid Rec Fees	33,614	35,928	29,706	33,629
Gift Cards	12,468	12,408	11,859	11,938
Sales Tax Payable	6,475	6,553	6,087	5,662
Server Tips Payable	4,474	1,946	0	939
Deferred Property Tax	503,744	503,744	503,744	500,779
Deferred Insurance Claims	22,964	22,964	22,964	22,964
Deferred Revenue - PARQ	7,204	7,204	7,204	7,204
TOTAL CURRENT LIABILITIES	1,086,855	1,039,300	1,109,139	1,110,109
LONG TERM DEBT				
Bond Issue	7,115,000	7,115,000	7,115,000	7,405,000
Deferred Loss Series 2017 Refunding Bond	(582,096)	(582,096)	(582,096)	(614,585)
Original Issue Premium 2017 Bonds	600,681	600,681	600,681	634,207
RV Lot Gate Opener Deposit	1,295	1,330	1,330	1,715
TOTAL CURRENT & LONG TERM LIABILITIES	8,221,735	8,174,215	8,244,054	8,536,446
FUND EQUITY				
Investment In Property	2,912,134	2,912,134	2,912,134	3,007,866
Debt Service Fund	127,813	127,813	127,813	183,438
Conservation Trust Fund (Lottery)	149,735	149,735	149,735	152,789
Heather Gardens Foundation	189,393	189,393	189,393	187,778
Unrestricted Net Assets	1,715,059	1,715,059	1,715,059	1,425,259
Tabor Reserve	15,984	15,984	15,984	15,831
2022 Net Income/(Loss)	146,427	146,427	0	0
Net Income/(Loss)	(16,652)	(3,862)	146,427	137,156
Total Equity	5,239,892	5,252,682	5,256,544	5,110,117
TOTAL LIABILITIES AND EQUITY	13,461,627	13,426,898	13,500,598	13,646,563
=====				

**Heather Gardens Metropolitan District
Club House P&L
2/28/2023**

3/6/2023
11:48 AM

	CURRENT ACTUAL	CURRENT BUDGET	CURRENT VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET	
REVENUE								
D512	CH Building Rentals	780	3,120	(2,340)	3,143	4,724	(1,581)	25,185
D515	Classes	8,063	8,360	(297)	17,086	16,721	365	100,326
D513	Events	1,423	2,639	(1,216)	3,326	5,278	(1,952)	31,668
D516.1	Coffee Revenue	168	250	(82)	336	500	(164)	3,000
D513.1	Trips Revenue	1,400	3,025	(1,625)	832	6,050	(5,218)	36,300
	TOTAL REVENUE	11,834	17,394	(5,560)	24,723	33,273	(8,550)	196,479
WAGES/BENEFITS								
C500	Salaries - FTP	9,782	9,869	87	23,692	23,387	(304)	133,363
C510	Salaries - Part Time	8,047	6,013	(2,034)	16,641	13,468	(3,172)	73,595
C520	Salaries - Overtime	86	0	(86)	106	0	(106)	0
C530	Salaries - Teachers	8,441	10,306	1,865	17,166	18,444	1,277	104,159
C540	Taxes - Payroll	2,509	3,072	563	5,509	6,487	978	33,084
C550	Retirement Expense	281	0	(281)	281	0	(281)	0
C553	Insurance - Personnel	1,093	1,190	96	2,187	2,379	193	14,989
C574	Recruit/Train/Services	0	30	30	0	61	61	365
C588	Workers Comp Insurance	0	207	207	0	413	413	2,479
	TOTAL WAGES/BENEFITS	30,239	30,687	447	65,582	64,639	(941)	362,034
OPERATING EXPENSES								
C675.2	Salaries-Charge Out	(1,866)	(1,839)	27	(3,932)	(3,875)	57	(23,971)
C673	Maintenance Hours	7,368	6,394	(974)	9,667	13,962	4,296	87,742
C676	Golf Hours	1,130	965	(165)	3,514	1,773	(1,741)	1,963
C677	R & G Hours	0	551	551	0	1,286	1,286	5,403
C678	Custodial Hours	8,004	9,681	1,677	15,512	19,362	3,850	116,173
	CHARGE-OUT SUBTOTALS	14,636	15,752	1,116	24,761	32,508	7,748	187,310
C621.1	Mileage Reimbursement	0	8	8	0	16	16	103
C627	Pool Care & Supplies	0	1,791	1,791	348	3,582	3,234	23,685
C639	Software & IT	312	340	28	651	680	29	4,080
C640	Electric	8,940	8,790	(150)	17,663	17,513	(150)	98,884
C643	Gas	1,910	2,009	99	3,955	4,054	99	24,305
C662	Office Supplies & Postage	508	636	128	992	1,272	280	7,632
C662.1	CC & ActiveNet	497	592	95	915	1,175	260	13,489
C671	Outside Contractors	2,311	1,305	(1,006)	2,858	2,610	(248)	20,355
C683	Repairs - Equipment	218	513	295	218	1,026	808	6,156
C684	Supplies	584	1,125	541	990	3,000	2,010	21,000
C684.1	Custodial Supplies	2,215	2,000	(215)	3,433	4,000	567	24,000
C684.2	Coffee Supplies	260	230	(30)	618	460	(158)	2,760
C686.1	Special Event Supplies	(67)	516	583	1,960	2,777	817	7,933
C686.2	Special Event Contractors	409	790	381	1,439	1,581	142	9,484
C687	Trips Expense	1,654	3,025	1,371	3,309	6,050	2,742	36,300
C688	Non Capital Equipment	275	350	75	375	700	325	4,200
C689	Phone & Internet	490	377	(113)	797	754	(43)	4,524
C690	ROU Equip Leases	226	0	(226)	453	0	(453)	0
C698	Water & Sewer	1,023	996	(27)	2,029	2,002	(27)	22,998
	TOTAL OPERATING EXPENSES	36,401	41,145	4,744	67,764	85,760	17,998	519,198
	NET REVENUE & EXPENSE	(54,806)	(54,438)	(369)	(108,623)	(117,126)	8,507	(684,753)

**Heather Gardens Metropolitan District
Golf P&L
2/28/2023**

3/6/2023
11:49 AM

		CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET
REVENUE								
D507	Golf Fees Daily	537	0	537	537	2,075	(1,538)	346,760
D507.1	Golf Simulator	915	457	459	1,465	754	712	1,393
D509.2	Golf Disc - 40 Play	63	0	63	63	388	(325)	19,735
D511	Golf Cart Rental Income	160	0	160	160	392	(232)	83,432
D511.1	Golf Merchandise	137	884	(747)	503	2,077	(1,574)	30,711
D511.2	Golf Lesson	405	149	257	825	149	677	8,893
D511.3	Golf Bag Storage	120	0	120	120	0	120	7,970
D511.4	Golf Pull Cart	0	0	0	0	40	(40)	5,730
TOTAL REVENUE		2,337	1,490	849	3,673	5,875	(2,200)	504,624
WAGES/BENEFITS								
G500	Salaries - FTP	22,180	25,119	2,939	55,033	60,730	5,697	340,950
G510	Salaries - Part Time	5	2,179	2,174	4,618	4,286	(331)	84,639
G520	Salaries - Overtime	80	470	391	95	780	685	5,522
G540	Taxes - Payroll	2,243	2,652	409	5,852	6,565	713	37,635
G550	Retirement Expense	1,042	861	(181)	2,222	2,040	(183)	13,364
G553	Insurance - Personnel	2,162	1,817	(345)	4,363	3,634	(730)	22,891
G574	Recruit / Train / Service	0	200	200	220	1,005	785	5,498
G588	Workers Comp Insurance	0	383	383	0	767	767	4,601
TOTAL WAGES/BENEFITS		27,712	33,681	5,970	72,403	79,807	7,403	515,100
OPERATING EXPENSES								
G675.2	Salaries-Charged Out	(1,130)	(965)	165	(3,514)	(1,773)	1,741	(1,963)
G450	COGS - Merchandise	84	508	424	93	1,193	1,100	17,634
G621	Fuel Expense	316	177	(139)	719	748	29	11,862
G621.1	Mileage Reimbursement	12	21	9	39	42	3	325
G624	Contingency-Water	41	40	(1)	108	80	(28)	10,400
G639	Software & IT	245	258	13	417	516	99	3,096
G640	Electric	716	615	(101)	1,303	1,202	(101)	8,546
G640.1	Electric - Pump	755	0	(755)	755	0	(755)	51,114
G643	Gas	315	187	(128)	503	375	(128)	1,549
G645	Uniforms	0	62	62	0	124	124	2,044
G662	Office Supplies & Postage	0	0	0	0	100	100	200
G662.1	Credit Card Expense	220	360	140	1,280	1,799	519	22,156
G665	Rent - Equipment	0	0	0	0	0	0	2,500
G671	Outside Contractors	688	290	(398)	1,909	1,230	(679)	26,095
G676.1	Golf Shop Supplies	178	176	(2)	178	396	218	2,112
G680	Radio Communications	0	0	0	0	0	0	400
G683	Repairs - Equipment	902	1,450	548	1,393	2,900	1,507	21,400
G684	Supplies	298	4,877	4,579	4,799	9,297	4,498	52,440
G688	Non Capital Equipment	0	0	0	0	0	0	5,000
G689	Telephone	306	300	(6)	606	600	(6)	3,600
G697	Marketing	560	416	(144)	610	832	222	5,000
TOTAL OPERATING EXPENSES		4,506	8,772	4,266	11,198	19,661	8,463	245,510
NET REVENUE & EXPENSE		(29,881)	(40,963)	11,085	(79,928)	(93,593)	13,666	(255,986)

FEBRUARY 2023

HGMD Golf Usage Report

Revenue	Current Year					Prior Year				
	Rate	MTD Tally	MTD Revenue	YTD Tally	YTD Revenue	Rate	MTD Tally	MTD Revenue	YTD Tally	YTD Revenue
Daily Rates										
85+	\$ 10.00	1	\$ 10	1	\$ 10	\$ 9.00	0	\$ -	1	\$ 9
Resident	\$ 9.95		\$ -			\$ 9.95	0	\$ -	61	\$ 607
Resident Everyday	\$ 11.00	22	\$ 242	22	\$ 242	\$ 10.00		\$ -		
Guest of Resident- weekday	\$ 14.00	5	\$ 70	5	\$ 70	\$ 13.00	0	\$ -	10	\$ 130
Guest of Resident- weekend	\$ 15.80		\$ -			\$ 15.80	0	\$ -	5	\$ 79
Non-Resident Sr. - No Timeframe	\$ 17.00		\$ -			\$ 17.00	0	\$ -	(4)	\$ (68)
Non-Resident Sr. - Weekday	\$ 15.00	7	\$ 105	7	\$ 105	\$ 15.00	0	\$ -	21	\$ 315
Non-Resident Sr. - Weekend	\$ 15.47		\$ -			\$ 15.47	0	\$ -	17	\$ 263
Non-Resident - Weekday	\$ 18.00	3	\$ 54	3	\$ 54	\$ 18.20	0	\$ -	10	\$ 182
Non-Resident - Weekend	\$ 23.00		\$ -			\$ 23.00	0	\$ -	1	\$ 23
Junior- weekday	\$ 9.00		\$ -			\$ 9.00		\$ -		
Junior- weekend	\$ 12.00		\$ -			\$ 12.00	0	\$ -	1	\$ 12
Twilight	\$ 12.00		\$ -			\$ 12.00		\$ -		
2 for 20 Special	\$ -		\$ -			\$ -		\$ -		
2 for 26 Special	\$ 13.00	2	\$ 26	2	\$ 26	\$ 12.00	0	\$ -	44	\$ 528
2 for 1	\$ 18.00		\$ -			\$ 18.00		\$ -		
2 for 1 (free player)	\$ -		\$ -			\$ -		\$ -		
League - Weekend	\$ 18.00		\$ -			\$ 18.00		\$ -		
League - Weekday	\$ 14.00		\$ -			\$ 14.00		\$ -		
40 Play Punches	\$ 9.00	7	\$ 63	7	\$ 63	\$ 9.00	0	\$ -	15	\$ 135
Complimentary Round-Employee	\$ -		\$ -			\$ -		\$ -		
Complimentary Round	\$ -		\$ -			\$ -		\$ -		
Adjustment to Income	\$ -		\$ 30		\$ 30	\$ -		\$ -		\$ 1
Golf Daily Fee		47	\$ 600	47	\$ 600	\$ -	0	\$ -	182	\$ 2,216

Other Golf Revenue	Rate	MTD Tally	MTD Revenue	YTD Tally	YTD Revenue	Rate	MTD Tally	MTD Revenue	YTD Tally	YTD Revenue
40 Play Card	\$ 8.10		\$ -			\$ 8.10	0	\$ -	3	\$ 24
Rider Carts	\$ 8.42	19	\$ 160	19	\$ 160	\$ 8.48	0	\$ -	42	\$ 356
Pull Cart	\$ 6.00		\$ -			\$ 6.00	0	\$ -	6	\$ 36
Golf Simulator	\$ 24.90	37	\$ 915	63	\$ 1,465	\$ 20.77	21	\$ 415	34	\$ 685
Golf Merchandise D511.1			\$ 137		\$ 503			\$ 804		\$ 1,888
Golf Lessons	\$ 135.00	3	\$ 405	8	\$ 825		1	\$ 135	1	\$ 135
Golf Bag Storage	\$ 120.00	1	\$ 120	1	\$ 120	\$ 120.00				
Golf Club Rentals	\$ 12.00		\$ -			\$ 12.00		\$ -		

Total Revenue		\$ 2,337		\$ 3,673		\$ 1,354		\$ 5,340
Golf Course Expenses		\$ 32,218		\$ 83,601		\$ 35,740		\$ 79,460
Profit/(Loss)		\$ (29,881)		\$ (79,928)		\$ (34,386)		\$ (74,120)

# of Days Golf Course Closed	26	57	28	51
-------------------------------------	----	----	----	----

**Heather Gardens Metropolitan District
Restaurant P&L
2/28/2023**

3/6/2023
11:51 AM

		CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET	
SUMMARY									
	Sales	38,480	41,885	(3,406)	78,739	86,949	(8,211)	675,363	
	Cost of Goods Sold	<u>12,317</u>	<u>13,206</u>	<u>889</u>	<u>25,447</u>	<u>27,666</u>	<u>2,219</u>	<u>216,506</u>	
	Gross Profit	<u>26,163</u>	<u>28,679</u>	<u>(2,516)</u>	<u>53,292</u>	<u>59,283</u>	<u>(5,991)</u>	<u>458,857</u>	
	Wages & Benefits	29,329	30,690	1,362	63,571	69,253	5,681	421,174	
	Operating Expense	<u>10,086</u>	<u>10,744</u>	<u>657</u>	<u>18,315</u>	<u>22,430</u>	<u>4,116</u>	<u>141,783</u>	
	Net Income/(Loss)	<u>(13,252)</u>	<u>(12,755)</u>	<u>(497)</u>	<u>(28,594)</u>	<u>(32,400)</u>	<u>3,806</u>	<u>(104,100)</u>	
SALES									
D506	Restaurant Food	31,633	33,022	(1,389)	65,016	69,862	(4,846)	559,959	
D506.1	Restaurant Beer	2,284	2,992	(708)	4,526	6,045	(1,519)	39,050	
D506.2	Restaurant Wine	2,648	3,110	(462)	5,392	6,247	(856)	38,235	
D506.3	Restaurant Liquor	<u>1,915</u>	<u>2,761</u>	<u>(847)</u>	<u>3,805</u>	<u>4,795</u>	<u>(990)</u>	<u>38,119</u>	
	TOTAL SALES	38,480	41,885	(3,406)	78,739	86,949	(8,211)	675,363	
COST OF GOODS SOLD									
H450	COGS - Food	10,398	11,393	995	22,082	24,103	2,021	193,187	COGS Percentages Current YTD
H455	COGS - Beer	571	745	174	1,132	1,505	373	9,723	32.9% 34.0%
H455.1	COGS - Wine	870	750	(120)	1,528	1,506	(22)	9,213	32.9% 28.3%
H455.2	COGS - Liquor	<u>478</u>	<u>318</u>	<u>(160)</u>	<u>705</u>	<u>552</u>	<u>(153)</u>	<u>4,383</u>	25.0% 18.5%
	TOTAL COST OF GOODS	12,317	13,206	889	25,447	27,666	2,219	216,506	32.0% 32.3%
	GROSS PROFIT	<u>26,163</u>	<u>28,679</u>	<u>(2,516)</u>	<u>53,292</u>	<u>59,283</u>	<u>(5,991)</u>	<u>458,857</u>	
		68%	68%		68%	68%			
WAGES/BENEFITS									
H500	Salaries - Full Time	17,288	17,429	141	39,041	41,307	2,266	234,197	
H510	Salaries - Part Time	6,462	5,963	(498)	13,130	12,380	(750)	96,156	
H520	Salaries - Overtime	566	0	(566)	578	0	(578)	0	
H540	Taxes - Payroll	2,793	3,179	386	6,370	7,296	926	39,152	
H550	Retirement Expense	78	309	231	182	651	468	4,026	
H553	Insurance Emp Health	2,142	3,044	902	4,270	6,088	1,818	38,357	
H574	Recruiting/Training	0	451	451	0	902	902	5,511	
H588	Workers Com Insurance	<u>0</u>	<u>315</u>	<u>315</u>	<u>0</u>	<u>629</u>	<u>629</u>	<u>3,775</u>	
	TOTAL WAGES/BENEFITS	29,329	30,690	1,362	63,571	69,253	5,681	421,174	
OPERATING EXPENSES									
H673	Maintenance Hours	249	332	83	514	564	50	4,937	
H674	Custodial Hours	<u>764</u>	<u>716</u>	<u>(48)</u>	<u>1,623</u>	<u>1,432</u>	<u>(191)</u>	<u>8,593</u>	
	CHARGE-OUTS SUBTOTAL	1,013	1,048	35	2,137	1,996	(141)	13,530	

**Heather Gardens Metropolitan District
Restaurant P&L
2/28/2023**

3/6/2023
11:51 AM

	CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET
H639 Software & IT	620	500	(120)	1,173	1,000	(173)	6,000
H640 Electric	2,235	2,198	(38)	4,416	4,378	(38)	24,721
H643 Gas	478	502	25	989	1,013	25	6,076
H644 Water	90	88	(2)	180	178	(2)	2,229
H645 Phone & TV	356	350	(6)	686	700	14	4,200
H646 Trash Removal	400	430	30	801	860	59	5,160
H651 Uniforms	0	0	0	0	200	200	1,200
H652 Discounts & Comps	661	500	(161)	1,442	1,000	(442)	6,000
H655 Linen Service	220	350	130	220	700	480	4,200
H662 Office Supplies	0	0	0	11	150	139	2,100
H671 Outside Contractors	615	500	(115)	720	1,000	280	6,000
H681 Credit Card Fees	1,098	1,053	(46)	2,004	3,255	1,251	23,717
H683 Repairs - Equipment	0	150	150	0	300	300	1,800
H684 China/Glass/Flatware	15	125	110	82	250	168	1,500
H684.1 Kitchen Supplies	855	1,000	145	1,639	2,000	361	12,000
H685 Cleaning Supplies	405	500	95	740	1,000	260	6,000
H688 Non Capital Equipment	0	500	500	0	1,000	1,000	6,000
H689 Marketing	595	500	(95)	645	1,000	355	6,000
H690 Licenses	430	450	20	430	450	20	3,350
TOTAL OPERATING EXPENSES	10,086	10,744	657	18,315	22,430	4,116	141,783
NET REVENUE & EXPENSE	(13,252)	(12,755)	(497)	(28,594)	(32,400)	3,806	(104,100)

Monthly Data from
SPOTON POS

Feb-23						
Sales per hour						
	Hour	Net Sales per hour		# Checks	# Guests	GCA
	9:00 AM	\$45.00		1224	2433	\$15.50
	10:00 AM	\$2,417.75				
	11:00 AM	\$4,539.80				
	12:00 PM	\$6,934.66				
	1:00 PM	\$4,498.55				
	2:00 PM	\$3,353.65				
	3:00 PM	\$1,606.30				
	4:00 PM	\$4,862.30				
	5:00 PM	\$7,872.80				
	6:00 PM	\$948.00				
	7:00 PM	\$443.75				
	8:00 PM	\$119.25				
	9:00 PM	\$73.00				
	Grand Totals	\$37,714.81				
Top selling items						
	Sunday Brunch	465				
	Fish"n Chips	105				
	Dinner Special	116				
	H. Gardens Cheeseburger	118				
	Open Food	18				
	Lunch Special \$11.50	119				
	Coconut Shrimp	92				
	Chicken Basket	74				
	Chicken Croissant Sand.	56				
	Steak Philly	48				
	Turkey Club	47				
	reuben	42				
	Chef Cobb Salad	39				
	Super Bowl Tickey	73				
	Bowl of Soup	94				
	House Salad	55				
	VD DAY	29				
	BBQ Pulled Pork Sand.	33				
	Wrap Chicken	29				
	Baja Style Fish Tacos	29				
	Cup of Soup	88				
	Greek Chicken Salad	26				

Monthly Data from
SPOTON POS

Feb-23					
	Asian Chicken Salad	26			
	Breaded Chicken Sand.	27			
	Black and Bleu Burger	24			
	Chili Rellanos	33			
	Shrimp Louis	20			
	BBQ Bacon Cheeseburger	19			
	Impossible Veg. Burger	16			
	Chicken Caesar Salad	15			
	Cubano	16			
	French Fries	207			
	Brat & Chips with Kraut	18			
	Warm Lattice Cherry Pie	22			
	Mac and chez bites	14			
	Jalapeno poppers	11			
	Mozzarella Sticks	12			
	Sweet Potato Fries	57			
	Kids- Mac and Cheese	9			
	BLT	6			
	Brownie Ala Mode	13			
	Gluten Free Basket	5			
	Ice Cream Sundae	10			
	Crispy Chicken Salad	3			
	Fries	13			
	Steak of the Day	2			
	Homemade Chips	284			
	KIDS Brunch	3			
	Scoop Of Ice Cream	16			
	Coleslaw	17			
	Kids- Grill ChezN'FF	2			
	Grilled Cheese	1			
	Fruit	3			
	Cottage Cheese	4			
	Kids- Chick StripN"FF	1			
	Kids- Hot DogN'FF	1			
	Dinner Roll	7			
	Tortilla Chips	1			
	Boston Cream Pie	1			
	Fruit	2			
	Caesar Salad	1			
	Pepper cheese bites	1			
	Kids- 2 Sliders w/ FF	1			
	Kids- Hot DogN'FF	1			

Monthly Data from
SPOTON POS

Feb-23						
	Green Beans		2			
	Brownie Ala Mode		1			
	Dinner Roll		4			
	Fruit		1			

Monthly Data from
SPOTON POS

Jan thru Feb					
Sales per hour					
	Hour	Net Sales per hour	# Checks	# Guests	GCA
	Hour	Net Sales	2417	4853	\$15.90
	9:00 AM	\$834.00			
	10:00 AM	\$3,578.65			
	11:00 AM	\$9,210.05			
	12:00 PM	\$15,705.71			
	1:00 PM	\$9,943.25			
	2:00 PM	\$6,238.20			
	3:00 PM	\$4,116.30			
	4:00 PM	\$9,991.35			
	5:00 PM	\$14,177.65			
	6:00 PM	\$2,101.25			
	7:00 PM	\$813.25			
	8:00 PM	\$201.25			
	9:00 PM	\$269.50			
	10:00 PM	\$15.00			
	Grand Totals	\$77,195.41			
	Sunday Brunch	905			
	Fish'n Chips	215			
	Lunch Special \$11.50	272			
	H. Gardens Cheeseburger	233			
	Dinner Special	194			
	Coconut Shrimp	177			
	Open Food	72			
	Chicken Basket	152			
	Chicken Croissant Sand.	122			
	Steak Philly	96			
	reuben	92			
	Turkey Club	90			
	Chef Cobb Salad	75			
	Bowl of Soup	203			
	Baja Style Fish Tacos	73			
	Asian Chicken Salad	61			
	House Salad	100			

Monthly Data from
SPOTON POS

Jan thru Feb					
	Greek Chicken Salad	58			
	Cup of Soup	176			
	BBQ Pulled Pork Sand.	57			
	Shrimp Louis	48			
	Cubano	51			
	Black and Bleu Burger	48			
	BBQ Bacon Cheeseburger	47			
	Super Bowl Tickey	82			
	Impossible Veg. Burger	42			
	Wrap Chicken	42			
	Chili Rellanos	59			
	Breaded Chicken Sand.	43			
	Chicken Caesar Salad	35			
	VD DAY	29			
	Brat & Chips with Kraut	42			
	French Fries	409			
	Crispy Chicken Salad	22			
	Warm Lattice Cherry Pie	49			
	Sweet Potato Fries	161			
	Mozzarella Sticks	26			
	Jalapeno poppers	23			
	Mac and chez bites	23			
	Dinner special Steak	15			
	BLT	13			
	Rueben	10			
	Rosemary Chicken	10			
	Brownie Ala Mode	27			
	Ice Cream Sundae	19			
	Kids- Mac and Cheese	13			
	Gluten Free Basket	7			
	Fries	24			
	Scoop Of Ice Cream	42			
	Homemade Chips	612			
	Coleslaw	40			
	Steak of the Day	3			
	Kids- Hot DogN'FE	5			
	KIDS Brunch	4			
	Kids- Chick StripN"FF	3			
	Cottage Cheese	11			
	BLT with Chips	2			
	Dinner Roll	17			
	Fruit	5			

Monthly Data from
SPOTON POS

Jan thru Feb						
	Kids- Grill ChezN'FF		2			
	Grilled Cheese		1			
	Kids- 2 Sliders w/ FF		1			
	Boston Cream Pie		1			
	Tortilla Chips		1			
	Caesar Salad		1			
	1/2 Chic Salad		19			
	Gluten Free Basket		7			
	1/2 Turk & Swiss		18			
	Crispy Chicken Salad		6			
	Cottage Cheese		38			
	Chicken Salad Croissant		5			
	Dinner Salad Bar		4			
	Golf ladies Wed Special		4			
	Rueben		3			
	Green Beans		15			
	Pepper cheese bites		5			
	1/2 Ham and cheese		7			
	Chicken Quesadilla		4			
	Fruit		8			
	Kids- Mac and Cheese		3			
	BLT with Chips		2			
	Dinner Roll		18			
	Mashed Potatoes		6			
	Kids- Grill ChezN'FF		2			
	Kids- Hot DogN'FF		2			
	Box Lunch #1		1			
	Salad Bar with Entree		2			
	Side Bacon		3			
	Kids- 2 Sliders w/ FF		1			
	Onion Rings		2			
	Cookies		3			
	Add Guacamole		1			

BUDGET AND FINANCE COMMITTEE

AUDIT SUB-COMMITTEE

Monday, February 27, 2023

To: Terry Hostetler, HGA Treasurer

Bill Archambault, HGMD Treasurer

From: Bev Havens, Chair – Audit Sub-Committee

Committee Members: Karen Gold, Karen Kasprzak, Rita Luck, Karen McClaury, Barbara Schneller, and Karen Simon

The Audit Sub-Committee met on February 27, 2023, at 9:00 AM to review January 2023 paid invoices. The review was based on the nine steps outlined in the Joint Procedure JPM B-3.

Total checks written and validated: 113. Total check disbursements: \$292,833.40.

Total ACH transfers validated: 28. Total ACH disbursements: \$90,738.27.

Each page of the check register for January 2023 was initialed by the Chair, Bev Havens. All checks were accounted for. These copies will be retained by the CFO for the auditors.

Findings: All vendor payments were verified and properly authorized. All checks were accounted for.

Vicki does a great job.

Questions: None

Our next meeting will be Monday, March 27, 2023, at 9:00 AM to audit February 2023 payments.

Bev Havens, Chair

cc: Jon Rea, CEO

Jerry Counts, CFO

Evelyn Ybarra

Budget and Finance Committee
Date: March 20, 2023

Motion: Recommend 2023 Carpet Replacement Project

Project Cost: \$198,720

Based on the recommendation of the Maintenance Committee, I move that the Budget and Finance Committee recommends that the Heather Gardens Association Board of Directors approve the contract with Carpet One and Flooring to replace the carpets for 17 floors of various multi-story buildings. The specific floors are reflected on the request for capital expenditure dated March 6, 2023. The total contract cost is \$183,958.36, plus a change order of \$14,761.64 for a total cost of \$198,720. This is an approved budgeted project.

Motion made by:	
Seconded by:	

Outcome of Vote:	
For:	
Against:	
Absent/Abstaining:	
Notes:	

Rationale/Notes: See the attached capital request expenditure.

HEATHER GARDENS ASSOCIATION REQUEST FOR CAPITAL EXPENDITURE

PROJECT: 2023 Carpet Replacement Project

DEPT: Contracts

DATE: March 6, 2023

BUDGET	Budget Amount:	\$ 198,720	Contract Amount:	\$183,958.36
Year: 2023	Expended YTD:	\$ 0.00	Change Order Res.:	\$14,761.64
Tab:	Unexpended Balance:	\$ 0.00	Total Project Cost:	\$198,720
Page:			Add. Funds Requested:	

DESCRIPTION: Replace 4,088 square yards of carpet tile in 17 corridors of the multi-story buildings. The following corridors are scheduled for replacement; B201 - 3rd and 4th floors, B208 - 4th Floor, B209 – 4th Floor, B210 – 4th Floor, B211 – 3rd and 4th floors, B212 – 2nd and 4th Floor, B214 – 3rd and 4th Floor, B216 – 2nd, 3rd and 4th Floors, B218 – 6th Floor, and B221 – 2nd and 4th Floors. The existing carpet tiles will be replaced with Shaw’s Commercial Line of Carpet Tile - Philadelphia Commercial. The selected carpet tiles are from the “Hook-up” line of Shaw Commercial Carpet products. There will be 4 different colors of carpet tile to choose from. The residents of each building corridor receiving carpet replacement will vote to choose the new color. The 2023 Carpet Replacement Project will also include removing the existing carpet base and replacing it with 9,360 linear feet of Shaw Profusion 20 Carpet Base.

JUSTIFICATION: (Attach backup material as required)



The proposed carpet replacements were last replaced between 1994 and 1997 and currently listed as a 2 out of 5 on the HGA wear scale, according to the 2019 Carpet Replacement Condition Report. Due to a \$6/SY cost increase for HG’s preferred EF Contract Carpet Tile we selected a different carpet tile and base to use for the 2023 replacement project. Jon Howell – Maintenance Facilities Engineer conducted a stain test on different manufacturers carpet tile samples, using dirty motor oil and old coffee grounds. The HG custodial team then cleaned the samples, using their carpet cleaners. The Shaw – Hookup Carpet Tiles showed the most resistance to staining due to the patterns and colors Shaw offers. The Shaw’s Hookup line of carpet tile also falls within HG’s 2023 budget to replace carpet.

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

- Carpet One Floor & Home: \$183,958.36
- Carpet Exchange: \$182,881.95
- Commercial Flooring Specialist: (Bid EF Contract in Lieu of Shaw with wrong quantities) \$212,825.76
- Expressions in Flooring: No Bid Received.
- Coventry Carpets: No Bid Received.
- Carpet Mill of Aurora Colorado: No Bid Received.

RECOMMENDATION:

The HG Contracts Department recommends the HGA Board of Directors award Carpet One and Flooring the 2023 Carpet Replacement Contract to replace carpet tile in 17 corridors of HG multi-story buildings. Carpet One will use Shaw’s Commercial Line of Carpet Tile (Philadelphia Commercial) from the Hookup line/ style of commercial carpet tile. Carpet One plans to complete a corridor in 3 days whereas Carpet Exchange estimates 5 days, adding inconvenience and potential safety concerns for a longer period. The contract amount for this project is \$183,958 with a 12.5% change order reserve of \$14,762.64 to cover the cost of unforeseen conditions. This project is not to exceed \$198,720 without prior board approval.

1. Dept. Head	2. CFO	3. CEO	4. Dept. Chair	5. B&F Committee	6. HGA 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 7c 3/7/23	<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

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.

2023 Carpet Replacement Cost Proposal Breakdown

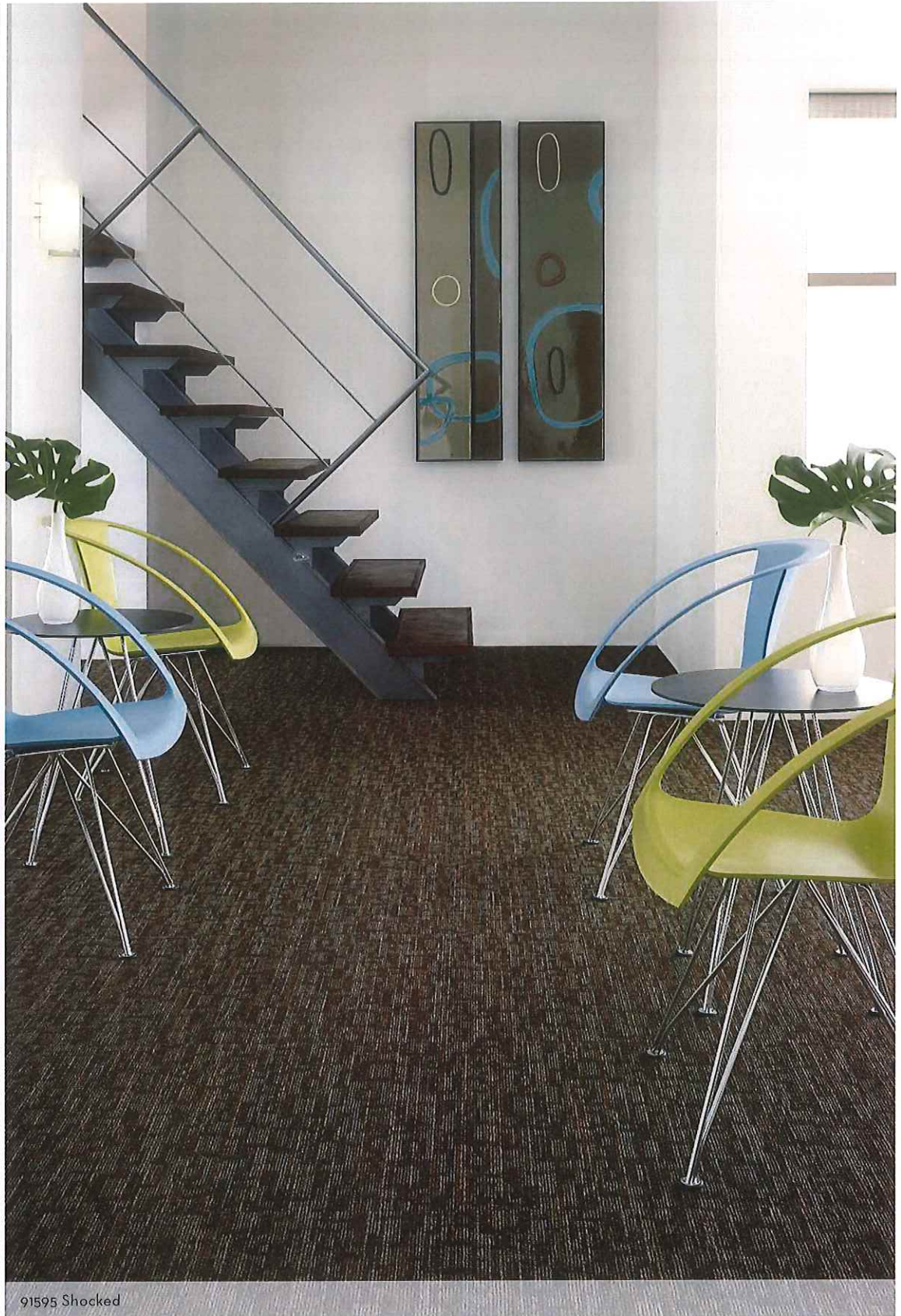
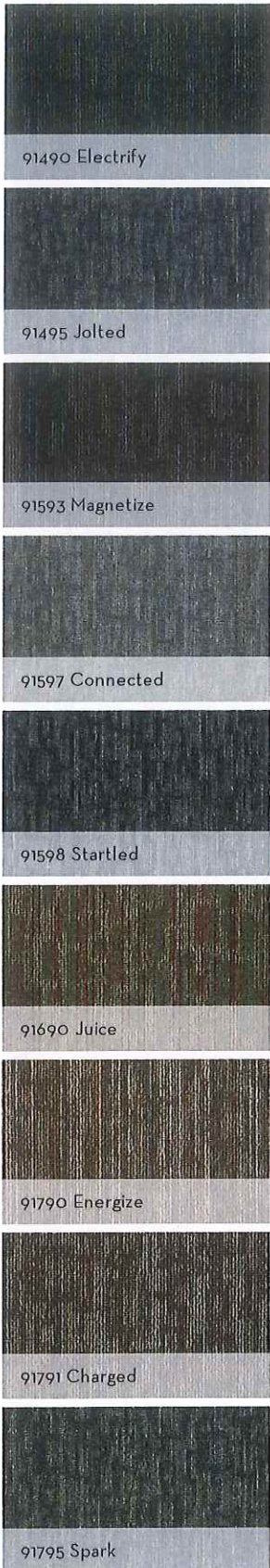
Vendor	Carpet Quantity in Square Yards. Total Needed 4,088	Added Carpet Needed in Square Yards	Cost Per Square Yard	Carpet Actual Cost	Carpet Base/ Binding in Linear Feet. Total Needed 9,360	Added Carpet Base Needed in Linear Feet	Carpet Base; Cost Per Linear Feet	Carpet Base and Binding Actual Cost	Material Cost; Transitions, Adhesives	Labor	Tax 8%	Total	Venders Price if Different from Breakdown
Carpet One Floor and Home	\$106,901.20 at 4,088 SY	0	\$26.15	\$106,901.20	\$15,490.80 at 9,360 LF	0	\$1.65	\$15,490.80	\$4,875	\$46,510	\$10,181.36	\$183,958.36	
Carpet Exchange	\$101,498 at 3,701.31 SY	386.69	\$27.42	\$112,092.96	\$22,500 at 12,020 LF	-2660	\$1.87	\$17,503.20	\$7,934	\$40,426	\$10,522	\$188,478.16	\$182,881.95
Commercial Flooring Specialist	\$154,726 at 3000 SY	Add 1,088 SY	\$37.85	\$154,731.00	\$8,268 at 2,400 LF	6,960 LF	\$3.45 (\$3.45x9,360)	\$32,292.00	Included	\$10,842	\$14,961.76	\$212,825.76	\$179,494
Expressions in Flooring							No Bid Received						
Coventry Carpets							No Bid Received						
Carpet Mill of Aurora Colorado							No Bid Received						
Denver Carpet & Hardwood							No Bid Received						

* The difference in cost between Carpet One and Carpet Exchange is \$6,074.59 if we use 9,360LF for Carpet Base. If we use Carpet Exchange's Carpet Base Total of 12,020LF there is a difference in cost of \$1,076.41. Is it worth taking \$1,076.41 - \$6,074.59 risk to contract with Carpet Exchange in Lieu of our preferred vender Carpet One?

CARPET TILE

HOOK UP

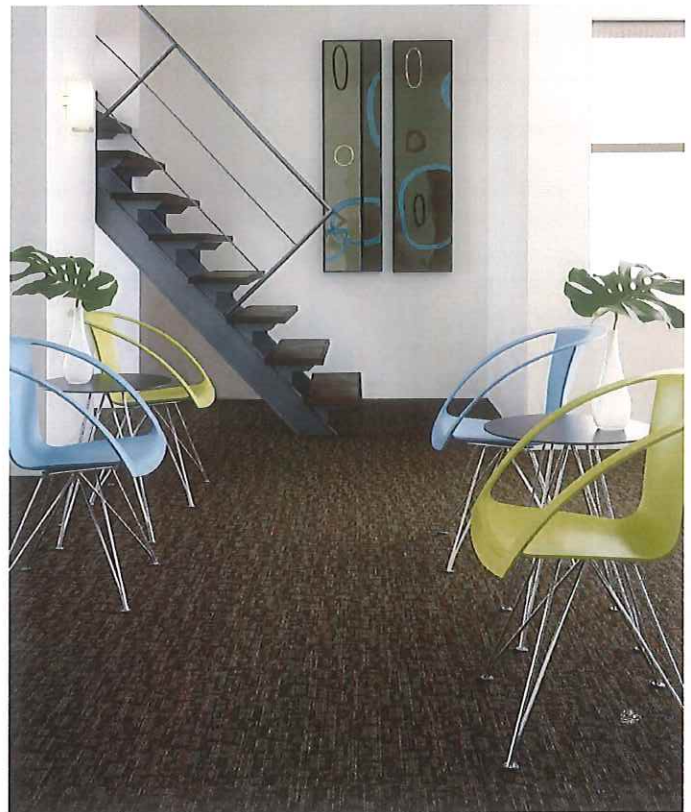
MAINSTREET[®]
BY PHILADELPHIA



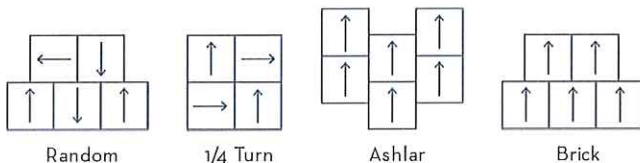
CARPET TILE

HOOK UP

Style Name	HOOK UP	
Collection Name	Link	
Style Number	54491	
Product Type	Carpet Tile	
Fiber	Eco Solution Q [®] Nylon	
Dye Method	SOLUTION DYED	
Primary Backing	Synthetic	
Secondary Backing	Ecoworx	
Traffic Rating	Heavy	
Protective Treatments	SSP Protective Treatments	
	U.S.	Metric
Product Size	24 in x 24 in	6096 cm x 6096 cm
Area Per Carton	48 ft ²	4.46 m ²
Pieces Per Carton	12	
Gauge	1/10 in	3937 per 10 cm
Stitches	8 per in	30 per 10 cm
Finished Pile Thickness	0.132 in	3.35 mm
Average Density	4091 oz/yd ³	
Total Thickness	0.271 in	6.88 mm
Tufted Weight	15 oz/yd ²	508.6 g/m ²



Recommended Installation Methods



Performance Testing

Pill Test	Pass
Radiant Panel	Class I
NBS Smoke	Less than 450
Electrostatic Propensity	Less than 3.5 kv
CRI Greenlabel Plus	GLP9968
ADA Compliance	>0.6, meets the recommended static coefficient of friction for ADA walking surfaces and accessible routes

Test Reports may be included or listed by the manufacturing/inventory style number as opposed to the noted selling style number.

Warranties

Carpet Tile Lifetime Commercial Limited Warranty with Stain and Color

Environmental

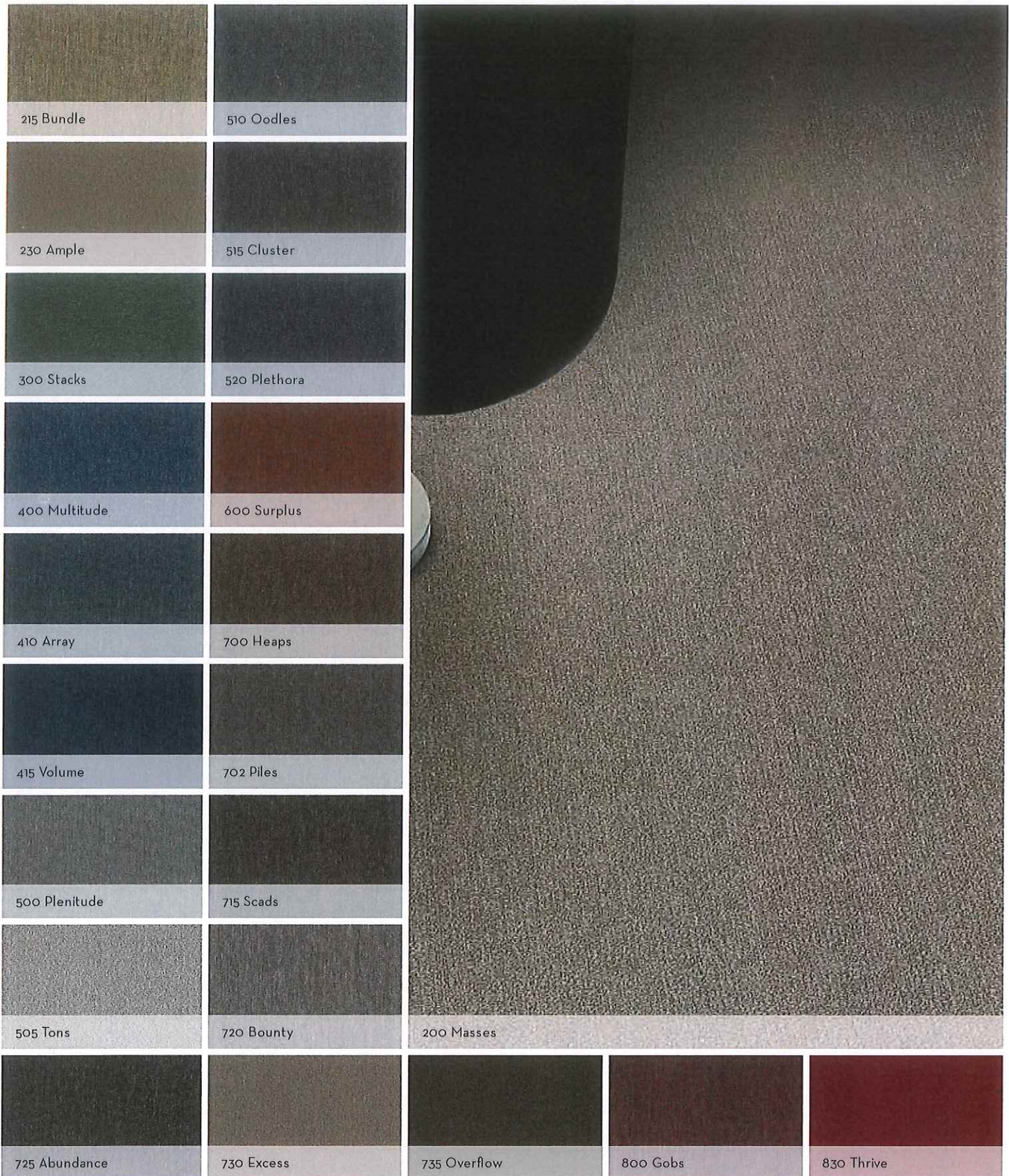
Recycled Content **Pre-consumer - 39%, Post-consumer - 0%**

Specifications are subject to nominal manufacturing variance.
Material supply and/or manufacturing processes may necessitate changes without notice.

CARPET BASE

PROFUSION 20

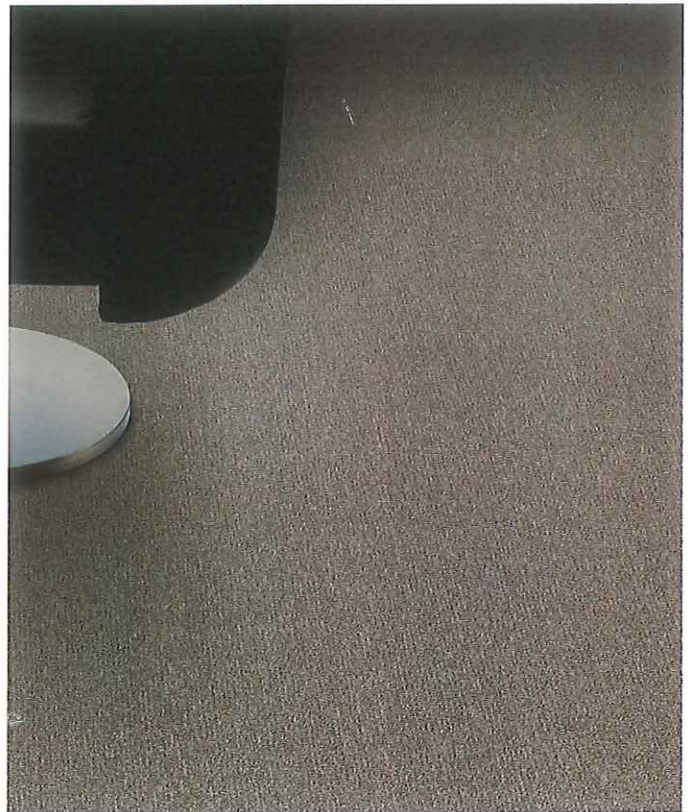
MAINSTREET[®]
BY PHILADELPHIA



CARPET BASE

PROFUSION 20

Style Name	PROFUSION 20	
Style Number	54933	
Product Type	Broadloom	
Construction	Level Loop	
Fiber	Pivotal™	
Dye Method	Solution Dyed	
Primary Backing	Synthetic	
Secondary Backing	Classicbac	
Traffic Rating	Moderate	
	U.S.	Metric
Product Size	12 ft	3.66 m
Gauge	1/10 in	39.37 per 10 cm
Stitches	10 per in	41 per 10 cm
Finished Pile Thickness	0.141 in	3.58 mm
Average Density	5106 oz/yd ³	
Total Thickness	0.284 in	7.21 mm
Tufted Weight	20 oz/yd ²	6781 g/m ²



Recommended Installation Methods

Direct Glue

Performance Testing

Pill Test	Pass
Radiant Panel	Class I
NBS Smoke	Less than 450
Electrostatic Propensity	Less than 3.5 kv
CRI Greenlabel Plus	GLP9970
ADA Compliance	>0.6, meets the recommended static coefficient of friction for ADA walking surfaces and accessible routes

Test Reports may be included or listed by the manufacturing/inventory style number as opposed to the noted selling style number.

Warranties

Broadloom 10 year Commercial Limited Warranty with Stain and Color

Specifications are subject to nominal manufacturing variance.
Material supply and/or manufacturing processes may necessitate changes without notice.



LOKWORX+ CARPET TILE ADHESIVE

DESCRIPTION

Shaw LokWorx+ Carpet Tile adhesive is a premium acrylic based pressure sensitive adhesive designed for Shaw commercial carpet tile carpet.

APPROVED SUBSTRATES

- For interior use only.
- Wood Association approved wood underlayment and subflooring. See [Wood Substrate Information](#).
- Sound and properly prepared concrete (on, above or below grade), metal, wood fiberglass and terrazzo.
- Existing resilient products should be over 1 year old, secure and fully adhered with a full spread of adhesive. Remove all waxes and polishes from the existing floor before installation.

SUBSTRATE TESTING

- RH 97% (ASTM F-2170), provided the site is absent of hydrostatic pressure.
- CaCl / MVER 15 lbs (ASTM F-1869)
- pH 5-11

RH testing is the qualifying standard.

For older slabs or slabs with a prior history of moisture related issues, Shaw Technical Support recommends moisture mitigation in the form of a 2-part epoxy system, such as MoistureTEK.

For newer slabs with an intact moisture retarder, initial moisture levels should recede over time. For recorded levels above 95%, higher moisture resistant adhesives are recommended.

SUBSTRATE PREPARATION

- Substrate must be structurally sound, clean, level and dry.
- Substrate must be free of dust, dirt, oil, grease, paint, curing agents, concrete sealers, adhesives, loosely bonded toppings, loose particles and any other substance or condition that may prevent or reduce adhesion.
- Do not use over substrates containing asbestos or active cutback.
- Fill depressions or cracks with a cementitious patching / leveling compound that meet or exceed Shaw Industries maximum moisture level and pH requirements. Use of gypsum-based patching and/or leveling compounds which contain Portland or high alumina cement and meet or exceed the compressive strength of 3,000 psi are acceptable.
- For cracks or saw cuts deeper than 1", Shaw QuikFil is recommended.
- Installation site must be acclimated with HVAC in operation or the temperature must be controlled between 65-95° F (18-35° C) and the ambient relative humidity controlled between 30-65% before, during and permanently after the installation.
- Do not use over chemically abated substrates.

APPLICATION INSTRUCTIONS AND SPREAD RATES

Read and follow the product specific installation guidelines for layout, design and any special instructions for installation.

- Spread adhesive using the recommended trowel or 3/8" nap roller.
- Spread adhesive evenly over substrate, keeping the trowel at a 45° angle to the substrate.

Tech Services 1-800-471-7429



[totalworx]

Application Method	Coverage
1/16" x 1/32" x 5/64" U-notch trowel	28 – 33 yd ² /gallon 250 – 300 ft ² /gallon
3/8" foam or medium nap roller	35 – 40 yd ² /gallon 300 – 350 ft ² /gallon

After installation, roll floor covering with a 75 – 100 lb. roller.

Dry Time	30 – 60 minutes or until tacky
Working Time	24 hours
Cure Time	24 Hours

Note: Coverage rate, flash time and working time may vary based on temperature, humidity, substrate porosity, jobsite conditions and application practices. Coverages are estimates only. Actual jobsite coverages may vary according to substrate conditions, type of trowel used and setting practices. Trowel dimensions are width/depth/space.

Areas with lower than normal relative humidity will result in a reduced working time.

For releasable installations, allow the adhesive to become clear and tacky with no transfer.

For permanent bond installations, install carpet tile into semi-wet adhesive.

PRODUCT CHARACTERISTICS

Weight	35 lbs / 4 gallon 8.75 lbs / 1 gallon
Pallet Quantity	48 / 180
Pallet Weight	1730 lbs / 1625 lbs
Polymer Type	Acrylic
Percent Solids	40 - 60%
VOC's (Rule #1168 of California SCAQMD)	< 7 g/L
Color	Off-White
Tracer	Red Hexagon
Shelf Life	2 years from manufacturing date, in an unopened container.
Storage Conditions	65° F to 95° F (18° C to 35° C) Protect from freezing.
Flash point (ASTM D56)	>212° F / 100° C
Cleaning Instructions	Use warm soapy water while adhesive is still wet. For dried adhesive removal contact Shaw Technical Support 1.800.471.7429.

Tech Services 1-800-471-7429





Traffic	Light Traffic – immediate Heavy Traffic – 24 hours
---------	---

Place plywood over the carpet when heavy objects are moved.

ENVIRONMENTAL

- California South Coast Air Quality Management District Rule 1168
- California Department of Public Health Section 01350
- CRI Green Label Plus Certified #60111

LEED IEQ Credit Information (2009 and V4)

Credit Requirement	Status	Comment
Meets General Emissions Evaluation Criteria	Complies	CRI Green Label Plus (GLP) #60111
VOC's (Rule #1168 of California SCAQMD amended October 6, 2017)	Complies	VOC Content < 50 g/L

WARRANTY

This product is covered by a 10 year limited warranty. For more detailed information on this limited warranty, please see contact information at the bottom of this page.



- SHAW COMMERCIAL
Division.

WARRANTY

CARPET TILE LIFETIME COMMERCIAL LIMITED WARRANTY FOR ECOWORX[®]

Shaw Industries, Inc. ("Company") warrants this EcoWorx[®], EcoWorx ES, EcoWorx[®] NT, EcoWorx[®] PX, EcoWorx[®] Walkoff carpet tile products with non-solution-dyed yarn (such as skein dye, beck dye, space dye or a combination of non-solution-dyed yarns) when used in the proper fit-for-use indoor commercial applications. The warranty belongs to you, the original end-use purchaser, and begins when you purchase the carpet and extends for the limited warranty period stated above and for the original installation. The warranty is further limited to the period of time the carpet is owned and maintained by the original end-use purchaser. The basis of any warranty-related claim is the original Company or authorized dealer invoice.

The carpet must be installed in accordance with the Company's installation guidelines and specifications. The product must be maintained in accordance with the Company's cleaning and maintenance guidelines and such product care must continue throughout the duration of the original installation. Damage resulting from a failure to follow installation and cleaning/maintenance guidelines will not be covered under this warranty. Installation and carpet care guidelines are available through your dealer, the website, or from a service representative at the phone number below.

WHAT THE WARRANTY COVERS

Under normal use during the warranty period when installed and maintained as recommended, the Company warrants the following:

- **Abrasive Wear** - This carpet using our approved face fiber will lose no more than 10% of the pile face fiber, by weight. This warranty does not cover appearance retention, matting, crushing, and normal appearance changes.
- **Static Protection** - This carpet will not generate static build-up in excess of 3.5 kV as tested by AATCC Test Method 134.
- **Edge Ravel** - This carpet will not edge ravel.
- **Tuftbind/Zippering** - This backing system will provide superior tuft bind properties.
- **Delamination** - This backing will not delaminate from the face carpet.

- **Dimensional Stability** - This backing will provide dimensional stability, per the AACHEN Test.

WHAT CONDITIONS APPLY?

- You must comply with jobsite and floor preparation conditions. See product-specific installation guidelines.
- Any moisture-related testing (calcium chloride, relative humidity and pH) is not the responsibility of the Company and all issues related to moisture, including any carpet-related issues, are excluded from this warranty.
- For best results, ambient temperatures should remain above 50°F and the ambient humidity should not fall below 40%.
- Chair pads are recommended under roller caster chairs to inhibit premature wear of the surface of the carpet.
- Replacement carpet will come only from current running-line products comparable to the warranted product.

This warranty does not cover the following:

- Carpet installed on stairs or in areas subject to abnormal foot-traffic use (i.e. golf spikes, other spiked footwear, ski boots, and the like).
- Damage from flooding or excessive moisture from existing moisture or alkalinity-related issues.
- Burns, cuts, fading, matting, pills, pulls, odor, soiling, staining, tears or damage due to improper installation.
- General soiling, discoloration, appearance change due to pile distortion, and exposure to substances or contaminants which degrade or destroy yarn or the color of the carpet.
- Carpet which has been surface treated with materials not recommended by the Company or which have been subjected to abnormal use or to cleaning agents or maintenance methods not recommended or approved by the Company.

WHAT IF YOU NEED WARRANTY SERVICES

You, the original purchaser, will contact your authorized dealer or Company sales representative for claim service. Please provide a valid proof of purchase and a detailed description of the issue, along with photographs showing the concern. Samples should be submitted for review/testing when available. The dealer or Company sales representative will file a claim via www.ShawNow.com and submit the information you provided. A Company claims representative will thoroughly evaluate your claim. If you have questions, you can contact Shaw Industries Financial Services, PO Box 2128, Dalton, GA 30722, 1-800-257-7429.

WHAT WE WILL DO

If we find a defect covered under this warranty, we will repair the affected area to conform to the warranty. If repair is not commercially practical, the Company may, at its sole option, replace the affected carpet or refund the proportional purchase price for the affected area. The Company will pay the reasonable costs for product, freight and labor for claims filed within the first 15 years. After 15 years, the Company will pay only for product. Any costs incurred for moving equipment, furnishings, partitions and the like that were installed over the Company's commercial product will be at the customer's expense.

NOTE: The warranty is not transferable. It extends only to the original end use purchaser. Shaw Industries Inc. does not grant to any person or entity the authority to create for it any obligation or liability in connection with this product. Shaw Industries Inc. shall not be liable to the consumer or any other person or entity for any incidental, special or consequential damages, arising out of breach of this limited warranty or any implied limited warranty (excluding merchantability).

All implied warranties, including an implied warranty of merchantability or fitness for a particular purpose, are hereby limited to the duration of this limited warranty. Some states do not allow the exclusion or limitation of implied warranties or the limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to the purchaser. This warranty gives the purchaser specific legal rights, such rights may vary from State to State.

CARPET TILE LIFETIME COMMERCIAL LIMITED WARRANTY FOR ECOWORX[®] WITH STAIN AND COLOR

Shaw Industries, Inc. ("Company") warrants this **EcoWorx[®], EcoWorx[®] ES, EcoWorx[®] NT, EcoWorx[®] PX, EcoWorx[®] Walkoff carpet tile products made with 100% solution-dyed yarns** when used in the proper fit-for-use indoor commercial applications. The warranty belongs to you, the original end-use purchaser, and begins when you purchase the carpet and extends for the limited warranty period stated above. The warranty is further limited to the period of time the carpet is owned and maintained by the original end-use purchaser. The basis of any warranty-related claim is the original Company or authorized dealer invoice.

The carpet must be installed in accordance with the Company's installation guidelines and specifications. The product must be maintained in accordance with the Company's cleaning and maintenance guidelines and such product care must continue throughout the duration of the original installation. Damage resulting from a failure to follow installation and cleaning/maintenance guidelines will not be covered under this warranty. Installation and carpet care guidelines are available through your dealer, the website, or from a service representative at the phone number below.

WHAT THE WARRANTY COVERS

Under normal use during the warranty period when installed and maintained as recommended, the Company warrants the following:

- **Abrasive Wear** - This carpet using our approved face fiber will lose no more than 10% of the pile face fiber, by weight. This warranty does not cover appearance retention, matting, crushing, and normal appearance changes.
- **Static Protection** - This carpet will not generate static build-up in excess of 3.5 kV as tested by AATCC Test Method 134.
- **Stain** - This carpet will resist permanent stains caused by spills of all acid-based substances.

- **Colorfastness to Light and Atmospheric Contaminants** - Carpet made exclusively with 100% solution-dyed yarn will not display a significant change in color due to exposure to light or exposure to atmospheric contaminants (Ozone or Oxides of Nitrogen).
- **Edge Ravel** - This carpet will not edge ravel.
- **Tuftbind/Zippering** - This backing system will provide superior tuft bind strengths consistent with accepted industry standards for this type backing.
- **Delamination** - This backing will not delaminate from the face carpet.
- **Dimensional Stability** - This backing will provide dimensional stability, per the AACHEN Test.

WHAT CONDITIONS APPLY?

- For jobsite and floor preparation conditions, see product-specific installation guidelines.
- Any moisture-related testing (calcium chloride, relative humidity and pH) is not the responsibility of the Company and all issues related to moisture, including any carpet-related issues, are excluded from this warranty.
- For best results, ambient temperatures should remain above 50°F and the ambient humidity should not fall below 40%.
- Chair pads are recommended under roller caster chairs to inhibit premature wear of the surface of the carpet.
- Replacement carpet will come only from current running-line products comparable to the warranted product.
- In order to make a stain claim under this guarantee, the owner must have attempted to remove the stain within (3) three working days after occurrence of the spill using the Company's recommended cleaning procedures and must notify the Company immediately if stain removal is not successful.
- The owner must allow a Company representative to attempt to remove the stain. If, under testing and analysis performed by the Company, and subject to other limitations set forth herein, the tested carpet or the cleaned area is found to have a rating of less than 8 under the AATCC 175, Stain Resistance of Pile Yarn Floor Covering Test, the Company will pay for the attempted removal of the stain by the Company representative and replace the original carpet in the affected area, up to 100 times the size of the stain, free of charge, including installation. If the stain is removed as warranted, all stain removal costs will be the responsibility of the owner.

This warranty does not cover the following:

- Carpet installed on stairs or in areas subject to abnormal foot-traffic use (i.e. golf spikes, other spiked footwear, ski boots, and the like).
- Damage from flooding or excessive moisture from existing moisture or alkalinity-related issues.
- Burns, cuts, fading, matting, pills, pulls, odor, soiling, staining, tears or damage due to improper installation.
- General soiling, discoloration, appearance change due to pile distortion, and exposure to substances or contaminants which degrade or destroy yarn or the color of the carpet.
- Carpet which has been surface treated with materials not recommended by the Company or which have been subjected to abnormal use or to cleaning agents or maintenance methods not recommended or approved by the Company.

WHAT IF YOU NEED WARRANTY SERVICES

You, the original purchaser, will contact your authorized dealer or Company sales representative for claim service. Please provide a valid proof of purchase and a detailed description of the issue, along with photographs showing the concern. Samples should be submitted for review/testing when available. The dealer or Company sales representative will file a claim via www.ShawNow.com and submit the information you provided. A Company claims representative will thoroughly evaluate your claim. If you have questions, you can contact Shaw Industries Financial Services, PO Box 2128, Dalton, GA 30722, 1-800-257-7429.

WHAT WE WILL DO

If we find a defect covered under this warranty, we will repair the affected area to conform to the warranty. If repair is not commercially practical, the Company may, at its sole option, replace the affected carpet or refund the proportional purchase price for the affected area. The Company will pay the reasonable costs for product, freight and labor for claims filed within the first 15 years. After 15 years, the Company will pay only for product. Any costs incurred for moving equipment, furnishings, partitions and the like that were installed over the Company's commercial product will be at the customer's expense.

NOTE: The warranty is not transferable. It extends only to the original end use purchaser. Shaw Industries Inc. does not grant to any person or entity the authority to create for it any obligation or liability in connection with this product. Shaw Industries Inc. shall not be liable to the consumer or any other person or entity for any incidental, special or consequential damages, arising out of breach of this limited warranty or any implied limited warranty (excluding merchantability).

All implied warranties, including an implied warranty of merchantability or fitness for a particular purpose, are hereby limited to the duration of this limited warranty. Some states do not allow the exclusion or limitation of implied warranties or the limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to the purchaser. This warranty gives the purchaser specific legal rights, such rights may vary from State to State.

CARPET MAINTENANCE CHECKLIST

1. IDENTIFY AND ADDRESS ALL SOURCES OF SOILING

- Parking lots/ Entrances: By maintaining a clean exterior, dirt coming in the building will be minimized.
- Transition areas (hard surface to carpet): Clean frequently to prevent soil from tracking to carpet.
- Food service areas/Restrooms/Water coolers: Matting may be required in areas where moisture, oil and grease are present.

2. USE ENTRY MATS (KEEP DIRT OUTSIDE)

- Two mat categories
 - Soil Removal – used at exterior entrances to remove soil from shoes
 - Absorbent mats – used inside to prevent moisture from getting on the carpet
- Mats should cover at least 6 footsteps to capture soil transferring from shoes. Additional matting may be necessary during inclement weather.
- Keep mats clean (mats must be properly placed throughout the facility and maintained on a regular basis).

3. VACUUM (THE MOST IMPORTANT PROCESS IN YOUR MAINTENANCE PROGRAM)

- 80 to 85 % of dry soil can be removed by proper vacuuming.
- Select Vacuum cleaners certified in the Carpet and Rug Institute's Seal of Approval (SOA) / Green Label Vacuum Cleaner Program (www.carpet-rug.org)
- Commercial, dual-motor upright, top-loading vacuums are recommended.
- Maintain working condition of vacuums with special attention to the bag (empty when half full).

4. PROMPTLY ADDRESS SPOTS AND SPILLS

- Use General Soil Spot Removers, like Shaw's TOTALCARE[®] products for most common spots and spills. (For ordering information call or contact your representative.) Additional cleaning agents (wool safe products) are listed in the Carpet and Rug Institute's Seal of Approval (SOA) Program (www.carpet-rug.org)
- Use solvent spotters for oil/grease (petroleum-based spots). Solvent gels preferred. Follow manufacturer's recommendations when using solvents. Rinsing may be necessary.
- Use specialty products (www.proschoice.com) for set stains where color has been added or altered.
 - CTI Pro's Choice Red Relief (acid dye stains – colored soft drinks, medicines. etc.)
 - CTI Pro's Choice Stain Magic (organic dye stains – coffee, tea, mustard, etc.)
- Some disinfectants contain chemicals that can stain, discolor and cause general harm to your flooring product. Quaternary Ammonium Salts are among those that have been found to be harmful to your flooring when used over time. Take care to choose pH neutral products only.

5. USE INTERIM SYSTEMS TO MANAGE APPEARANCE

- Encapsulation – process using CRI SOA cleaning agents and a dual-cylindrical counter-rotating brush machine for agitation.
 - Always pre-vacuum.
 - Hot water extraction recommended after every third (3rd) encapsulation.
- Walk Behind Extractors – use CRI approved cleaning agents, be sure to operate at lowest speed.
- **NOTE:** Bonnet cleaning is **NOT** recommended!

6. FOLLOW DEEP CLEANING PROCESS

- Hot Water Extraction Process:
 - Always pre-vacuum.
 - Apply an approved pre-spray cleaning agent in the CRI (SOA) Program.
 - Agitate with mechanical brush and allow 10 minutes dwell time.
 - Extract with hot water or use a low pH rinse agent in the machine. We recommend CRI Gold Rated Equipment.
- Examples of Equipment:
 - Truck mount units maintain higher pressure and temperature
 - High Flow Extractors
 - Portable box and wand – minimum 200 psi and approximately 1 gallon of water flow per minute.
- To prevent wicking use air movers to expedite drying. Be sure facility HVAC is on during cleaning and remains on for at least 12 hours afterward.

7. WOOL / WOOL BLEND

- Wool is a natural fiber, some shedding may initially occur as fibers work their way out of the product until loose. Loose fibers can easily be trimmed even with the pile.
- Indentions from furniture can be easily steamed out of wool products.
- Vacuum regularly without the use of beater bar.
- Blot (do not rub) spills with moist white cloth using cold water. Cleaning agents (wool safe products) are listed in the Carpet and Rug Institute's Seal of Approval (SOA) Program (www.carpet-rug.org)

8. RESOURCES

- Shaw's Technical Support web-based training program is available at https://www.youtube.com/watch?v=wH-y6NbFUos&list=PLPIvybF4GS2XOHTVtGL_soZZ_Niohyr9D

- For Technical assistance or maintenance related questions contact at .

SUGGESTED FREQUENCY CHART FOR COMMERCIAL CARPET CARE

Traffic Level	Vacuum	Spot Removal	Interim Cleaning	Hot Water Extraction
Light <ul style="list-style-type: none"> • Private offices • Cubicles 	2+ times per week	As needed	As needed	1 time per year
Moderate <ul style="list-style-type: none"> • Shared offices • Secondary hallways • Conference rooms • Classrooms 	1 time per day	As needed	As needed	2 times per year
Heavy <ul style="list-style-type: none"> • Common entrances • Elevators • Main hallways • Break rooms • Work rooms • Mail rooms • Patient rooms • Waiting areas 	1+ times per day	As needed	Monthly	4 times per year

MAINTENANCE GUIDELINES

<p>Extra Heavy</p> <ul style="list-style-type: none"> • Common entrances in severe climates • Cafeterias/food service areas • Extra heavy traffic 	<p>1+ times per day</p>	<p>As needed</p>	<p>Weekly</p>	<p>Monthly</p>
--	-------------------------	------------------	---------------	----------------

- This chart represents a general guideline; your program should be customized to your specific conditions.
- Extra heavy traffic and soiling conditions require more frequent attention.
- **NOTE:** Use of a pile lifter may be a consideration. Pile lifting helps restore the surface pile yarns and helps remove embedded dry sand and soil.

**Heather Gardens Association
2023 Carpet Replacement Project**

Heather Gardens Association
2888 South Heather Gardens Way
Aurora, Colorado 80014-3665
Telephone: 303-755-0652
Fax: 303-750-8404

2023 Carpet Replacement Project

Table of Contents

Bidding Requirements

Instructions to Bidders	i.
Bid Form	ii.

Conditions of Contract

Section	Description	Page
I.	Statement of Work	1
II.	General Conditions	3
III.	Special Conditions	13
IV.	Scope of Work	17
V.	Technical Specifications	19

Attachments

A.	Lien Release
B.	Notification of Asbestos
C.	Work Permit
D.	Contract Agreement

Instructions to Bidders

Instructions to Bidders for 2023 Carpet Replacement Project

- A. It is recommended that prospective bidders visit the project site to familiarize themselves with the existing conditions and to verify dimensions, etc. Not visiting the site does not relieve the bidder of any responsibility because of unusual conditions. Bidders may schedule visits to the project site by contacting the Contracts Management Office by calling 720-974-6906.
- B. Questions as to the Scope of Work and/or the intent of any statement contained in the General Conditions should be directed to the Contracts Management Office.
- C. Bids shall be submitted in the format indicated on the Bid Sheet(s).
- D. Bids for the completion of this work as described in the General Conditions and Scope of Work may be mailed, faxed, or delivered in person.
1. Mail bids to:

Heather Gardens Association
Attention: Contracts Manager
2888 S. Heather Gardens Way
Aurora, CO 80014-3665
 2. E-mail bids to the Contracts Manager at Don.OGorman@heathergardensmail.com.
 3. Hand deliver bids to the Heather Gardens Receptionist located in the Heather Gardens Management Office at 2888 S. Heather Gardens Way or to the Contracts Management Office located in the Maintenance Facility located at 2887 S. Heather Gardens Way.
- E. Bids must be received no later than 12 o'clock, noon, on March 8th, 2023.
- F. Bids must be signed by an officer of the company.
- G. Copies of letters of recommendation, letters acknowledging outstanding performance, etc. will also be accepted at this time.
- H. Upon request, bidders will furnish a list of creditors for credit history verification and trade references of similar work performed with points of contact, telephone and fax numbers, and the periods of performance.
- I. **Bidders may be requested to submit evidence of financial capability to perform this contract.** Evidence requested may be confidential financial statements of sufficient credit to support the purchase of supplies and equipment with the payment schedule defined in Section III., General Conditions, of the Conditions of Contract.
- J. The Association reserves the right to reject any and all bids, waive any formalities, or to accept bids on less than all work as specified in the Scope of Work and/or itemized on the Bid Sheet.
- K. The Association also reserves the right to award this contract based on bids and other considerations as it deems in the best interest of the Association.

Bid Forms

Bid Form for 2023 Carpet Replacement Project

The undersigned bidder, having familiarized themselves with the work required by the contract documents, the site where the work is to be performed, and all laws, regulations, and other factors affecting the performance of the work, and having satisfied themselves of the expense and difficulties attending the performance of the work hereby proposes to complete all work specified in accordance with the contract documents for the total bid price of:

		Color	Price
1)	Building 201	3rd Floor <u>TBD</u>	\$ 9,033.59
2)	Building 201	4th Floor <u>TBD</u>	\$ 9,033.59
3)	Building 208	4th Floor <u>TBD</u>	\$ 9,033.59
4)	Building 209	4th Floor <u>TBD</u>	\$ 9,033.59
5)	Building 210	4th Floor <u>TBD</u>	\$ 9,033.59
6)	Building 211	3rd Floor <u>TBD</u>	\$ 9,033.59
7)	Building 211	4th Floor <u>TBD</u>	\$ 9,033.59
8)	Building 212	2nd Floor <u>TBD</u>	\$ 9,033.59
9)	Building 212	4th Floor <u>TBD</u>	\$ 9,033.64
10)	Building 214	3rd Floor <u>TBD</u>	\$ 12,832.00
11)	Building 214	4th Floor <u>TBD</u>	\$ 12,832.00
12)	Building 216	2nd Floor <u>TBD</u>	\$ 12,832.00
13)	Building 216	3rd Floor <u>TBD</u>	\$ 12,832.00
14)	Building 216	4th Floor <u>TBD</u>	\$ 12,832.00
15)	Building 218	6th Floor <u>TBD</u>	\$ 12,832.00
16)	Building 221	2nd Floor <u>TBD</u>	\$ 12,832.00
17)	Building 221	4th Floor <u>TBD</u>	\$ 12,832.00

Total \$183,958.36

Anticipated Start Date: TBD

Anticipated Start Date: TBD

Estimated Number of Days for Completion (Performance Period): 59 DAYS (3 DAYS PER 4 STORY) APPROX
4 DAYS PER 6 STORY

Contractors Warranty: 12 MONTH LABOR WARRANTY / FULL MANUFACTURER WARRANTY ON ALL MATERIALS

For: CARPET ONE FLOOR + HOME DENVER
(Company)



2/24/2023



Signature of Authorized Representative

2/24/2023
Date

Conditions of Contract

I. Statement of Work

This contract consisting of pages 1 through 19, plus attachments provides for the removal of the existing carpet, carpet base, and installation modular carpet in 10 buildings and on 17 floors listed above.

All work shall be accomplished in accordance with the following specifications.

This Page Intentionally Left Blank

II. General Conditions

A. Legality of Contract

If any part, term, or provision of this contract is held by any Court of competent jurisdiction to be illegal or to be in conflict with the laws of the State of Colorado, the validity of the remaining portions and provisions of this contract shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular part, term, or provision held to be invalid.

B. Breach of Contract

In the event of a suit by the Association to enforce performance of the contract by the Contractor, the Association shall be entitled to recover as part of the judgment all reasonable attorney's fees and costs incurred by the Association in connection with such action.

C. Contractor Supplied Items

1. The Contractor shall furnish all labor, supervision, transportation, materials, equipment, and supplies and shall pay the cost of all applicable fees, sales taxes, use taxes, and occupation taxes on the materials, equipment, and supplies necessary to do the work described in these contract specifications.
2. The Contractor shall also obtain and pay for all permits, licenses, certificates, and inspections, except as noted in paragraph Y.2. and other fees necessary to do the work described in these contract specifications.
3. The Contractor shall provide the Association with a copy of all permits required for the completion of work for this contract.

D. Insurance

1. The Contractor shall, at their expense, maintain for the term of this contract worker's compensation, general liability and property damage insurance, auto liability and property damage insurance, and all other insurance coverage as may be required by the State of Colorado and other applicable governmental agencies.
2. The Association shall be named as an additional insured on such policies.
3. Policies shall be for the following minimum amounts:
 - a. General Liability and Property Damage

Bodily Injury	\$1,000,000 each person \$1,000,000 each occurrence
Property Damage	\$1,000,000 each occurrence
 - b. Auto Liability and Property Damage Insurance

Bodily Injury	\$250,000 each person \$500,000 each occurrence
Property Damage	\$100,000 each occurrence or \$300,000 combined single limits

4. Certificates of Insurance

a. Certificates of Insurance evidencing the specified coverage shall be provided to the Contracts Department before commencing work.

b. If such Certificates of Insurance are not tendered to the Contracts Department before the date the Contractor submits their first request for payment, the Association shall be entitled to withhold all sums due the Contractor or the estimated premium cost for all coverages to be maintained by the Contractor, whichever is greater.

c. Any amount withheld by the Association shall be refunded to the Contractor upon receipt of the Certificates of Insurance, providing the Certificates of Insurance show evidence of insurance coverage from the date the Contractor commenced work and the date the Certificates were delivered.

5. The Contractor hereby waives any and all rights which they may have against the Association for damages for work, materials, equipment, and/or tools furnished by the Contractor caused by fire or other insured perils, other than any rights which the Contractor may have to the proceeds of any fire and extended coverage insurance, maintained by the Association in regards to the contract.

E. Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Association, its officers, agents, and employees from and against all claims, damages, losses, and expenses, including but not limited to, attorney's fees arising out of or resulting from the quality and performance of work and/or arising in favor of Contractor's employees on account of bodily injury, death or damage to property.

F. Bonds/Lien Waivers

Unless specifically provided for in Section III. Scope of Work, no bond is required for this contract. However, the Contractor shall protect the Association from all liens and damages arising from or caused by the performance of this work by providing lien waivers from the suppliers of any major materials, equipment, etc., and from all subcontractors, as applicable. (Reference Attachment A, Lien Release)

G. Warranty/Guarantee

1. The Contractor will stipulate on the form the workmanship warranty to be provided for this contract.

2. The Contractor shall be responsible for the manufacturer's warranty and shall guarantee all equipment and materials installed under this contract to be free from defects for a period of not less than one (1) year from the date of final acceptance and shall repair or replace without cost to the Association any equipment and/or materials which are defective or improperly installed.

3. The Contractor shall provide the Association with two (2) copies of the manufacturer's standard written warranty and/or operator's instructions for the materials and/or equipment installed by this contract with the final request for payment.

4. If the manufacturer's warranty of the installed equipment and/or materials exceeds one (1) year, the longer warranty shall apply.

H. Contract Change Orders

1. The awarded contract amount as set forth in the "Contract Agreement" and the successful bidder's bid sheet is all-inclusive for all work. No additional costs will be considered for additional labor, materials, or equipment costs on items bid.
2. Any work items not covered by this contract that the Association desires to have accomplished will be subject to separate negotiations. The Contractor will not proceed with such work until expressly authorized in writing, with the dollar amount, by the Association's General Manager, Board President, or the Board of Directors, as applicable.

I. After Hours Contact and Required Meetings

1. The Contractor shall furnish the Association's Contracts Department with the name and phone number of an after hours contact to be called in case of an emergency. Emergency shall be defined as, but not limited to, work area left unsecured or in an unsafe condition that could cause injury to a person or persons or cause damage to Association property, construction area or debris not properly secured, and/or construction debris being scattered by wind or other causes.
2. The Contractor's on-site representative shall visit the Contracts Management Office to meet with the Contracts Manager on the first day prior to beginning any work on the contract and upon completion of the contract for a joint inspection of the completed work.

J. Performance Period

1. Unless specifically provided for in these specifications, the performance period of this contract shall be determined from the start date and completion dates as shown on the bid sheet.
2. The performance period shall begin upon notification of award of this contract and shall include material delivery lead-time.
3. Once started, work shall proceed uninterrupted, weather permitting, until all work is complete.

K. Schedule

1. The Contractor shall provide the Contracts Management Department a schedule of work indicating the proposed progression of work within the time limits for this contract. The Contracts Department must approve the schedule.
2. Normal work hours for contract work are 7:30 A.M. to 4:30 P.M., Monday through Friday. Requests to work hours other than those noted above and/or on Saturdays will be considered. No work shall be performed on Sundays or holidays, except in emergencies.
3. Allowance for delays due to weather and delays beyond the control of the Contractor shall be granted if requested in writing by the Contractor and agreed upon by the Association.

L. Subcontracting/Transferring of Contract

1. This contract shall not be subcontracted or assigned without the written permission of the Association.

2. The Contractor shall notify the Association of their intent to use subcontractors and shall provide the Contracts Department with the name, address, and phone number of each subcontractor.

3. Subcontractors used in the completion of this contract must comply with the General Conditions of this contract as applicable.

M. Laws and Regulations

1. General

a. The Contractor shall comply with all laws, ordinances, codes, rules, and regulations bearing on the conduct of the work of all federal, state, city, and local agencies having jurisdiction over the area in which Heather Gardens is located.

2. OSHA

a. The Contractor shall comply with the Occupational Safety and Health Administration Hazard Communication Standards.

b. Material Safety Data Sheets (MSDS)

1) The Contractor shall provide the Contracts Department with one copy of all applicable Material Safety Data Sheets for all materials used on the job site prior to the start of any work on this contract.

2) The Contractor shall also maintain one copy of all MSDS on the job site for the duration of this contract.

c. Asbestos Hazard

1) As required by OSHA 29 CFR 1926.1101, the Association hereby notifies all contractors that some of the facilities within the Heather Gardens complex, the Community Center building and Buildings 201 through 215, contain non-friable asbestos-containing materials (ACM).

2) The identified ACM has been inspected and found to be intact, in good condition, and does not pose a health hazard when not disturbed.

3) Prior to beginning any work at Heather Gardens, the Contractor shall ascertain if the facilities affected by this contract have been identified to have ACM and determine if the work involved will affect the ACM.

a) Read, comply with, and sign Heather Gardens Association's document titled "**Outside Contractor Notification of Asbestos O&M Plan**". (Attachment B)

b) Complete the Heather Gardens Association form "**Work Permit Form for Potential Disturbance of Asbestos-Containing Materials**". Attachment C.

4) The Association prefers, but does not require, that all contractor personnel working at Heather Gardens have attended a two-hour Class IV Asbestos Awareness Training Course as identified in the OSHA Asbestos Construction Standard.

3. Association Policy

The Contractor shall comply with the following policies established for Association employees.

- a. Smoking is not permitted in any part of the common areas any building in the Heather Gardens complex at any time.
- b. Employees must present a clean, neat appearance at the beginning of each workday. Shirts are to be worn at all times. If shorts are worn, the bottom edges must be hemmed. Cut offs, tank tops and other similar forms of clothing are not acceptable.
- c. The playing of radios while working inside of a building is not permitted. Playing of radios when working outside is allowed, but the volume must be kept low so as to not disturb the residents. Headsets are considered a safety hazard and are not to be worn.
- d. Employees who are involved in an on-the-job "accident" are required to pass a blood and/or urine test for drugs and alcohol unless such testing is prohibited by law.

"Accident" is defined as a single work related injury/incident which required medical treatment, which resulted in property damage, or an incident of such a severity that it could have caused an injury requiring medical treatment.

N. Safety

1. The Contractor shall provide all safety barriers, signs, etc. as required by existing laws, rules, and/or regulations. The Contractor shall provide additional barriers, signs, etc. as necessary to prevent injury to persons and property damage.
 2. The Contractor shall be required to place barriers, cones, and/or signs as necessary around walkways, driveways, and parking areas that may be affected by the contract work.
 3. When working inside of a building, the Contractor shall post signs at the entry/exit doors and in the elevator, as necessary, warning building residents that work is in progress.
 4. All work shall be conducted to provide the least interference to Heather Gardens' residents.
4. All personnel will be required to wear proper PPE and practice social distancing per the CDC and local government COVID-19 mandates.

O. Building Security

1. All Heather Gardens condominium buildings are secure buildings and all doors are to remain locked at all times.
2. When access to a building is required, the Contracts Management Office shall sign out the necessary key(s) to the Contractor. Keys are to be returned at the end of each workday.
3. In the event that the Contractor works beyond normal work hours and cannot return the keys to the Contracts Management Office, the key(s) shall be placed in the drop box located to the right of the north entry door to the Heather Gardens Maintenance Office or left with the Heather Gardens Security Officer on duty. Contractor personnel will not keep the keys overnight.

4. Entry/exit doors will not be "blocked" open at any time unless attended by a Contractor employee to prevent unauthorized personnel from entering the building.

P. Office Space/On-site Storage

1. Unless specifically noted in Section III, there are no provisions in this contract for an on-site office or for storage of materials, parts, and/or equipment.
2. If permission is granted to store materials and equipment on site, the Association will not be responsible for theft and/or damage to any Contractor materials and/or equipment left on site.

Q. Personnel/Supervision

1. All personnel employed by the Contractor shall be properly trained, competent, and possess any licenses necessary to perform the required services. Employees shall be clearly identified during the performance of the work in a manner agreeable with the Association.
2. During all periods that work is in progress, the Contractor shall provide a full time on-site supervisor and shall also designate on worker as the lead worker who shall be responsible for the conduct of all other workers and for the quality of work in case of the absence of the Supervisor.
3. The Supervisor will work with the Association's representative to coordinate all work.
4. Contractor personnel will take their directions from the Contractor's assigned supervisor.
5. In the event that neither the Supervisor or lead worker is available, the Contracts Management Office representative may direct a worker to correct an obvious discrepancy in the work being performed which will result in the work being rejected and/or undesirable condition. If the workers are performing an unsafe act, any Association employee may stop or correct a worker.
6. The Contractor's supervisor and workmen will not take directions from or perform any work requested by resident. If a worker does follow the directions of a resident and/or performs additional work, the Association will not be responsible for any cost incurred by the Contractor for any additional work. All requests for additional work or changes must be directed to the Contracts Management Office.
7. The Contractor shall notify the Contracts Management Office of any change in the designated on-site supervisor and/or lead-worker during the course of the project.

R. Installation/Workmanship

1. All work performed under this agreement shall be performed in a good, workmanlike manner to the reasonable satisfaction of the Association.
2. The appearance of the finished product shall be of equal importance to its proper functioning. Lack of quality workmanship and appearance shall be considered sufficient reason for rejection of the work.

S. Utilities

1. The Heather Gardens Association will provide all normal utilities (electricity, lights, and water) necessary for the completion of this work when working in areas identified in the Association's Declarations of Condominium as common areas. In some instances, the availability of water and power may be limited or not convenient due to the location of the source. The Contractor should plan accordingly.

2. When working in a resident's unit, in or on an area identified as a limited common area, or in the Country Place and Townhome area, the Contractor may have to supply their own power if the resident/owner of the unit will not give the Contractor permission to use their water and or electricity.

T. Sanitation Facilities

1. There are no public toilet facilities in any of the Heather Gardens condominium buildings or in the Country Place and Townhome areas. Public facilities are available in the Heather Gardens Maintenance Building and in the Community Center facility.

2. San-O-Let stations for public use are available for use at three locations on the perimeter of the Association and two locations on the Golf Course.

3. In addition, there are public restroom facilities located in the Heather Gardens Maintenance Facility and in the Heather Gardens Community Center. It is preferred that workers use the Maintenance Building facility.

U. Equipment

1. No equipment in excess of 6,000 pounds shall be driven or placed on the concrete parking decks of the Somerset or Seville buildings or in the "court yard" areas of the Atrium buildings.

2. The Contractor shall inform the Contracts Management Office before placing scaffolding or heavy equipment, to include towed and self-powered, off of hard surfaced areas so that the Contracts Management Office's representative can coordinate the work with the various Heather Gardens Departments.

3. When off of hard surfaces, heavy equipment shall be driven/placed on plywood sheets (minimum ½" thick) to prevent damage to the grounds.

V. Cleanup

1. The Contractor shall clean up his work site at the end of each day and shall maintain the work site in a clean condition acceptable to the Association's representative at all times.

2. The Contractor shall not dispose of any type of waste products down any storm drain nor down any of the floor drains in the six-story or the Omega buildings.

3. With prior approval from the Contracts Management Office, waste products that contain no hazardous or restricted chemicals may be disposed of in the floor drains located in the trash rooms of the six-story buildings.

W. Damages

1. The Contractor shall take adequate steps to preclude damages to the exterior and interior of the buildings, to the trees, shrubs, lawns, and plants around the building, exteriors and to the walls, doors, trim, carpet, furniture, and decorations inside of the buildings.

2. The Contractor shall notify the Contracts Management Office immediately if any damage should occur.
3. The Contractor shall be responsible for repairing all damages, or the cost of repairs, caused by Contractor personnel.

X. Liquidated Damages

1. Liquidated Damages, if any, are stated in Section III, Special Conditions.

Y. Inspections and Acceptance or Work

1. Pre-Work Inspections

- a. Before beginning work on this contract, the Contractor and a representative of the Contracts Management Office shall conduct a joint inspection of the general project area. Any existing damage to the grounds and facilities shall be noted.
- b. Exterior inspections shall include, but not be limited to, the conditions of the exteriors of a facility including the air conditioner grills, sidewalks and concrete drainage pans, trees, shrubs, flower beds, and the grounds in general.
- c. Interior inspections shall include, but not be limited to, the conditions of the walls, wall corners, corner moldings, paneling and trim, decorative mirrors, and base boards in the lobbies and halls. Inspections should also the walls, floors, and ceiling panels of the elevators.
- d. When the Contractor intends to use the building elevator(s) the Association will install elevator pads, at no charge, to protect the elevator walls. A 24-hour notice is required.
- e. Inspections for projects involving building roofs or access to a roof shall include the condition of the roof, parapet walls and parapet caps, roof hatches, walls next to the access ladders, and prior tracking from the roofs onto the stairwell and carpeted areas.

2. Field and Laboratory Tests and Inspections

When required, the initial cost of field and laboratory shall be an expense of the Association. Should a test fail, the cost of all re-tests shall be an expense of the Contractor.

3. Completed Work

- a. The Contractor and a representative of the Contracts Department shall inspect and agree on the percentage of work completed before issuing progress payments. Association representatives from other departments concerned may also participate in all inspections.
- b. Before requesting final, a representative of the Contracts Department and the Contractor shall inspect the completed work and produce a written final inspection punch list of discrepancies, if any.
- c. Payment for retention must be requested in writing and will be paid only upon completion of all work including the correction of all discrepancies noted and /or reported before and during the final inspection.

Z. Payments

1. 50% deposit will be released to the contractor following the execution of this contract. Remaining balance will be paid within 30 days following completion of the punchlist of last corridor carpet replaced.

This Page Intentionally Left Blank

III. Special Conditions

A. Materials

1. Carpet

- a. Carpet will be EF Contract Bolyu -Tempo the one of six color schemes as designated in Section IV, Scope of Work, installed in accordance with the manufacturer's specifications.

Specifications: EF Contract Boyu - Tempo

Tile size: 24" x 24"

Face Fiber: Encore SD Ultimate (with recycled content)

Face Weight: 30 oz/ sy.

Pile Height: 0.139 inch.

OR

- b. Shaw Carpet Tile – Beetmill TL/ Hook Up installed in accordance with the manufacturer's specifications.

Specifications: Shaw – Beetmill TL or Hook Up

Tile size: 24" x 24"

Face Fiber: 100% ECO Solution Q Solution Dyed Nylon

Face Weight: 86.40 OZ/ SQ. YD.

Pile Height: 0.132 inch

2. Carpet Base

- a. Carpet Base will be Core Elements – Outpouring BL. One of 3 Color selections will be installed in accordance with the manufacturer's specifications.

3. Adhesive

- a. Will be in accordance with EF Contract or Shaw - Beetmill TL / Hook Up requirements.

4. Miscellaneous Materials and Supplies

All miscellaneous materials and supplies used shall be compatible with and approved for use with the EF Contract Bolyu – Tempo Carpet Tile or Shaw - Beetmill TL / Hook Up.

5 Walk Off Carpet - NA

C. Attic Stock

1. The Contractor shall provide the Association with attic stock equal to or greater than 2% than the amount of yardage of the field carpet installed.
2. Attic stock shall be full cartons.
3. Attic stock is to be delivered to the Clubhouse Basement, around the south backside of the clubhouse. Contractor to coordinate delivery with the Contracts Manager and/ or the Custodial Supervisor.

D. Certification of Installers

1. The lead worker shall be on the job site at all times during the installation of the carpet tile and base.

E. Project Coordination

1. The Contractor shall designate a Project Manager who will work with the HGA Contracts Department personnel to coordinate all work. The Contracts Department shall be notified in writing of any change in the schedule during the course of the work.
2. All workers on the job site will coordinate work through either the Contractor's Project Manager or the Associations' Contracts Department representative. Requests by any Heather Gardens' employee, Building Area Representative, Alternate Representative, or building resident made to any worker must be directed to, except in the case of an emergency or safety hazard, either the Contractor's Project Manager or the Association's Contracts Department Representative.

F. Performance Period

All work, including demolition, floor preparation, and installation of the new carpet shall be completed within 5 work days for one floor, not inclusive of material ordering and delivery time.

G. Schedule

1. Work shall begin on a Monday and be completed NLT than COB on Friday of any given work week for a current floor.
2. The Contractor must provide the Contacts Department with a minimum five (5) day work notice of intent to begin work.

H. Working Conditions

1. Prior to commencing work, the Contractor shall familiarize their assigned personnel with the contract specifications and drawings, field conditions, and existing dimensions and shall reaffirm that the work can be accomplished as required.

2. The drawing provided is for design intent only. The drawing represents a typical installation on a floor for a particular type of building. Actual dimensions may vary from floor to floor and building to building and the floor may be a mirror image of the drawing provided.

3. Workers shall park all vehicles away from the main entrance of the building in an area designated for vehicle parking. Contractor personnel shall not park in designated fire lanes, handicapped spaces, or reserved parking areas. Delivery vehicles may temporarily park in loading zones when making a delivery.

I. Delivery of Materials to Job Site

1. Carpet to be installed and miscellaneous materials shall not be delivered to the project site from the Contractor's storage area more than 24 hours in advance of the intended use.

2. All materials shall be in their original containers and carpet shall be in unopened cartons.

3. Prior to beginning work, the Contractor's Project Manager and a representative of the Association shall inventory the carpet to insure that all necessary carpet is on site. No work shall be begin until all materials are on site.

J. Disposal of Existing Carpet and Related Materials

1. The Contractor shall dispose of all old carpet and related materials off site. The use of the trash dumpsters located in the buildings and/or the roll off trash container located Heather Gardens' maintenance facility yard is prohibited.

2. After demolition of the existing carpet, the Contractor shall sweep or vacuum the floor to remove all debris caused by the removal of the old carpet and pad.

3. Deteriorated carpet pad shall be completely removed from the building, grounds and roadways.

4. The Contractor shall be subject to back charges at a rate of NLT \$36.00 per man-hour for Heather Gardens personnel labor cost should carpet debris be swept into and/or left in trash chute rooms, common area hallways, electrical rooms, or on the grounds and/or asphalt drives and parking areas.

a. Time and one-half shall be back charged if Association personnel are employed after their normal work hours.

b. Heather Gardens personnel called from home for unscheduled overtime work receive one (1) hour of travel time. This cost will also be assessed against the Contractor.

K. Inspections and Acceptance of Work

1. Prior to starting any work, the Project Manager and a representative of Contracts Department shall inspect the floor for existing conditions. Special attention shall be given to corners of walls to include corner molding; existing base; conditions of doors to include mars, scratches, and splintering along the bottom edge; and decorations to include paneling, wall mirrors, etc. installed by the residents in the halls and their limited common areas.

2. Any special conditions will be brought to the attention of the Owner's representative as well as the installers. These conditions of pre-existing damages will be the only damages for which the Contractor will not be held responsible.
3. Upon completion of the installation, the Contractor and Owner's representative shall make a joint inspection for acceptance. Any discrepancies noted shall be corrected within five (5) workdays.

L. Penalties

1. The Association shall assess a penalty of \$10.00 per day for each day that the floor installation exceeds five working days when the delay is not justified.
2. The Association shall assess a penalty of \$10.00 per day for each day over five working days that a noted discrepancy is not corrected.
3. The Association shall assess a penalty of \$50.00 per occurrence for disposing of carpet and/or other debris in the building trash container or in any other trash container located in the Heather Gardens complex.

IV. Scope of Work

A. General

1. The Contractor shall remove and properly dispose of all existing carpet, under pad, if existing, and miscellaneous other floor coverings from the floors to be installed of the buildings; prepare the floor surface for new carpet; and install new carpet tile and related products according to the manufacturer's approved methods and procedures.
2. The new carpet shall be installed in accordance with the manufactures instructions unless directed otherwise by the Contracts Department Representative.

B. Carpet Color Options

Option 1.

EF Contract - Bolyu.
Style: Tempo
Color Name: Waltz

Option 2.

EF Contract - Bolyu
Style: Tempo
Color Name: The Blues

Option 3

EF Contract – Bolyu
Style: Tempo
Color: Piano Concerto

Option 4

Shaw Carpet Tile – CORE ELEMENTS
Style: Beetmill TL / Hook Up
Color: TBD

C. Carpet Base

Option 1.

Dura Weave Floors:
Bronze Commercial Series: Solon II 20
Color: Dark Cloud.

Option 2.

Dura Weave Floors:
Bronze Commercial Series: Solon II 20
Color: Koala

Option 3.

Dura Weave Floors:
Bronze Commercial Series: Brookton III 20
Color: Earth Glow

Option 4.

SHAW – CORE ELEMENTS:

Style: Outpouring BL
Color: TBD

D. Walk Off Carpet - NA

E. Elevators – NA

F. Demolition

All carpet, pad, tack strips, and related materials must be removed and disposed of as instructed in Section III, Special Conditions, paragraph J.

G. Floor Preparation

1. Minimum floor preparation shall be included with the total installation costs.

3. All necessary floor preparation will be accomplished by the Contractor prior to the installation of the modular carpet.

4. Major floor preparation areas shall be paid on a time and materials basis. The Contracts Department's representative shall be immediately notified of areas requiring major floor preparation and a cost negotiated prior to proceeding with the repairs.

H. Installation

1. Modular carpet shall be installed in accordance with the manufacture's instructions. A centerline shall be struck, and the carpet laid in each direction off of the center line. When practical, no pieces of tile of less than three inches (3") in width shall be laid. If necessary, the centerline may be adjusted to prevent small pieces of carpet tile being used as inserts – fillers.

IV. Technical Specifications

Carpet shall be laid in accordance with EF Contracts or Shaw Carpet technical specifications. *The specifications shall be provided to the Association's Contracts Department and shall include procedures for laying out and installing the EF Contract or Shaw Carpet Tile and shall indicate approved floor preparation materials, to include but not necessarily limited to, adhesives and underlayment materials.*

Attachments

LIEN RELEASE

FOR VALUABLE CONSIDERATION, the receipt and sufficiency of which is hereby acknowledged, the undersigned "Releasor" also known as CARPET ONE FLOOR + HOME DENVER (Name of Supplier/Contractor) does hereby state that it has been paid in full for all labor,

services, materials and the like furnished to or on behalf of Heather Gardens Association, hereinafter referred to as "Releasee". Such labor, services, and/or materials were supplied by Releasor for a project identified as 2023 HEATHER GARDENS CARPET REPLACEMENT PROJECT the Project located on the properties of Releasee. In connection with such payment for the Project, Releasor hereby waives and releases all claims, liens, and/or bond liens against the Releasee and Releasee's surety.

The Releasor warrants and represents that the Releasee has fully paid for all labor, equipment, tools, materials, supplies, services, required taxes or the like used and/or incorporated by the Releasor on the Project and the Releasor agrees to indemnify and hold the Releasee harmless from and against any claims that may be made against Releasee or it's sureties by any person, firm, corporation, or other legal entity on account of or claiming to have provided labor, services, tools, materials, supplies, or the like to the Releasee for the Project. The Releasor agrees to pay or otherwise satisfy any judgment or award which may be rendered against the Releasee on account of any such claims and to pay all expenses of investigation and litigation of such claims, including reasonable attorney fees, incurred by or on behalf of Releasee on account of such claims.

The undersigned whose signature appears below on behalf of the Releasor warrants and represents that he/she has full power and authority to execute this instrument on behalf of the Releasor and to bind the Releasor to the terms and provisions of the Release. The Releasor acknowledges the Releasee's intent to rely on the representations contained herein.

This Release shall inure to the benefit of and be binding upon the Releasee and their sureties and the Releasor and their heirs, personal representatives, successors and assigns forever.

EXECUTED and delivered on the date set forth below:

CARPET ONE FLOOR + HOME DENVER
(Company)
2/24/2023
(Date)

[Signature]
(Signature)
NOEL DRIER
(Printed Name)

PRESIDENT

PAULA A. WIEST (Title)
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20164002989
MY COMMISSION EXPIRES JANUARY 27, 2024

State of Colorado)
)ss:
County of Arapahoe)

On this 24 day of February 2023, before me, a Notary Public in and for said County and State, came the above named Noel Drier, who is personally known to me to be the identical person whose name is affixed to the above instrument as President of said CARPET ONE FLOOR + HOME DENVER (Company) and he acknowledged that he executed the above instrument as his free and voluntary act and deed for himself and as the free and voluntary act and deed of the Contract Agreement for the uses and purposes therein set forth.

Witness my hand and official seal on the day and year last above written.

My Commission Expires:
1/27/24

[Signature]
Notary Public
10505 Monaco Pkwy #41 Denver, CO 80224
Address

NOTE: If the space for describing the Project is too small, write in "See Attached" and describe on a separate sheet.



THE *Heather Gardens* ASSOCIATION

**OUTSIDE CONTRACTOR
NOTIFICATION OF ASBESTOS O & M PLAN**
Retain Copy in Asbestos Operations and Maintenance Plan

Company Name: CARPET ONE FLOOR + HOME DENVER

Company Officer: NOEL DRIED Title: PRESIDENT

Type of Business: FLOORING RETAILER / CONTRACTOR

I have read and understand the Asbestos Operations and Maintenance Plan for this facility. My company will perform our work in accordance with the Plan or, if unable to do so, will inform the Heather Gardens Association's Maintenance Supervisor or Contracts Manger. If not able to comply with the existing Plan, the Association's representative will provide instructions prior to any asbestos associated work.

For: CARPET ONE FLOOR + HOME DENVER Contractor
(Company Name)

[Signature]
(Authorized Representative)

2/23/23
(Date)

For: Heather Gardens Association, Owner

(Maintenance Supervisor or Contracts Manager)

(Date)



THE Heather Gardens ASSOCIATION

Work Permit Form
For
Potential Disturbance of
Asbestos-Containing Materials
(Retain a copy in Asbestos Operations and Maintenance Plan)

Date: 2/23/2023 Vendor: CARPET ONE FLOOR + HOME DEMO

Contact: NOEL DRIFIL Phone: 303-757-4996

Floor/Area: HEATHER GARDENS MOA/BUILDINGS

Description of the work to be done: CARPET TILE DEMO/INSTALLATION
CARPET BASE DEMO/INSTALLATION.

Is Worker trained in Asbestos Abatement Procedures?: NOT CERTIFIED (NON-DISRUPT + ENCASE)

Type of training: WE HAVE EXP ENCASE IN MASONRY PRODUCT

Work Started: _____ Work Finished: _____

Heather Gardens Use Only	Yes	No
ACM within work area	_____	_____
Disturbance Probable:	_____	_____
Work Requires Controlled Conditions:	_____	_____
Comments: _____		

Work Approved By:		
_____	_____	_____
(Maintenance Supervisor/Contracts Manger)		(Date)
Completed Action Approved By: _____		
_____	_____	_____
(Maintenance Supervisor/Contracts Manger)		(Date)



CARPET ONE FLOOR & HOME DENVER
5125 EAST EVANS AVE
DENVER, COLORADO 80222
PH: 303.757.4996
FAX: 303.757.5719
noel@carpetonedenver.com

Page 1 of 2
PO#
Date
2/7/23

ESTIMATE SUBMITTED TO:

Attn: Don O'Gorman
Heather Gardens Association
2888 S. Heather Gardens Way
Aurora, CO 80014
720-974-6906
Don.ogorman@heathergardensmail.com

LOCATION OF INSTALLATION

17 hallways Multiple buildings/multiple floors

ESTIMATE IS AS FOLLOWS:

Provide and install new carpet tiles, bound 5 1/2" wall base and transitions in all needed areas. Demo existing carpet tiles and wall base, dispose of all waste in designated areas. Perform required floor prep and clean up in all designated areas.
Designated areas: Building 201 3rd & 4th Floors, Building 208 4th Floor, Building 209 4th floor, Building 210 4th Floor, Building 211 3rd & 4th Floors, Building 212 2nd & 4th floors, Building 214 3rd & 4th Floors, Building 216 2nd & 3rd & 4th Floors, Building 218 6th floor, Building 221 2nd & 4th floors.

SPECIFICATIONS

Materials:

Carpet Tiles- Shaw 24x24 Hook Up "Colors (TBD)" 4088 sqyds @ \$26.15 = \$106,901.20
Carpet Base – Shaw Profusion 20, "Colors (TBD)", Binding Color (TBD) 12'x390' = 520 sqyds @ \$9.99 yd = \$5,194.80
Binding – 9360 Lin Ft @ \$1.10 per Linft = \$10,296.00
Adhesives – D5000 Locworx Premium PSA 4 Gal– 35ea @ \$125 = \$4,375.00
Transitions - \$500.00

Labor:

Demo, Installation Tile/Base, Freight, Disposal, Furniture, High Rise Fee, Transitions.
\$46,510.00

- By signing this estimate, you agree to proceed with any unexpected changes found to be necessary by the Installation Team to complete the installation properly. Examples are the "Amount of material required to complete the installation", "Additional material required" and "Any required floor prep or leveling" needed to install the product properly into the application. These discoveries will be discussed with the customer and billed on a time and materials basis accordingly.
- Customer will have installation areas **empty** with heat, water, and electricity. Please be ready for your installation or additional charges maybe assessed at \$100 per hour.
- **Please read "Preparation for Installation" instructions on page 2.**
- Customer will make sure there are no other workers in the areas where installation is to occur.
- Customer will make sure that there is close access for the Installer parking, and to make material cuts for the installation.
- If you have any questions or job site changes, please discuss with your Project Manager.

TOTAL PRICE:

Materials: \$127,267.00 Tax: (8%) \$10,181.36 Labor: \$46,510.00 Total: \$183,958.36

PAYMENT TERMS: 50% deposit at time of order, and the balance due 30 after installation.

***As with other industries, we have been experiencing random freight and product price increases. We will honor the estimate pricing for 14 Days; at which time we will need a signed proposal and deposit to lock the price for your application. Respectfully submitted by:**

Noel Drier
Carpet One Floor & Home Denver

NORTH AMERICA'S LARGEST FLOOR COVERING RETAILER
CARPET, AREA RUGS, WOOD, CERAMIC, VINYL, LAMINATE, CORK, LUXURY VINYL TILE, AND CORETEC
WE MAKE FASHION AFFORDABLE

PREPARATION FOR INSTALLATION

Thank you for placing your order with the Carpet One Floor & Home Denver. So that installation will progress smoothly, please complete the following items where applicable:

1. All installation areas must have heat, water, and electricity. The temperature should be at least 70 degrees for at least 24 hours before and after the installation.
2. We are not professional furniture movers, appliance movers, or plumbers and prefer that you have these jobs completed before installation begins. However, if you choose to have us perform these jobs, please note that we will not be responsible for the condition or working condition of items moved. We will not under any circumstances move firearms, fish tanks, aquariums, electronics, sleep number/electronic beds, Pianos, Safes, Pool tables or grandfather clocks.
3. If you choose to have us move appliances, please note that we will not disconnect or reconnect water hook-ups to appliances with water or icemakers and will not be responsible for the working condition of any appliances moved. If you choose to have us remove and reset your toilet (we will not move pedestal sinks or vanities) be aware that occasionally it may be necessary for a qualified plumber to handle the plumbing issues. If this appears to be the case, the installer will notify you, however, we cannot assume responsibility.
4. There is a charge for moving furniture and appliances, so if you choose to move your own, please have this done by the time the installers arrive.
5. City code will not allow us to disconnect or reconnect any type of gas appliance. Please arrange to have this done before the installers arrive.
6. We cannot be responsible for hidden pipes or electrical lines under the floor, and customer must notify us if these conditions exist.
7. Please notify your Project Manager of any wires or alarm systems that need to be discussed prior to installation.
8. We cannot be responsible for and will not attempt to repair any structural issues such as settling of the house or squeaks in the floor.
9. Remove all small furnishings, accessories, and area rugs.
10. Unhook all wires and turn off and disconnect and move all computers, office, and electrical equipment.
11. Remove any pictures, wall hangings, plants, and objects from desktops.
12. Lock all filing cabinets and empty all bookcases and furniture.
13. Remove linens from beds. Disassemble any beds other than standard beds.
14. Remove all objects from closet floors and remove any floor length hangings.
15. It is the customers responsibility to have doors trimmed.
16. We cannot be responsible for chipping or breaking of any baseboards or molding.
17. The customer should be aware that touch up paint or stain may be required after some installations.
18. Please note that if the height of the new flooring is lower than the existing carpet, the baseboards or stringers may need to be repainted or re-stained.
19. We do clean up as much debris and scraps as possible.

ACCEPTANCE OF PROPOSAL

THE BUYER AGREES TO PAY INTEREST OF 21% COMPOUNDED MONTHLY ON ALL DELINQUENT INVOICES AS WELL AS EXPENSES, ATTORNEY FEES AND COURT COSTS WHICH SELLER INCURS BY REASON OF BUYERS DEFAULT. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS ARE CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. NO WARRANTIES, INCLUDING MERCHANTABILITY OR FITNESS OF THE GOODS FOR ANY PURPOSE, HAVE BEEN MADE BY SELLER UNLESS EXPRESSLY INCLUDED IN OR ATTACHED TO THIS ORDER. THERE ARE NO OTHER AGREEMENTS EXPRESSED OR IMPLIED OTHER THAN THOSE SPECIFIED HEREIN. THE TERMS AND CONDITIONS SET FORTH HEREIN MAY NOT BE VARIED EXCEPT UPON THE WRITTEN APPROVAL OF BOTH SELLER AND BUYER.

I understand that my installation may be scheduled but cannot be started or confirmed until all necessary paperwork has been signed and returned to Carpet One – this includes the "Lead" page, invoice, proposal and prep instructions as applicable. I will contact my Project manager for clarification if needed. All special-order products or customer "will calls" require payment in full at the time of order and are not cancellable or refundable.

The above prices, specifications, and conditions are satisfactory and are hereby accepted by the signee. Carpet One Floor & Home Denver is authorized to do work as specified in this document. Payment will be made as outlined above.

Date Accepted _____

Signature _____

Signature _____

**ELECTRONIC SIGNATURES AND DATES FOR THE PURPOSE OF THIS CONTRACT SHALL BE DEEMED LEGAL AND BINDING*

NORTH AMERICA'S LARGEST FLOOR COVERING RETAILER
CARPET, AREA RUGS, WOOD, CERAMIC, VINYL, LAMINATE, CORK, LUXURY VINYL TILE, AND CORETEC
WE MAKE FASHION AFFORDABLE

CARPET EXCHANGE AURORA WAREHOUSE
2121 SOUTH HAVANA
MON-FRI 8:00- 5:00PM SAT 9-5PM
AURORA, CO 80014
Telephone: 303-750-0550

ES304741

QUOTE

Sold To HEATHER GARDENS ASSOCIATION 2877 S HEATHER GARDENS WAY AURORA, CO 80014	Ship To HEATHER GARDENS ASSOCIATION 2877 S HEATHER GARDENS WAY AURORA, CO 80014
---	---

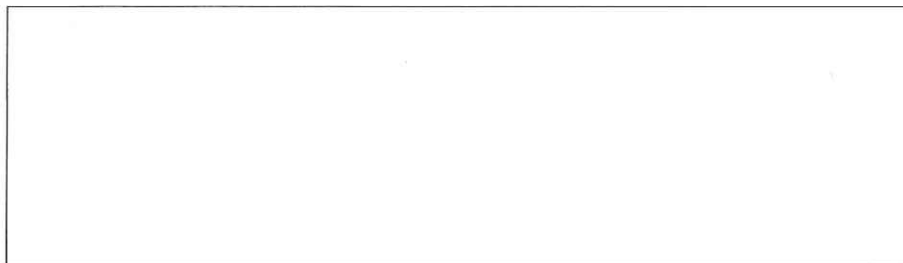
Quote Date 02/08/23	Tele #1 410-501-4940	PO Number HOOK UP/BEETMILL	Quote Number ES304741
-------------------------------	--------------------------------	--------------------------------------	---------------------------------

Inventory	Style/Item	Color/Description	Price	Extension
54491	HOOK UP	TO BE DETERMINED	24.09	101,498.57
<p>THIS IS THE CROSS OVER PRODUCT FOR BEETMILL This will change with additional colors chosen. THIS QUANTITY IS AMOUNT NEEDED FOR INSTALL, 10% ATTIC STOCK AND 5% OVERAGE</p> <p align="right"><i>includes ATTIC Stock</i></p> <p align="center"><i>3701.3154</i></p>				
231PC	LOKWORX CARPET TILE ADHESIVE 4 GAL	COMMERCIAL ADHESIVE	136.99	7,534.45
RDF	STATE OF COLORADO DELIVERY FEE	RDF	0.27	0.27
C13	CE TAKE UP GLUE DOWN		1.75	6,475.00
CTPF1	CARPET TILE PATTERN FORMATION LABOR		6.30	23,310.00
CARPET BASE	BINDING	BINDING	1.00	22,500.00
<p>THIS IS INCLUDES THE CARPET FOR 12020 LF OF COORDINATING 4" CARPET BASE AND BINDING THERE IS A 120LF MINIMUM FOR EACH COLOR. FINAL COLORS COULD CHANGE QUANTITY NEEDED AND THEREFORE THE PRICE.</p>				
FP	CE FLOOR PREP PER UNIT		45.00	1,800.00
PENDING REMOVAL OF EXISTING FLOORING				
C99	CE CARPET MISC		1.00	2,241.00
BUDGET NUMBER FOR DOOR TRANSITIONS				
C99	CE CARPET MISC		1.00	400.00
TO INSTALLER FOR DELIVERY AND HANDLING OF ATTIC STOCK/OVERAGE				
C99	CE CARPET MISC		1.00	6,000.00
INSTALL CARPET COVE				
C10	CE FURNITURE		1.50	600.00

— 02/08/23 — 3:05PM —

Sales Representative(s):
 KIM REITER WHOLESALE

Subtotal: 172,359.29
 Sales Tax: 10,522.66
 Misc. Tax: 0.00
QUOTE TOTAL: \$182,881.95



CARPET EXCHANGE AURORA WAREHOUSE
2121 SOUTH HAVANA
MON-FRI 8:00- 5:00PM SAT 9-5PM
AURORA, CO 80014
Telephone: 303-750-0550

ES304741

QUOTE

Sold To HEATHER GARDENS ASSOCIATION 2877 S HEATHER GARDENS WAY AURORA, CO 80014	Ship To HEATHER GARDENS ASSOCIATION 2877 S HEATHER GARDENS WAY AURORA, CO 80014
---	---

Quote Date 02/08/23	Tele #1 410-501-4940	PO Number HOOK UP/BEETMILL	Quote Number ES304741
-------------------------------	--------------------------------	--------------------------------------	---------------------------------

Inventory	Style/Item	Color/Description	Price	Extension
-----------	------------	-------------------	-------	-----------

COMMON AREAS IN 214,216,218, AND 221 EACH FLOOR

*****IF FURNITURE MOVE IS INCLUDED IN YOUR ORDER: THE CUSTOMER IS RESPONSIBLE TO MOVE ALL ITEMS 45LBS AND UNDER, AS WELL AS VALUABLES, BREAKABLES, GRANDFATHER CLOCKS, POOL TABLES, ELECTRONICS AND ANTIQUES. ALL CLOSETS HAVING NEW FLOORING INSTALLED MUST HAVE 3 FEET OF CLEARANCE FROM THE FLOOR UP. IF WE ARE MOVING BEDS ALL BEDDING MUST BE STRIPPED PRIOR TO INSTALLERS ARRIVING TO INSTALL NEW FLOORING, AND HEADBOARDS/FOOTBOARDS ARE TO BE DISASSEMBLED BY THE CUSTOMER IN ORDER FOR INSTALLERS TO MOVE THEM.

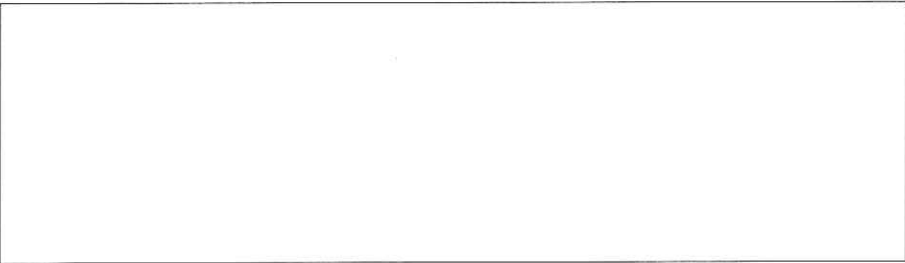
****WE DO NOT MOVE EXERCISE EQUIPMENT****

****WE DO NOT DIS/RE-ASSEMBLE ANY FURNITURE****

***WE DO NOT MOVE SLEEP NUMBER MATTRESSES, ADJUSTABLE PNEUMATIC OR POWERED BEDS, HOSPITAL BEDS, BUNK-BEDS, PIANOS, OR AQUARIUMS. IF YOU HAVE LARGE OR HEAVY FURNITURE ITEMS THAT NEED TO BE MOVED PLEASE DISCUSS WITH YOUR SALES PERSON PRIOR TO SCHEDULING YOUR INSTALL; ADDITIONAL FEES WILL APPLY.

— 02/08/23 — 3:05PM —

Sales Representative(s):
KIM REITER WHOLESALE



Subtotal:	172,359.29
Sales Tax:	10,522.66
Misc. Tax:	0.00
QUOTE TOTAL:	\$182,881.95

CARPET EXCHANGE AURORA WAREHOUSE

2121 SOUTH HAVANA
 MON-FRI 8:00- 5:00PM SAT 9-5PM
 AURORA, CO 80014
 Telephone: 303-750-0550

ES304741

QUOTE

Sold To	Ship To
HEATHER GARDENS ASSOCIATION 2877 S HEATHER GARDENS WAY AURORA, CO 80014	HEATHER GARDENS ASSOCIATION 2877 S HEATHER GARDENS WAY AURORA, CO 80014

Quote Date	Tele #1	PO Number	Quote Number
02/08/23	410-501-4940	HOOK UP/BEETMILL	ES304741

Inventory	Style/Item	Color/Description	Price	Extension
-----------	------------	-------------------	-------	-----------

-HEATHER GARDENS TO PROVIDE DUMPSTER
 -FINAL CARPET COLORS MAY CHANGE QUANTITY NEEDED AND THEREFORE THE FINAL COST
 500 YARD MINIMUM WITH UP TO A 5% OVERAGE REQUIRED ON THIS CARPET STYLE

- THIS QUOTE IS FOR THE FOLLOWING AREAS

- 201-3RD AND 4TH FLOOR
- 208-4TH FLOOR
- 209-4TH FLOOR
- 210-4TH FLOOR
- 211- 3RD AND 4TH FLOOR
- 212- 2ND AND 4TH FLOOR
- 214- 3RD AND 4TH FLOOR
- 216- 2ND, 3RD AND 4TH FLOOR
- 218- 6TH FLOOR
- 221- 2ND AND 4TH FLOOR

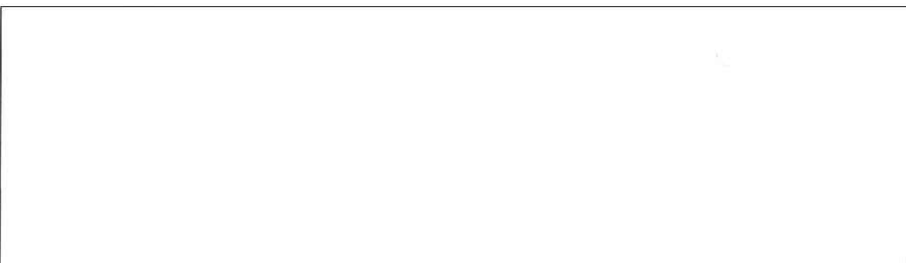
AND INCLUDES:

CARPET TILES, CARPET BASE, TRANSITIONS, ADHESIVE AND FREIGHT. REMOVE EXISTING CARPET
 TILES, AND BASE. MOVING FURNITURE ON CORRIDORS THAT HAVE FURNITURE (8), PREPARE
 FLOOR FOR NEW CARPET TILES, INSTALL NEW CARPET TILES AND CARPET BASE AND TRANSITIONS
 AT DOORWAYS. THERE IS ALSO A CHARGE FOR THE INSTALLER TO HANDLE AND DELIVER ATTIC
 STOCK AND OVERAGE.

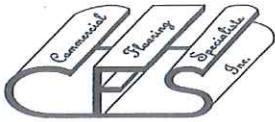
— 02/08/23 —

— 3:05PM —

Sales Representative(s):
 KIM REITER WHOLESALE



Subtotal:	172,359.29
Sales Tax:	10,522.66
Misc. Tax:	0.00
QUOTE TOTAL:	\$182,881.95



**Commercial
Flooring
Specialists**

3944 YOUNGFIELD STREET
WHEAT RIDGE, COLORADO 80033
TEL 303-279-1708 FAX 303-279-1740
WWW.CFSFLOOR.COM
SINCE 1986
ESTIMATOR: ALAN CLEGG

FLOORING BID

PROJECT: HEATHER GARDENS

ATTN DON

BID DATE: 01-23-23

PROJECT BID TOTAL: \$179,494.71 INCLUDES 4.5% TAX *ADD 3.5% TAX FOR 8%*

FURNISH AND INSTALL

→ ADD 1,088SY =
EF-C CARPET TILE TEMPO COLOR T.B.D 3000 YDS IN CORRIDORS \$154,726.00
NEED: 4,100SY TAX \$ 5,462.15
CARPET BASE 2400 LF *— ADD 6,960 LF = @ \$3.45/LF* \$ 8,268.00
NEED: 9,360 LF TOTAL TAX \$ 196.56
RE-MOVE OLD CARPET \$ 10,842.00

\$212,825.76

THIS IS A ALLOWANCE WE WILL FINALIZE FIGURES AFTER MEASURING.

ACCEPTANCE OF THIS BID IS ACCEPTANCE OF THE FOLLOWING CONDITIONS (UNLESS DESCRIBED ABOVE AS INCLUDED WORK):

- EXCLUDE SURFACE PREP. WE INCLUDE MINOR PREP WHICH IS DEFINED AS FILLING OF TYPICAL CONCRETE CONTROL JOINTS AND LIGHT SWEEPING.
- EXCLUDE DEMOLITION, SCRAPING, LEVELING, DEEP FILLING, GRINDING, OR SURFACE REPAIRS.
- EXCLUDE CLEANING, WAXING, SEALING, BUFFING, POLISHING OR VACUUMING.
- WE WILL REMOVE OUR TRASH & LEAVE THE AREA BROOM CLEAN.
- FOR CONTRACTS OVER \$25,000, WE WILL INCLUDE ONE CALCIUM CHLORIDE MOISTURE TEST PER 10,000 SF.
- PREPAY VENDORS OR SPECIAL ORDER ITEMS MAY REQUIRE YOUR PREPAYMENT FOR ORDERING.
- WE RELY ON SCALING THE PLANS TO PREPARE AN ACCURATE BID. ANY ERRORS IN THE PLANS WILL REQUIRE RESUBMISSION OF THIS BID.

THIS BID INCLUDES THE FOLLOWING SALES TAX RATE: STATE 7.62%

BID PER SITE VISIT?	No	MATERIALS INCLUDED?	YES
WAGE SCALE PROJECT?	No	LABOR INCLUDED?	YES
ADDENDA ACKNOWLEDGED:	NONE	CONTRACT TERMS:	NEGOTIABLE
BID EXPIRATION:	60 DAYS	WORK HOURS:	MON-FRI BUSINESS HOURS

THIS BID IS AN ESTIMATE ONLY. WE RESERVE THE RIGHT TO MODIFY OR WITHDRAW THIS BID. THIS BID IS SUBMITTED WITH THE ASSUMPTION THAT ANY RESULTING CONTRACT WILL USE OR BE SIMILAR TO THE AIA 401 STANDARD SUBCONTRACT AGREEMENT.
ANY RESULTING CONTRACT IS SOLELY BETWEEN THE TWO CONTRACTING PARTIES AND DOES NOT REQUIRE PERFORMANCE OF A THIRD PARTY TO

B
E
C
O
M
E

Budget and Finance Committee
Date: March 20, 2023

Motion: **Recommend the purchase of a used van or truck for the Paint Department**

Project Cost: **\$37,013**

Based on the recommendation of the Maintenance Committee, I move that the Budget and Finance Committee recommends that the Heather Gardens Association Board of Directors approve the allocation of up to \$37,013 for the purchase of a used van or truck for the Heather Gardens Paint Department. This purchase is an approved budgeted item for \$37,013.

Motion made by:	
Seconded by:	

Outcome of Vote:	
For:	
Against:	
Absent/Abstaining:	
Notes:	

Rationale/Notes: See attached Request for Capital Expenditure. The advance approval of this allocation of funds will enable Management to search the used vehicle market and concurrently make an offer when an acceptable vehicle is located.

HEATHER GARDENS ASSOCIATION REQUEST FOR CAPITAL EXPENDITURE

PROJECT: Purchase a Used Van or Truck for the Paint Department

F823

DEPT: Paint

DATE: March 6, 2023

BUDGET	Budget Amount: \$37,013	Contract Amount: \$37,013	
Year: 2023	Expended YTD: \$ 0.00	Change Order Res.: \$0.00	
Tab:	Unexpended Balance: \$ 0.00	Total Project Cost: \$37,013	
Page:		Add. Funds Requested:	

DESCRIPTION:

Purchase either a used van or truck for the Paint Department. This is a 2023 planned capital reserve purchase.

JUSTIFICATION: (Attach backup material as required.)

Currently the Paint Department is down one vehicle. This vehicle purchase will replace the 2002 Chevrolet Silverado 1500 originally used in the R&G department as a plow truck. About 5 years ago the truck was given to the HG Paint Department instead of trading or selling. The truck currently requires major repairs including a camshaft and transmission which costs more than the value of the truck.

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

Due to the time constraint on finding and purchasing a used vehicle, we are unable to provide a bid currently. All bids will be attached once vehicles are located, and estimates are given.

RECOMMENDATION:

The HG Maintenance Department recommends the use of our budgeted \$37,013 for the purchase of either a truck or economy van for the Paint Departments use. The cost for this purchase will not exceed the requested amount without prior approval as part of this Capital Reserve.

1. Dept. Head	2. CFO	3. CEO	4. Dept. Chair	5. B&F Committee	6. HGA President
<input checked="" type="checkbox"/> Concur <input type="checkbox"/> Non-concur M.S.	<input checked="" type="checkbox"/> Concur <input type="checkbox"/> Non-concur <input type="checkbox"/> Concur with Justification JC 3/14/23	<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

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.