



ASSOCIATION and METROPOLITAN DISTRICT

Budget & Finance Committee

Agenda

Monday, December 19, 2022, Zoom Meeting

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, and John Recob

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: November 14, 2022
3. **Monthly Operating Analysis Review** – November 2022
4. **Subcommittee and Other Reports:**
 - a. Audit Subcommittee (Harry Laubach) – November 28, 2022, Report
 - b. Insurance Subcommittee (Randy Lane) - No Meeting
 - c. Capital Program Subcommittee (John Recob) - No Meeting
 - d. Investment (Terry Hostetler) - No Meeting
5. **Unfinished Business**
6. **New Business:**
 - a. Discuss Investment Options for Funds in our KeyBank Accounts
 - b. Discuss an Option for Owners to Pay their HOA Fee Online with Zego
 - c. Recommend the Installation of Cameras in Parking Structures 1-4 (\$54,495.55)
 - d. Recommend the Parking Structures 1-4 Stair Replacement (\$365,294.45)
 - e. Recommend the 2023 Insurance Coverage Renewal for the HGMD (\$55,817)
 - f. Recommend the Garden Plot Sprinkler System Upgrade Project (\$29,953.48)
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 regular Budget & Finance Committee meeting is on January 16, 2023 at 10 a.m.

**HEATHER GARDENS BUDGET & FINANCE COMMITTEE
NOVEMBER 14, 2022, MEETING REPORT
COMMITTEE MET IN BOARD ROOM
MEETING ALSO AVAILABLE ON ZOOM**

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

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

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

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

Audience: Approximately 14 residents, including HGA Board Members and HGMD Board Members

Welcome and Chair Comments: The B&F Committee meeting was called to order at 10:00 AM. A quorum was established. Co-Chair Hostetler welcomed all members and residents present.

The October 17, 2022, B&F Committee meeting report was accepted as presented.

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

Subcommittee and Other Reports:

Audit Subcommittee: Report was reviewed.

Insurance Subcommittee: HGMD insurance information has been submitted to the Special Districts Pool. Waiting for quotes for 2023 coverage.

Capital Projects Subcommittee: Several individuals will meet tomorrow to discuss the component listing and how to proceed with updating the listing.

Investment Update: No meeting was held.

Unfinished Business: None

New Business:

- 1) Information was presented regarding a two-year natural gas contract with Constellation to be effective November 1, 2023. No action was required nor taken by the Committee as the HGA Board will ratify the contract at the HGA Board meeting on November 15, 2022.
- 2) Information was presented regarding a Professional Employer Organization Contract with ADP. No action was required nor taken by the Committee as the contract will be ratified by the HG Board and the board meeting on November 15, 2022.
- 3) Motion by Lane, seconded by Baldwin and passed unanimously that the Budget and Finance Committee recommend that the HGA Board of Directors and the HGMD Board of Directors approve a contract with A Perfect Landscape to replace the existing landscaping at the Yale entrance to Heather Gardens. The landscaping needs to meet the "Water Wise" design developed in conjunction with the City of Aurora. The cost of the project is \$24,990 with a change order amount of \$2,500 for a total cost of \$27,490. Both Boards need to approve the project as the funding is in the HGA 2022 budget and the property with the project will take place is owned by the HGMD. Both Boards acknowledge the the work will not be started until 2023. The funds available (\$27,490) shall be carried forward to HGA's 2023 capital expenditure budget.
- 4) Motion by Baldwin, seconded by Laubach and passed unanimously that the Budget and Finance Committee recommend that the Heather Gardens Metropolitan District Board of Directors approve the use of Lottery Funds to purchase from Carl's Place a new enclosure and impact screen for the golf course simulator at a cost not to exceed \$2,000.
- 5) Motion by Laubach, seconded by Recob and passed unanimously that the Budget and Finance Committee recommend that the Heather Gardens Association Board of Directors approve the BC&E 2023 Repair Design project for Parking Structures 1 and 3 at a cost of \$31,000 with a 10% change order allowance of \$3,100 for a total project cost not to exceed \$34,100.

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

- 1) Jerry Counts relayed information regarding the possibility of investing cash funds into 3-to-6-month Treasuries at then current rates of interest. Treasuries rate of interest is about 4% at the present time. There is approximately \$5,000,000 that could be invested in short term investments. At the December B&F meeting a representative of Key Bank will present additional information regarding short term investments. At that time, B&F committee could recommend to both Boards if excess funds should be placed in a short-term investment. The CFO would monitor immediate cash needs and draw down from the short-term investments as needed and if needed.

The meeting was adjourned at 11:05 AM. The next meeting will be on December 19, 2022, at 10 AM in the Board Room and vial Zoom.

HEATHER GARDENS ASSOCIATION

Budget Exceptions Report

Through: 11/30/22

	YTD ACTUAL	YTD BUDGET	VARIANCE FAVORABLE (UNFAVORABLE)	% of Budget	Annual Budget	% of Annual Budget Spent
OPERATIONS						
Assessment Income - 2022	\$ 9,597,284	\$ 9,594,475	\$ 2,809	0.03%	\$ 10,466,713	92%
Assessment Surplus - 2020	\$ 201,542	\$ 201,542	\$ -	0.00%	\$ 219,850	92%
Misc Income	\$ 150,789	\$ 140,751	\$ 10,038	7.13%	\$ 162,508	93%
COGS CP4 Units	\$ 7,826	\$ -	\$ 7,826		\$ -	
Total Income	\$ 9,957,441	\$ 9,936,768	\$ 20,673	0.21%	\$ 10,849,071	92%
Expenses:						
General	\$ 3,985,773	\$ 3,955,368	\$ (30,405)	-0.77%	\$ 4,361,134	91%
Custodial	\$ 416,309	\$ 397,805	\$ (18,504)	-4.65%	\$ 446,004	93%
Contracts	\$ 200,159	\$ 203,097	\$ 2,938	1.45%	\$ 225,531	89%
Maintenance	\$ 2,111,784	\$ 2,246,279	\$ 134,495	5.99%	\$ 2,445,823	86%
Administration	\$ 1,081,673	\$ 1,230,204	\$ 148,531	12.07%	\$ 1,347,061	80%
Paint	\$ 292,463	\$ 318,938	\$ 26,475	8.30%	\$ 347,964	84%
Roads & Grounds	\$ 1,033,138	\$ 1,069,712	\$ 36,574	3.42%	\$ 1,161,178	89%
Security	\$ 505,502	\$ 565,316	\$ 59,814	10.58%	\$ 617,380	82%
Interest Expense	\$ 547	\$ -	\$ (547)		\$ -	
Total Expenses	\$ 9,627,348	\$ 9,986,719	\$ 359,371	3.60%	\$ 10,952,075	88%
Net Operating Income/(Loss)	\$ 330,093	\$ (49,951)	\$ 380,044		\$ (103,004)	
CAPITAL RESERVES						
Capital Reserve Income	\$ 3,132,687	\$ 3,118,346	\$ 14,341	0.46%	\$ 3,401,830	92%
Interest Income	\$ 35,790	\$ 6,880	\$ 28,910		\$ 8,900	
Capital Expenditures	\$ 1,838,967	\$ 3,825,680	\$ 1,986,713	51.93%	\$ 3,935,461	47%
Less Insurance Fund Income/(Expense)	\$ (68,594)	\$ -	\$ (68,594)			
Net Capital Reserve Income	\$ 1,260,916	\$ (700,454)	\$ 1,961,370		\$ (524,731)	
GRAND TOTALS	\$ 1,591,009	\$ (750,405)	\$ 2,341,414		\$ (627,735)	

Executive Summary						
	YTD ACTUAL	YTD BUDGET	VARIANCE	% of Budget	Annual Budget	% of Annual Budget Spent
Income Summary	\$ 9,957,441	\$ 9,936,768	\$ 20,673	0.21%	\$ 10,849,071	92%
Expense Summary	\$ 9,627,348	\$ 9,986,719	\$ 359,371	3.60%	\$ 10,952,075	88%
Overall Expenses	We are seeing price increases for the cost of goods and services across all departments.					
General	General Expenses for November were under budget by nearly \$12K primarily due to lower utility costs of \$20.6K. The lower utility costs were partially offset by A652.1, Insurance - Claims being over budget by \$6.1K due to damages from sewer and drain backups.					
Custodial	Total November costs for Custodial services were over budget by \$4.5K resulting from higher net wages/benefits. We are currently at 9 FTEs vs budget of 7. Benchmarking from earlier in the year also contributed to higher wages.					
Contracts						
Maintenance	November net wages/ benefits slightly exceeded the budget but were more than offset by lower OPX costs for the month. Some of the higher OPX costs include \$9.3K in M644 for installation of refurbished hanger roller assemblies, and \$5K in M672 to remove and reinstall new metal doors and frame under parking slab for B217 and B219. Costs in M684.1, HVAC/Plumbing, are partially offset by charges to residents reflected in M684.9. M690, ROU Equip Leases, is required under the new ASC 842 for any lease which includes the copier in the Maintenance department.					
Administration	Total November costs were below budget by \$16K mainly due to being down 2.5 FTEs. O690, ROU Equip Leases, is required under the new ASC 842 for any lease which includes the two copiers and two postage meters in the Management office. \$1.9K was incurred from our outside auditors for participation in the PPP loan forgiveness discussion earlier in the year.					
Paint	Total Paint costs for November are below budget by \$2.3K.					
Roads & Grounds	Net wages/benefits were lower than budget in November by \$6.9K but were more than offset by OPX costs exceeding budget by \$8.9K. The higher OPX costs are mainly due to \$5.5K for ice slicer and \$1.7K for a snow plow blade for a mower.					
Security	Total costs for November are below budget by \$6.5K. Staffing was slightly less than the budget of 8. Software costs are below budget by \$3.9K due to not incurring the ProVigil costs.					
Insurance Proceeds	The final statement of loss and payment was received in October for the CP4 fire. As stated in the 2021 audit report, a deficiency of \$73,032 will be recorded as a cost once a final determination is received from the insurance company. In addition, at the end of 2021, we had estimated an additional \$10K of cost for our construction management consultant for the CP4 oversight. Actual costs were \$5,562 which resulted in a \$4,438 benefit. Therefore, the total net deficit for the insurance fund is \$68,594. As with previous years, any benefit or deficit resulting from the Insurance Fund will be allocated to the Capital Reserve Fund.					

**HGA MONTHLY CAPITAL RESERVE REPORT FOR PERIOD ENDING:
November 2022**

STATUS	PROJECT OWNER	DEPT.	2022 APPROVED PROJECTS	ACCT	2022 APPROVED BUDGET AMOUNT	2022 SIGNED CONTRACT AMOUNT	% VAR	START DATE	FINISH DATE	#Days	2022 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	Don	Contracts	Carpet - 10 floors (various bldgs)	F780	\$96,255	\$90,150	-6%	06/07/22	06/29/22	22	\$90,150	\$0	0%	\$6,105	
not-started	Manny	Paint	Chair Rail Installation B214	F781	\$25,819	\$24,161	-6%	12/01/22	04/01/23	121	\$7,075	\$17,086	-71%	\$18,744	
Completed	Manny	Paint	Chair Rail Installation B219	F782	\$25,819	\$24,161	-6%	07/25/22	11/18/22	116	\$27,596	(\$3,435)	14%	(\$1,777)	
Completed	Manny	Paint	Chair Rail Installation B243	F783	\$25,819	\$24,361	-6%	04/18/22	07/25/22	98	\$22,903	\$1,458	-6%	\$2,916	
Completed	Don	Contracts	Elevator Jacks B243	F784	\$65,000	\$112,000	72%	03/22/22	09/23/22	185	\$128,091	(\$16,091)	14%	(\$63,091)	Down payment was released in March 2022 to start the jack manufacturing process. Work is to start late August and Completed 9/23/22
Completed	Don	Contracts	Elevator Jacks B244	F785	\$65,000	\$112,000	72%	03/22/22	10/28/22	220	\$128,974	(\$16,974)	15%	(\$63,974)	Down payment was released in March 2022 to start the jack manufacturing process. Work is to start late August and Completed 10/28/22
Completed	Don	Contracts	Elevator Jacks B250	F786	\$40,163	\$40,000	0%	03/22/22	10/01/22	193	\$24,427	\$15,573	-39%	\$15,736	Down payment was released in March 2022 to start the jack manufacturing process. Work is to start September and go through October
not-started	Matt	R&G	R&G Equipment Chipper #569	F787	\$20,188		-100%	04/01/22	10/31/22	213		\$0	#DIV/0!	\$20,188	Not enough money in the budget looking at used options. Contract amount not determined.
In Process	Matt	R&G	R&G Equipment Pick-up #500	F788	\$54,258	\$51,330	-5%	04/01/22	12/31/22	274	\$1,000	\$50,330	-98%	\$53,258	Expecting delivery of truck August / September 2022 based on previous like-kind truck purchases.
Completed	Don	Contracts	Road Sealcoat B231-236	F789	\$37,000	\$36,999	0%	04/04/22	10/01/22	180	\$37,000	(\$1)	0%	\$0	
Completed	Don	Contracts	Road Sealcoat CP4	F790	\$44,975	\$18,767	-58%	04/04/22	08/15/22	133	\$23,155	(\$4,388)	23%	\$21,820	
not-started	Don	Contracts	Roof Re-Coat B204	F791	\$50,546		-100%			0		\$0	#DIV/0!	\$50,546	Contracts Dept Recommends moving the budgeted money to cover the price increases to replace B221 and B222's roof. No Official Decision has been determined.
not-started	Don	Contracts	Roof Re-Coat B205	F792	\$50,546		-100%			0		\$0	#DIV/0!	\$50,546	Contracts Dept Recommends moving the budgeted money to cover the price increases to replace B221 and B222's roof. No Official Decision has been determined.
not-started	Don	Contracts	Roof Re-Coat B213	F793	\$48,836		-100%			0		\$0	#DIV/0!	\$48,836	Contracts Dept Recommends moving the budgeted money to cover the price increases to replace B221 and B222's roof. No Official Decision has been determined.

**HGA MONTHLY CAPITAL RESERVE REPORT FOR PERIOD ENDING:
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STATUS	PROJECT OWNER	DEPT.	2022 APPROVED PROJECTS	ACCT	2022 APPROVED BUDGET AMOUNT	2022 SIGNED CONTRACT AMOUNT	% VAR	START DATE	FINISH DATE	#Days	2022 INVOICES PAID	UNDER/ (OVER) CONTRACT AMOUNT	% VAR FROM CONTRACT	UNDER / (OVER) BUDGET	PROJECT Notes / Comments
					A	B				D	B-C-D	A-C-D			
not-started	Don	Contracts	Roof Re-Coat B217	F794	\$62,951		-100%			0		\$0	#DIV/0!	\$62,951	Contracts Dept Recomends moving the budgeted money to cover the price increases to replace B221 and B222's roof. No Official Decision has been determined.
In Process	Don	Contracts	Roof Replacement B221	F795	\$360,000	\$448,076	24%	08/30/22	12/15/22	107	\$364,860	\$83,216	-19%	(\$4,860)	7/12/22 - Work was originally suppose to start the week of 7/18/22. Due to material lead time and shortages project is scheduled to start the 1st week of September and go until the end of 2022. 8/30/22 - Project on-going. 11/30/22 - contractor has the final inspection scheduled for 12/15/22.
Completed	Don	Contracts	FPE Electrical Panel Replacement CP & TH	F796	\$217,350	\$166,032	-24%	01/28/22	11/07/22	283	\$149,676	\$16,356	-10%	\$67,674	8/4/22 - Having issues contacting (3) residents to complete the project. HG Security provided emergency contacts information but contact has not been made. HG plans on stocking the electrical panels until we hear from the residents. 9/7/22 - Have contacted 2 of final 3 replacements. 2 replacements are scheduled for 10/12/22.
Completed	Jon H	Contracts	Hot Water Recirculation Project 217 & 220	F797	\$39,000	\$36,000	-8%	07/25/22	12/01/22	129	\$17,179	\$18,821	-52%	\$21,821	Dropping B217 and only replacing B220 due to budget constraints. B220 is complete. There is not enough money in the budget to complete B217 in 2022.
In Process	Jon H	Contracts	Concrete Repairs	F798	\$196,920	\$196,920	0%	04/05/22	12/31/22	270	\$152,011	\$44,909	-23%	\$44,909	8/4/22 - Working at B220 Parking Slab. Swales at CP1.
Completed	Jon H	Contracts	Handrails	F799	\$27,718	\$27,718	0%	05/01/22	09/06/22	128	\$27,718	\$0	0%	\$0	8/4/22 - Railings for B220, 219, and 233 are being manufactured.
not-started	Jon H	Contracts	Retaining Walls	F800	\$119,310		-100%			0		\$0	#DIV/0!	\$119,310	Recommend reallocating the budget to cover the cost to replace B221 and B222's roofs.
In Process	Don	Contracts	BC&E Parking Structure Recommended Repairs (PS1-PS4)	F801	\$825,000	\$28,900	-96%			0	\$15,680	\$13,220	-46%	\$809,320	8/4/22 - Waiting on BC&E designs and recommendations for contractors performing the work to bid off of. 10/4/22 - we are expecting the engineered stair designs from the engineer the week of 10/10/22.
In Process	Don	Contracts	Parking Structure Post Tension Repairs (PS1-PS4)	F802	\$300,150	\$2,269	-99%	05/01/22	12/31/22	244	\$2,269	(\$0)	0%	\$297,881	11/30/22 - We are working with stair and concrete contractors on scheduling the install of the North Stair at PS#3
Completed	Jon H	Contracts	Water Heaters (For Emergency Repairs As Needed)	F803	\$40,163	\$36,000	-10%	04/07/22	06/01/22	55	\$34,530	\$1,470	-4%	\$5,633	There are no water heaters in need of replacement at this time.
In Process	Jon H	Contracts	Fire Alarm for Alpha	F804	\$180,018		-100%	04/25/22	12/31/22	250		\$0	#DIV/0!	\$180,018	Made recommendation to move money to the Elevator Jack Replacement Project at B243 and 244. No official decision has been determined.

**HGA MONTHLY CAPITAL RESERVE REPORT FOR PERIOD ENDING:
November 2022**

STATUS	PROJECT OWNER	DEPT.	2022 APPROVED PROJECTS	ACCT	2022 APPROVED BUDGET AMOUNT	2022 SIGNED CONTRACT AMOUNT	% VAR	START DATE	FINISH DATE	#Days	2022 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	City of Aurora Water Wise Program (Pilot)	F805	\$67,704		-100%	04/20/22	05/01/23	376		\$0	#DIV/0!	\$67,704	R&G Team and City of Aurora have designated an area. City of Aurora has asked to meet with the HG Board to discuss possible indoor water wise solutions.
TOTAL 2022 FUNDED PROJECTS					\$3,086,508	\$1,475,844	-52%				\$1,254,294	\$221,550		\$1,832,214	
<i>Future event or circumstance which is possible, but cannot be predicted with certainty</i>			2022 CONTINGENCY PROJECTS												
			One Time Projects	F806.1 - F806.9	\$90,872			01/01/22	12/31/22	364		\$0	#DIV/0!	\$90,872	The \$90,872 is what is remaining from the budget of \$110,872
Completed	Matt M.	R&G	Toro Irrigation Software	F806.1	\$20,000	\$14,464		04/28/22	08/08/22	102	\$15,409	(\$945)	7%	\$4,591	8/4/22 - Vendor is scheduled to finalize the project 8/8/22
			Other Unknown Projects	F807.2 - F807.9	\$384,756			01/01/22	12/31/22	364		\$0	#DIV/0!	\$384,756	The \$384,756 is what is remaining from the budget of \$526,641. This excess will be absorbed by B222 re-roof, F808.
Completed	Matt M.	R&G	Plow for truck 502	F807.1	\$8,138	\$8,138	0%	04/01/22	04/30/22	29	\$ 8,072	\$66	-1%	\$66	
Completed	Jon H.	Contracts	Elevator Repairs	F807.2	\$17,298	\$17,298	0%	01/01/22	01/31/22	30	\$ 17,298	\$0	0%	\$0	
Completed	Jon H.	Contracts	Boiler Retubing B243	F807.3	\$25,913	\$17,298	-33%	06/13/22	07/01/22	18	\$ 23,558	(\$6,260)	36%	\$2,355	
Completed	Jon H.	Contracts	Sewer Pipe Replacement CP5	F807.4	\$19,975	\$19,975	0%	05/01/22	05/31/22	30	\$ 19,975	\$0	0%	\$0	
Completed	Jon H.	Contracts	B212 Fire Main Pipe Break	F807.5	\$33,373	\$33,373	0%	05/01/22	05/31/22	30	\$ 26,498	\$6,875	-21%	\$6,875	
Completed	Jon H.	Contracts	Sewer Main Replacement South THs	F807.6	\$11,275	\$11,275	0%	09/26/22	09/26/22	0	\$ 11,275	\$0	0%	\$0	
Completed	Jon H.	Contracts	Building 242 Boiler Retubing	F807.7	\$25,913	\$25,913	0%	09/13/22	09/26/22	13	\$ 23,558	\$2,355	-9%	\$2,355	
TOTAL 2022 CONTINGENCY PROJECTS					\$637,513	\$147,734					\$145,643	\$2,092		\$491,870	
TOTAL CAPITAL RESERVE FUNDS					\$3,724,021	\$1,623,578					\$1,399,937	\$223,641		\$2,324,084	
2021 PROJECTS TO BE COMPLETED IN 2022															
Completed	Don	Contracts	Elevator Jack (2021 Budget) B235 B242 Code upate	F756	\$9,000	\$8,200		01/20/22	02/04/22	15	\$8,200	\$0	0%	\$800	
Completed	Des	Custodial	Carpet Extractor w/ Wand	F649	\$3,766	\$3,766		02/15/22	08/15/22	181		\$3,766	-100%	\$3,766	We received the carpet extractor in August. However, due to the dollar amount, it was charged to Custodial operations.
In Process	Don	Contracts	Construction Bid Administration (Parking Structures)	F762	\$168,252	\$156,752		01/03/22	12/31/22	362	\$19,180	\$137,572	-88%	\$149,072	8/2/22 - Design proposals for Vehicle Barrier System and Unusual Cracking were approved at Maintenance meeting. Signed Contracts were sent on 8/3.
Completed	Jon H	Paint	Chair Rail Project (2020 Budget)	F738	\$30,422	\$30,422		01/03/22	04/15/22	102	\$23,190	\$7,232	-24%	\$7,232	
TOTAL PRIOR YEAR PROJECTS					\$211,440	\$199,140					\$50,570	\$148,570		\$160,870	
GRAND TOTAL PER BUDGET					\$3,935,461	\$1,822,718					\$1,450,507	\$372,211		\$2,484,954	

**HGA MONTHLY CAPITAL RESERVE REPORT FOR PERIOD ENDING:
November 2022**

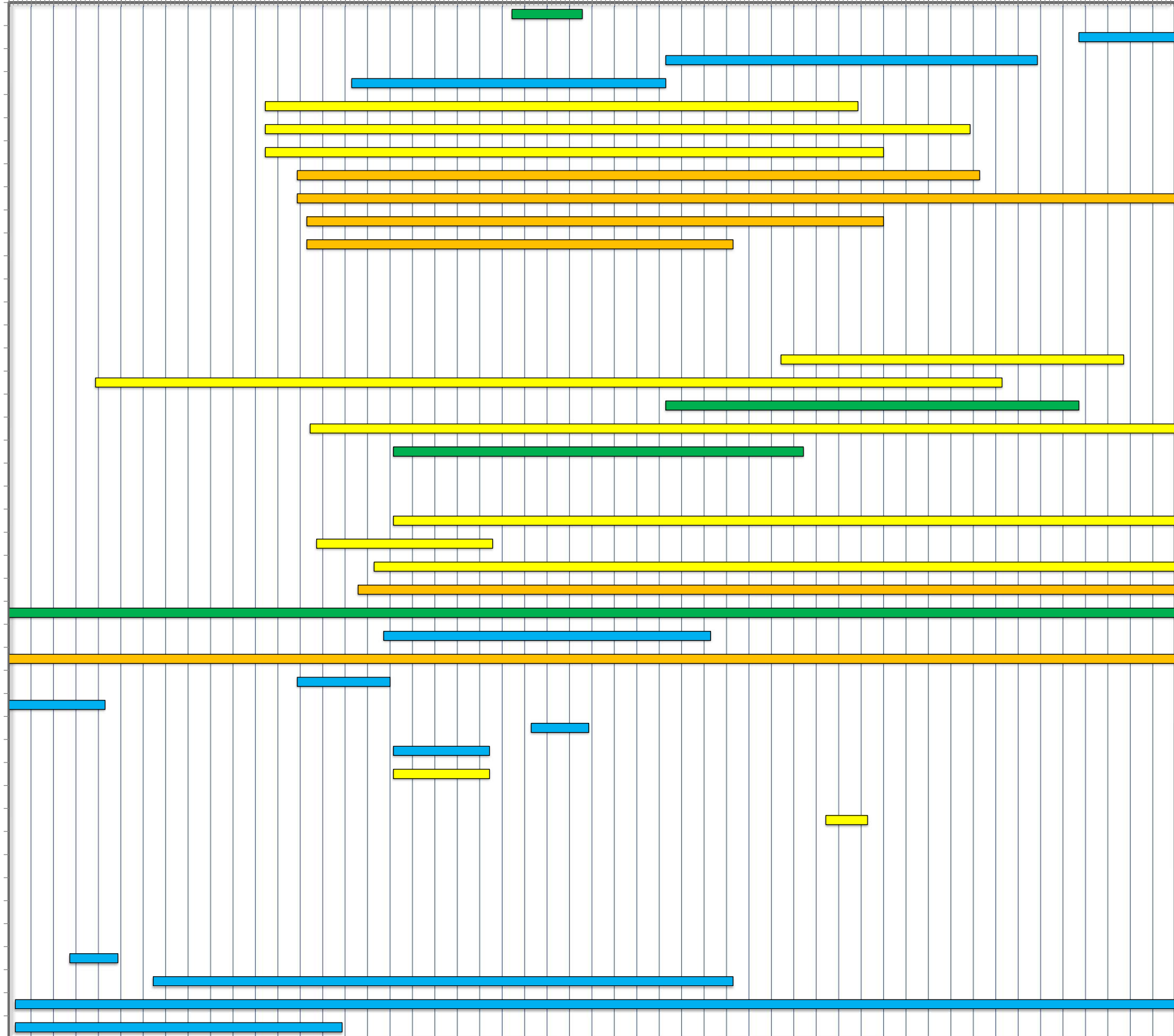
STATUS	PROJECT OWNER	DEPT.	2022 APPROVED PROJECTS	ACCT	2022 APPROVED BUDGET AMOUNT	2022 SIGNED CONTRACT AMOUNT	% VAR	START DATE	FINISH DATE	#Days	2022 INVOICES PAID	UNDER/ (OVER) CONTRACT AMOUNT	% VAR FROM CONTRACT	UNDER / (OVER) BUDGET	PROJECT Notes / Comments
					A	B				D	B-C-D	A-C-D			
PROJECTS TARGETED FOR COMPLETION IN 2022 BUT NOT IN THE PUBLISHED BUDGET															
Completed	Don	Contracts	Building 233 Re-Roof	F774		\$30,000		02/01/22	02/28/22	27	\$30,000	\$0	0%	(\$30,000)	
In Process	Don	Contracts	Building 222 Re-Roof	F808		\$448,076		09/05/22	12/15/22		\$358,460	\$89,616	-20%	(\$358,460)	8/4/22 - Work was originally scheduled to start 7/20/22 but is now scheduled to start the 1st week of September due to delays in material delivery. 8/30/22 - materials were delivered and project started. 11/30/22 - Final Inspection is scheduled for 12/15/22
not-started												\$0	#DIV/0!	\$0	
not-started												\$0	#DIV/0!	\$0	
not-started												\$0	#DIV/0!	\$0	
TOTAL PRIOR YEAR PROJECTS NOT BUDGETED IN 2022						\$0	\$478,076				\$388,460	\$89,616		(\$388,460)	
GRAND TOTAL						\$3,935,461	\$2,300,794					\$1,838,967	\$461,827		\$2,096,494



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

- Carpet - 10 floors (various bldgs)
- Chair Rail Installation B214
- Chair Rail Installation B219
- Chair Rail Installation B243
- Elevator Jacks B243
- Elevator Jacks B244
- Elevator Jacks B250
- R&G Equipment Chipper #569
- R&G Equipment Pick-up #500
- Road Sealcoat B231-236
- Road Sealcoat CP4
- Roof Re-Coat B204
- Roof Re-Coat B205
- Roof Re-Coat B213
- Roof Re-Coat B217
- Roof Replacement B221
- FPE Electrical Panel Replacement CP & TH
- Hot Water Recirculation Project 217 & 220
- Concrete Repairs
- Handrails
- Retaining Walls
- BC&E Parking Structure Recommended Repairs (PS1-PS4)
- Parking Structure Post Tension Repairs (PS1-PS4)
- Water Heaters (For Emergency Repairs As Needed)
- Fire Alarm for Alpha
- City of Aurora Water Wise Program (Pilot)
- One Time Projects
- Toro Irrigation Software
- Other Unknown Projects
- Plow for truck 502
- Elevator Repairs
- Boiler Retubing B243
- Sewer Pipe Replacement CP5
- B212 Fire Main Pipe Break
- Sewer Main Replacement South THs
- Building 242 Boiler Retubing
- TOTAL 2022 CONTINGENCY PROJECTS
- TOTAL CAPITAL RESERVE FUNDS
- 2021 PROJECTS TO BE COMPLETED IN 2022
- Elevator Jack (2021 Budget) B235 B242 Code upate
- Carpet Extractor w/ Wand
- Construction Bid Administration (Parking Structures)
- Chair Rail Project (2020 Budget)

01/01/22 01/08/22 01/15/22 01/22/22 01/29/22 02/05/22 02/12/22 02/19/22 02/26/22 03/05/22 03/12/22 03/19/22 03/26/22 04/02/22 04/09/22 04/16/22 04/23/22 04/30/22 05/07/22 05/14/22 05/21/22 05/28/22 06/04/22 06/11/22 06/18/22 06/25/22 07/02/22 07/09/22 07/16/22 07/23/22 07/30/22 08/06/22 08/13/22 08/20/22 08/27/22 09/03/22 09/10/22 09/17/22 09/24/22 10/01/22 10/08/22 10/15/22 10/22/22 10/29/22 11/05/22 11/12/22 11/19/22 11/26/22 12/03/22 12/10/22 12/17/22 12/24/22 12/31/22



Heather Gardens Association
Investments
11/30/22

Bank	Yield	Maturity	Principal	Fund	G/L Acct.
Raymond James - Cash/Interest Receivable/Investments - Operating Account			<u>\$ 252,782</u>	Operating	A106/A107.2/A115.1
TOTAL - OPERATING ACCT - CASH/INVESTMENTS			<u>\$ 252,782</u>		
Raymond James - Cash/Interest Receivable/Investments - Capital Reserve			<u>\$ 5,373,474</u>	Capital	A106.1/A107.3/A107.4/A115.2/A115.3
Key Bank Capital Reserve Savings			<u>\$ 4,713,344</u>	Capital	A107
TOTAL CAPITAL RESERVE INVESTMENTS - CASH/INVESTMENTS			<u>\$ 10,086,818</u>		
TOTAL INVESTMENTS			<u><u>\$ 10,339,600</u></u>		

	Face/Maturity Value	Amount Invested	Accrued Interest Purchased	Premium Paid	Maturity Date	Purchased Date	Term of CD (days)	Premium Amort. 2022 365	Premium Amort. 2023 365	Premium Amort. 2024 365	Accum. Balance
CAPITAL RESERVE ACCT 328MC650											
Purchases											
ALLY BANK SEMI-ANNUAL 2.1500 %	245,000.00	255,753.76	2,150.29	8,603.47	7/25/2022	6/18/2020	767	2,310.71	-	-	8,603.47
AMERICAN EXPRESS CENTURION BANK SEMI-ANNUAL 2.3500 %	107,000.00	112,222.33	881.80	4,340.53	8/15/2022	6/18/2020	788	1,250.38	-	-	4,340.53
BMW BANK OF NORTH AMERICA SEMI-ANNUAL 1.4500 %	245,000.00	251,759.15	622.90	6,136.25	4/14/2023	6/15/2020	1,033	2,168.18	617.78	-	6,136.25
CITIBANK NA SEMI-ANNUAL 3.3000 %	200,000.00	218,843.59	2,549.59	16,294.00	8/24/2023	7/10/2020	1,140	5,216.94	3,373.14	-	16,294.00
COMENITY CAPITAL BANK MONTHLY 3.3500 %	100,000.00	108,730.92	-	8,730.92	10/17/2023	6/15/2020	1,219	2,614.26	2,077.09	-	8,730.92
DISCOVER BK SEMI-ANNUAL 3.2000 %	203,000.00	221,433.97	355.95	18,078.02	1/16/2024	7/31/2020	1,264	5,220.32	5,220.32	228.84	18,078.02
GE CAPITAL RETAIL BANK SEMI-ANNUAL 2.9500 %	100,000.00	106,291.17	493.01	5,798.16	10/17/2022	6/15/2020	854	1,968.93	-	-	5,798.16
GE MONEY BANK SEMI-ANNUAL 3.3000 %	145,000.00	159,274.92	878.34	13,396.58	4/11/2024	6/15/2020	1,396	3,502.69	3,502.69	978.83	13,396.58
GOLDMAN SACHS BANK USA SEMI-ANNUAL 2.8000 %	140,000.00	150,676.64	579.95	10,096.69	4/24/2024	6/15/2020	1,409	2,615.54	2,615.54	824.07	10,096.69
GOLDMAN SACHS BANK USA SEMI-ANNUAL 3.3000 %	100,000.00	110,024.94	1,383.29	8,641.65	1/16/2024	6/15/2020	1,310	2,407.79	2,407.79	105.55	8,641.65
GOLDMAN SACHS BK USA SEMI-ANNUAL 2.5500 %	125,000.00	132,890.43	1,571.92	6,318.51	1/23/2023	7/17/2020	920	2,506.80	157.96	-	6,318.51
MORGAN STANLEY BANK NA SEMI-ANNUAL 2.6500 %	145,000.00	154,328.03	1,663.33	7,664.70	1/11/2023	6/15/2020	940	2,976.19	89.69	-	7,664.70
MORGAN STANLEY BANK, NA SEMI-ANNUAL 3.4500 %	100,000.00	109,409.25	444.25	8,965.00	11/1/2023	6/15/2020	1,234	2,651.72	2,215.82	-	8,965.00
MORGAN STANLEY PRIVATE BANK NA SEMI-ANNUAL 3.1000 %	158,000.00	172,618.87	1,945.78	12,673.09	1/24/2024	6/15/2020	1,318	3,509.62	3,509.62	230.77	12,673.09
SALLIE MAE BK SEMI-ANNUAL 1.8000 %	100,000.00	103,855.10	655.89	3,199.21	2/6/2023	6/15/2020	966	1,208.81	122.54	-	3,199.21
SALLIE MAE BK SEMI-ANNUAL 3.2000 %	114,000.00	122,817.67	389.79	8,427.88	5/9/2023	6/15/2020	1,058	2,907.54	1,027.60	-	8,427.88
SYNCHRONY BANK SEMI-ANNUAL 1.3000 %	245,000.00	250,179.94	532.29	4,647.65	4/17/2023	6/15/2020	1,036	1,637.44	480.02	-	4,647.65
WELLS FARGO BANK NA MONTHLY 3.1000 %	200,000.00	216,714.99	16.99	16,698.00	2/13/2024	7/10/2020	1,313	4,641.87	4,641.87	559.57	16,698.00
US TREASURY NOTES 2.125% 7/31/2024 (YIELD TO MAT. 3.224%)	316,000.00	309,235.63	3,172.00		7/31/2024	7/20/2022	741				
US TREASURY NOTES 2.375% 8/15/2024 (YIELD TO MAT. 3.011%)	245,000.00	241,913.77	2,587.90		8/15/2024	7/25/2022	751				
US TREASURY NOTES 2.375% 8/15/2024 (YIELD TO MAT. 3.188%)	109,000.00	107,301.13	14.07		8/15/2024	8/16/2022	730				
US TREASURY NOTES 4.25% 9/30/2024 (YIELD TO MAT. 4.539%)	100,000.00	99,464.84	233.52		9/30/2024	10/19/2022					
Redemptions											
ALLY BANK SEMI-ANNUAL 2.1500 %	(245,000.00)				7/25/2022	6/18/2020	767				
AMERICAN EXPRESS CENTURION BANK SEMI-ANNUAL 2.3500 %	(107,000.00)				8/15/2022	6/18/2020	788				
GE CAPITAL RETAIL BANK SEMI-ANNUAL 2.9500 %	(100,000.00)				10/17/2022	6/15/2020					
	3,090,000.00	3,715,741.04	23,122.85	168,710.31				51,315.72	32,059.45	2,927.63	168,710.31
								A106.4	A106.3		
HGA OPERATING ACCT 288P8380											
Purchases											
UBS BANK USA MONTHLY 3.2500 %	235,000.00	249,875.26	188.32	14,686.94	10/17/2022	6/24/2020	845	5,040.49	-	-	14,686.94
US TREASURY NOTES 4.25% 9/30/2024 (YIELD TO MAT. 4.535%)	235,000.00	233,760.74	548.76		9/30/2024	10/19/2022					
Redemptions											
UBS BANK USA MONTHLY 3.2500 %	(235,000.00)				10/17/2022	6/24/2020					
Total CD's and US Treasury	3,325,000.00	4,199,377.04	23,859.94	183,397.24				56,356.20	32,059.45	2,927.63	183,397.24
									A106.3		

	Current Value	Previous Month Value	Current Month Earnings	Amount Invested	Year with 0% Penalty	Purchase Date
CAPITAL RESERVE ACCT 618RY502						
FIDELITY & GUARANTY LEF INS CO F&G SECURE MYGA 3 YEAR (MVA) - 3.35%	254,462.94	253,728.89	734.05	250,000.00	5/17/2025	5/17/2022
FORETHOUGHT LIFE INSURANCE CO SECUREFORE V2 - 3.10%	254,366.14	253,686.23	679.91	250,000.00	5/6/2025	5/6/2022
GREAT AMERICAN LIFE INSURANCE CO SECURE GAIN 3 MVA - 2.90%	254,165.81	253,529.59	636.22	250,000.00	5/2/2025	5/2/2022
MIDLAND NATIONAL LIFE INSURANCE CO MNL GUARANTEE PRO - 2.25%	253,236.44	252,742.92	493.52	250,000.00	5/2/2025	5/2/2022
Total Annuities	1,016,231.33	1,013,687.63	2,543.70	1,000,000.00		

	11/30/2022	10/31/2022	9/30/2022	12/31/2021
CURRENT ASSETS				
Operating Bank Account	5,096,767	4,980,981	6,158,370	4,861,939
Raymond James Operating Savings	16,799	15,625	15,606	9,748
Raymond James - Operating Investments	0	0	235,000	235,628
Savings-Capital Improvement	4,713,344	4,641,133	4,946,385	3,571,671
Raymond James Cap Reserve Savings	7,811	1,059	1,234,828	2,486,313
Raymond James - Cap Reserve Investments	2,617,815	2,521,464	1,285,476	503,316
Raymond James Premium Operating	0	0	290	5,041
Assessment Receivables	73,016	72,988	86,383	248,450
Allow Doubtful Acct	(34,125)	(34,125)	(36,479)	(50,000)
A/R - Other	88,012	85,375	85,586	85,699
AR - Insurance Claim	10,584	10,584	108,200	589,393
Interest Receivable	20,248	17,117	20,538	21,835
Inventory	214,486	214,772	212,724	204,030
Prepaid Insurance	1,593,852	1,738,155	200,800	1,348,811
Prepaid Taxes	0	0	3,190	0
Prepaid Expenses	9,746	10,360	13,499	7,589
Due To/From Seville	644	3,101	1,215	1,506
Due To/From - HGMD	86,196	82,791	56,246	114,306
TOTAL CURRENT ASSETS	14,515,194	14,361,380	14,627,857	14,245,273
LONG-TERM INVESTMENTS (more than 12 mos)				
Raymond James - Operating Investments	234,384	235,500	0	0
Raymond James - Cap Reserve Investments	2,741,790	2,843,741	2,839,438	2,355,262
Int Rec RJ Cap Res Annuities	16,231	13,688	11,388	0
TOTAL LONG-TERM INVESTMENTS	2,992,406	3,092,928	2,850,826	2,355,262
BUILDING, LAND & EQUIPMENT				
FF&E (Equipment & Furniture)	1,587,753	1,587,753	1,587,753	1,611,757
ROU Asset	21,097	0	0	0
Accumulated Depreciation FF&E	(1,228,231)	(1,228,231)	(1,228,231)	(1,252,236)
TOTAL BUILDING, LAND & EQUIPMENT	380,619	359,521	359,521	359,521
TOTAL ASSETS	17,888,219	17,813,829	17,838,204	16,960,057
CURRENT LIABILITIES				
Accounts Payable Trade	72,682	65,434	90,101	94,336
ROU Liability	21,902	0	0	0
Accounts Pay Other/Taxes Payable	276,520	310,812	304,343	1,011,164
Pay In Lieu Of Taxes	0	0	47,900	47,900
Prepaid Monthly Assessments	210,114	226,978	231,869	325,380
Accrued Payroll	256,970	230,577	183,634	88,231
Accrued PTO	282,696	278,271	283,988	261,388
Excess Assess 2020	18,308	36,630	54,952	219,850
Excess Assessments 2021	32,186	32,186	32,186	32,186
Deferred Revenue-Comcast	52,563	53,574	54,585	63,683
Six MO Impound Fund	5,163,596	5,146,313	5,117,347	4,889,621
Unearned Revenue	4,491	5,454	6,569	20,338
TOTAL CURRENT LIABILITIES	6,392,030	6,386,230	6,407,472	7,054,078
TOTAL CURRENT & LONG TERM LIABILITIES	6,392,030	6,386,230	6,407,472	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)	0	0	0
Net/Income (Loss)	1,591,008	1,521,620	1,524,753	1,792,576
Total Equity	11,496,189	11,427,599	11,430,732	9,905,979
TOTAL LIABILITIES AND EQUITY	17,888,219	17,813,829	17,838,204	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	890,834	890,547	287	9,798,826	9,796,017	2,809	10,686,563
Interest Income	881	631	250	2,148	1,161	987	1,792
Late Charges to Residents	640	600	40	9,541	6,600	2,941	7,200
Interest from Residents	0	125	(125)	0	1,375	(1,375)	1,500
Laundry Comm	3,267	3,501	(235)	38,561	38,515	46	42,016
Misc Income	6,519	2,700	3,819	51,978	29,700	22,278	32,400
Comcast Revenue	1,011	1,000	11	42,645	57,800	(15,155)	72,000
Hea 'N Yon Profits	0	0	0	5,429	5,600	(171)	5,600
Vendor Disc Taken	73	0	73	237	0	237	0
Violations	0	0	0	250	0	250	0
COGS CP4 Units	0	0	0	7,826	0	7,826	0
Total Revenue	903,225	899,104	4,121	9,957,441	9,936,768	20,673	10,849,071
EXPENSES							
General	339,364	351,808	12,444	3,985,773	3,955,368	(30,406)	4,361,134
Custodial	39,487	34,945	(4,541)	416,309	397,805	(18,504)	446,004
Contracts	19,790	18,183	(1,607)	200,159	203,097	2,938	225,531
Maintenance	198,169	201,524	3,356	2,111,784	2,246,279	134,494	2,445,823
Administration	86,094	102,242	16,148	1,081,673	1,230,204	148,531	1,347,061
Paint	25,555	27,812	2,257	292,463	318,938	26,475	347,964
Roads & Grounds	87,678	85,724	(1,955)	1,033,138	1,069,712	36,574	1,161,178
Security	43,124	49,578	6,454	505,502	565,316	59,815	617,380
Interest Expense	547	0	(547)	547	0	(547)	0
Total Expenses	839,808	871,817	32,010	9,627,348	9,986,719	359,371	10,952,075
Surplus (Deficit)	63,417	27,287	36,130	330,092	(49,951)	380,044	(103,004)
INSURANCE CLAIMS							
Less: Insurance Expenses	0	0	0	68,594	0	(68,594)	0
Net Insurance	0	0	0	(68,594)	0	(68,594)	0
RESERVES							
Capital Rsv Revenue	289,614	285,422	4,192	3,168,477	3,125,226	43,251	3,410,730
Less Expenses	283,644	109,786	(173,857)	1,838,967	3,825,680	1,986,713	3,935,461
Net Surplus (Deficit)	5,971	175,636	(169,665)	1,329,511	(700,454)	2,029,964	(524,731)
Net Income/(Loss)	69,388	202,923	(133,535)	1,591,008	(750,405)	2,341,414	(627,735)

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	36,427	31,398	(5,028)	366,659	352,533	(14,125)	386,235
Contracts	19,375	17,681	(1,695)	195,841	197,075	1,234	219,007
Maintenance	132,463	131,042	(1,422)	1,357,296	1,422,919	65,624	1,555,982
Administration	72,185	92,206	20,021	880,903	1,029,337	148,435	1,135,664
Paint	23,518	23,568	51	243,791	264,354	20,563	288,636
Roads & Grounds	65,362	72,304	6,942	794,552	847,182	52,630	925,828
Security	40,298	42,287	1,990	470,272	477,440	7,168	522,213
TOTAL PAYROLL EXPENSES	<u>389,628</u>	<u>410,486</u>	<u>20,858</u>	<u>4,309,314</u>	<u>4,590,842</u>	<u>281,528</u>	<u>5,033,564</u>
OPERATING EXPENSES BY DEPT							
General	339,364	351,808	12,444	3,985,773	3,955,368	(30,406)	4,361,134
Custodial	3,060	3,547	487	49,650	45,272	(4,378)	59,769
Contracts	414	502	88	4,318	6,022	1,704	6,524
Maintenance	65,705	70,483	4,777	754,489	823,359	68,871	889,842
Administration	13,909	10,036	(3,872)	200,770	200,867	96	211,397
Paint	2,037	4,244	2,207	48,672	54,584	5,912	59,328
Roads & Grounds	22,316	13,420	(8,896)	238,586	222,530	(16,056)	235,350
Security	2,826	7,291	4,465	35,229	87,876	52,647	95,167
TOTAL OPERATING EXPENSES	<u>449,632</u>	<u>461,331</u>	<u>11,699</u>	<u>5,317,487</u>	<u>5,395,877</u>	<u>78,390</u>	<u>5,918,511</u>
TOTAL PAYROLL & OPERATING	<u>839,260</u>	<u>871,817</u>	<u>32,557</u>	<u>9,626,801</u>	<u>9,986,719</u>	<u>359,918</u>	<u>10,952,075</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 Interest Income RJ Operat	881	631	250	7,901	6,941	960	7,572
A404.3 RJ Premium Amort	0	0	0	(5,041)	(5,040)	(1)	(5,040)
A404.4 RJ Advis. Fees Operating	0	0	0	(713)	(740)	27	(740)
A408 Insurance	142,449	142,356	93	1,566,097	1,565,916	181	1,708,272
A408.4 Insurance Adj 2020	1,706	1,706	0	18,766	18,766	0	20,471
A409 Water & Sewer	110,501	110,456	45	1,215,427	1,215,016	411	1,325,472
A409.4 Water & Sewer Adj 2020	(9,873)	(9,873)	0	(108,603)	(108,600)	(3)	(118,472)
A410 Gas & Electric	79,698	79,661	37	876,664	876,271	393	955,932
A410.4 Gas & Elec Adj 2020	12,627	12,627	0	138,897	138,893	4	151,519
A411 Maintenance	539,863	539,753	110	5,939,096	5,937,283	1,813	6,477,036
A411.4 Maintenance Adj 2020	13,862	13,861	1	152,482	152,472	10	166,333
A414 Late Charges to Residents	640	600	40	9,541	6,600	2,941	7,200
A414.5 Interest from Residents	0	125	(125)	0	1,375	(1,375)	1,500
A415 Laundry Commissions	3,267	3,501	(235)	38,561	38,515	46	42,016
A416 Miscellaneous Income	6,519	2,700	3,819	51,978	29,700	22,278	32,400
A416.2 Comcast Revenue	1,011	1,000	11	42,645	57,800	(15,155)	72,000
A417 Heather 'N Yon Profits	0	0	0	5,429	5,600	(171)	5,600
A418 Vendor Discounts Taken	73	0	73	237	0	237	0
A422 Violations	0	0	0	250	0	250	0
A424 COGS CP4 Units	0	0	0	7,826	0	7,826	0
TOTAL REVENUE	903,225	899,104	4,121	9,957,441	9,936,768	20,673	10,849,071
ASSOC GENERAL EXPENSES							
A622 Payment In Lieu Of Taxes	0	0	0	11,039	19,000	7,961	25,000
A624 Personal Property Tax	0	0	0	3,179	4,300	1,121	4,300
A626 Income Taxes	4,583	4,583	0	50,413	50,416	3	55,000
A628 Bad Debt Expense	0	0	0	0	0	0	7,500
A640 Electric - High Rises	34,435	30,954	(3,481)	324,224	313,044	(11,179)	346,118
A641 Electric - Parking	1,006	956	(50)	9,717	9,808	91	10,777
A642 Electric - Town Homes	1,049	1,050	1	10,156	11,013	857	12,765
A643 Gas - High Rises	62,458	71,451	8,993	638,280	640,765	2,485	737,792
A652 Insurance Coverages	155,327	154,603	(723)	1,552,398	1,574,142	21,744	1,728,745
A652.1 Insurance - Claims	13,957	7,800	(6,157)	179,806	85,800	(94,006)	93,600
A653 HRA Admin Costs/Misc	1,647	1,384	(262)	15,552	15,228	(324)	16,612
A660 Legal Fees	2,135	4,200	2,065	25,465	46,200	20,735	50,400
A671 Outside Services	0	106	106	2,948	4,626	1,678	4,732
A672 Communications Expense	1,409	1,915	506	18,360	20,989	2,629	22,904
A673 Annual Meeting/Election	2,880	0	(2,880)	9,647	20,000	10,353	20,000
A675 Incentive Program	798	0	(798)	9,300	8,425	(875)	17,888
A698 Water & Sewer	57,680	72,805	15,125	1,125,291	1,131,612	6,321	1,207,000
A700 Interest Expense	547	0	(547)	547	0	(547)	0
TOTAL ASSOC GENERAL EXPEN	339,911	351,808	11,897	3,986,320	3,955,368	(30,953)	4,361,134

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	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	283,610	283,486	124	3,119,301	3,118,346	955	3,401,830
F611.1 Capital Reserve Interest	10,356	5,751	4,605	92,793	63,264	29,529	69,016
F611.2 Raymond James Premium Amo	(3,649)	(3,815)	166	(47,500)	(47,584)	84	(51,316)
F611.3 Raymond James Advisory Fe	(703)	0	(703)	(9,503)	(8,800)	(703)	(8,800)
F616 Sale Proceeds - Capital R	0	0	0	13,387	0	13,387	0
TOTAL REVENUE	289,614	285,422	4,192	3,168,477	3,125,226	43,251	3,410,730
EXPENSE SUMMARY							
F649 2021 C/O Proj. Cust Equip	0	0	0	0	3,766	3,766	3,766
F738 2021 C/O Proj. Ch. Rail	0	0	0	23,190	30,422	7,232	30,422
F756 2021 C/O Proj Elev Jacks	0	0	0	8,200	9,000	800	9,000
F762 2021 C/O Proj. Const Bid	1,680	14,021	12,341	19,180	154,234	135,054	168,252
F774 Building 233 Re-roof w/ 6	0	0	0	30,000	0	(30,000)	0
F780 Carpet - 10 floors (vario	0	0	0	90,150	96,255	6,105	96,255
F781 Chair Rail Installation B	7,075	8,606	1,531	7,075	17,213	10,138	25,819
F782 Chair Rail Installation B	1,964	0	(1,964)	27,596	25,819	(1,777)	25,819
F783 Chair Rail Installation B	0	0	0	22,903	25,819	2,916	25,819
F784 Elevator Jacks B243	0	13,000	13,000	128,091	52,000	(76,091)	65,000
F785 Elevator Jacks B244	72,974	13,000	(59,974)	128,974	52,000	(76,974)	65,000
F786 Elevator Jacks B250	0	8,033	8,033	24,427	32,132	7,705	40,163
F787 R&G Equipment Chipper #56	0	0	0	0	20,188	20,188	20,188
F788 R&G Equipment Pick-up #50	0	0	0	1,000	54,258	53,258	54,258
F789 Road Sealcoat B231-236	0	0	0	37,000	37,000	0	37,000
F790 Road Sealcoat CP4	0	0	0	23,155	44,975	21,820	44,975
F791 Roof Re-Coat B204	0	0	0	0	50,546	50,546	50,546
F792 Roof Re-Coat B205	0	0	0	0	50,546	50,546	50,546
F793 Roof Re-Coat B213	0	0	0	0	48,836	48,836	48,836
F794 Roof Re-Coat B217	0	0	0	0	62,951	62,951	62,951
F795 Roof Replacement B221	6,400	0	(6,400)	364,860	360,000	(4,860)	360,000
F796 FPE Electrical Panel Repl	6,207	0	(6,207)	149,676	217,350	67,674	217,350
F797 Hot Water Recirculation P	4,800	0	(4,800)	17,179	39,000	21,821	39,000
F798 Concrete Repairs	32,442	0	(32,442)	152,012	196,920	44,908	196,920
F799 Handrails	0	0	0	27,718	27,718	0	27,718
F800 Retaining Walls	0	0	0	0	119,310	119,310	119,310
F801 BC&E PS Recommended Repai	15,680	0	(15,680)	15,680	825,000	809,321	825,000
F802 PS Post Tension Repairs P	0	0	0	2,269	300,150	297,881	300,150
F803 Water Heaters	0	0	0	34,530	40,163	5,633	40,163
F804 Fire Alarm for Alpha	0	0	0	0	180,018	180,018	180,018
F805 Aurora Water Wise Program	0	0	0	0	67,704	67,704	67,704
F806 2022 One Time Proj	0	9,239	9,239	0	101,633	101,633	110,872
F806.1 Toro Irrigation Software	0	0	0	15,409	0	(15,409)	0
F807 2022 Contingency Projects	0	43,887	43,887	0	482,754	482,754	526,641
F807.1 Plow for truck 502	0	0	0	8,073	0	(8,073)	0
F807.2 Elevator Repairs for 209	0	0	0	17,298	0	(17,298)	0
F807.3 Boiler Retubing B243	0	0	0	23,558	0	(23,558)	0
F807.4 Sewer Pipe Replace CP5	0	0	0	19,975	0	(19,975)	0
F807.5 B212 Fire Main Pipe Break	0	0	0	26,498	0	(26,498)	0
F807.6 Sewer Main Replacement 32	0	0	0	11,275	0	(11,275)	0
F807.7 Building 242 Boiler Retub	0	0	0	23,558	0	(23,558)	0
F808 Roof Replacement B222	134,422	0	(134,422)	358,460	0	(358,460)	0
TOTAL EXPENSES	283,644	109,786	(173,857)	1,838,967	3,825,680	1,986,713	3,935,461
GROSS SURPLUS (DEFICIT)	5,971	175,636	(169,665)	1,329,511	(700,454)	2,029,964	(524,731)
BALANCE TO CASH (A107)							
A302 Cap Imprv Reserve	0	0	0	8,797,409	0	(8,797,409)	0
ADD: Cap Reserve Revenue	289,614	285,422	(4,192)	3,168,477	3,125,226	(43,251)	3,410,730
LESS: Cap Reserve Expens	(283,644)	(109,786)	173,857	(1,838,967)	(3,825,680)	(1,986,713)	(3,935,461)
Int Rec CDs & Annuities	4,851	0	(4,851)	34,806	0	(34,806)	0
TOTAL BALANCE TO CASH	10,822	175,636	164,814	10,161,725	(700,454)	(10,862,179)	(524,731)

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	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>
EXPENSES							
I740 B222 Fire	0	0	0	73,032	0	(73,032)	0
I745 CP4 Fire	<u>0</u>	<u>0</u>	<u>0</u>	<u>(4,438)</u>	<u>0</u>	<u>4,438</u>	<u>0</u>
TOTAL INSURANCE EXPENSES	<u>0</u>	<u>0</u>	<u>0</u>	<u>68,594</u>	<u>0</u>	<u>(68,594)</u>	<u>0</u>
NET INSURANCE CLAIM	<u>0</u>	<u>0</u>	<u>0</u>	<u>(68,594)</u>	<u>0</u>	<u>(68,594)</u>	<u>0</u>

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		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	32,473	24,250	(8,223)	315,132	269,819	(45,313)	295,918
J510	Salaries - Part Time	4,319	7,754	3,435	57,645	85,290	27,645	93,044
J520	Salaries - Overtime	747	525	(221)	8,947	7,246	(1,702)	8,072
J540	Taxes - Payroll	2,978	2,602	(376)	33,877	32,507	(1,369)	35,282
J550	Retirement Expense	29	488	459	1,394	5,477	4,083	5,982
J553	Insurance - Personnel	2,507	4,557	2,050	28,985	47,644	18,659	52,201
J574	Recruit / Train / Service	0	150	150	1,543	1,900	357	2,050
J575	Employee Incentive	0	0	0	912	2,800	1,888	2,800
J580	PEO Administration	463	450	(13)	5,236	4,950	(286)	5,400
J588	Workers Comp Insurance	369	1,045	676	5,878	10,640	4,762	11,685
	TOTAL WAGES/BENEFITS	43,885	41,822	(2,063)	459,548	468,274	8,726	512,434
J675.2	Salary Charge Out - Opera	(7,458)	(10,423)	(2,965)	(92,890)	(115,741)	(22,851)	(126,199)
	NET WAGES/BENEFITS	36,427	31,398	(5,028)	366,659	352,533	(14,125)	386,235
OPERATING EXPENSES								
J621	Fuel Expense	173	45	(128)	1,074	530	(544)	575
J621.1	Mileage Reimbursement	429	700	271	3,787	7,600	3,813	8,250
J639	Software & IT	62	60	(2)	945	660	(285)	720
J645	Uniforms	43	0	(43)	2,646	3,250	604	3,250
J680	Radio Communication	0	0	0	0	350	350	350
J683	Repairs - Equipment	0	130	130	2,404	2,570	166	2,700
J684	Supplies	2,264	2,600	336	38,705	30,180	(8,525)	32,780
J691	Licenses	90	12	(78)	90	132	42	144
J699	Window Cleaning	0	0	0	0	0	0	11,000
	TOTAL OPERATING EXPENSES	3,060	3,547	487	49,650	45,272	(4,378)	59,769
	TOTAL CUSTODIAL SERVICES	39,487	34,945	(4,541)	416,309	397,805	(18,504)	446,004

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	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	16,122	14,384	(1,738)	160,153	160,093	(61)	178,437
K540	Taxes - Payroll	1,156	1,151	(6)	13,135	13,239	104	14,706
K550	Retirement Expense	714	705	(10)	7,844	7,845	0	8,573
K553	Insurance - Personne	1,222	1,183	(38)	12,690	12,372	(318)	13,555
K574	Recruiting, Training Serv	0	100	100	288	950	662	1,000
K575	Employee Incentive	0	0	0	0	912	912	912
K580	PEO Administration	80	70	(10)	893	770	(123)	840
K588	Workers Comp Insurance	81	88	7	838	896	58	984
	TOTAL WAGES/BENEFITS	19,375	17,681	(1,695)	195,841	197,075	1,234	219,007
	NET WAGES/BENEFITS	19,375	17,681	(1,695)	195,841	197,075	1,234	219,007
OPERATING EXPENSES								
K621.1	Mileage Reimbursement	134	80	(54)	1,145	880	(265)	960
K639	Software & IT	211	250	39	2,178	2,750	572	3,000
K645	Uniforms	0	0	0	0	500	500	500
K662	Office Supplies	70	125	55	995	1,375	380	1,500
K683	Repairs - Equipment	0	40	40	0	440	440	480
K691	Licenses	0	7	7	0	77	77	84
	TOTAL OPERATING EXPENSES	414	502	88	4,318	6,022	1,704	6,524
	TOTAL CONTRACTS EXPENSES	19,790	18,183	(1,607)	200,159	203,097	2,938	225,531

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	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	113,674	102,820	(10,855)	1,142,764	1,144,191	1,426	1,251,926
M520	Salaries - Overtime	3,581	4,762	1,181	36,949	43,035	6,086	47,210
M540	Taxes - Payroll	9,595	8,607	(988)	99,541	101,827	2,285	110,779
M550	Retirement Expense	3,232	3,443	210	36,462	38,170	1,709	41,752
M553	Insurance - Personnel	14,217	13,283	(934)	129,397	138,865	9,468	152,147
M574	Recruit/Train/Services	832	585	(247)	15,919	6,435	(9,484)	7,020
M575	Employee Incentive	0	0	0	3,023	5,600	2,577	5,600
M580	PEO Administration	1,025	875	(150)	10,888	9,625	(1,263)	10,500
M588	Workers Comp Insurance	942	1,122	180	10,407	11,424	1,017	12,546
TOTAL WAGES/BENEFITS		147,097	135,495	(11,602)	1,485,351	1,499,171	13,821	1,639,481
M675.2	Salary Charge Out - Opera	(8,675)	(287)	8,388	(65,002)	(30,419)	34,584	(33,499)
M675.3	Salary Charge Out-Residen	(5,959)	(4,167)	1,793	(63,053)	(45,833)	17,220	(50,000)
NET WAGES/BENEFITS		132,463	131,042	(1,422)	1,357,296	1,422,919	65,624	1,555,982
OPERATING EXPENSES								
M621	Fuel Expense	476	300	(176)	4,321	3,370	(951)	3,670
M621.1	Mileage Reimbursement	1,868	2,200	332	21,290	23,200	1,910	25,400
M639	Software & IT	2,501	2,500	(1)	27,256	27,500	244	30,000
M640	Electric	375	340	(35)	3,678	3,740	62	4,080
M643	Gas	306	213	(93)	1,743	2,343	600	2,556
M644	Elevator	19,402	12,000	(7,402)	176,531	132,000	(44,531)	144,000
M645	Uniforms	114	0	(114)	8,655	12,000	3,345	13,000
M646	Maintenance Shop Repairs	1,417	1,200	(217)	11,961	14,800	2,839	16,000
M654	Lamp Replacement	337	1,500	1,163	5,373	13,000	7,627	15,000
m662	Office Supplies	(1,856)	1,100	2,956	9,470	12,100	2,630	13,200
M665	Rent - Equipment	0	0	0	0	1,000	1,000	1,000
M671	Outside Contractors - Mis	0	400	400	3,431	16,500	13,069	16,900
M671.1	Glass Replacement	4,644	2,500	(2,144)	41,489	27,500	(13,989)	30,000
M671.3	Boiler/HVAC Repairs	0	0	0	3,091	6,300	3,209	6,300
M671.4	Roof Repairs	0	0	0	0	7,500	7,500	7,500
M671.5	Electrical	175	2,500	2,325	16,235	27,500	11,265	30,000
M671.6	Concrete Repairs	0	0	0	1,652	8,000	6,348	8,000
M671.7	Siding Repairs	0	0	0	0	3,000	3,000	3,000
M671.8	Sewer/Plumbing	525	7,500	6,975	18,374	82,500	64,126	90,000
M672	Door Repair	5,000	1,000	(4,000)	7,666	11,000	3,334	12,000
M680	Radio Communications	0	130	130	1,036	1,430	394	1,560
M683	Repairs - Equipment	0	300	300	2,650	3,300	650	3,600
M684	Supplies - Misc	2,118	600	(1,518)	31,048	6,600	(24,448)	7,200
M684.1	HVAC/Plumbing	11,593	8,683	(2,910)	136,131	95,513	(40,618)	104,196
M684.2	Electrical	1,458	3,700	2,242	23,040	40,700	17,660	44,400
M684.3	Hardware/Fasteners	0	350	350	2,623	3,850	1,227	4,200
M684.4	Safety Equipment	454	0	(454)	3,019	4,000	981	4,000
M684.5	Doors & Door Hardware	1,568	2,083	515	40,413	22,917	(17,497)	25,000
M684.6	Roof & Sealant Materials	99	0	(99)	1,232	10,000	8,768	10,000
M684.7	Chemicals	3,976	4,350	374	53,242	54,330	1,088	58,680
M684.8	Tools	1,492	900	(592)	7,417	9,900	2,483	10,800
M684.9	Billable Supplies	(4,439)	0	4,439	(40,073)	0	40,073	0
M685	TV Repairs	0	300	300	0	3,300	3,300	3,600
M690	ROU Equip Leases	2,490	0	(2,490)	2,490	0	(2,490)	0
M691	Licenses	155	6,000	5,845	30,560	46,500	15,940	47,000
M694	Trash Removal	9,459	7,833	(1,625)	97,446	86,167	(11,279)	94,000
TOTAL OPERATING EXPENSES		65,705	70,483	4,777	754,489	823,359	68,871	889,842
TOTAL MAINTENANCE EXPENSE		198,169	201,524	3,356	2,111,784	2,246,279	134,494	2,445,823

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	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	60,523	74,686	14,163	717,771	831,322	113,551	919,003
O520	Salaries - Overtime	281	950	669	5,457	10,450	4,993	11,400
O540	Taxes - Payroll	3,317	6,051	2,734	54,552	73,366	18,814	80,456
O545	Temporary Outside Labor	0	0	0	1,134	0	(1,134)	0
O550	Retirement Expense	2,223	2,647	424	27,139	29,462	2,323	32,196
O553	Insurance - Personnel	4,593	5,859	1,266	51,302	61,251	9,950	67,110
O574	Recruit/Train/Services	178	800	622	9,899	8,800	(1,099)	9,600
O575	Employee Incentive	0	0	0	948	2,000	1,052	2,000
O580	PEO Administration	396	410	14	5,015	4,510	(505)	4,920
O588	Workers Comp Insurance	674	803	129	6,949	8,176	1,227	8,979
	TOTAL WAGES/BENEFITS	72,185	92,206	20,021	880,166	1,029,337	149,171	1,135,664
O675.2	Salary Charge Out	0	0	0	736	0	(736)	0
	NET WAGES/BENEFITS	72,185	92,206	20,021	880,903	1,029,337	148,435	1,135,664
OPERATING EXPENSES								
O621.1	Mileage Reimbursement	0	10	10	0	110	110	120
O639	Software and Internet Fee	1,643	588	(1,055)	24,793	21,733	(3,060)	22,320
O639.5	IT Services	2,675	2,600	(75)	32,006	28,600	(3,406)	31,200
O656	Professional Services	1,900	0	(1,900)	64,345	59,700	(4,645)	59,700
O659	Miscellaneous	0	215	215	1,053	2,365	1,312	2,580
O661	Administrative Expense	135	284	149	2,388	5,901	3,513	6,185
O662	Office Supplies & Postage	(3,103)	2,750	5,853	29,759	33,250	3,491	36,250
O663	Publications	0	0	0	6,659	5,650	(1,009)	5,650
O689	Telephone Expense	2,553	3,589	1,036	27,775	39,483	11,708	43,072
O690	ROU Equip Leases	6,471	0	(6,471)	7,210	825	(6,385)	1,070
O695	Marketing	1,634	0	(1,634)	4,784	3,250	(1,534)	3,250
	TOTAL OPERATING EXPENSES	13,909	10,036	(3,872)	200,770	200,867	96	211,397
	TOTAL ADMINISTRATIVE EXPE	86,094	102,242	16,148	1,081,673	1,230,204	148,531	1,347,061

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	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	19,276	19,837	561	199,073	220,657	21,584	241,146
P520	Salaries - Overtime	29	0	(29)	342	0	(342)	0
P540	Taxes - Payroll	1,495	1,619	124	16,928	19,925	2,997	21,596
P550	Retirement Expense	296	304	8	3,312	3,394	82	3,707
P553	Insurance - Personnel	1,944	1,191	(752)	17,911	12,453	(5,457)	13,644
P574	Recruit/Train/Services	0	160	160	139	1,760	1,621	1,920
P575	Employee Incentive	0	0	0	608	1,200	592	1,200
P580	PEO Administration	211	200	(11)	2,327	2,200	(127)	2,400
P588	Workers Comp Insurance	268	258	(10)	3,058	2,765	(293)	3,023
	TOTAL WAGES/BENEFITS	23,518	23,568	51	243,698	264,354	20,656	288,636
P675.3	Salary Charge Out Residen	0	0	0	93	0	(93)	0
	NET WAGES/BENEFITS	23,518	23,568	51	243,791	264,354	20,563	288,636
OPERATING EXPENSES								
P621	Fuel Expense	257	173	(84)	2,034	1,903	(131)	2,076
P621.1	Mileage Reimbursement	0	35	35	0	385	385	420
P639	Software & IT	74	65	(9)	841	715	(126)	780
P645	Uniforms	820	0	(820)	4,890	3,600	(1,290)	3,600
P680	Radio Communications	0	0	0	72	800	728	800
P683	Repairs - Equipment	0	0	0	631	3,500	2,869	4,000
P684	Supplies	811	3,888	3,077	39,727	42,768	3,041	46,656
P689	Telephone Expense	0	24	24	0	264	264	288
P691	Licenses	76	59	(17)	476	649	173	708
	TOTAL OPERATING EXPENSES	2,037	4,244	2,207	48,672	54,584	5,912	59,328
	TOTAL PAINTING EXPENSES	25,555	27,812	2,257	292,463	318,938	26,475	347,964

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	54,188	58,016	3,828	607,150	645,492	38,342	706,878
R510	Salaries - Part Time	(1,547)	0	1,547	30,549	31,765	1,216	31,765
R520	Salaries - Overtime	652	200	(452)	16,256	7,602	(8,654)	10,231
R540	Taxes - Payroll	4,233	4,710	476	56,057	60,019	3,962	65,149
R550	Retirement Expense	1,128	1,383	255	13,088	16,223	3,135	17,730
R553	Insurance - Personnel	5,877	6,878	1,001	63,855	71,907	8,052	78,785
R574	Recruit/Train/Services	40	250	211	3,115	2,750	(365)	3,000
R575	Employee Incentive	0	0	0	950	2,400	1,450	2,400
R580	PEO Administration	630	545	(85)	7,058	5,995	(1,063)	6,540
R588	Workers Comp Insurance	552	622	70	5,702	6,328	626	6,950
	TOTAL WAGES/BENEFITS	65,752	72,604	6,852	803,779	850,482	46,702	929,428
R675.2	Salary Charge Out-Operati	(140)	(300)	(160)	(8,978)	(3,300)	5,678	(3,600)
R675.3	Salary Charge Out-Residen	(250)	0	250	(250)	0	250	0
	NET WAGES/BENEFITS	65,362	72,304	6,942	794,552	847,182	52,630	925,828
OPERATING EXPENSES								
R621	Fuel Expense	3,486	1,500	(1,986)	24,931	19,150	(5,781)	20,650
R621.1	Mileage Reimbursement	0	0	0	0	160	160	160
R635	Tree & Shrub Replacement	0	0	0	0	5,500	5,500	5,500
R639	Software & IT	279	300	21	3,362	3,300	(62)	3,600
R640	Electric	282	250	(32)	2,759	2,600	(159)	2,850
R643	Gas	230	50	(180)	1,307	1,100	(207)	1,150
R645	Uniforms	225	0	(225)	8,369	8,450	81	8,450
R647	Extermination	1,000	800	(200)	11,000	10,300	(700)	11,000
R665	Rent - Equipment	607	0	(607)	8,028	1,000	(7,028)	1,000
R670	Asphalt Repairs	0	0	0	3,085	3,000	(85)	3,000
R671	Outside - Contractors	532	0	(532)	25,961	30,000	4,039	30,000
R680	Radio Communications	0	0	0	0	750	750	750
R682	Snow Removal Supplies	7,195	1,500	(5,695)	29,398	12,000	(17,398)	15,000
R683	Repairs - Equipment	1,711	2,000	289	21,395	22,500	1,105	24,500
R684	Supplies	2,227	4,000	1,773	49,149	55,500	6,351	57,500
R684.1	Irrigation - Supplies	790	500	(290)	16,651	19,500	2,849	20,000
R689	Telephone Expense	89	70	(19)	868	770	(98)	840
R691	Licenses	0	250	250	3,389	2,750	(639)	3,000
R694	Trash Removal	3,665	2,200	(1,465)	28,935	24,200	(4,735)	26,400
	TOTAL OPERATING EXPENSES	22,316	13,420	(8,896)	238,586	222,530	(16,056)	235,350
	TOTAL ROADS & GROUNDS EXP	87,678	85,724	(1,955)	1,033,138	1,069,712	36,574	1,161,178

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	28,565	31,437	2,871	353,173	349,987	(3,186)	383,706
S520	Salaries - Overtime	1,042	897	(145)	8,400	9,868	1,469	10,766
S540	Taxes - Payroll	2,276	2,587	310	31,113	31,314	201	34,083
S550	Retirement Expense	402	647	245	7,650	7,245	(405)	7,913
S553	Insurance - Personnel	4,382	5,129	746	49,921	53,617	3,696	58,745
S560	Employee Incentive	673	850	177	8,436	9,350	914	10,200
S574	Recruit/Train/Services	2,382	167	(2,215)	4,791	7,333	2,543	7,500
S575	Employee Incentive	0	0	0	304	2,400	2,096	2,400
S580	PEO Administration	307	285	(22)	3,723	3,135	(588)	3,420
S588	Workers Comp Insurance	268	290	22	2,763	3,190	427	3,480
	TOTAL WAGES/BENEFITS	40,298	42,287	1,990	470,272	477,440	7,168	522,213
OPERATING EXPENSES								
S621	Fuel Expense	884	475	(409)	8,398	5,225	(3,173)	5,700
S639	Software & IT	1,589	5,500	3,911	10,463	60,500	50,037	66,000
S645	Uniforms	0	100	100	5,082	6,900	1,818	7,000
S659	Miscellaneous	0	141	141	190	1,551	1,361	1,692
S680	Radio Communications	0	125	125	2,151	3,250	1,099	3,375
S683	Repairs - Equipment	43	391	348	3,410	4,301	891	4,692
S684	Supplies	41	300	259	2,057	3,300	1,243	3,600
S689	Telephone Expense	270	165	(105)	3,096	1,815	(1,281)	1,980
S691	Licenses	0	94	94	382	1,034	652	1,128
	TOTAL OPERATING EXPENSES	2,826	7,291	4,465	35,229	87,876	52,647	95,167
	TOTAL SECURITY EXPEN	43,124	49,578	6,454	505,502	565,316	59,815	617,380

HEATHER GARDENS METROPOLITAN DISTRICT

Budget Exceptions Report

Through: 11/30/22

	YTD ACTUAL	YTD BUDGET	VARIANCE FAVORABLE (UNFAVORABLE)	% of Budget	Annual Budget	% of Annual Budget Spent
Total Revenue	\$ 3,084,202	\$ 3,068,947	\$ 15,255	0.5%	\$ 3,283,566	94%
Cost of Goods Sold	\$ 178,290	\$ 186,847	\$ 8,557	4.6%	\$ 205,724	87%
Gross Profit	\$ 2,905,912	\$ 2,882,100	\$ 23,812		\$ 3,077,842	
Operating Expenses	\$ 2,183,733	\$ 2,255,025	\$ 71,292	3.2%	\$ 2,721,539	80%
Net Operating Income/(Loss)	\$ 722,179	\$ 627,075	\$ 95,104		\$ 356,303	
Capital Improvements Exp	\$ 148,303	\$ 135,796	\$ (12,507)		\$ 533,089	
Non-Operating (Inc)/Exp	\$ 15,502	\$ -	\$ (15,502)		\$ -	
Net Surplus/(Loss)	\$ 558,374	\$ 491,279	\$ 67,095		\$ (176,786)	

Executive Summary

Club House

Revenue	\$ 156,827	\$ 155,125	\$ 1,702	1.1%	\$ 170,750	92%
Expenses	\$ 695,154	\$ 744,315	\$ 49,161	6.6%	\$ 808,976	86%
Net Subsidy	<u>\$ (538,327)</u>	<u>\$ (589,189)</u>	<u>\$ 50,863</u>		<u>\$ (638,226)</u>	

Golf

Revenue	\$ 439,974	\$ 418,192	\$ 21,782	5.2%	\$ 426,008	103%
Expenses	\$ 618,331	\$ 643,096	\$ 24,765	3.9%	\$ 687,742	90%
Net Subsidy	<u>\$ (178,357)</u>	<u>\$ (224,904)</u>	<u>\$ 46,547</u>		<u>\$ (261,734)</u>	

Restaurant

Revenue	\$ 521,548	\$ 547,201	\$ (25,653)	-4.7%	\$ 603,015	86%
Cost of Goods Sold	\$ 164,267	\$ 175,263	\$ 10,996	6.3%	\$ 193,106	85%
Gross Profit	\$ 357,281	\$ 371,938	\$ (14,657)	-3.9%	\$ 409,909	
Expenses	\$ 450,469	\$ 453,582	\$ 3,111	0.7%	\$ 498,106	90%
Net Subsidy	<u>\$ (93,188)</u>	<u>\$ (81,644)</u>	<u>\$ (11,546)</u>		<u>\$ (88,197)</u>	

Restricted Funds	Total Total Revenue	Total Expenses	Net Surplus/(Loss)	Cash Balance
Conservation Trust Fund	\$ 14,875	\$ 23,281	\$ (8,406)	\$ 146,077
Debt Service Fund	\$ 532,662	\$ 289,277	\$ 243,385	\$ 554,907
Foundation Fund	\$ 4,362	\$ 5,075	\$ (713)	\$ 188,928

HGMD MONTHLY CAPITAL RESERVE REPORT FOR PERIOD ENDING:

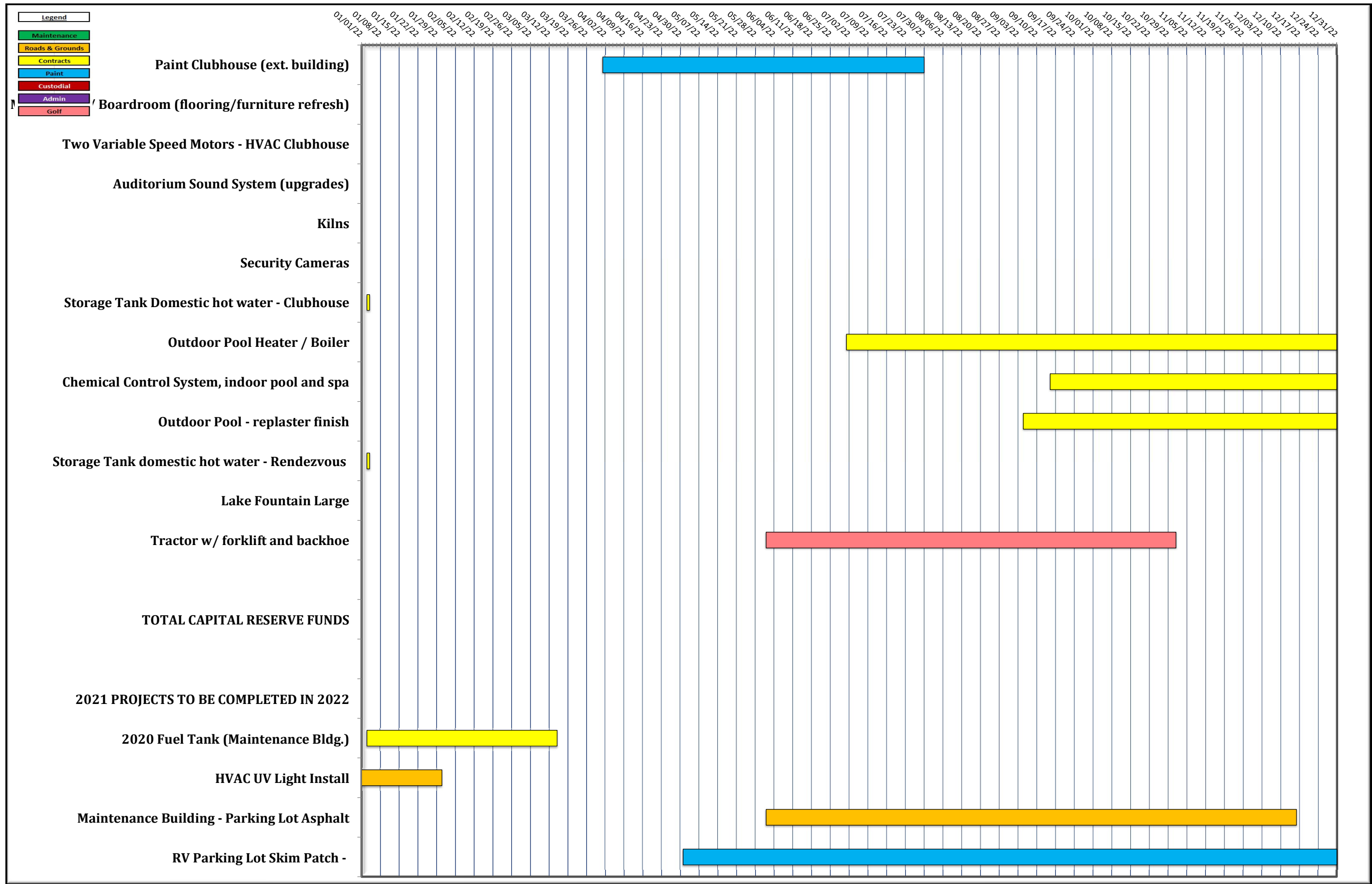
November 2022

STATUS	PROJECT OWNER	DEPT.	2022 APPROVED PROJECTS	ACCT	2022 APPROVED BUDGET AMOUNT	2022 SIGNED CONTRACT AMOUNT	% VAR	START DATE	FINISH DATE	#DAYS	2022 INVOICES PAID	+/- SIGNED CONTRACT AMOUNT	% VAR FROM CONTRACT	TOTAL UNDER / (OVER) BUDGET	REALLOCATE BUDGET	PROJECT Notes / Comments
					A	B				D	B-C-D	A-C-D				
Completed	Don	Clubhouse	Paint Clubhouse (ext. building)	D601	\$52,672	\$38,500	-27%	04/01/22	07/30/22	120	\$38,000	\$500	-1%	\$14,672	(\$14,672)	
not-started	Jason	Admin.	Mgmt Office / Boardroom (flooring/furniture refresh)	D601	\$20,960		-100%			0	\$0	\$0	#DIV/0!	\$20,960	(\$20,960)	
not-started	Jon H	Clubhouse	Two Variable Speed Motors - HVAC Clubhouse	D601	\$11,285		-100%			0	\$0	\$0	#DIV/0!	\$11,285	(\$11,285)	Not Needed at this time.
not-started	Montrell	Clubhouse	Auditorium Sound System (upgrades)	D601	\$6,885		-100%			0	\$0	\$0	#DIV/0!	\$6,885	(\$6,885)	Not needed at this time. Auditorium Sound System is working as it should.
not-started	Montrell	Clubhouse	Kilns	D601	\$28,212		-100%			0	\$0	\$0	#DIV/0!	\$28,212	(\$28,212)	Kilns appear to be working properly and most likely do not need to be replaced at this time.
not-started	Montrell	Clubhouse	Security Cameras	D601	\$6,478		-100%			0	\$0	\$0	#DIV/0!	\$6,478		Researching what rooms in the clubhouse need cameras the most.
Completed	Jon H	Clubhouse	Storage Tank Domestic hot water - Clubhouse	D601	\$21,159		-100%	01/03/22	01/04/22	1	\$0	\$0	#DIV/0!	\$21,159	(\$21,159)	
In Process	Jon H	Pools	Outdoor Pool Heater / Boiler	D601	\$32,704	\$22,880	-30%	07/01/22	12/31/22	183		\$22,880	-100%	\$32,704	(\$7,536)	Working on receiving pricing. Once Heater/ Boiler is ordered there is a long lead time to receive the product. 10/4/22 - submitting for approval during B&F Meeting on 10/17/22.
not-started	Jon H	Pools	Chemical Control System, indoor pool and spa	D601	\$17,361		-100%	09/15/22	12/31/22	107		\$0	#DIV/0!	\$17,361		Researching if needed at this time.
In Process	Jon H	Pools	Outdoor Pool - replaster finish	D601	\$60,020		-100%	09/05/22	12/31/22	117		\$0	#DIV/0!	\$60,020		Working on receiving pricing. Might not get completed until next season.
Completed	Jon H	Restaurant	Storage Tank domestic hot water - Rendezvous	D601	\$21,159		-100%	01/03/22	01/04/22	1	\$0	\$0	#DIV/0!	\$21,159	(\$21,159)	
Completed	Brian/Greg	Golf	Lake Fountain Large	D601	\$11,355		-100%	06/13/22	05/25/22	-19		\$0	#DIV/0!	\$11,355		
Completed	Brian/Greg	Golf	Tractor w/ forklift and backhoe	D601	\$48,873	\$15,000	-69%	06/01/22	11/01/22	153	\$15,000	\$0	0%	\$33,873	(\$33,873)	8/3/22 - Under-budgeted and not needed at this time per Brian Benko. 9/7/22 - Submitting for MC approval during the 9/12 meeting. 9/22/22 - HGMD Board Approved.
In Process	Jon H	Clubhouse	Update CH HVAC System Software and Computer	D601		\$17,697	#DIV/0!	09/28/22	12/31/22	94	\$2,545	\$15,152	-86%	(\$2,545)	\$17,697	10/4/22 - We are submitting for MC approval
In Process	Don	Admin.	RV Lot Lighting and other Security											\$50,000	Reviewing options. Recommendation will be given to the HGMD President.	
In Process	Don	Clubhouse	Clubhouse Card Entry Security System/Security											\$80,000	A walk-through with CEO, HGMD President, and Security will help to develop recommendation.	
In Process	Matt	Admin.	Garden Plot Water System Design and Installation											\$30,000		
TOTAL 2022 FUNDED PROJECTS					\$339,123	\$94,077	-72%				\$55,545	\$38,532	-41%	\$283,578	\$11,956	
<i>Future event or circumstance which is possible, but cannot be predicted with certainty</i>																
2022 CONTINGENCY PROJECTS																
not-started	Management	Management	2022 Contribution to Reserves	D601	\$58,170							\$0	#DIV/0!	\$58,170	(\$11,956)	
not-started				D601								\$0	#DIV/0!	\$0		
TOTAL 2022 CONTINGENCY PROJECTS					\$58,170	\$0					\$0	\$0		\$58,170	(\$11,956)	
TOTAL CAPITAL RESERVE FUNDS					\$397,293	\$94,077					\$55,545	\$38,532		\$341,748	\$0	
2021 PROJECTS TO BE COMPLETED IN 2022																
Completed	Don		2020 Fuel Tank (Maintenance Bldg.)	D601.2	\$45,373	\$45,373	0%	01/03/22	03/15/22	71	\$44,446	\$927	-2%	\$ 927		
Completed			HVAC UV Light Install	D601.2	\$22,937	\$10,297	-55%	01/01/22	01/31/22	30	\$10,297	\$0	0%	\$ 12,640		
In Process	Don		Maintenance Building - Parking Lot Asphalt	D601.2	\$59,282	\$38,015	-36%	06/01/22	12/16/22	198	\$38,015	\$0	0%	\$ 21,267		9/7/22 - Asphalt and Concrete are complete. Board Approved moving forward on 9/20/22. 10/4/22 - Asphalt and concrete completed for 2022. Waiting on AJI Fence to install new gate. Gate is expected to be installed late November 2022. 11/30/22 - Contractor was delayed by weather. They are going to set the post on 12/2 and finish the work the following week once the concrete footing for the post is set.

HGMD MONTHLY CAPITAL RESERVE REPORT FOR PERIOD ENDING:

November 2022

STATUS	PROJECT OWNER	DEPT.	2022 APPROVED PROJECTS	ACCT	2022 APPROVED BUDGET AMOUNT	2022 SIGNED CONTRACT AMOUNT	%	START DATE	FINISH DATE	#DAYS	2022 INVOICES PAID	+/- SIGNED CONTRACT AMOUNT	% VAR FROM CONTRACT	TOTAL UNDER / (OVER) BUDGET	REALLOCATE BUDGET	PROJECT Notes / Comments
					A	B					D	B-C-D	A-C-D			
Completed			RV Parking Lot Skim Patch -	D601.2	\$8,204	\$8,204		05/01/22	12/31/22	244		\$8,204	-100%	\$8,204		8/2/22 - David Funk requested pricing on for security enhancements ie: street lamps, fence repairs, and cameras. David said the Security enhancement project is the direction we will move with the project.
TOTAL PRIOR YEAR PROJECTS					\$135,796	\$101,889					\$92,758	\$9,131		\$43,038	\$0	
GRAND TOTAL PER BUDGET					\$533,089	\$195,966					\$148,303	\$47,663		\$384,785	\$0	
PROJECTS TARGETED FOR COMPLETION IN 2022 BUT NOT IN THE PUBLISHED BUDGET																
TOTAL PRIOR YEAR PROJECTS NOT BUDGETED IN 2022					\$0	\$0					\$0	\$0		\$0	\$0	
GRAND TOTAL					\$533,089	\$195,966					\$148,303	\$47,663		\$384,785	\$0	



**HEATHER GARDENS FOUNDATIONS
FOUNDATION DONATION SUMMARY
1/1/2022 - 11/30/2022**

Description	General	Roads & Grounds	Club House	Golf	Trees	Totals
Balance at beginning of January	174,610.21	324.50	375.70	40.00	14,042.59	189,393.00
Donations for Jan 2022	100.00					100.00
Donation for Feb 2022	75.00				75.00	150.00
Refund for Legend 6' Teak Bench w/back rest	594.25					594.25
Donation for Mar 2022						0.00
Expenses March - TV for Lobby Flyer Display	-486.83					-486.83
Donation for Apr 2022	25.00					25.00
April Fundraiser Revenue	1,320.00					1,320.00
April Fundraiser Costs - Band	-450.00					-450.00
Donations for May 2022	25.00					25.00
Expenses for May - Planter boxes for Rest.	-401.20					-401.20
Donations for June 2022	100.00				75.00	175.00
Donations for June 2022 - Golf Shop sale of shirt	22.50					22.50
Expenses for June - Herbs for Rest. Planter boxes	-95.32					-95.32
Donations for July 2022	75.00					75.00
Expenses for July - Herbs for Rest. Planter boxes	-48.40					-48.40
Donations for August 2022	25.00		50.00			75.00
YTD Interest Income on US Treasury Bills and Notes	489.35					489.35
Donations for September 2022	140.00					140.00
Sept Interest Income on US Treasury Bills and Notes	202.89					202.89
Donations for October 2022	0.00					0.00
Oct Interest Income on US Treasury Bills and Notes	209.65					209.65
Expenses for October - Two TVs for Restaurant	-2,789.96					-2,789.96
Donations for November 2022	125.00				1,025.00	1,150.00
Nov Interest Income on US Treasury Bills and Notes	202.89					202.89
Expenses for November - Two TVs for Restaurant	-795.33					-795.33
Expenses for November - 6' Bench	-602.16					-602.16
Balance at end of the month 11/30/2022	172,672.54	324.50	425.70	40.00	15,217.59	188,680.33

RECONCILIATION TO GL

D103.5 Foundation Checking Account - November 2022	\$	40,266
D106.1 Foundation Investment Account - November 2022	\$	148,662
D121 Owed to the Foundation from MD		
D121 Owed to MD from the Foundation	\$	(247.49)
		\$ 188,680.33
	\$	-

**Heather Gardens Metropolitan District
Summary of Investments
11/30/22**

Bank	Yield	Maturity	Interest Paid	Principal	Monthly Interest	Fund	Account
Key Bank - Foundation							
Bank of America							
US Treasury Bills	0.458%	1/26/2023	Maturity	\$ 49,964	\$ 18.91	Foundation	D106.1
US Treasury Notes 0.125% Coupons	2.413%	6/30/2023	Semi Annual	\$ 98,698	\$ 102.79	Foundation	D106.1
Foundation - checking				\$ 40,266		Foundation	D103.5
				<u>\$ 188,928</u>	<u>\$ 121.70</u>		
Key Bank - Conservation Trust Fund/Lottery							
			Monthly	\$ 146,077	\$ 1.29	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 Investment (1)				<u>\$ (17,036)</u>			
				<u>\$ 729,145</u>	<u>\$ 1,920.38</u>		
Total Investment				<u><u>\$ 1,064,150</u></u>	<u><u>\$ 2,043.36</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.

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	14,789	14,250	539	19,000
D504 Interest Income	1,947	135	1,812	7,279	1,485	5,794	1,620
D504.2 2010 Bond Restr Interest	1,284	9	1,275	4,421	91	4,330	100
D504.3 Interest Income Lottery	41	1	40	86	11	75	12
D505 Recreation Fee Income	124,778	124,728	50	1,372,368	1,372,008	360	1,496,736
Restaurant Income	45,087	43,002	2,085	521,547	547,200	(25,653)	603,015
D507 Golf Fees Daily	9,043	13,319	(4,276)	301,257	282,631	18,626	284,281
D507.1 Golf Simulator	200	74	126	1,142	1,382	(240)	1,578
D509.2 Golf Disc - 40 Play	517	0	517	18,477	24,770	(6,293)	25,211
D511 Golf Cart Rental Income	2,232	3,339	(1,107)	77,579	70,118	7,461	70,315
D511.1 Golf Merchandise	788	1,090	(301)	24,547	22,276	2,270	24,266
D511.2 Golf Lesson	370	453	(83)	7,645	8,345	(700)	8,900
D511.3 Golf Bag Storage	4,090	3,592	498	4,507	4,016	491	6,705
D511.4 Golf Pull Cart	168	163	5	4,820	4,654	166	4,752
D512 CH Building Rentals	2,274	1,300	974	23,804	14,300	9,504	15,600
D513 Events	2,646	2,735	(89)	25,776	27,635	(1,859)	31,670
D513.1 Trips Revenue	2,530	2,750	(220)	31,527	30,250	1,277	33,000
D514 RV Lot Income	0	0	0	30,577	29,520	1,057	29,520
D514.1 Garden Plot Income	0	0	0	2,645	2,520	125	2,520
D515 Classes	6,385	7,240	(855)	73,327	79,640	(6,313)	86,880
D515.1 Donation Revenue	1,150	0	1,150	3,258	0	3,258	0
D515.3 Interest Income - Foundation	203	0	203	1,105	0	1,105	0
D516 Miscellaneous Revenue	50	0	50	1,085	0	1,085	0
D516.1 Coffee Revenue	180	300	(120)	2,393	3,300	(907)	3,600
D517 Property Tax Revenue	585	1,222	(637)	499,070	497,836	1,234	500,785
D518 Specific Ownership Tax Revenue	2,589	2,791	(202)	29,172	30,709	(1,537)	33,500
TOTAL REVENUE	209,137	208,243	894	3,084,202	3,068,947	15,255	3,283,566
D590 Cost of Goods Sold	13,708	14,369	661	178,290	186,847	8,557	205,724
GROSS PROFIT	195,429	193,874	1,555	2,905,912	2,882,100	23,812	3,077,842
OPERATING EXPENSES							
D519 Zion Bank Payee Fee	0	0	0	1,000	1,400	400	1,400
D520 Debt Service Interest	25,617	25,617	0	281,783	281,787	4	306,470
D522 Services - Insurance	4,245	4,724	480	46,690	51,966	5,276	56,690
D523 Services - Audit	0	0	0	34,025	34,025	0	34,025
D524 Services - Professional	8,265	3,750	(4,515)	25,141	41,250	16,109	45,000
D525 County Collection Fee	9	10	1	7,494	7,880	386	7,915
D525.1 Election Expense	0	0	0	2,461	0	(2,461)	0
D526 Miscellaneous Expense	0	100	100	3,239	1,100	(2,139)	1,200
D526.1 SDA Membership Dues	0	0	0	1,238	1,500	263	1,500
D550 Club House Expenses	69,221	62,737	(6,484)	695,154	744,315	49,161	808,976
D555 Golf Course Expenses	53,995	46,684	(7,311)	604,308	631,510	27,202	675,123
D557 Restaurant Expenses	46,669	40,063	(6,606)	450,469	453,583	3,114	498,106
D560 RV Lot Expenses	84	254	170	2,374	2,796	422	3,050
D565 Garden Plot Expenses	0	198	198	0	1,913	1,913	2,084
D566 Conservation Expenses	1,695	0	(1,695)	23,281	0	(23,281)	0
D601 Capital Outlay	2,545	0	(2,545)	55,545	0	(55,545)	397,293
D601.2 2021 Cap Carry Foward Projects	0	0	0	92,758	135,796	43,038	135,796
D620 Foundation Expense	1,397	0	(1,397)	5,075	0	(5,075)	0
D700 Bond Principal Payment	0	0	0	0	0	0	280,000
TOTAL OPERATING EXPENSES	213,742	184,137	(29,605)	2,332,036	2,390,821	58,785	3,254,628
NET OPERATING REVENUE/EXPENSE	(18,313)	9,737	(28,050)	573,876	491,279	82,597	(176,786)
NON OPERATING EXPENSE							
D605 Gain/Loss Asset Disp	0	0	0	(1,534)	0	1,534	0
D605.1 Net (Incr)/Decr in FMV of Inve	(2,068)	0	2,068	17,036	0	(17,036)	0
TOTAL NON OPERATING EXPENSE	(2,068)	0	2,068	15,502	0	(15,502)	0
NET REVENUE EXPENSE	(16,246)	9,737	(25,982)	558,374	491,279	67,095	(176,786)

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	1,947	135	1,812	7,279	1,485	5,794	1,620
D505 Rec Fee Income	124,778	124,728	50	1,372,368	1,372,008	360	1,496,736
Restaurant Income	45,087	43,002	2,085	521,547	547,200	(25,653)	603,015
D507 Golf Fees Daily	9,043	13,319	(4,276)	301,257	282,631	18,626	284,281
D507.1 Golf Simulator	200	74	126	1,142	1,382	(240)	1,578
D509.2 Golf Disc - 40 Play	517	0	517	18,477	24,770	(6,293)	25,211
D511 Golf Cart Rental Income	2,232	3,339	(1,107)	77,579	70,118	7,461	70,315
D511.1 Golf Merchandise	788	1,090	(301)	24,547	22,276	2,270	24,266
D511.2 Golf Lesson	370	453	(83)	7,645	8,345	(700)	8,900
D511.3 Golf Bag Storage	4,090	3,592	498	4,507	4,016	491	6,705
D511.4 Golf Pull Cart	168	163	5	4,820	4,654	166	4,752
D512 CH Building Rentals	2,274	1,300	974	23,804	14,300	9,504	15,600
D513 Events	2,646	2,735	(89)	25,776	27,635	(1,859)	31,670
D513.1 Trips Revenue	2,530	2,750	(220)	31,527	30,250	1,277	33,000
D514 RV Lot Income	0	0	0	30,577	29,520	1,057	29,520
D514.1 Garden Plot Income	0	0	0	2,645	2,520	125	2,520
D515 Classes	6,385	7,240	(855)	73,327	79,640	(6,313)	86,880
D516 Miscellaneous Revenue	50	0	50	1,085	0	1,085	0
D516.1 Coffee Revenue	180	300	(120)	2,393	3,300	(907)	3,600
TOTAL ENTERPRISE REVENUE	203,284	204,220	(935)	2,532,303	2,526,050	6,253	2,730,169
D590 Cost of Goods Sold	13,708	14,369	661	178,290	186,847	8,557	205,724
GROSS PROFIT	189,576	189,851	(275)	2,354,013	2,339,203	14,809	2,524,445
OPERATING EXPENSES							
D550 Club House Expenses	69,221	62,737	(6,484)	695,154	744,315	49,161	808,976
D555 Golf Course Expenses	53,995	46,684	(7,311)	604,308	631,510	27,202	675,123
D557 Restaurant Expenses	46,669	40,063	(6,606)	450,469	453,583	3,114	498,106
D560 RV Lot Expenses	84	254	170	2,374	2,796	422	3,050
D522 Services - Insurance	4,245	4,724	480	46,690	51,966	5,276	56,690
D523 Services - Audit	0	0	0	34,025	34,025	0	34,025
D524 Services - Professional	8,265	3,750	(4,515)	25,141	41,250	16,109	45,000
D525.1 Election Expense	0	0	0	2,461	0	(2,461)	0
D526 Miscellaneous Expense	0	100	100	3,239	1,100	(2,139)	1,200
D526.1 SDA Membership Dues	0	0	0	1,238	1,500	263	1,500
D519 Zion Bank Payee Fee	0	0	0	1,000	1,400	400	1,400
D565 Garden Plot Expenses	0	198	198	0	1,913	1,913	2,084
D601 Capital Outlay	2,545	0	(2,545)	55,545	0	(55,545)	397,293
D601.2 2021 Cap Carry Foward Projects	0	0	0	92,758	135,796	43,038	135,796
TOTAL OPERATING EXPENSES	185,023	158,510	(26,513)	2,014,403	2,101,154	86,751	2,660,243
NET OPERATING REVENUE/EXPEN	4,553	31,341	(26,788)	339,610	238,050	101,560	(135,798)
NON OPERATING EXPENSE							
D605 Gain/Loss Asset Disp	0	0	0	(1,534)	0	1,534	0
D605.1 Net (Incr)/Decr in FMV of Inve	(2,068)	0	2,068	17,036	0	(17,036)	0
TOTAL NON OPERATIN EXPENSE	(2,068)	0	2,068	15,502	0	(15,502)	0
NET ENTERPRISE FUND REVENUE/EX	6,621	31,341	(24,720)	324,107	238,050	86,058	(135,798)

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	14,789	14,250	539	19,000
D504.3 Interest Inc Lottery	41	1	40	86	11	75	12
TOTAL LOTTERY REVENUE	41	1	40	14,875	14,261	614	19,012
EXPENSES							
D566 Conservation Expenses	1,695	0	(1,695)	23,281	0	(23,281)	0
TOTAL LOTTERY EXPENSES	1,695	0	(1,695)	23,281	0	(23,281)	0
REVENUE OVER(UNDER) EXPENSES	(1,654)	1	1,655	(8,406)	14,261	22,667	19,012
FOUNDATION FUND							
REVENUE							
D515.1 Donation Revenue	1,150	0	1,150	3,258	0	3,258	0
D515.3 Interest Inc - Found	203	0	203	1,105	0	1,105	0
TOTAL FOUNDATION REVENUE	1,353	0	1,353	4,362	0	4,362	0
EXPENSES							
D620 Foundation Expense	1,397	0	(1,397)	5,075	0	(5,075)	0
TOTAL FOUNDATION EXPENSES	1,397	0	(1,397)	5,075	0	(5,075)	0
REVENUE OVER(UNDER) EXPENSES	(45)	0	(45)	(713)	0	(713)	0
DEBT SERVICE FUND 2010 BOND ISSUE							
REVENUE							
D517 Property Tax Revenue	585	1,222	(637)	499,070	497,836	1,234	500,785
D518 Specific Ownership Tax	2,589	2,791	(202)	29,172	30,709	(1,537)	33,500
Bond Restricted Interest	1,284	9	1,275	4,421	91	4,330	100
TOTAL DEBT SERVICE REVENUE	4,458	4,022	436	532,662	528,636	4,027	534,385
EXPENSES							
D520 Debt Serv Interest	25,617	25,617	0	281,783	281,787	4	306,470
D525 Cnty Collection Fee	9	10	1	7,494	7,880	386	7,915
D700 Bond Principal Pymnt	0	0	0	0	0	0	280,000
TOTAL DEBT SERVICE EXPENSES	25,626	25,627	1	289,277	289,667	390	594,385
REVENUE OVER (UNDER) EXPENSES	(21,168)	(21,605)	437	243,385	238,969	4,417	(60,000)

	10/31/2022	10/31/2022	9/30/2022	12/31/2021
CURRENT ASSETS				
Cash - Operating	565,212	584,454	535,538	355,135
Capital Projects - Savings	768,212	749,892	717,003	654,961
Conservation (Lottery) Bank Acct	146,077	148,473	167,589	173,157
Investments	729,145	727,078	746,512	750,000
Investments - Foundation	148,662	148,459	148,249	150,000
Zion Debt Service	554,907	550,458	546,403	183,438
Foundation Account	40,266	43,056	42,916	38,293
Accrued Interest	6,503	4,768	2,952	438
Accounts Receivable Net of Allowance	7,653	7,774	8,510	24,789
Inventory	46,465	43,840	45,693	41,182
Prepaid Expenses	7,545	8,489	12,734	50,935
Prop Tax Receivable	500,779	500,779	500,779	500,779
TOTAL CURRENT ASSETS	3,521,425	3,517,519	3,474,878	2,923,106
BUILDING, LAND & EQUIPMENT (Net of Depr)				
CIP Asset	0	32,195	32,195	32,195
Restaurant Equipment	144,891	144,891	144,891	144,891
Equipment	281,468	281,468	281,468	281,468
Property	8,438,907	8,406,712	8,406,712	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	10,723,457	10,723,457	10,723,457	10,723,456
TOTAL ASSETS	14,244,882	14,240,976	14,198,334	13,646,563
CURRENT LIABILITIES				
Accounts & Interest Payable	159,637	132,900	108,069	80,988
Due To/From HGA	86,196	82,791	56,246	114,306
Bonds Payable - Short Term	280,000	280,000	280,000	280,000
Unearned Revenue	48,073	54,020	61,543	51,699
Prepaid Rec Fees	23,338	25,327	25,899	33,629
Gift Cards	10,957	11,128	11,397	11,938
Sales Tax Payable	6,851	8,006	7,315	5,662
Server Tips Payable	4,368	5,097	3,717	939
Deferred Property Tax	500,779	500,779	500,779	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	1,150,369	1,130,217	1,085,134	1,110,109
LONG TERM DEBT				
Bond Issue	7,405,000	7,405,000	7,405,000	7,405,000
Deferred Loss Series 2017 Refunding Bond	(614,585)	(614,585)	(614,585)	(614,585)
Original Issue Premium 2017 Bonds	634,207	634,207	634,207	634,207
RV Lot Gate Opener Deposit	1,400	1,400	1,435	1,715
TOTAL CURRENT & LONG TERM LIABILITIES	8,576,391	8,556,239	8,511,191	8,536,446
FUND EQUITY				
Investment In Property	3,007,866	3,007,866	3,007,866	3,007,866
Debt Service Fund	183,438	183,438	183,438	183,438
Conservation Trust Fund (Lottery)	152,789	152,789	152,789	152,789
Heather Gardens Foundation	189,393	189,393	189,393	187,778
Unrestricted Net Assets	1,560,801	1,560,801	1,560,801	1,425,259
Tabor Reserve	15,831	15,831	15,831	15,831
Net Income/(Loss)	558,374	574,620	577,026	137,156
Total Equity	5,668,491	5,684,737	5,687,143	5,110,117
TOTAL LIABILITIES AND EQUITY	14,244,882	14,240,976	14,198,334	13,646,563

**Heather Gardens Metropolitan District
Club House P&L
11/30/2022**

12/6/2022
7:49 AM

	CURRENT ACTUAL	CURRENT BUDGET	CURRENT VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET	
REVENUE								
D512	CH Building Rentals	2,274	1,300	974	23,804	14,300	9,504	15,600
D515	Classes	6,385	7,240	(855)	73,327	79,640	(6,313)	86,880
D513	Events	2,646	2,735	(89)	25,776	27,635	(1,859)	31,670
D516.1	Coffee Revenue	180	300	(120)	2,393	3,300	(907)	3,600
D513.1	Trips Revenue	2,530	2,750	(220)	31,527	30,250	1,277	33,000
	TOTAL REVENUE	14,015	14,325	(310)	156,827	155,125	1,702	170,750
WAGES/BENEFITS								
C500	Salaries - FTP	9,993	8,805	(1,189)	98,331	97,998	(333)	108,305
C510	Salaries - Part Time	8,917	6,072	(2,846)	72,567	69,305	(3,262)	75,376
C520	Salaries - Overtime	8	0	(8)	232	0	(232)	0
C530	Salaries - Teachers	7,333	9,063	1,731	79,173	85,055	5,882	89,935
C540	Taxes - Payroll	2,519	2,080	(439)	23,321	24,588	1,267	26,803
C550	Retirement Expense	0	430	430	0	4,790	4,790	5,234
C553	Insurance - Personnel	975	1,195	220	10,665	13,143	2,478	14,338
C574	Recruit/Train/Services	40	110	71	291	1,210	919	1,320
C575	Employee Incentive	0	0	0	456	600	144	600
C588	Workers Comp Insurance	215	253	38	3,485	2,576	(909)	2,829
	TOTAL WAGES/BENEFITS	30,000	28,008	(1,992)	288,521	299,265	10,744	324,740
OPERATING EXPENSES								
C675.2	Salaries-Charge Out	0	0	0	0	0	0	0
C673	Maintenance Hours	7,408	258	(7,150)	57,056	24,158	(32,898)	27,043
C676	Golf Hours	0	0	0	0	0	0	0
C677	R & G Hours	0	0	0	4,813	0	(4,813)	0
C678	Custodial Hours	6,093	9,548	3,455	77,033	105,031	27,998	114,579
	CHARGE-OUT SUBTOTALS	13,501	9,806	(3,695)	138,902	129,189	-9,713	141,622
C621.1	Mileage Reimbursement	0	8	8	0	88	88	96
C627	Pool Care & Supplies	1,388	1,139	(249)	13,446	18,599	5,153	19,738
C639	Software & IT	239	340	101	4,125	3,740	(385)	4,080
C640	Electric	8,033	8,654	621	83,268	84,361	1,093	93,261
C643	Gas	1,541	1,500	(41)	16,757	18,545	1,788	20,077
C662	Office Supplies & Postage	(2,051)	600	2,651	5,424	6,600	1,176	7,200
C662.1	CC & ActiveNet	274	1,050	776	8,805	11,550	2,745	12,600
C671	Outside Contractors	441	1,451	1,010	11,320	18,081	6,761	19,662
C683	Repairs - Equipment	858	528	(330)	9,513	8,843	(670)	9,246
C684	Supplies	738	650	(88)	14,990	17,750	2,760	18,750
C684.1	Custodial Supplies	2,042	2,000	(42)	20,251	22,000	1,749	24,000
C684.2	Coffee Supplies	185	230	45	1,992	2,530	538	2,760
C686.1	Special Event Supplies	213	710	497	10,095	13,360	3,265	14,420
C686.2	Special Event Contractors	1,209	2,025	816	4,202	14,275	10,073	17,250
C687	Trips Expense	3,230	2,750	(480)	28,651	30,250	1,599	33,000
C688	Non Capital Equipment	2,441	0	(2,441)	6,442	22,740	16,298	22,740
C689	Phone & Internet	454	370	(84)	4,538	4,070	(468)	4,440
C690	ROU Equip Leases	2,490	0	(2,490)	2,490	0	(2,490)	0
C698	Water & Sewer	1,999	918	(1,081)	21,422	18,478	(2,944)	19,294
	TOTAL OPERATING EXPENSES	39,225	34,729	(4,496)	406,633	445,049	38,416	484,236
	NET REVENUE & EXPENSE	(55,210)	(48,412)	(6,798)	(538,327)	(589,189)	50,862	(638,226)

**Heather Gardens Metropolitan District
Golf P&L
11/30/2022**

12/6/2022
7:50 AM

		CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET
REVENUE								
D507	Golf Fees Daily	9,043	13,319	(4,276)	301,257	282,631	18,626	284,281
D507.1	Golf Simulator	200	74	126	1,142	1,382	(240)	1,578
D509.2	Golf Disc - 40 Play	517	0	517	18,477	24,770	(6,293)	25,211
D511	Golf Cart Rental Income	2,232	3,339	(1,107)	77,579	70,118	7,461	70,315
D511.1	Golf Merchandise	788	1,090	(301)	24,547	22,276	2,270	24,266
D511.2	Golf Lesson	370	453	(83)	7,645	8,345	(700)	8,900
D511.3	Golf Bag Storage	4,090	3,592	498	4,507	4,016	491	6,705
D511.4	Golf Pull Cart	168	163	5	4,820	4,654	166	4,752
TOTAL REVENUE		17,408	22,030	(4,621)	439,974	418,192	21,781	426,008
WAGES/BENEFITS								
G500	Salaries - FTP	25,261	24,312	(949)	298,594	275,409	(23,185)	302,068
G510	Salaries - Part Time	2,461	4,471	2,010	56,761	87,265	30,504	91,736
G520	Salaries - Overtime	666	238	(428)	4,881	4,376	(504)	4,479
G540	Taxes - Payroll	2,354	2,319	(36)	30,659	31,289	630	33,787
G550	Retirement Expense	1,122	956	(166)	11,780	12,170	390	13,200
G553	Insurance - Personnel	1,800	2,749	949	21,086	28,738	7,652	31,487
G574	Recruit / Train / Service	100	0	(100)	6,742	5,997	(745)	5,997
G575	Employee Incentive	0	0	0	0	2,000	2,000	2,000
G588	Workers Comp Insurance	365	319	(46)	4,779	3,248	(1,531)	3,567
TOTAL WAGES/BENEFITS		34,129	35,364	1,234	435,282	450,492	15,211	488,321
OPERATING EXPENSES								
G675.2	Salaries-Charged Out	(1,479)	(250)	1,229	(3,563)	(1,250)	2,313	(1,500)
G450	COGS - Merchandise	(308)	567	874	14,023	11,584	(2,439)	12,618
G621	Fuel Expense	748	643	(105)	8,050	6,181	(1,868)	6,375
G621.1	Mileage Reimbursement	18	0	(18)	179	165	(15)	165
G624	Contingency-Water	39	0	(39)	8,317	10,300	1,983	10,300
G635	Tree & Shrub Replacement	0	0	0	0	714	714	714
G639	Software & IT	297	258	(40)	2,202	2,833	631	3,090
G640	Electric	683	695	11	8,392	8,755	362	9,312
G640.1	Electric - Pump	4,757	4,112	(644)	48,422	45,514	(2,908)	46,243
G643	Gas	185	148	(37)	1,259	1,078	(181)	1,198
G645	Uniforms	0	61	61	0	1,974	1,974	2,035
G662	Office Supplies & Postage	0	0	0	104	0	(104)	52
G662.1	Credit Card Expense	2,040	1,316	(724)	20,756	14,478	(6,278)	15,794
G665	Rent - Equipment	0	1,442	1,442	2,386	1,442	(944)	1,442
G670	Asphalt Repairs	0	0	0	2,400	4,896	2,496	4,896
G671	Outside Contractors	10,499	270	(10,229)	15,127	19,240	4,113	19,511
G676.1	Golf Shop Supplies	430	160	(270)	1,331	1,760	429	1,920
G680	Radio Communications	0	0	0	160	206	46	206
G683	Repairs - Equipment	584	1,700	1,116	14,332	13,100	(1,232)	14,400
G684	Supplies	57	50	(7)	33,896	41,750	7,854	42,050
G689	Telephone	265	300	35	2,820	3,300	480	3,600
G697	Marketing	738	416	(322)	2,456	4,584	2,128	5,000
TOTAL OPERATING EXPENSES		19,553	11,888	(7,667)	183,049	192,604	9,554	199,421
NET REVENUE & EXPENSE		(36,274)	(25,222)	(11,054)	(178,357)	(224,904)	46,546	(261,734)

NOVEMBER 2022

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+	\$ 9.00	9	\$ 81	394	\$ 3,546	\$ 9.00	27	\$ 243	415	\$ 3,735
Resident	\$ 9.95	0	\$ -	61	\$ 607	\$ 17.05	381	\$ 6,496	1,576	\$ 16,102
Resident Everyday	\$ 10.00	177	\$ 1,770	5,071	\$ 50,698	\$ 10.00		\$ -	4,477	\$ 44,770
Guest of Resident- weekday	\$ 13.00	33	\$ 429	745	\$ 9,685	\$ 13.00	50	\$ 650	782	\$ 10,222
Guest of Resident- weekend	\$ 17.00	29	\$ 493	590	\$ 10,028	\$ 17.00	34	\$ 578	585	\$ 9,945
Non-Resident Sr. - No Timeframe	\$ 23.00	(4)	\$ (92)	(55)	\$ (969)					
Non-Resident Sr. - Weekday	\$ 15.00	111	\$ 1,665	3,664	\$ 54,914	\$ 14.00	206	\$ 2,884	2,913	\$ 40,803
Non-Resident Sr. - Weekend	\$ 19.00	69	\$ 1,311	2,136	\$ 40,555	\$ 18.00	82	\$ 1,476	1,950	\$ 35,100
Non-Resident - Weekday	\$ 18.00	25	\$ 450	1,530	\$ 27,547	\$ 17.05	53	\$ 904	1,335	\$ 22,746
Non-Resident - Weekend	\$ 23.00	36	\$ 828	1,828	\$ 42,069	\$ 22.05	82	\$ 1,808	1,481	\$ 32,638
Junior- weekday	\$ 9.00	0	\$ -	408	\$ 3,672	\$ 9.00	13	\$ 117	371	\$ 3,493
Junior- weekend	\$ 12.00	1	\$ 12	93	\$ 1,116	\$ 12.00	6	\$ 72	168	\$ 2,046
Twilight	\$ 14.00	0	\$ -	180	\$ 2,520	\$ 12.00	4	\$ 48	454	\$ 5,448
2 for 20 Special	\$ -		\$ -			\$ -	0	\$ -	9	\$ 99
2 for 24 Special	\$ 12.00	174	\$ 2,088	3,091	\$ 37,097	\$ 11.00	168	\$ 1,848	1,919	\$ 21,109
2 for 1	\$ 18.00		\$ -			\$ 18.00	0	\$ -	0	\$ -
2 for 1 (free player)	\$ -		\$ -			\$ -	0	\$ -	0	\$ -
League - Weekend	\$ 18.00	0	\$ -	51	\$ 918	\$ 18.00	38	\$ 684	420	\$ 7,560
League - Weekday	\$ 15.00	0	\$ -	966	\$ 14,490	\$ 14.00	0	\$ -	1,378	\$ 19,292
40 Play Punches	\$ 8.89	59	\$ 525	1,817	\$ 16,329	\$ 8.54	168	\$ 1,434	3,428	\$ 28,424
Complimentary Round-Employee	\$ -		\$ -			\$ -	15	\$ -	115	\$ -
Complimentary Round	\$ -		\$ -			\$ -	4	\$ -	20	\$ -
Adjustment to Income	\$ -		\$ -		\$ 2,288	\$ -	0	\$ 174	0	\$ 3,546
Golf Daily Fee		719	\$ 9,560	22,570	\$ 317,110	\$ -	1,331	\$ 19,416	23,796	\$ 307,078

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	0	\$ -	324	\$ 2,625		3	\$ 1,080	1,080	\$ 1,080
Rider Carts	\$ 8.68	257	\$ 2,232	8,952	\$ 77,579	\$ 8.67	535	\$ 4,640	8,763	\$ 75,757
Pull Cart	\$ 6.00	14	\$ 84	598	\$ 3,588	\$ 6.00	31	\$ 186	615	\$ 4,050
Golf Simulator	\$ 17.39	12	\$ 200	60	\$ 1,142	\$ 10.00	4	\$ 35	69	\$ 1,270
Golf Merchandise D511.1			\$ 788		\$ 24,547			\$ 1,481		\$ 21,829
Golf Lessons		2	\$ 370	75	\$ 7,645			\$ 185	94	\$ 8,560
Golf Bag Storage	\$ 120.29	34	\$ 4,090	38	\$ 4,507	\$ 120.00		\$ 4,007	8	\$ 4,597
Golf Club Rentals	\$ 14.00	6	\$ 84	88	\$ 1,232	\$ 12.00	2	\$ 24	27	\$ 264

Total Revenue		\$ 17,408		\$ 439,974		\$ 31,053		\$ 424,485
Golf Course Expenses		\$ 53,682		\$ 618,331		\$ 44,115		\$ 601,996
Profit/(Loss)		\$ (36,274)		\$ (178,357)		\$ (13,062)		\$ (177,511)

# of Days Golf Course Closed	2	73	0	61
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**Heather Gardens Metropolitan District
Restaurant P&L
11/30/2022**

12/6/2022
7:50 AM

		CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET		
SUMMARY										
Sales		45,087	43,001	2,084	521,548	547,201	(25,653)	603,015		
Cost of Goods Sold		14,015	13,803	(213)	164,267	175,263	10,997	193,106		
Gross Profit		31,072	29,198	1,874	357,281	371,938	(14,657)	409,909		
Wages & Benefits		33,385	28,995	(4,389)	348,521	341,006	(7,514)	375,186		
Operating Expense		13,284	11,066	(2,220)	101,948	112,576	10,627	122,919		
Net Income/(Loss)		(15,597)	(10,863)	(4,734)	(93,188)	(81,644)	(11,544)	(88,196)		
SALES										
D506	Restaurant Food	38,324	36,822	1,501	433,802	463,894	(30,092)	511,205		
D506.1	Restaurant Beer	2,266	1,532	734	32,936	23,484	9,452	25,580		
D506.2	Restaurant Wine	2,023	2,516	(493)	25,610	30,413	(4,803)	33,752		
D506.3	Restaurant Liquor	2,474	2,131	342	29,200	29,410	(210)	32,478		
	TOTAL SALES	45,087	43,001	2,084	521,548	547,201	(25,653)	603,015		
COST OF GOODS SOLD										
H450	COGS - Food	12,686	12,520	(167)	146,706	157,724	11,018	173,810	<u>COGS Percentages</u>	
H455	COGS - Beer	544	460	(84)	7,955	7,045	(910)	7,674	<u>Current</u>	<u>YTD</u>
H455.1	COGS - Wine	419	503	84	5,688	6,083	395	6,750	33.1%	33.8%
H455.2	COGS - Liquor	366	320	(46)	3,918	4,411	494	4,872	24.0%	24.2%
	TOTAL COST OF GOODS	14,015	13,803	(213)	164,267	175,263	10,997	193,106	20.7%	22.2%
									14.8%	13.4%
	TOTAL COST OF GOODS	14,015	13,803	(213)	164,267	175,263	10,997	193,106	31.1%	31.5%
	GROSS PROFIT	31,072	29,198	1,874	357,281	371,938	(14,657)	409,909		
		69%	68%		69%	68%				
WAGES/BENEFITS										
H500	Salaries - Full Time	17,156	13,503	(3,653)	196,285	150,333	(45,952)	165,849		
H510	Salaries - Part Time	8,466	9,890	1,424	65,873	125,856	59,983	138,694		
H520	Salaries - Overtime	1,115	0	(1,115)	9,805	0	(9,805)	0		
H540	Taxes - Payroll	3,098	2,366	(732)	32,235	28,761	(3,473)	31,329		
H550	Retirement Expense	301	675	374	3,388	7,517	4,129	8,214		
H553	Insurance Emp Health	2,386	1,988	(397)	25,406	20,788	(4,618)	22,776		
H574	Recruiting/Training	492	265	(227)	10,586	3,015	(7,571)	3,280		
H575	Employee Incentive	0	0	0	658	1,600	942	1,600		
H588	Workers Com Insurance	371	308	(63)	4,285	3,136	(1,149)	3,444		
	TOTAL WAGES/BENEFITS	33,385	28,995	(4,389)	348,521	341,006	(7,514)	375,186		
OPERATING EXPENSES										
H673	Maintenance Hours	1,616	56	(1,561)	4,452	2,412	(2,041)	2,551		
H674	Custodial Hours	525	525	0	3,857	5,775	1,918	6,300		
	CHARGE-OUTS SUBTOTAL	2,141	581	(1,561)	8,309	8,187	(123)	8,851		

**Heather Gardens Metropolitan District
Restaurant P&L
11/30/2022**

12/6/2022
7:50 AM

		CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET
H639	Software & IT	550	500	(50)	5,921	5,500	(421)	6,000
H640	Electric	2,008	2,163	155	20,817	21,090	273	23,315
H643	Gas	385	375	(10)	4,189	4,636	447	5,019
H644	Water	106	81	(26)	1,931	1,787	(144)	1,858
H645	Phone & TV	330	300	(30)	3,612	3,300	(312)	3,600
H646	Trash Removal	400	400	0	4,275	4,400	125	4,800
H651	Uniforms	183	150	(33)	437	900	463	900
H652	Discounts & Comps	747	500	(247)	1,518	5,500	3,982	6,000
H655	Linen Service	459	0	(459)	2,139	0	(2,139)	0
H662	Office Supplies	0	0	0	921	400	(521)	500
H671	Outside Contractors	1,001	340	(661)	5,996	5,200	(796)	6,000
H681	Credit Card Fees	1,534	1,100	(434)	15,174	12,100	(3,074)	13,200
H683	Repairs - Equipment	0	300	300	461	3,300	2,839	3,600
H684	China/Glass/Flatware	312	200	(112)	702	2,200	1,498	2,400
H684.1	Kitchen Supplies	1,282	1,500	218	11,370	16,500	5,130	18,000
H685	Cleaning Supplies	658	300	(358)	5,127	3,300	(1,827)	3,600
H688	Non Capital Equipment	0	500	500	4,551	5,500	949	6,000
H689	Marketing	1,188	500	(688)	2,549	5,500	2,951	6,000
H690	Licenses	0	1,276	1,276	1,949	3,276	1,327	3,276
	TOTAL OPERATING EXPENSES	13,284	11,066	(2,220)	101,948	112,576	10,627	122,919
	NET REVENUE & EXPENSE	(15,597)	(10,863)	(4,735)	(93,188)	(81,644)	(11,544)	(88,196)

Monthly Data from
SPOTON POS

Nov						
Sales per hour						
	Hour	Net Sales per hour		# Checks	# Guests	GCA
	9:00 AM	\$17.50		1302	2849	\$17.82
	10:00 AM	\$2,128.00				
	11:00 AM	\$5,306.53				
	12:00 PM	\$9,642.27				
	1:00 PM	\$5,156.25				
	2:00 PM	\$2,065.41				
	3:00 PM	\$2,832.80				
	4:00 PM	\$7,222.45				
	5:00 PM	\$7,490.70				
	6:00 PM	\$2,438.25				
	7:00 PM	\$74.50				
	Grand Totals	\$44,374.66				
Top selling items						
	Sunday Brunch	395				
	THANKSGIVING	270				
	Fish"n Chips	114				
	Lunch Special \$11.25	151				
	H. Gardens Cheeseburger	122				
	Coconut Shrimp	72				
	Turkey Club	61				
	Chicken Croissant Sand.	66				
	Open Food	58				
	Wrap Chicken	56				
	Chef Cobb Salad	46				
	Chicken Basket	66				
	Bowl of Soup	117				
	Meatloaf Dinner	38				
	Cup of Soup	117				
	House Salad	63				
	BBQ Bacon Cheeseburger	39				
	Asian Chicken Salad	31				
	Chili Rellanos	48				
	Black and Bleu Burger	31				
	BBQ Pulled Pork Sand.	34				

Monthly Data from
SPOTON POS

Nov					
	Impossible Veg. Burger	27			
	Breaded Chicken Sand.	27			
	Brat & Chips with Kraut	36			
	Shrimp Louis	23			
	Two Piece F&Chips	24			
	Steak of the Day	15			
	Chicken Caesar Salad	14			
	Warm Lattice Cherry Pie	32			
	Chocolate Mousse	31			
	French Fries	192			
	Half Chicken Dinner	13			
	Greek Chicken Salad	13			
	Mozzarella Sticks	18			
	Mac and chez bites	17			
	Sweet Potato Fries	77			
	wednesday pork coupon	10			
	1/2 Chic Salad	19			
	1/2 Turk & Swiss	18			
	Jalapeno poppers	10			
	Dinner Special	6			
	Baja Style Fish Tacos	6			
	BLT	6			
	Caesar Salad	17			
	Fries	14			
	Ice Cream Sundae	8			
	Steak Philly	3			
	1/2 Ham and cheese	7			
	reuben	2			
	KIDS Brunch	3			
	Plain Burger	2			
	Homemade Chips	348			
	special \$5	4			
	Boston Cream Pie	3			
	Cottage Cheese	9			
	Scoop Of Ice Cream	12			
	Crispy Chicken Salad	1			
	Coleslaw	13			
	Chicken Quesadilla	1			
	Grilled Cheese	1			
	Lunch pork sand \$10	1			
	Pepper cheese bites	1			
	Kids- 2 Sliders w/ FF	1			

Monthly Data from
SPOTON POS

Nov						
	Kids- Hot DogN'FF		1			
	Green Beans		2			
	Brownie Ala Mode		1			
	Dinner Roll		4			
	Fruit		1			

Monthly Data from
SPOTON POS

Jan thru NOV						
Sales per hour						
	Hour	Net Sales per hour		# Checks	# Guests	GCA
	6:00 AM	\$329.25		15140	32645	\$15.79
	7:00 AM	\$13.50				
	8:00 AM	\$34.85				
	9:00 AM	\$752.30				
	10:00 AM	\$24,524.23				
	11:00 AM	\$74,277.32				
	12:00 PM	\$100,314.34				
	1:00 PM	\$59,955.18				
	2:00 PM	\$37,837.44				
	3:00 PM	\$37,086.55				
	4:00 PM	\$64,771.85				
	5:00 PM	\$88,288.16				
	6:00 PM	\$20,146.82				
	7:00 PM	\$5,292.90				
	8:00 PM	\$653.05				
	9:00 PM	\$1,258.10				
	11:00 PM	\$35.50				
	Grand Totals	\$515,571.34				
	Top selling items					
	Sunday Brunch	4,818.00				
	Lunch Special \$11.25	2,560.00				
	Fish"n Chips	1,523.00				
	Dinner Special	1,281.00				
	H. Gardens Cheeseburger	1,503.00				
	Wrap Chicken	940				
	Chef Cobb Salad	856				
	Coconut Shrimp	1,043.00				
	Chicken Croissant Sand.	950				
	Turkey Club	832				
	Asian Chicken Salad	590				
	Chicken Basket	791				
	BBQ Pulled Pork Sand.	624				
	Bowl of Soup	1,267.00				
	Open Food	746				
	THANKSGIVING	367				
	Shrimp Louis	490				
	House Salad	807				
	BBQ Bacon Cheeseburger	495				

Monthly Data from
SPOTON POS

Jan thru NOV					
	Black and Bleu Burger	430			
	Meatloaf Dinner	371			
	Greek Chicken Salad	366			
	Breaded Chicken Sand.	341			
	Cup of Soup	900			
	Brat & Chips with Kraut	453			
	Chicken Caesar Salad	283			
	Chili Rellanos	453			
	Impossible Veg. Burger	261			
	Baja Style Fish Tacos	287			
	Steak of the Day	217			
	French Fries	2,640.00			
	Half Chicken Dinner	194			
	Chocolate Mousse	424.5			
	KIDS Brunch	174			
	Mozzarella Sticks	294			
	Sweet Potato Fries	1,298.00			
	special \$5	132			
	Mac and chez bites	200			
	Warm Lattice Cherry Pie	293			
	Jalapeno poppers	206			
	wednesday pork coupon	118			
	Lunch Memorial \$12.50	67			
	Fries	269			
	Ice Cream Sundae	132			
	BLT	85			
	4th july	37			
	Plain Burger	43			
	Scoop Of Ice Cream	218			
	Lunch pork sand \$10	32			
	Side Salad	45			
	Caesar Salad	101			
	Two Piece F&Chips	24			
	Homemade Chips	4,581.50			
	Grilled Cheese	21			
	Golf Ladies Special	12			
	Turkey Club Sandwich	9			
	Brunch	9			
	Tortilla Chips	20			
	Brownie Ala Mode	18			
	Salad Bar	10			
	Coleslaw	53			

Monthly Data from
SPOTON POS

Jan thru NOV						
	1/2 Chic Salad		19			
	Boston Cream Pie		14			
	1/2 Turk & Swiss		18			
	Bratwurst & Chips		11			
	Cottage Cheese		28			
	Chicken Salad Croissant		4			
	Dinner Salad Bar		4			
	Golf ladies Wed Special		4			
	Green Beans		15			
	Pepper cheese bites		4			
	Steak Philly		3			
	1/2 Ham and cheese		7			
	Chicken Quesadilla		4			
	reuben		2			
	Fruit		8			
	BLT with Chips		2			
	Dinner Roll		18			
	Mashed Potatoes		6			
	Crispy Chicken Salad		1			
	Box Lunch #1		1			
	Salad Bar with Entree		2			
	Side Bacon		3			
	Kids- 2 Sliders w/ FF		1			
	Kids- Hot DogN'FF		1			
	Onion Rings		2			
	Cookies		3			
	Add Guacamole		1			



KeyBank Institutional Advisors

Proven advice, built around the growth, sustainability and governance of your organization's mission

December 19, 2022

KeyBank Institutional Advisors

Institutional Advisors at-a-glance

- KeyBank Institutional Advisors has \$69 billion in assets under administration, including \$14 billion in assets under management across the country accounts, encompassing 1100 relationships.
- Institutional Advisors is a division of KeyBank which has \$115 billion in assets under custody and \$51 billion in assets under management.
- Our long-standing relationships with our clients average 19 years.
- We operate under a fiduciary standard of care: our values and actions are always aligned with the best interests of our clients.
- KeyBank earns consistently high ratings for fiduciary services as reported in the annual SOC1.

Award-winning, proven advice specialized to your mission



2019 Outsourced CIO of the Year



2019 Fund of the Year



2018 Most Innovative Manager



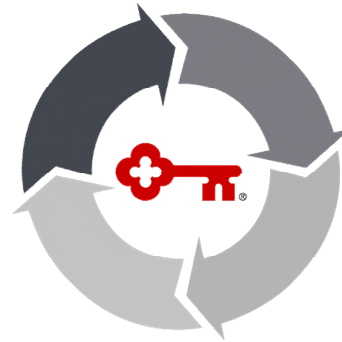
KeyBank Institutional Advisors – Key Advice

Investment Advice

- Traditional Investments
- Alternative Investments
- Risk Mitigation Strategies
- Tax Sensitivity
- Outsourced Chief Investment Officer
- Values Based Investing

Endowment Advice

- Pooled funds/fund accounting
- Planned Gift Management
- Gift acceptance
- Donor advised funds
- Grant making
- Custody



Pension Advice

- Trust/Administration
- Fiduciary platform
- Payment processing
- Comprehensive tax reporting
- Custody

Banking Advice

- Customized Credit Solutions
- Deposit/Payment Solutions
- Remote Capture
- Lockbox
- Online Capabilities



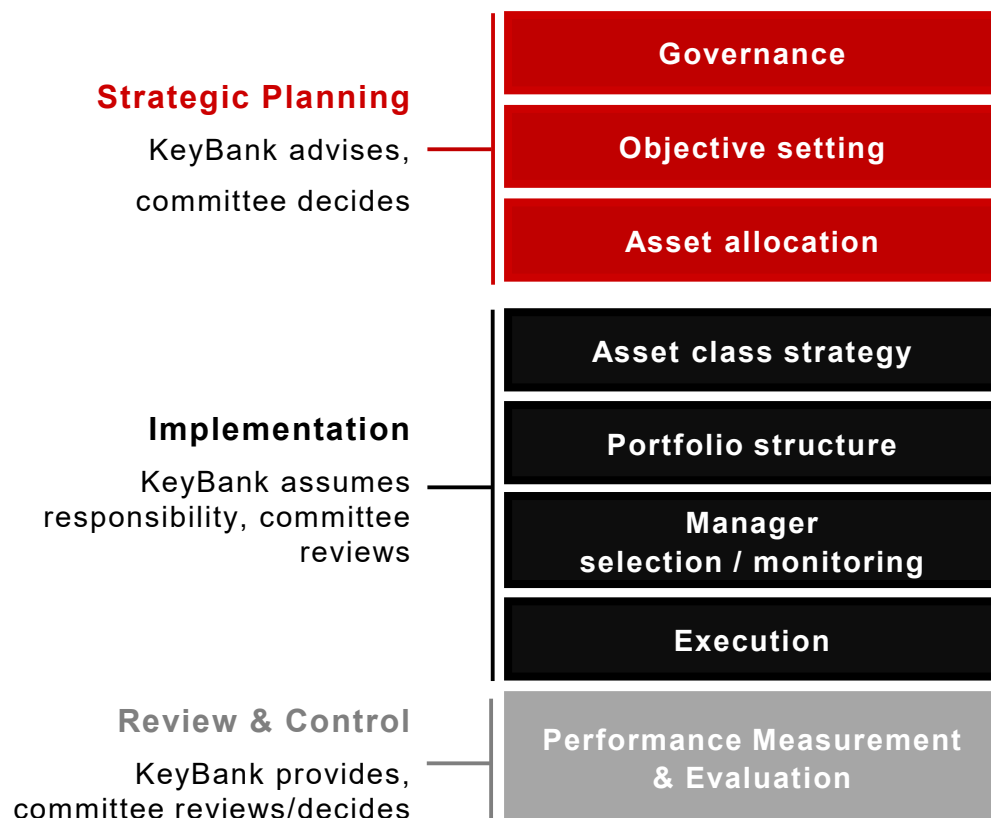
Investment Advice

Multi-Asset & Outsourced Chief Investment Officer



Your Mission is Unique. We're your Partner in Accomplishing it.

Every institution is different, and KeyBank creates solutions for each that are tailored to fit the needs of the investment program. For our clients, we assume responsibility not only for strategic advice, manager selection and performance reporting, but also execution.



Navigating the Nuances of the Fixed Income Market

Rising Rates

Headline Risk

Increased Leverage

Downgrade Risk

Liquidity Crunch

Default Risk



Our Fixed Income Strategy

Goal: consistently deliver above-average performance with an acceptable level of risk

Philosophy

- Generate alpha through asset class and security selection
- Distinguish and evaluate returns generated through identified risk factors
- Employ multiple themes and seek diversification to limit the impact of a single adverse market event
- Identify tracking error through portfolio surveillance and risk management metrics

Investment Process

- A top-down approach is used to identify strategy risks and opportunities
- Sector and security selection is determined by a bottom-up analysis
- Monthly performance attribution provides a real-time feedback loop



Resources that Key Private Bank Provides

Our fixed income investment management process has a proven track record of outperforming benchmark indices while providing customization and accountability.

A strong team with an average of 20+ years of fixed income experience

A successful investment framework/process utilized by our four internal separately managed strategies (*Core, Intermediate, Short & Ultra-Short*) and Common Trust Funds

Over 250 broker-dealer contacts to provide best execution

Proprietary quantitative screens/models

Credit Research Team for issuer-based credit analysis

Portfolio surveillance to support duration discipline and limit asset/security concentration risk



Structured Cash Management

Implementation Process

Companies invest excess cash to **protect** the company, **diversify** business risk, **improve** the balance sheet and provide for future operating capital.

1. Consideration should be given to understanding the **reason why a company is investing cash** in order to determine how to begin to structure an investment program.
2. Before beginning to structure an investment program, the company needs to determine:
 - a) **Liquidity** (cash-burn) to meet near-term operations.
 - b) The amount of **excess cash** on the balance sheet.
 - c) How much money can they afford to lose (**Value at Risk**) to create a proactive strategy for increasing business income.
 - d) Analyse how the investment program feeds into the **financial statements** of the company.
3. Create a detailed Investment Policy Statement (IPS) that governs your cash management program, including metrics to **oversee**, **control** and **manage** risk.

Key Considerations

- *Interest rates have been rising, but the Federal Reserve is likely to start slowing the pace of rate hikes as inflation recedes and growth falters.*
- *Implementing a structured (needs-based) cash management strategy may boost returns without materially increasing risk.*
- *Thinking beyond deposit accounts and money market funds.*



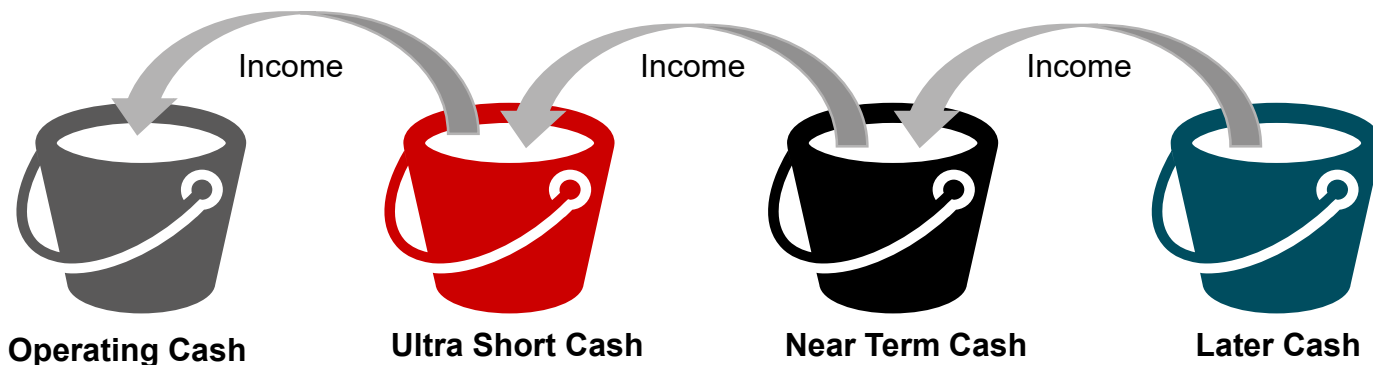
Operating Cash

Structured Cash Management

Investing excess cash on the balance sheet

The “**Structured Cash Management**” approach: Investors can increase income with some additional risk by placing near-term and excess cash into actively managed income strategies to supplement the return on daily operating cash.

1. **Ultra-Short Cash:** Designed to meet the needs now and over the next six months. Over this time period investors want the greatest certainty and availability of access to cash. We suggest that this bucket be invested in ultra short-term investment grade fixed income securities that can be converted to cash and accessed immediately.
2. **Near-Term Cash:** Cash obligations over the next six-to-twelve months. We suggest that this bucket be actively managed and invested in short-term investment grade corporate and US Agency bonds to maximize current cash yields.
3. **Later Cash:** With a 12-month or greater time horizon, more investment risk can be taken in this bucket. This is where it may make sense to fully invest in higher-income-generating assets.



Structured Cash Management

Key's Institutional Advisors (IA) Actively Managed Fixed Income Solutions



Ultra Short Cash

IA Strategy	Benchmark	Description
Ultra-Short Duration Fixed Income - SMA Strategy	BBgBarc Short-term Gov/Corporate TR USD	The strategy is designed to deliver income and low volatility through investing in a diversified portfolio of investment grade fixed income securities. The portfolio is best suited for investors seeking low risk, near-maturity, modest income strategies in a diversified total return focused fixed income fund



Near Term Cash

Short Duration Fixed Income - SMA Strategy	BBgBarc US Govt/Credit 1-3 Yr TR USD	The strategy is designed to deliver income and low volatility through investing in a diversified portfolio of investment grade fixed income securities. The model is best suited for investors seeking low-risk strategies and modest income in a diversified, total return, focused fixed income fund.
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Later Cash

Intermediate Fixed Income - SMA Strategy	BBgBarc US Govt/Credit Interm TR USD	The strategy is designed to deliver lower volatility-driven total return through investing primarily in a diversified portfolio of intermediate-maturity, investment grade, fixed income securities. The portfolio is best suited to investors seeking lower volatility and current income in a diversified total return-focused fixed income fund
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Ultra-Short Duration Strategy

Taxable Fixed Income Ultra Short SMA Strategy

Strategy Objective

The Strategy seeks to provide investors a higher yield than money market funds with less volatility than short duration US investment grade fixed income investments.

- proprietary quantitative screens are engaged to identify securities which offer favorable risk/value metrics. Security selection utilizes a combination of industry preferences and the output from proprietary quantitative tools, viewed through the filter of our seasoned investment research team.
- focused on specific security characteristics that include but are not limited to historical spreads, security behavior in a rising/falling rate environment, and relative valuations across the yield curve.
- sector weighting will be classified as zero, under, neutral, or overweight relative to the benchmark and based on investment inputs and market considerations.

Investment Constraints	Limit
Duration	Maximum 1.25 years
Maturity	Maximum 3 years
Credit Quality	Max 10% below investment grade
Non-USD Debt	Zero Exposure
Single Security Max	10% ex. US Govt
Ultimate Parent Issuer Max	20% ex US Govt

Portfolio Characteristics and Performance ¹

November 2022

- an investment horizon of at least one year and strives to maintain a 6-18-month average maturity; maximum allowable maturity is three years.
- Benchmark: Bloomberg Barclays US Short-term Government/Corporate Bond Index

Characteristics	Portfolio	Index	Sector	Portfolio	Index
Duration	0.5	0.5	Corporate	69%	21%
Yield	4.75%	4.76%	Treasury	29%	75%
Maturity (Yrs)	0.6	0.5	Govt Related	2%	4%
Avg Rating	A/A-	AA/AA-	Cash	0%	-----

Performance	MTD	QTD	YTD	1 Year	3 Year	5 Year	Since Inception
Portfolio	0.44	0.60	0.21	0.20	0.76	1.46	1.42
Benchmark	0.36	0.49	0.28	0.26	0.62	1.29	1.57

Disclosure

1. Performance is gross of fees; returns over 1 year are annualized; inception date of the strategy is August 31, 2016; Fund characteristics, sector, quality exposure are presented to illustrate the strategy. Exposure to funds and exchange traded funds provide diversification and liquidity. Characteristics may include a look through of underlying investments of funds or ETFs; may include cash that resides in the fund or ETF.

The data presented illustrates the strategy investments; does not include the effect of expenses. The investments are subject to change at any time and may not be representative of current or future investments. Past performance is no guarantee of future results. Data is as of the date of the product sheet unless otherwise noted.



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Past performance is not indicative of future performance; investments are subject to risk and may lose value; principal value will vary; shares may be worth more or less at redemption than at original purchase. Source data is obtained from various sources such as but not limited to KeyBank, Bloomberg L.P., Morningstar, Inc.

Published December 12, 2022
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Short Duration Strategy

Taxable Fixed Income Short Duration SMA Strategy

November 2022

Strategy Objective

The Strategy seeks to provide capital appreciation and income by investing primarily in US investment grade fixed income instruments. The target client is a fixed income investor seeking diversification and total return, in combination with current income in their portfolio.

- proprietary quantitative screens are engaged to identify securities which offer favorable risk/value metrics. Security selection utilizes a combination of industry preferences and the output from proprietary quantitative tools, viewed through the filter of our seasoned investment research team.
- focused on specific security characteristics that include but are not limited to historical spreads, security behavior in a rising/falling rate environment, and relative valuations across the yield curve.
- each asset class will be classified as zero, under, neutral or overweight relative to the benchmark and based on investment inputs and market considerations.

Investment Constraints	Limit
Duration	+/- 20% of the benchmark
Credit Quality	Max 10% below inv grade
Non-USD Debt	Zero Exposure
Single Security Max	10% (Excludes US Govt)
Ultimate Parent Issuer Max	20% (Excludes US Govt)

Portfolio Characteristics and Performance ¹

- Fixed Income investor seeking diversification and total return, in combination with current income.
- Benchmark: Bloomberg Barclays 1-3 Year US Government/Credit Bond Index

Characteristics	Portfolio	Index	Sector	Portfolio	Index
Duration	1.8	1.8	Corporate	55%	23%
Yield	4.65%	4.63%	Treasury	40%	67%
Maturity (Yrs)	1.9	1.9	Govt Related	5%	10%
Avg Rating	AA-/A+	AA/AA-	Cash	0%	----

Performance	MTD	QTD	YTD	1 Year	3 Year	5 Year	Since Inception
Portfolio	0.96	0.83	-3.62	-3.65	-0.05	1.28	1.28
Benchmark	0.82	0.70	-3.87	-4.02	-0.30	0.89	1.75

Disclosure

1. Performance is gross of fees; returns over 1 year are annualized; inception date of the strategy is August 31, 2016; Fund characteristics, sector, quality exposure are presented to illustrate the strategy. Exposure to funds and exchange traded funds provide diversification and liquidity. Characteristics may include a look through of underlying investments of funds or ETFs; may include cash that resides in the fund or ETF.

The data presented illustrates the strategy investments; does not include the effect of expenses. The investments are subject to change at any time and may not be representative of current or future investments. Past performance is no guarantee of future results. Data is as of the date of the product sheet unless otherwise noted.



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Disclosures

The information compiled by Key Private Bank is sourced from Morningstar Direct and Bloomberg Finance LP; the information included is believed to be from reliable sources, but we cannot guarantee its accuracy. No information or opinions herein constitute a solicitation of purchase or sale of securities.

Key Private Bank portfolio inception date may vary; a portfolio look-through may be applied to the funds held within the strategy for characteristics.



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Heather Gardens & Zego

Strategic Partnership



Why Change? Why Change Now?

Current State

- **Wasting time**
 - No online options for residents to pay online
 - 40 hours/month spent manually entering checks into Jenark
- **HOA Dues collection is a headache**
 - Residents don't often fill out checks completely leading to reconciliation efforts
 - Manual entry opens room for human error inputting information
 - Residents asking for online options
 - Previous methods cost the company thousands of dollars to offer



Future State

- **Time Savings**
 - Integrated with Jenark - freeing time for site staff to focus on key priorities (e.g. residents)
 - Reduced volume of paper payments processed onsite
 - Time savings = cost savings in terms of labor and stress
- **No paper checks**
 - Incentivize residents to pay online
 - More payment options for residents
 - Residents don't have to authorize direct debit payments if they are uncomfortable with this structure
 - Passing fees enables residents the power to pay how they want while being cost effective for the company

Why Use Zego?



Powered by
PayLease

Property Management Focused

- 17+ years exclusively serving the property management industry. Understands the nuances and details associated with dues collections, including maximizing digital dues collections.
- Over 6,000 management companies, 12 million units and \$18 billion processed annually.
- Zego integrates with all major property management softwares, including Jenark. Jenark clients include, Kay Management (12,000 units) and RIMSI (1,800 units)

Safe and Secure

- Zego is PCI Level 1 compliant, is SSAE SOC I Certified and undergoes annual recertification with on-site inspections and audits.
- Heather Gardens & Zego aligned on PCI compliance for both portal and mobile resident experience.

Support For Your Residents. Support For Heather Gardens

- 24/7 multilingual resident support. Support team fields residents questions, including helping residents with registration, helping residents setup up recurring payments and even taking phone payments.
- Dedicated Client Support resources for Heather Gardens



What Heather Gardens Gets

Accelerated Cash Flow	<p>Zego works in tandem with Heather Gardens to push marketing efforts, creating awareness to residents about digital payment options (emails, flyers, etc.) to increase utilization.</p> <p>Same day processing to get money in your accounts faster.</p>
Time Savings and Decrease Risk	<p>Jenark integration automates entire HOA dues collection process - from receiving payment, updating resident ledgers, backend reconciliation and matching payments 1:1.</p> <p>Our Lockbox solution takes checks completely out of the office, saving your staff time and hassle manually entering information into your system.</p>
Happier Residents	<p>Digital payments provides more flexibility for residents. Contactless payments provides residents a safe way to pay rent, instead of having to come into the office.</p> <p>Residents also have the ease of paying through their phone or computer, and don't have to spend time writing out checks.</p> <p>Residents are not forced to opt in to direct debit automated withdrawals.</p> <p>24/7 and multilingual support makes sure residents are always taken care of.</p>



How Does Heather Gardens Know They Will See Results?

Reference:

- **Kay Management**
 - **Kevin Kordon - Director of Management Information Systems/Fee Manager**
 - **Phone: 301-562-4412**
 - **Email: 99s2@kayapartments.com**

Other clients

In addition to the reference above, below are case studies that highlight two Zego clients that achieved 100% digital rent/dues collections:

- [Franklin Johnston Group: 100% Digital Rent Collections](#)
- [CityGate: 100% Digital Rent Collections](#)



Payments Pricing

	Fees
ACH	\$1.00 /transaction Incurring by Heather Gardens
Debit card	N/A
Credit card	Percentage based 3.5% /transaction passed to resident
Lockbox	\$.70/transaction incurred

Additional Footnotes:

- Lockbox one time implementation fee: \$500
- Lockbox monthly fee per box: \$158
- No additional implementation fees for online payments



When Can Heather Gardens Expect to See Results?

Dates	Activity
Feb. 1	Signed, executed agreement
Week of Feb. 6	Introduction to Zego Implementation Team
February (1-4 weeks)	Zego Payments Onboarding <ul style="list-style-type: none"> • KYC and Due Diligence • Configuration of Account • Resman Integration Setup • SSO Configuration
March	Training Configuration Testing
April 1	Heather Gardens is “live” with online payments and Lockbox

****Zego Pay/Lockbox roll out typically takes 30-45 days****





Security

The security of data and systems is critical for property management companies. Zego (Powered by PayLease) places the highest emphasis on protecting our customers' information. Backed by a 17 year history of successfully safeguarding our clients' and their residents' most critical financial data, we are experts in maintaining secure, compliant infrastructures. Here is an overview of some of the security measures Zego follows.

Business process security: payment card industry data security standard (PCI DSS)

The PCI DSS regulates the security and business processes of service providers that store, process or transmit consumer credit card data. Zego undergoes annual on-site audits to maintain our PCI DSS Level 1 certification. This includes thorough audits of our data center and our data processing procedures. Our data center is PCI Level 1 compliant and all data processing is protected by industry standard hardware and software. Data is monitored on a 24/7 basis. We do not store credit card data, ensuring payment data will be secure and compliant with PCI Level 1 standards.

Infrastructure security: SSAE 18

Zego is SSAE 18 compliant, and validates our controls under the latest audit standards and guidelines. SSAE is an internationally recognized third party assurance audit designed for service organizations. It stands for Statement on Standards for Attestation Engagements (SSAE) No. 18, and is regulated by the Auditing Standards Board (ASB) of the American Institute of Certified Public Accountants (AICPA). The SSAE 18 audit confirms that Zego maintains a secure, stable and compliant infrastructure that satisfies requirements for Service Organizations.

Data security: 256-bit SSL

We employ the strongest 256-bit SSL (Secure Sockets Layer) encryption solution from Verisign, Inc. to protect sensitive data. This results in a highly secure online environment for anyone processing a payment.

Smart hardware security: enterprise-grade smart hub

Selecting a secure and reliable solution is crucial when it comes to smart home hardware. Zego offers a robust, enterprise-grade, secure hub that utilizes Z-Wave communication protocol, the industry standard for smart home devices. In addition, the Zego Hub provides maximum reliability by offering both WiFi and cellular capabilities, plus battery backup, ensuring consistent access and minimizing downtime.

Security to rely on

Zego constantly monitors the latest security rules and protocols. Our systems are regularly updated to reflect the newest guidelines, giving you and your residents the highest level of protection. Our latest PCI security attestation is available to our clients and partners upon request.





Budget and Finance Committee
Date: December 19, 2022

Motion: Recommend to Install Security Cameras in the Parking Structures 1-4

Project Cost: \$54,495.55

Based on the recommendation of the SEC Committee, I move that the Budget and Finance Committee recommends that the Heather Gardens Association Board of Directors approve the contract with Wheelhouse LTD to install cameras in Parking Structures 1-4. The contract amount for this project is \$49,495.55 plus a change order reserve of \$5,000 for a total cost of \$54,495.55. This project is not to exceed \$54,495.55 without prior Board approval.

Motion made by:	
Seconded by:	

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

Rationale/Notes: See attached Request for Capital Expenditure. The security cameras installed will connect to the internet and notify the security department when trespassers are present, allowing security to investigate promptly and help reduce crime.

HEATHER GARDENS ASSOCIATION REQUEST FOR CAPITAL EXPENDITURE

PROJECT: Install Security Cameras at the Four Heather Gardens Parking Structures

F807.8

DEPT: Security/ Contracts

DATE: November 17, 2022

BUDGET	Budget Amount: \$ 0.00	Contract Amount: \$49,495.55
Year: 2022	Expended YTD: \$ 0.00	Change Order Res.: \$ 5,000
Tab:	Unexpended Balance: \$ 0.00	Total Project Cost: \$54,495.55
Page:		Add. Funds Requested:

DESCRIPTION: This project is for Wheelhouse LTD to install six security cameras at each of the four Heather Gardens Parking Structures, twenty-four cameras total. Each parking structure will receive five eLine Technology's SIP2 Series 4K Ultra HD motorized cameras in compact dome housing and one Elite 7-35 motorized license plate camera at the entrance of each parking structure. Wheelhouse LTD will furnish and install all necessary components; server, associated software, video storage, camera power, fire safety requirements, conduit, junction boxes and labor to install. Positively Charged Electric will provide one new 110V electrical receptacle enclosed in a mounted Nema rated box at each parking structure to power the new cameras.

JUSTIFICATION: (Attach backup material as required)

Over the last few years Heather Gardens has seen an increase in crime, specifically burglary and theft in the parking structures and RV parking lot. Due to the size of Heather Gardens, it makes it impossible for the HG security team to patrol the parking structures twenty-four hours a day. The new security cameras connected to the internet will notify the security department when trespassers are present, allowing the security to investigate in a timely manner and help reduce crime.

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

Security Cameras:

Lomas Security: \$26,900 (received pricing 2/15/22 but no further updates were provided when requested)

J7 Security Technology: \$38,498.53

Wheelhouse, LTD: \$46,495.55

Verkada (Cameras and Monitoring 3-year agreement) 3-Year Total: \$59,159.85.

Pro-Vigil (Cameras and Monitoring 3-year agreement): \$652 for install and \$4,909 per month. Total per year \$58,908.

3-Year Total: \$176,724. We have encountered several negative reviews for Pro-Vigil. Better Business Bureau rated the company a 1 out of 5, Many google reviews rate Pro-Vigil at 1 of 5 stars.

Electrical Receptacles:

Positively Charged Electric: \$750/ receptacle at 4 Parking Structures. Total \$3,000.

RECOMMENDATION:

The recommendation is to contract with Wheelhouse LTD and Positively Charged Electric to furnish and install twenty-four security cameras at the four Heather Gardens Parking Structures to help reduce the rise in crime. The cost of this project is \$49,495.55. We have included a 10% change order reserve in the amount of \$5,000 to cover the cost of unforeseen conditions to complete the project. This project is not to exceed \$54,495.55 without prior HGA 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 	<input checked="" type="checkbox"/> Concur <input type="checkbox"/> Non-concur 	<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

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.

From: [Don OGorman](mailto:Don.OGorman@HeatherGardensmail.com)
To: [Evelyn Ybarra](mailto:Evelyn.Ybarra@HeatherGardensmail.com)
Subject: FW: Heather Gardens - Parking Structure Camera Project - Additional Information
Date: Friday, December 9, 2022 9:46:59 AM

Evelyn,

Please see below.

Don

From: Wayne Jarrett <tjarrett@wheelhousesystems.com>
Sent: Wednesday, December 7, 2022 4:34 PM
To: Don OGorman <Don.OGorman@HeatherGardensmail.com>
Cc: Jon Rea <jon.rea@HeatherGardensmail.com>; Beverly Havens <bev.havens@HeatherGardensmail.com>; Terrence Jones <terrence.jones@HeatherGardensmail.com>
Subject: Re: Heather Gardens - Parking Structure Camera Project - Additional Information

[External Content] This message is from an external source.

Hello Don,

Nice to hear from you! Sorry for the delay on this, we are working nights in the Springs this week while the schools are closed. Please find my response highlighted in red below.

1. References – The contact information of 2 or 3 previous clients of Wheelhouse LTD. Maybe a previous client where Wheelhouse installed cameras at a Parking Garage if available.

I would be happy to provide endless character references for our company but the majority of our work is for school districts via 3rd party bond management companies. Other than continued business with them year over year as a reference, I wouldn't know anyone on the user-end who would even know who Wheelhouse is due to our company being subcontracted by the bond coordinators. Here are two industry contacts that can contest for the quality of work we do. Dave Brown, Owner of Alyirum. Subcontracted us for security at 2 storage facilities. 303-888-9986 Robert Constable, Owner of Allied Technology supply. Provides leads needing dependable install for his customer base. 303-960-7696

1. Warranty Information – Is there a warranty provided on the cameras, software and installation? The Wheelhouse web page mentions a 3-year warranty on all installed hardware and software. Is there any way you can send us something we can include within the information being distributed to the HG Committee members reviewing and approving the project? Perhaps a PDF including the Warranty information.

The WheelHouse warranty and the CCTV product warranty are two different things, but both are industry standard. WheelHouse offers a 1 year warranty guaranteeing all physical labor aspects of the install including wiring. If a cable goes bad due to installation failure or factory defect, we will fix

the issues at no charge for 1 year. As far as the products we sell by Eline Technology, all cameras, recording hardware / software is covered by a 3 year replacement guarantee if the item should fail due to no fault of the end-user or act of god such as lightning or flood. I have attached the Eline Technology warranty below.

1. Tech Support – Does Wheelhouse LTD offer Tech-Support should HGA Staff/ Security Team have questions on usage or features of the cameras and the software? If so, any information you can provide that I can pass along would be helpful.

Heather gardens will have free lifetime tech support from both Wheelhouse and Eline Technology. Both companies have active 9-5 tech support M-F and my team is always on standby for emergencies such as assisting law enforcement with footage recovery during nights and weekends.

Please let me know if you have any additional questions or concerns.

Eline Warranty.

eLine Technology will repair or replace (at our discretion), without charge, any product proven defective in material or workmanship. The warranty period for specific product types are listed below.

Product Warranties

DVRs	All HD-CVI	3 Years
NVRs	SIP2 Series	3 Years
Cameras	CVI/IP/Hybrid	3 Years
Accessories	All CCTV Camera Accessories	1 Year
Storage	All Hard Drives	1 Year

All of eLine Technology products are warranted by Eline Technology, all other products such as harddrives and network switches are warranted by their respective manufacturer.

Damage caused by reason of misuse, negligence, alteration, normal wear, or accident are NOT covered under this warranty.

eLine Technology assumes no risk and shall not be subject to liability for damages or loss resulting from the specific use or application of our products.

Thank you!

Regards,

Wayne Jarrett
Director of Operations
WheelHouse LTD.
office: 720-295-7672
tjarrett@wheelhousesystems.com
www.wheelhousesystems.com

On Tue, Dec 6, 2022 at 12:05 PM Don OGorman <Don.OGorman@heathergardensmail.com> wrote:

Hi Wayne,

Left you a voicemail a few moments ago. The HG Security Emergency Committee reviewed the Parking Structure Camera Project yesterday. They asked if you could provide additional information for the following:

1. References – The contact information of 2 or 3 previous clients of Wheelhouse LTD. Maybe a previous client where Wheelhouse installed cameras at a Parking Garage if available.
2. Warranty Information – Is there a warranty provided on the cameras, software and installation? The Wheelhouse webpage mentions a 3-year warranty on all installed hardware and software. Is there anyway you can send us something we can include within the information being distributed to the HG Committee members reviewing and approving the project? Perhaps a PDF including the Warranty information.
3. Tech Support – Does Wheelhouse LTD offer Tech-Support should HGA Staff/ Security Team have questions on usage or features of the cameras and the software? If so, any information you can provide that I can pass along would be helpful.

Thanks,

Don O’Gorman
Contracts Manager



2888 S Heather Gardens Way, Aurora, CO 80014
Direct: (720) 974-6906
Main: (303) 755-0652 ext.106
Don.ogorman@heathergardensmail.com

LOMAS SECURITY

98 Wadsworth Blvd, Unit 127-3098
Lakewood, CO 80226
www.lomashighsecurity.com



ADDRESS

Mike Martinez
2888 S Heather Gardens Way
2888 S. Heather Gardens Way
Aurora, CO 80014 USA

SHIP TO

Mike Martinez
2888 S Heather Gardens Way
2888 S. Heather Gardens Way
Aurora, CO 80014 USA

Estimate 1147

DATE 04/19/2022

EXPIRATION DATE 05/31/2022

ITEM	QTY	RATE	AMOUNT
------	-----	------	--------

Work Scope

1 0.00 0.00
Lomas Security to install and provide a cloud base security camera system for the following locations,
Lomas Security to include cable runs and cable path way (Conduit, wire molding, race way etc.)
needed for the installation. This estimate includes the first month for video server fees.
Please see the attached design plans.

All entry points, blind spots and far drive ways must be covered system to be capable to identify
Humans, Vehicles or Animals and send mobile alerts automatically.

Location:

- Parking Structure 1 - 8 cameras
- Parking Structure 2 - 8 cameras
- Parking Structure 3 - 7 cameras
- Parking Structure 4 - 6 cameras
- Total SVR Recorders - 4 SVR's

-36 Commercial Video Package - +3 cameras available for future expansions.

NOTE: customer to provide full internet access at each location to meet cloud base system requirements.

If customer prefers Lomas Security to handle the internet portion, a separate estimate will be provided with a separate monthly fee for internet services.

We provide a 1 year warranty against any defects in hardware and workmanship for all original equipment and replacement parts supplied by "Lomas Security"

We invoice as NET-30 billing system, a 10% late fee will be charged automatically if final invoice is not paid within 30 days from invoice date.

ITEM	QTY	RATE	AMOUNT
SVR Stream Video Recorder W/ 1X2TB Hard Drive for the Alarm.com Interface. 2TB Recorder effective solution for businesses using Security Cameras to store and save captured clips for permanent use. The captured video recordings can be viewed remotely using the Alarm.com website or mobile app and Onboard recording for extra footage security. A stream video recorder (SVR) is needed for achieving a 24-hour recording setup. Alternatively, you can set up recording schedules and A.I. intelligent to recognize movements by persons or vehicles and alarm via notification, also can be program to only record video when needed to save hard drive space.	4	587.35	2,349.40T
ADC DOME CAMERA, INDOOR/OUTDOOR, 1080P Alarm.com , dome camera offering 1080P quality video recording with a live view resolution selection of 1920 x 1080. The field of view is 111°. It offers excellent night vision capability using infrared. The sensitivity is 0 lux with IR with a night vision range of up to ~95 feet (30 meters). Pro Series Camera lineup. It supports Power over Ethernet (PoE) which provides both power and network connections in a single Cat 5e cable.	29	213.54	6,192.66T
Weatherproof Metal NEMA Enclosure - 24" x 16" x 8" *Hinged cover clamps to the base with keyed quarter turn latch for a watertight seal *External mounting brackets allow box to be mounted on a wall or panel without having to remove the cover and exposing internal components to the environment *Bonding studs for grounding are provided on base and door *Internal panel and hardware included *UL Listed Type 1, 2, 4, 4X and 12. IP65 and IP66 ratings *Easily machined and modified to your particular requirements *Finish: Smooth Gray powder coat, Internal Panel - Clear Zinc plate	4	348.84	1,395.36T
16-Port Gigabit Ethernet Unmanaged Switch, Poe + @ 183W. *ETHERNET PORT CONFIGURATION: 16 Gigabit ports *16 PoE+ ports with 183W total power budget *PLUG-AND-PLAY: Simple set up with no software to install or configuration needed *VERSATILE MOUNTING OPTIONS: Supports desktop, wall or rack-mount placement, and includes all the necessary mounting hardware in the box *SILENT OPERATION: The fan-less design means zero added noise wherever its located, making it ideal for noise-sensitive environments.	4	323.89	1,295.56T
Labor to install Hr Labor/ Per technician Labor is for 2 technicians needed for 3 days per parking lot 1-1/2 weeks to complete entire project.	96	110.00	10,560.00
Miscellaneous Material Misellaneous material needed for the job. Conduit - Cable - Connectors - Mounting hardware - etc.	4	326.54	1,306.16T
Trip Charge Flat rate trip charge	5	65.00	325.00
ELECTRICAL SERVICES Electrician and electrical services required, for high voltage power supply connections to head end receptacles and/or low voltage power supplies.	4	500.00	2,000.00T

We provide a 1 year warranty against any defects in hardware and workmanship for all original equipment and replacement parts supplied by "Lomas Security"

We invoice as NET-30 billing system, a 10% late fee will be charged automatically if final invoice is not paid within 30 days from invoice date.

ITEM	QTY	RATE	AMOUNT
Cloud Video Server, Monthly fee Monthly Recurring Cloud Server and Camera License fees. (requires an ACH bank account on-file for monthly billing purposes). INCLUDES: * License for 32 cameras. * License for 4 SVR's with 2Tb capacity each. * Camera on-board recording feature securing video locally in the camera for up to 7 days and pushing the video constantly directly to the cloud server. * Video analytics, line crossing, high risk areas, etc. * Pushed A.I. Notifications, recognizes persons, vehicles, pets, etc. * Remote viewing, can be viewed, on Android app, IOS, PC, Mac and Linux. * Remote Location Integrations, capable of integrate all the remote locations into a single software/application.	1	312.80	312.80

Terms & Conditions:

SUBTOTAL	25,736.94
TAX	1,163.13

If NOT approved within 30 days of issue, the estimate will be void automatically and a new estimate will have to be created if requested.

If estimate is approved and cancel after 5 business days of approval a 50% hardware restocking fee will be charged.

A 50% down payment will be required for approved estimates over \$3000 dlls.

This is a Budgetary estimate based on the information given by the customer, any changes to the estimate or extra parts required will be subject to an approved change order before proceeding with the installation.

TOTAL \$26,900.07

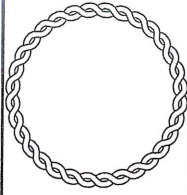
Accepted By

Accepted Date

We provide a 1 year warranty against any defects in hardware and workmanship for all original equipment and replacement parts supplied by "Lomas Security"
 We invoice as NET-30 billing system, a 10% late fee will be charged automatically if final invoice is not paid within 30 days from invoice date.



Lomas Security, LLC
 98 Wadsworth Blvd
 Unit 127-3098
 Lakewood, CO 80226



Heather Gardens
 HOMEOWNERS ASSOCIATION

SHEET TITLE:
 PARKING STRUCTURE
 1
 FLOOR PLAN

PROJECT:

EST-1123

DRAWN BY:

Armando Lomas

DATE:

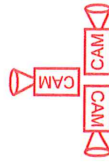
03/07/2022

SHEET NO:

AC. 2

ENTRANCE

ENTRANCE



S T O R A G E

S T O R A G E

S T O R A G E

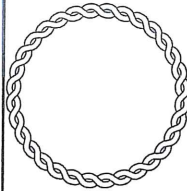
PARKING
 STRUCTURE
 #1

DOOR SCHEDULE

HARDWARE LEGEND



Lomas Security, LLC
 98 Wadsworth Blvd
 Unit 127-3098
 Lakewood, CO 80226



Heather Gardens
 HOMEOWNERS ASSOCIATION

SHEET TITLE:
 PARKING STRUCTURE
 1
 FLOOR PLAN

PROJECT:

EST-1123

DRAWN BY:

Armando Lomas

DATE:

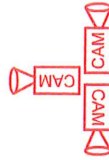
03/07/2022

SHEET NO:

AC. 2

ENTRANCE

ENTRANCE



S T O R A G E

S T O R A G E

S T O R A G E

PARKING
 STRUCTURE
 #1

DOOR SCHEDULE

HARDWARE LEGEND



Lomas Security, LLC
 98 Wadsworth Blvd
 Unit 127-3098
 Lakewood, CO 80226



Heather Gardens
 HOMEOWNERS ASSOCIATION

SHEET TITLE:
 PARKING STRUCTURE
 3
 FLOOR PLAN

PROJECT:

EST-1123

DRAWN BY:

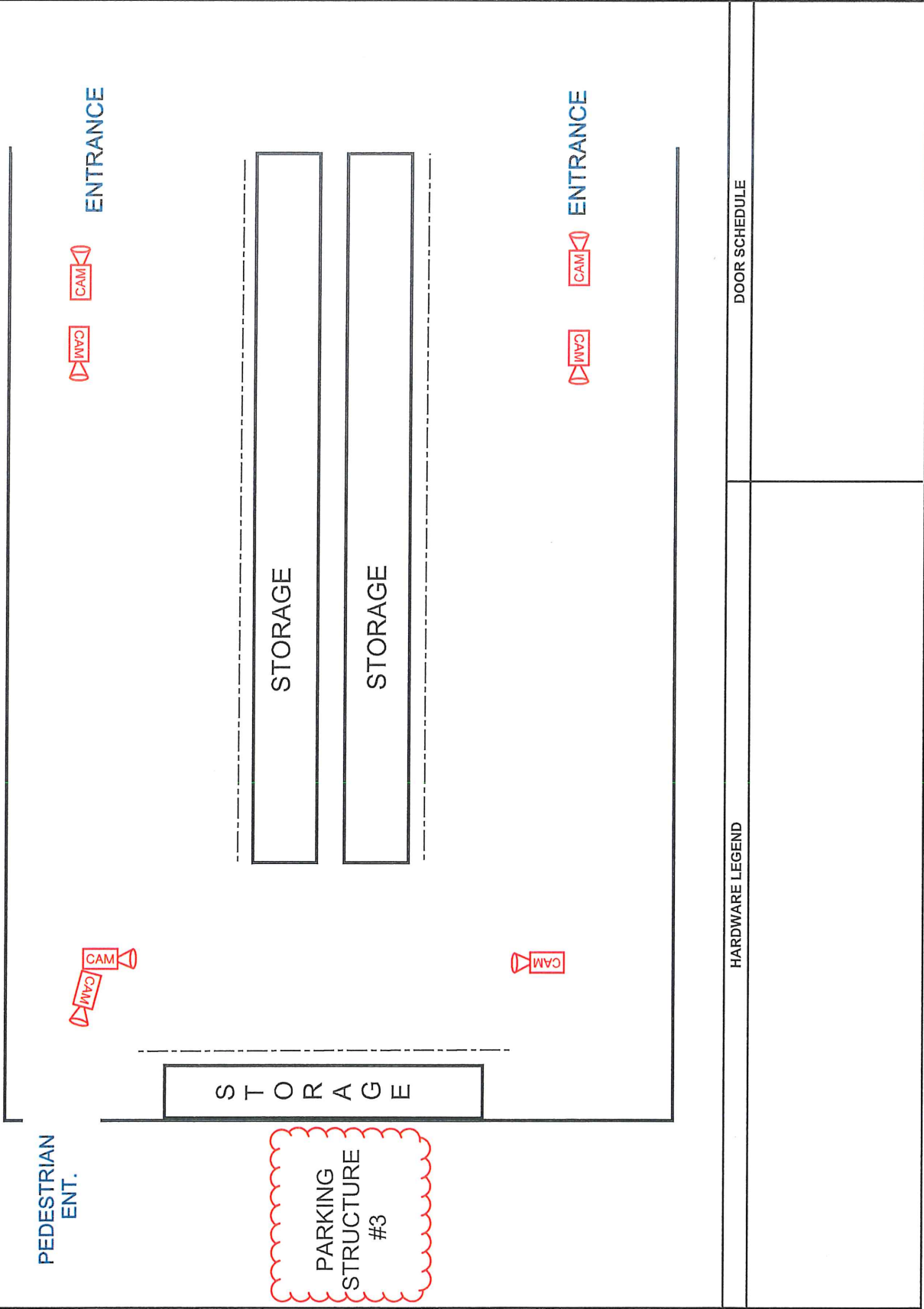
Armando Lomas

DATE:

03/07/2022

SHEET NO:

AC. 2

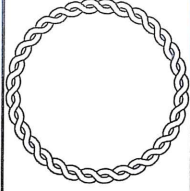


HARDWARE LEGEND

DOOR SCHEDULE



Lomas Security, LLC
 98 Wadsworth Blvd
 Unit 127-3098
 Lakewood, CO 80226



Heather Gardens
 HOMEOWNERS ASSOCIATION

SHEET TITLE:
 PARKING STRUCTURE
 3
 FLOOR PLAN

PROJECT:

EST-1123

DRAWN BY:

Armando Lomas

DATE:

03/07/2022

SHEET NO:

AC. 2

PEDESTRIAN
 ENT.



ENTRANCE

S T O R A G E

PARKING
 STRUCTURE
 #3

S T O R A G E

S T O R A G E



ENTRANCE

HARDWARE LEGEND

DOOR SCHEDULE



Estimated Materials for: Heather Gardens

Option: Eagle Eye Camera

Proposal Number: 22204

Revision: Oct 10th

Description: Garages Camera

Labor: \$19,100.00
Materials: \$17,436.00
 Freight \$610.05
 Taxes: \$1,352.48
Total: \$38,498.53

\$17,436.00

Line Item	Qty.	Manufacturer	Part Number	Description	Material Unit	Material Extension
J7 Security Technology						
4		Eagle Eye Network	EN-SU304-0	Eagle Eye Network Bridge, Supports up to 12 4MP Cameras, 5 analytics	\$523.50	\$2,094.00
4		Eagle Eye Network	EN-SW10M-001	Eagle Eye Switch SW10M, 8Port Managed POE+ w/uplink	\$268.5000	\$1,072.00
18		Eagle Eye Network	EN-CDUD-009a	DD09 Outdoor Dome 4Mx, No Pigtail, IR, IP66, 2.7mm-13.5m Moto lens POE	\$373.5000	\$6,714.00
18		Eagle Eye Network	EN-CABX-005	Junction Box	\$50.0000	\$900.00
18		Eagle Eye Network	EN-D14-1	Eagle Eye VMS 14 Day Days cloud Storage Monthly (first month)	\$26.0000	\$468.00
10		Eagle Eye Network	EN-Ana-001	1 Monthly Analytics Monthly (first month)	\$6.0000	\$60.00
		Eagle Eye Network	EN-D30-1	Eagle Eye VMS 30 Day Days cloud Storage Monthly (first month)	\$30.0000	
		Eagle Eye Network	EN-D60-1	Eagle Eye VMS 60 Day Days cloud Storage Monthly (first month)	\$34.0000	
1		Steel City	Misc	Conduit, Connectors, Boxes, coupling, straps.	\$4,000.0000	\$4,000.00
4		Smart Wire	556000-110	Cat6 23-4P UNS SOL CMP C6 Blk	\$357.0000	\$1,428.00
		J7	Misc.	Hardware, Connectors, wire management, shelf	\$700.0000	\$700.00

Scope of Work

This Scope of work is for the installation and monthly cloud service of 18 cameras with 14 days of cloud storage across garages. This proposal does include 10 monthly analytic's for camera and notification (Max 5 per bridge). J7 Will Provide basic setup and training of system. J7 will work with facility's to get approved angles of view from camera. This proposal comes with a monthly cloud subscription that is subject to change, this proposal forecast a monthly payment being \$510 a month

- Parking Structure #1 will get one bridge and switch installed next to Incoming network service. J7 Will install conduit within parking structure to support 4 Eagle Eye cameras for general coverage within parking garage.
- Parking Structure #2 will get one bridge and switch installed next to Incoming network service. J7 Will install conduit within parking structure to support 6 Eagle Eye cameras for general coverage within parking garage.
- Parking Structure #3 will get one bridge and switch installed next to Incoming network service. J7 Will install conduit within parking structure to support 4 Eagle Eye cameras for general coverage within parking garage.
- Parking Structure #4 will get one bridge and switch installed next to Incoming network service. J7 Will install conduit within parking structure to support 4 Eagle Eye cameras for general coverage within parking garage.

Bid Inclusions

- All items listed in the bill of materials unless otherwise noted.
- All safety equipment and tools shall be provided.
- An adequate number of qualified field technicians to meet the installation schedule.
- One Year J7 Security Technology Workmanship Warranty.
- Clean up of our own identifiable debris to a dumpster furnished by others.
- Sales tax of **8.000%**

Bid Exclusions, Unless specified under the Scope of Work

- Removal of existing cabling infrastructure.
- Patch Cords or Fiber Jumpers
- All conduit and boxes and/or core-holes unless specified under the statement of work
- Raceways
- Plywood backboards
- Installation of owner furnished equipment.
- Bid Bond or Performance Bond
- Asbestos abatement or toxic waste removal.
- Builders Risk Insurance.
- Networking Equipment - Net drops, Patch Panels, IP addressing, Etc., unless otherwise specified.
- Cutting or channeling of millwork.
- 120V Power
- Delays and/or extension of the project schedule.
- Cardholder data entry or access level programming
- All Fees associated with the usage of a Construction Payment Management System, such as Textura. All associated fees will be charged back to the customer.

Bid Clarifications and Terms

1. This proposal is based on a mutually agreeable contract and schedule to be determined.
2. A 40-hour work week in accordance with local rules and practices.
3. Work for this proposal is to be performed during normal business hours (7 am to 5 pm).
4. Cancellation charges incurred by J7 Security Technology shall be the responsibility of the customer along with associated freight charges.
5. J7 Security Technology shall not be held liable for errors or omissions nor inadequacies of materials and equipment specified or supplied by others.
6. We assume all equipment furnished and installed by others will be delivered and installed in a timely manner so as to allow time to complete our portion of the work.
7. We assume this will be a lump sum contract.
8. This proposal is developed on the assumption that all work defined in the Scope of Work will be awarded to a single contractor. J7 Security Technology reserves the right to review its prices should work be awarded to more than one contractor.
9. Value engineering on design drawings is subject to review by authority having jurisdiction.

10. The work environment has been assumed to be free of hazardous materials and free from asbestos. Owner is responsible for supplying to J7 Security Technology with the information concerning the safety issues of hazardous material for the disclosure to all employees working on the project.

11. Any additional labor or materials requested by Owner not included in the scope of this response will constitute a change order. All change orders must be in writing, signed by both the Owner personnel who has signature authority, and the J7s project manager before any materials are ordered or labor is scheduled.

12. All OSHA safety requirements will be honored and complied with while on Owners project site by all J7 Security Technology personnel.

13. All ceiling space has been assumed to be easily accessible, and suitable for the installation of the proposed cabling. J7 Security Technology has not included demo of existing cabling in the ceiling.

14. Scope of work as defined in this proposal document.

15. Warranty - J7 Security Technology warrants all labor services to be free of workmanship defects for a period of 1 year from the date that the work is performed. During this 1-year period, J7 Security Technology will promptly repair, at no cost to the customer, any defects that are a direct result of labor workmanship. Any materials or equipment furnished by J7 Security Technology or the customer will not be warranted by J7 Security Technology, but will be covered by Manufacturers' warranty. All claims for defective equipment are to be filed by the customer with the appropriate manufacturer. In the event a warranty service call is made but no labor or material defect is found, J7 Security Technology will invoice its standard hourly rate for the service call (portal to portal).

16. *Invoicing and Payment* - Unless otherwise agreed to by both parties, invoicing will be on a bi-weekly basis with payment terms of net 30 days from invoice date. Material is 100% billable upon delivery to job site. Past due amounts are subject to 18 percent interest per annum (1½ per cent per month.) For projects which are paid by construction draws, monthly progress billings apply.

17. *Downtime* - If J7 Security Technology personnel are unable to work due to any circumstances outside of J7 Security Technology's control, J7 Security Technology will invoice for the lost man-hours at the standard J7 Security Technology hourly rate, a minimum of four hours per man within 60 miles of a J7 Security Technology office, and a minimum of eight hours per man over 60 miles of a J7 Security Technology office.

18. Standard Billing Terms:

- a) Projects under \$5000 will be billed upon completion
- b) Projects from \$5000 - \$50,000 will be billed 50% upon acceptance and 50% upon completion
- c) Projects over \$50,000 will be invoiced for 100% of materials upon contract execution and on a progress basis for labor.
- d) Change orders are invoice 100% upon acceptance of the proposal for the change order.
- e) Credit card payments are subject to additional 3% convenience fee.

Accepted By:

Title: _____

Date: _____

P.O. # _____

Signature: _____

Proposal is valid for 30 days.

By signing above you are approving the Bill of Materials as shown and agree to pay any fees resulting in changes to material or labor (i.e. color, type, quantity, etc.)



ESTIMATE

EST-000029

WheelHouse LTD

Westminster Colorado 80021
U.S.A

Bill To
Heather Gardens

Estimate Date : 05 Oct 2022

#	Item & Description	Qty	Rate	Amount
1	ELI-EYS-MACH4 Dual Xeon, Rack Mount, Dual Graphics Card. 480 Megapixel Cap.	1.00	6,250.00	6,250.00
2	ELI-EYS-VMS-ENT •Analytic Surveillance Video Management Software and Forensic Search Engine	24.00	144.01	3,456.24
3	HDD-10	2.00	533.90	1,067.80
4	ELI-SIP2-ED8-312MRA-EP 8MP MOTORIZED DOME WITH IR AND ePOE	20.00	289.06	5,781.20
5	ELI-IP5-B4S-735-MRA-LP ELITE 7-35MM LPR CAMERA MOTORIZED WITH IR	4.00	314.04	1,256.16
6	ELI-POE-8MB1G 8 Port POE Switch with 1 Gigabit Uplink	4.00	193.09	772.36
7	MISC Patch panels, patch cords, cable management.	5.00	490.00	2,450.00
8	CABLING LABOR, SINGLE RUN. LONG COMMERCIAL CABLE RUN, DOUBLE TERMINATED	24.00	225.00	5,400.00
9	CAT6 PLEN Pull Box Cat6 Plenum 1k Pull Box	20.00	390.00	7,800.00
10	Technical Install Labor / Programming	49.56	115.00	5,699.40
11	ELI-JB-EL130E JBOX FOR MOST ELITE BULLETS AND DOMES	20.00	25.06	501.20
12	ELI-JB121 JBOX FOR SOME ELINE BULLET CAMERAS	4.00	26.95	107.80

#	Item & Description	Qty	Rate	Amount
13	Conduit 3/4 3/4 in. x 10 ft. Electric Metallic Tube (EMT) Conduit	24.00	18.00	432.00
14	CONDUIT INSTALLATION LABOR	24.00	115.00	2,760.00
15	Misc- Nema 24x12 IP66 24x24x12	4.00 Misc- Nema 24x12 IP66	350.00	1,400.00
Sub Total				45,134.16
Colorado (4%)				1,361.39
Total				\$46,495.55

Notes

Looking forward for your business.

ELI-SIP2-ED8-312MRA-EP

8mp 4K UHD Motorized zoom Starlight Eyeball Dome Camera with ePOE

Spec Sheet

ELI-SIP2-ED8-312MRA-EP eLine Technology's SIP2 Series 4K Ultra HD 8MP motorized zoom starlight Eyeball dome Camera provides 4K ultra HD resolutions in a compact dome housing with Powerful LEDs. This powerful ULTRA high definition camera will enhance your security with ultra high definition resolutions up to 8MP. This little eyeball dome camera packs a powerful punch, these high resolution cameras allow you to see details clearer than you ever were before. This is an indoor and outdoor surveillance camera is equipped with high powered LEDs for night vision up to 164 feet.

eLine Technology's **SIP2 Cameras** use the **Onvif** standard to give end users the greatest flexibility and compatibility in surveillance system components and software.

Read more at www.onvif.org

Key Features:

- 1/2.5" 8Megapixel progressive scan STARVIS™ CMOS
- H.265&H.264 dual-stream encoding
- 15fps@4K(3840×2160),25/30fps@3M(2304×1296)
- Day/Night(ICR), 3DNR, AWB, AGC, BLC
- Multiple network monitoring: Web viewer, CMS(DSS/PSS) & DMSS
- 2.7mm ~12mm motorized lens
- Built-in Mic
- Max. IR LEDs Length 50m
- Micro SD card memory, IP67, PoE

Warning: sizeof(): Parameter must be an array or an object that implements Countable

in `/home/customer/www/elinetechnology.com/public_html/wp-content/themes/alaska/woocommerce/single-product/meta.php` on line 17

SKU: ELI-SIP2-ED8-312MRA-EP. Categories: **4K Security Cameras Ultra HD, Dome IP Cameras, IP Network Security Cameras, Motorized Zoom IP Cameras, Security Cameras, SIP2 Series, SIP2 Series IP Cameras, Vari-focal IP Cameras.**

- **Specs**
- Details & Support
- Ratings

Additional Information

Technology	<i>IP Network</i>
-------------------	-------------------

Image Sensor	<i>1/2.5" 8Megapixel progressive scan CMOS</i>
Resolution	<i>4K(3840×2160)/ 6M(3072×2048)/5M(3072×1728)/ 5M(2592×1944)/ 4M(2688×1520) 3M(2048×1536)/ 3M(2304×1296)/ 1080P(1920×1080)/1.3M(1280×960)/ 720P(1280×720) D1(704×576/704×480)/ VGA(640×480)/ CIF(352×288/352×240)</i>
Lens	<i>2.7mm~12mm motorized zoom</i>
Audio	<i>G.711a/ G.711Mu/ AAC/ G.726</i>
Infrared	<i>Distance up to 50m (164ft)</i>
Weatherproof	<i>IP67</i>
Dimension	<i>φ122mm×104.9mm (4.8"×4.13")</i>
Weight	<i>0.76Kg (1.67lb)</i>
Operating Temperature	<i>-30° C ~ +60° C (-22° F ~ +140° F) / Less than 95% RH</i>
Power Supply	<i>DC12V, PoE (802.3af)(Class 0)</i>



We have prepared a quote for you

Verkada Camera Quote - 3Y

Quote # 007826
Version 1

Prepared for:

Heather Gardens

Mike Martinez
mike.martinez@heathergardensmail.com

1635 W. 13th Ave.
Denver, CO 80204

303.744.6585



Thursday, August 25, 2022

Heather Gardens
Mike Martinez
2888 S Heather Gardens Way
Aurora, CO 80014
mike.martinez@heathergardensmail.com

Dear Mike,

Thank you for considering Verticomm as a partner for your business technology needs. At Verticomm, we are committed to continuously providing your business with the resources necessary to keep your company efficient and productive in today's competitive business climate.

Verticomm's experience with managed services, cloud services, voice solutions, and business technologies will allow us to design a customized solution for your company. Custom IT solutions greatly enhance your ability to collaborate, communicate, and run your business with greater efficiency.

Understanding and managing technology is what we do best. We save our clients the headache of solely managing their technology. In turn, they are more ROI-focused and able to better serve their customers. We look forward to putting our commitment and expertise to work for you soon.

Ty Bartels
Division Manager
Verticomm

1635 W. 13th Ave.
Denver, CO 80204

303.744.6585



VERKADA HARDWARE AND SERVICES

Description	MSRP	Discount	Price	Qty	Ext. Price
Camera Hardware					
CD52-256E-HW CD52-E Verkada Outdoor Dome Camera, 256GB CD52-E Verkada Outdoor Dome Camera, 265GB, 30 Days	\$1,399.00	\$327.00	\$1,072.00	19	\$20,368.00
Camera Hardware Subtotal					\$20,368.00
Licensing					
LIC-3Y Verkada 3 Year License Verkada 3 Year License	\$549.00	\$99.00	\$450.00	19	\$8,550.00
LIC-BA-3Y Verkada 3 Year Alarm License 3 Year Alarm License	\$3,999.00	\$1,095.00	\$2,904.00	1	\$2,904.00
Licensing Subtotal					\$11,454.00
Installation					
INSTALLATION-SECURITY INSTALLATION-SECURITY	\$150.00	\$50.00	\$100.00	180	\$18,000.00
CBLCAT6WH Cat6 Plenum Cable WHITE General Cable Cat 6 Plenum Cable WHITE	\$0.38	\$0.06	\$0.32	3500	\$1,120.00
6P4P24-WH-P-ESS-AP-CE					
CBL430E 8 pin Mod Plug-solid Cat5e Modular Plug 8P8 Cat 5E Solid/Stranded	\$0.82	\$0.31	\$0.51	38	\$19.38
Kit100 Installation Kit Kit100 Installation Kit	\$4,200.00	\$0.00	\$4,200.00	1	\$4,200.00
SRWF2U TrippLite 2U Wall mount Rack Tripplite wall mount network cabinet - 2U	\$506.80	\$0.00	\$506.80	4	\$2,027.20
GS510TPP-100NAS Netgear ProSAFE 8-Port PoE+ Gigabit Netgear ProSafe Ethernet Switch - 8 Ports	\$338.48	\$0.00	\$412.00	4	\$1,648.00
Installation Subtotal					\$27,014.58

Subtotal: **\$58,836.58**

Verkada Camera Quote - 3Y

Prepared by:

Verticomm

Ty Bartels
303.574.2441
tbartels@allcopyproducts.com

Prepared for:

Heather Gardens

2888 S Heather Gardens Way
Aurora, CO 80014
Mike Martinez
(720) 974-6909
mike.martinez@heathergardensmail.com

Quote Information:

Quote #: 007826

Version: 1
Delivery Date: 08/25/2022
Expiration Date: 09/30/2022

Quote Summary

Description	Amount
VERKADA HARDWARE AND SERVICES	\$58,836.58
Subtotal:	\$58,836.58
Shipping:	\$323.27
Total:	\$59,159.85

By accepting this Quote, you agree to the terms of each Statement of Work and the terms of the Master Services Agreement. If you do not agree to the terms of the Statement(s) of Work and the Master Services Agreement, then you should not accept the Quote. From this point forward this Quote, the Master Services Agreement and Statement(s) of Work will be collectively referred to as "SOW." We reserve the right to cancel orders due to pricing and other errors in facts. Taxes, Shipping & Handling and other fees may apply.

Verticomm

Signature: _____
Name: Ty Bartels
Title: Division Manager
Date: 08/25/2022

Heather Gardens

Signature: _____
Name: Mike Martinez
Date: _____

SCOPE OF WORK: CABLING

SCOPE OF SERVICES

The following Cabling services will be performed under this SoW:

Parking garage camera install.

** This is a budgetary quote. Rack location not determined as of now. Once the location is determined by client and comcast a change order will be provided by Verticomm.

P-1 Run 4 Cat6 data cables for 4 cameras in the parking garage.. crimp on male RJ45 plugs on each end.

P-1 Install conduit from each camera location to new wall mount data rack

P-1 Install 4 Verkada CD52E outdoor cameras with 30 days of storage.

P-2 Run 6 Cat6 data cables for 6 cameras in the parking garage.. crimp on male RJ45 plugs on each end.

P-2 Install conduit from each camera location to new wall mount data rack

P-2 Install 6 Verkada CD52E outdoor cameras with 30 days of storage.

P-3 Run 4 Cat6 data cables for 4 cameras in the parking garage.. crimp on male RJ45 plugs on each end.

P-3 Install conduit from each camera location to new wall mount data rack.

P-3 Install 4 Verkada CD52E outdoor cameras with 30 days of storage.

P-4 Run 5 Cat6 data cables for 5 cameras in the parking garage.. crimp on male RJ45 plugs on each end.

P-4 Install conduit from each camera location to new wall mount data rack

P-4 Install 5 Verkada CD52E outdoor cameras with 30 days of storage.

Label all 19 locations and test to Cat6 specifications.

Verkada to provide admin training.

Install 4 new enclosed wall mount data racks in each parking garages.

Install 4 new 16 Port POE+ Netgear switches in each rack.

** Customer to have electrical outlet installed in each of the 4 new wall mount racks.

** Customer to have internet installed at each parking garage for new Verkada camera platform.

DELIVERABLES

This SoW will produce the specific deliverables and/or objectives (“Deliverables”) listed below. Tasks, deliverables and responsibilities not explicitly addressed within this SoW are beyond its scope and can only be provided pursuant to the change process described herein or pursuant to a separate SoW as mutually agreed to by both parties. Except as explicitly set forth in this SoW, Verticomm shall have no obligation to provide maintenance or support services for Deliverables or to modify or remediate Deliverables in any manner following CLIENT's acceptance thereof.

- Install conduit per scope of work

SCOPE OF WORK EXPIRATION

This SoW has an expiration of 30 days from the time of presentation to the CLIENT. If not authorized by signature by the expiration date, this becomes void and will need to be reissued in order to become valid.

SoW Creation Date	SoW Expiration Date
08/23/2022	09/23/2022
Engineering Approval Date	Engineer Approval
08/23/2022	Joseph bendt

ORDER AGREEMENT TERMS AND CONDITIONS

1. ACCEPTANCE:

Seller agrees to sell to you and you agree to buy from Seller the equipment described on the reverse side under "Brand/Model" (the "Equipment") in accordance with the following terms and conditions. You agree to comply with and perform all of the terms and conditions included in this agreement and in any invoices that Seller may deliver to you under this Agreement, which together are a complete statement of the Equipment (the "Agreement"). This Agreement is a binding contract for purchase of the Equipment, and you understand, parties' agreement regarding the acknowledge and agree that once the order is placed for the equipment set forth on the reverse, such order becomes non-cancellable and customer is responsible for the purchase and payment of the equipment within 30 days of the delivery, or tender of delivery, of the equipment to the customer. In the event customer elects to finance such purchase through the form of a finance lease or other financing arrangement, customer is responsible for immediately taking all actions necessary to secure such financing prior to the expiration of such 30 day period, including but not limited to the execution of lease or financing documents, accepting delivery of equipment, etc.

2. PAYMENT:

Payment terms are net 30 days. Late charges of 1 1/2 % per month (18% Annum) on the unpaid balance will be added if payments are not received when due.

3. SECURITY INTEREST:

You hereby grant Seller a security interest in and to the Equipment, and the right to perfect such security interest, until you have paid in full the entire purchase price and the applicable charges. During the period that Seller has a security interest in the Equipment, you agree to not remove the Equipment or permit the Equipment to be removed from the location where Seller installed it without prior written consent of Seller.

4. DEFAULT:

If you default in the performance of any of your obligations under this Agreement or any other agreement with Seller, Seller may (a) enforce this Agreement, (b) recover damages for the default, (c) refuse to perform any of its obligations to you under this or any other agreement, and (d) exercise any other remedy available by law. If Seller refers this Agreement to an attorney for collection or to enforce the performance of your obligations, you agree to pay Seller's reasonable attorney's fees, whether or not suit be brought, and actual court and other costs. You agree that any delay or failure by Seller to enforce its rights under this Agreement does not prevent Seller from enforcing any rights at a later time. No remedy set out in this paragraph is intended to be exclusive; each shall be cumulative but only to the extent necessary for Seller to recover from you those monies for which you are liable.

5. MISCELLANEOUS:

You shall not assign any of your rights or obligations under this Agreement without the prior written permission of Seller. Seller may assign its rights and obligations under this Agreement without obtaining your permission. This Agreement shall insure to the benefit of and be binding upon the successors and permitted assigns of the parties. This Agreement, together with any invoice that Seller sends to you, shall constitute the entire Agreement of the parties with respect to its subject matter. This Agreement supersedes any and all other agreements, either oral or in writing, between the parties. You represent that you are purchasing the Equipment for business purposes only and not for individual, family or household purposes.

6. WARRANTY/LIMITATION OF LIABILITY:

Seller warrants that the Equipment will be free from material defects, as determined by Seller, for a period of 30 days, which commences upon the date that the Equipment is installed and available for your use (the "Warranty"). If Seller determines that the Equipment is materially defective during the duration of this Warranty, Seller will repair the Equipment at its own expense. This is your only remedy under the Warranty. If Seller replaces used parts with new parts, Seller shall become the owner of the used parts. The Warranty does not cover defects caused by natural disasters, labor disturbances, unavailability of parts, environmental conditions, defective repairs performed by non-Seller personnel, the misuse by or the negligent or intentional acts of you or your owners, officers, directors, employees or other agents, or third parties, or other circumstances beyond seller's control. Consumable items are not covered under the terms of this Warranty. Seller will not make repairs or replace parts if it is impractical to do so because of (a) the existence of safety hazards not caused by Seller, or (b) the Equipment is not compatible with or otherwise will not connect to devices not supplied by Seller that are necessary to operate the equipment. Except as otherwise specified in this agreement, seller expressly disclaims any and all warranties, expressed or implied, statutory or otherwise related to the equipment, including without limitation the warranty of merchantability or fitness for a particular purpose, you agree that seller will not be responsible to pay to you any consequential, incidental, special, exemplary or punitive damages for a any default by seller under this agreement.

7. CLAIMS:

All claims regarding shipments and receipt of goods must be made within 30 days of delivery.

8. THIRD PARTY SOFTWARE:

The Equipment may be designed to operate in conjunction with certain third party software ("Third Party Software"). Any Third Party Software that Seller provides to you together with the Equipment is not owned by Seller. Your terms and conditions of use for any Third Party Software are set forth in the end user license agreement from the third party, which are delivered with the Third Party Software (the "License Agreement"). You will not copy, use, disclose or transfer the Third Party Software except as permitted by the License Agreement. All third party software is made available on an "as is" basis and without any warranty or indemnity of any kind. Seller makes no warranties, expressed or implied, whether by statute or otherwise, related to the third party software, including but not limited to non-infringement of third party rights, title, integration, accuracy,

1635 W. 13th Ave.
Denver, CO 80204

303.744.6585



security, availability, quality, merchantability or fitness for a particular purpose. By using the third party software, you are knowingly and voluntarily assuming all risk of loss or damage in connection with the third party software. Under no circumstances will seller be liable to you, or any other person, for any loss of use, revenue or profit; lost or damaged data; downtime; any other commercial or economic loss; or for any direct, indirect, incidental, special, statutory, punitive, exemplary or consequential damages whatsoever related to your use or reliance upon the third party software. This limitation shall apply even in the event of a breach of a material term of this agreement.

9. RETURNS:

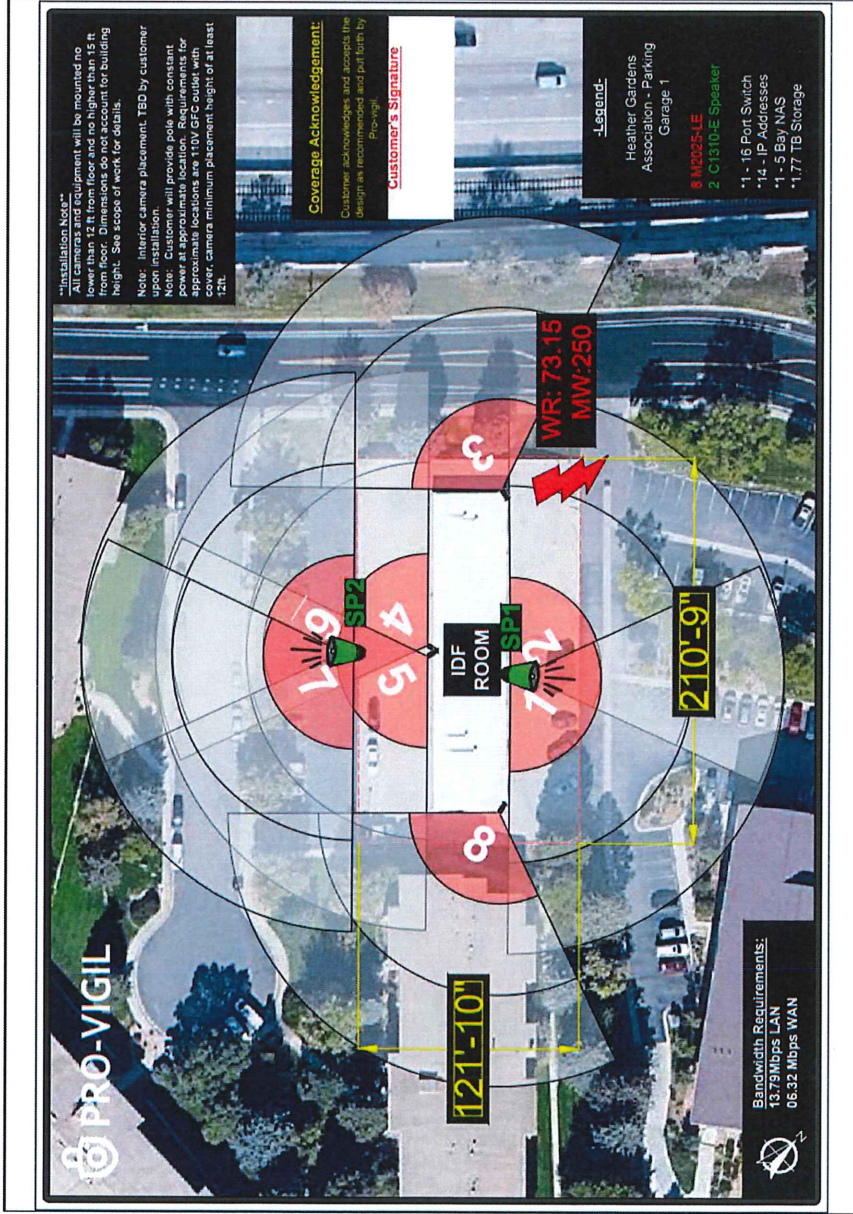
No goods may be returned without Sellers prior written consent. A) Only unused consumable goods for which written return authorization is requested within 60 days of invoice date shall be considered for return. B) On authorized returns, customer agrees to pay a restocking charge equivalent to 30% of the purchase price. C) Merchandise returned without written authorization may not be accepted at the receiving dock, and is the sole responsibility of the customer. D) All nonsaleable merchandise (that has been opened or partially used) will be deducted from any credit amount due customer.

10. GOVERNING LAW:

This Agreement, as amended, shall be governed by and construed in accordance with the laws of the State of Colorado, without giving effect to legal action arising out of this Agreement shall be in Denver County, CO.



YOUR SITE PLAN



\$1,320 per 4 week invoice (36M)
Parking Garage One

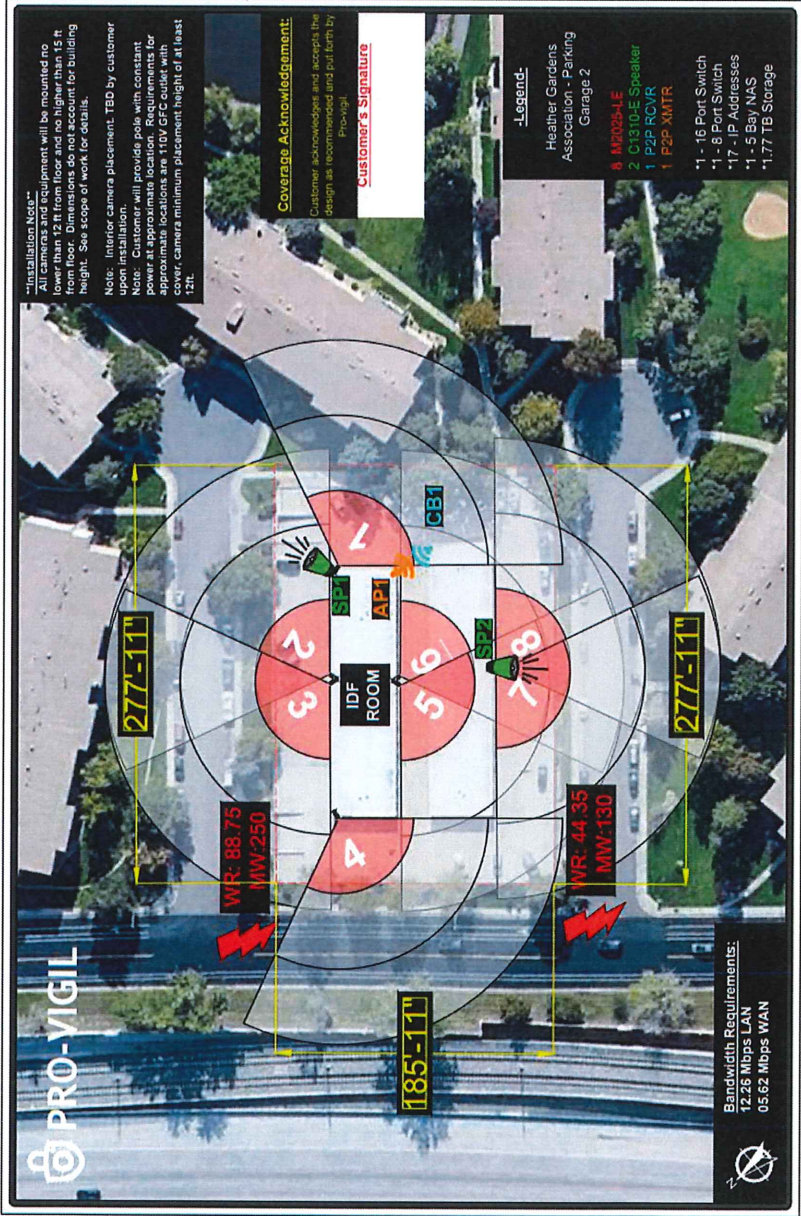
Includes:

- 180\$ - Installation, Implementation, & Networking
- 24/7 recording with 14-day storage
- Live, active-monitoring 12 hours Mon-Sat and 24 Sun.
- Holiday Protection Plan
- IP Health Monitoring of all equipment
- IT Support Services
- Damage Waiver (Covers all equipment)
- Carefree Maintenance





YOUR SITE PLAN



\$1,347 per 4 week invoice (36M)
Parking Garage Two

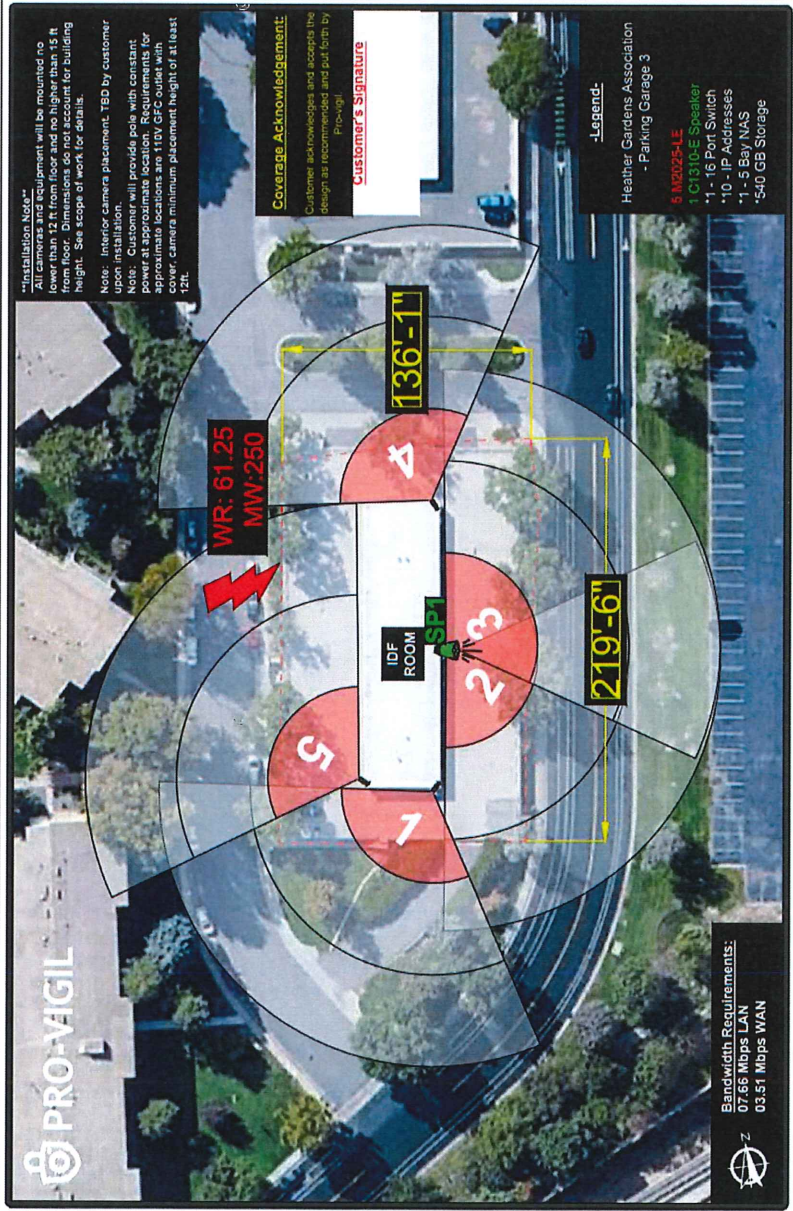
Includes:

- 180\$ - Installation, Implementation, & Networking
- 24/7 recording with 14-day storage
- Live, active-monitoring 12 hours Mon-Sat and 24 Sun.
- Holiday Protection Plan
- IP Health Monitoring of all equipment
- IT Support Services
- Damage Waiver (Covers all equipment)
- Carefree Maintenance





YOUR SITE PLAN



\$922 per 4 week invoice (36M)
Parking Garage Three

Includes:

- 112\$ - Installation, Implementation, & Networking
- 24/7 recording with 14-day storage
- Live, active-monitoring 12 hours Mon-Sat and 24 Sun.
- Holiday Protection Plan
- IP Health Monitoring of all equipment
- IT Support Services
- Damage Waiver (Covers all equipment)
- Carefree Maintenance



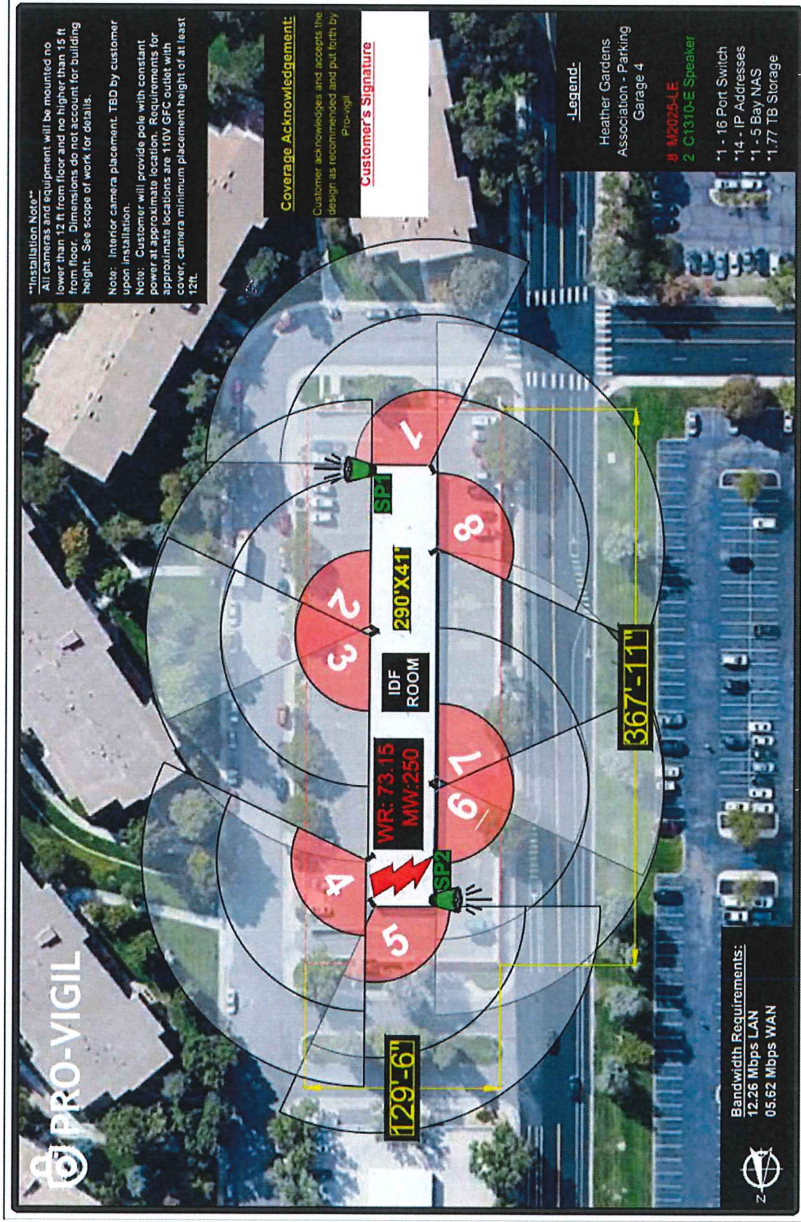


YOUR SITE PLAN

\$1,320 per 4 week invoice (36M)
Parking Garage Four

Includes:

- 180\$ - Installation, Implementation, & Networking
- 24/7 recording with 14-day storage
- Live, active-monitoring 12 hours Mon-Sat and 24 Sun.
- Holiday Protection Plan
- IP Health Monitoring of all equipment
- IT Support Services
- Damage Waiver (Covers all equipment)
- Carefree Maintenance



INTEGRATIONS & TECHNOLOGY

MAX 1.5Mbps PER CAMERA UPLOAD REQUIREMENTS. BANDWIDTH ONLY NEEDED ON MOTION EVENTS AND DURING MONITORING HOURS.

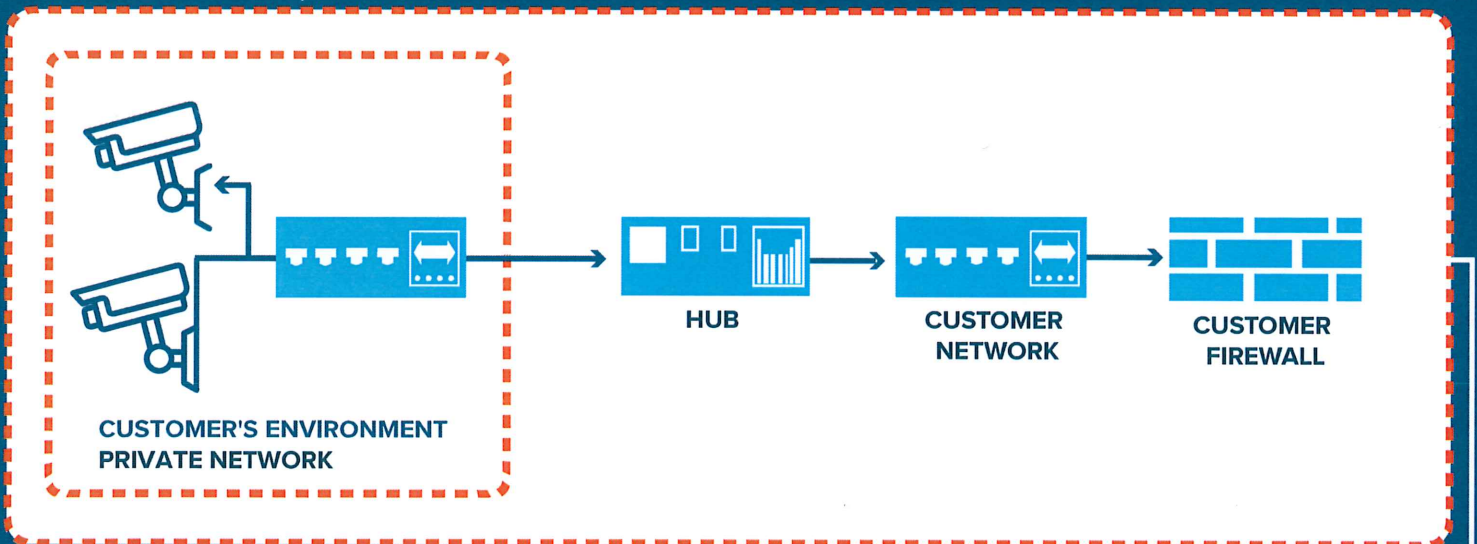
BANDWIDTH

A standard camera operating at 1080p and 7 frames per second (our default) will consume under 1.5M bps when transferring an event to our cloud for storage, live monitoring, and when live viewing a single camera. The total burst upload bandwidth consumption will depend on the number of cameras that are concurrently processing a motion event that needs to be transferred to the cloud.

NETWORK SECURITY

Our solution communicates out on an encrypted VPN network. This is directly assembled by those that have been provisioned encryption keys which are controlled under strict policies. For secure environments, we recommend assigning our solution a static, private IP address in a separate, private network. Additionally, clients can provision our port on a separate VLAN to further segregate our solution from other traffic.

HUB INSTALLATION EXAMPLE



Customer Network Requirements

- We require one open and enabled RJ45 port on the customer's switch per Hub which supports up to 20 cameras.
- We require up to 5 LAN IP addresses on the customer's network.
- If DHCP is not enabled, clients need to specify static LAN IP addresses, Subnet Mask and Gateway. (We will use Google DNS servers unless otherwise specified).
- Bandwidth requirements depend on number of cameras and associated motion events, resolution, frame rate, and plan type.



CLOUD INFRASTRUCTURE PROVIDERS



OUTBOUND SSL TRAFFIC ON PORT 443 ENCRYPTED WITH AES-128-CBC W/SHA256



Better Business Bureau®


Business Profile

Pro-Vigil Inc


Security System Monitors

**Not BBB
Accredited**

Contact Information

 4646 Perrin Crk Ste 280
San Antonio, TX 78217-3734

 [Visit Website](#)

 [\(866\) 616-1318](tel:(866)616-1318)

BBB Rating & Accreditation

A+

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Lindsay L

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just watch out/ read the print. spent at least 6k explaining to L, , if they issue the small credit I will change my review but I don't see that happening. I have everything in writing and it still wasn't honored. I was requesting such a small amount surprised they can't...

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[Read 1 More Customer Review](#)

Business Details

Location of This Business

4646 Perrin Crk Ste 280, San Antonio, TX 78217-3734

BBB File Opened:9/10/2007

Years in Business:16

Business Started:9/1/2006

Business Started Locally:9/1/2006

Business Incorporated:9/15/2006

Licensing Information:

This business is in an industry that may require professional licensing, bonding or registration. BBB encourages you to check with the appropriate agency to be certain any requirements are currently being met.

Type of Entity:Corporation

Business Management

Mr. Jeremy White, CEO

Ms. Kris Brackin, Director of Operations

Ms. Olga Villalobos, Accountant

Mr. Douglas McGill, Director

Mr. David Brault, Director

Mr. Drew Lowery, Director

Contact Information

Principal

Mr. Jeremy White, CEO

Mr. Douglas McGill, Director

Mr. David Brault, Director

Mr. Drew Lowery, Director

Customer Contact

Ms. Kris Brackin, Director of Operations

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BBB serving the Heart of Texas

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Positively Charged Electric
 PositivelyChargedElectric.com
 720-327-4525



Name: Heather Gardens Phone: 3/755/0652 Date: 11-16-22
 Address: 2888 S Heather Gardens way City/Zip: ~~77001~~ Aurora 80014
 E-Mail Address: _____ Invoice # 221116 J2

Recommended/Proposed Work:

Install a customer supplied large J box with an internal GFI outlet on a dedicated circuit. The estimate is based on mounting the box on the opposite side of the wall as an existing breaker box with a customer supplied hole large enough for EMT conduit & fittings to fit in. The price includes an aftermarket AFCI breaker and building permit.

\$750 each

$$\$750 \times 4 = \boxed{\$3,000}$$

I authorize the above work described in item(s) _____ for a total investment of \$ _____

Customer Signature: _____ By signing this contract you are agreeing to pay the full amount immediately upon completion of the work. Any unpaid balance will be subject to a 2% monthly penalty. In the event that any portion of the balance goes into collections you will be responsible for repaying all associated collection fees including but not limited to court costs and attorney fees. A \$100 fee will be added to any bounced or returned checks. A \$100 fee will be added if the balance is not paid within 14 days.

Initial payment: \$ _____ Method: _____ Balance: \$ _____
 Completion Payment: \$ _____ Method: _____

The contracted work has been completed to my satisfaction: _____

All estimates are valid for a period of 30 days. All work carries a two year warranty unless otherwise stated.
 Batteries, fuses, light bulbs and customer supplied materials (noted with CS) are not warranted.
 Prices do not include permit, plan review or engineering fees unless otherwise stated.

Budget and Finance Committee
Date: December 19, 2022

Motion: Recommend the Parking Structure 1-4 Stair Removal and Replacement

Project Cost: Merritt Welding and Fabrication - \$108,392.04
Restruction Corporation - \$196,020
Change Order - \$60,882.41
Total Cost - \$365,294.45

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 contracts with Merritt Welding and Fabrication and Restructure Corporation to remove and replace the five remaining parking structure stairs in accordance with BC&E parking structure stair designs dated October 14, 2022. The contract amount for this project is \$304,412.04 plus a change order reserve of \$60,882.41 for a total cost of \$365,294.45.

Motion made by:	
Seconded by:	

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

Rationale/Notes: See attached Request for Capital Expenditure. It should be noted that eight (8) bid requests were sent out for the stair fabrication work, and only two companies responded with interest in the entire project. One company only bid on the handrails, which was not acceptable. With regards to the Post-Tension and cement work, only two of three companies provided quotes.

HEATHER GARDENS ASSOCIATION REQUEST FOR CAPITAL EXPENDITURE

PROJECT: Parking Structure 1-4 Stair Removal and Replacement

F801

DEPT: Contracts

DATE: 12/8/22

BUDGET	Budget Amount: \$825,000	Contract Amount: \$304,412.04
Year: 2022	Expended YTD: \$ 0.00	Change Order Res.: \$60,882.41
Tab:	Unexpended Balance: \$ 0.00	Total Project Cost: \$365,294.45
Page:		Add. Funds Requested:

DESCRIPTION: Remove and Replace the (5) remaining sets of existing stairs at Parking Structures 1-4. The stairs included are the Northeast Stair of PS#1, Northeast Stair of PS#2, South Stair of PS#3, and the Northeast and Southeast Stairs of PS#4. This project includes de-tensioning and relocating (9) existing post-tension cables located within the landings of the old stairs.

JUSTIFICATION: (Attach backup material as required)

The Heather Gardens Parking Structure Advisory Committee has recommended to the HG Board of Directors to move forward with a 10-year Parking Structure Maintenance Plan to address the deteriorating condition of the (4) Heather Gardens Parking Structures. BC&E has provided a Maintenance Plan over the next ten years to prolong the foreseeable life of the structures. 2022 is the first year we are going to implement the maintenance plan set forth by the engineer. BC&E has provided design documents to replace the remaining (5) sets of stairs. The vender's provided pricing to replace the stair is based on the BC&E's design dated 10/14/22.

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

Metal Stair Bids:

- Merritt Welding and Fabrication: \$108,392.04
- Custom Welding and Fabrication, Inc: \$166,363.20
- Eurometals: \$47,975.81 – For Railings Only. Vender did not include price to furnish and install stairs.
- McSwain Metal: No Bid Received.
- KK Custom Welding: No Bid Received.
- Paragon Stairs: No Bid Received.
- ABC Custom Iron: No Bid Received.
- Colorado Custom Iron Works: No Bid Received.

Post-Tension Cable Termination, Relocation and Concrete Pier Bids:

- Restruction Corporation: \$196,020
- ORC Concrete Solutions: \$178,200
- Western Supply: No Bid Received.

RECOMMENDATION: The recommendation is to contract with Merritt Welding and Fabrication and Restruction Corporation to remove and replace the (5) remaining Parking Structure Stairs in accordance with BC&E Parking Structure Stair Designs dated 10/14/22. The contract amount for this project is \$304,412.04. We added a 20% Change Order Reserve of \$60,882.41 to cover the cost of unforeseen issues required to complete the project. This project is not to exceed \$365,294.45 without prior HGA 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 	<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.

THE HEATHER GARDENS - STAIR REPLACEMENT PROJECT

Project	Sheet Title	DATE
		10/14/2022
	ISSUED FOR PERMIT	NO.
	DESCRIPTION OF REVISION	
BC&E No.	22089	
Date	10/14/2022	
Scale	AS NOTED	
Sheet		

PROJECT: THE HEATHER GARDENS STAIR REPLACEMENT PROJECT

CLIENT: THE HEATHER GARDENS ASSOCIATION
2888 SOUTH HEATHER GARDENS WAY
AURORA, COLORADO

ENGINEER: BUILDING CONSULTANTS & ENGINEERS, INC.
7991 SHAFFER PARKWAY, SUITE 103
LITTLETON, CO 80127
303-350-1000

BASIS OF DESIGN :

ORIGINAL STRUCTURAL DRAWINGS BY GERALD J. SCHLEGEL DATED APPROXIMATELY 1974

- ALLOWABLE SOIL BEARING PRESSURE: 2500 PSF
- CONCRETE SLAB COMPRESSIVE STRENGTH: 4000 PSI
- MILD STEEL REINFORCING IN SLAB: A615, GRADE 60
- TENDONS: MASTIC COATED 1/4" DIAMETER DRAWN-WIRE WITH ULTIMATE STRENGTH OF 240 KSI, EXCEPT 250 KSI IN TRANSVERSE DIRECTION

NEW REPAIRS SHALL BE IN ACCORDANCE WITH THE 2021 IBC AS AMENDED BY THE CITY AND COUNTY OF AURORA

- STAIR AND LANDING DESIGN LIVE LOAD: 100 PSF

INDEX TO DRAWINGS

- G-1** GENERAL NOTES, SCOPE OF WORK, AND MATERIAL NOTES
- R-1** PARTIAL PLAN AND SECTION: PS-1 EAST STAIR
- R-2** PARTIAL PLAN AND SECTION: PS-2 NORTHEAST STAIR
- R-3** PARTIAL PLAN AND SECTION: PS-3 SOUTH STAIR
- R-4** PARTIAL PLAN AND SECTION: PS-4 NORTHEAST STAIR
- R-5** PARTIAL PLAN AND SECTION: PS-4 SOUTHEAST STAIR
- R-6** STAIR DETAILS
- R-7** POST-TENSIONED TENDON REPAIR AND CONCRETE REPAIR DETAILS

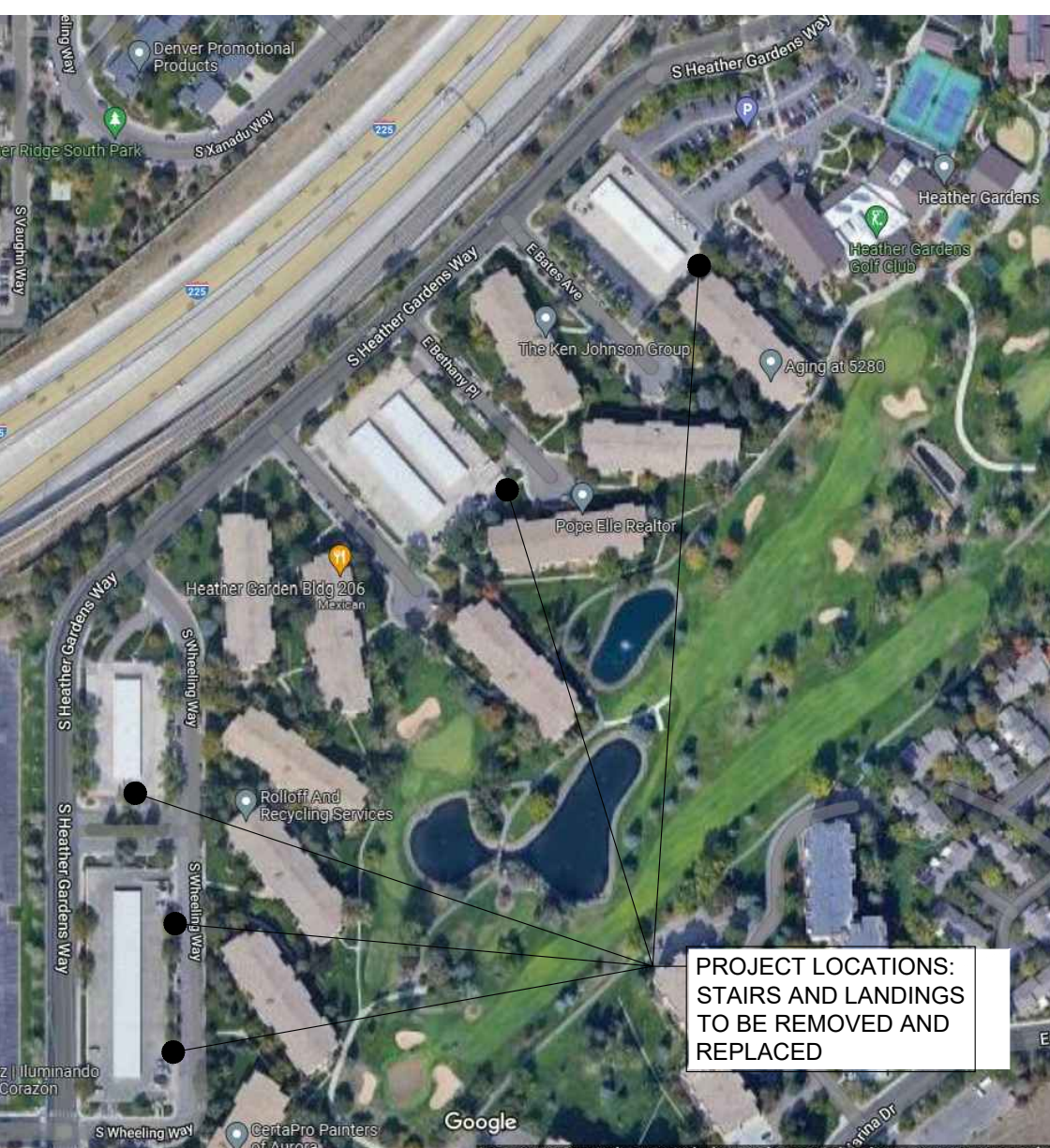


IMAGE COURTESY OF GOOGLE EARTH.

SITE MAP



Scope Of Work

- Demolish existing concrete stairs and landings indicated here in.
- Relocate post-tensioned button-head tendon anchorages that originally extended into stair landings.
- Fabricate and install 5 new steel-framed stairs and landings with new supporting columns and concrete piers.
- Perform isolated concrete repairs adjacent to new stair locations.
- Contractor shall provide submittals for all materials and shop drawings for each stair for BC&E review prior to performing work.

GENERAL NOTES

A. General

- These general notes apply except where otherwise indicated by these drawings.
- These drawings indicate typical and specific details of the construction. All features of the construction not specifically shown shall be of the same type and character as those shown for similar conditions, subject to approval by the engineer.
- All construction shall be performed in accordance with the applicable building codes.
- All work shall be scheduled and performed to maintain safety at all times, and shall be coordinated with the owner's representative and other on-site contractors for limited disruptions.
- The contractor shall verify all site conditions, elevations, dimensions, etc. prior to fabrications and construction and shall notify the engineer of any variations from the contract documents.
- The contractor shall provide adequate shoring and bracing for all structural and architectural elements during the construction. Shoring and bracing must ensure the safety of the structure & the job-site personnel. Design and placement of the shoring is the responsibility of the contractor.
- The contractor is responsible for all permits.
- The contractor shall coordinate traffic and parking closures with Heather Gardens prior to and during the course of the repairs (Contractor may not have full access to upper level during repairs).

B. Discovery and field verification

- During construction, the contractor may encounter existing conditions which are not now known or are at variance with project documentation (discovery). Such conditions may interfere with new construction or require protection and/or support of existing work during construction, or may consist of damage to structural materials or components which could jeopardize the structural integrity of the new work.
- The contractor shall notify the engineer of all discoveries he believes may interfere with the proper execution of the work or jeopardize the structural integrity of the work prior to proceeding with work related to such discoveries.
- The design documents may specify dimensions, elevations and construction conditions to be field verified. The general contractor shall be responsible for field verification of all specified conditions prior to proceeding with the construction or fabrication of any components related to such conditions. This field verification shall be made in a timely manner so as to cause no delays in execution of the work.

C. Intent of Design

- The original concrete framed stair structures at the parking structures are significantly deteriorated. BC&E has previously designed repairs to replace two of the original stairs and the Association has decided to replace the remaining five existing deteriorated stairs and landings with new prefabricated steel stairs and landings. We have prepared this design to replace the existing landings and stairs with new assemblies which include drop-through horizontal surfaces to help reduce the risk of icing on the surfaces of the landing and stairs, and to reduce the maintenance costs.
- This design does NOT eliminate the risk of icing, slip-n-fall, or maintenance. However, it should reduce these issues.
- The performance of the new assembly should be carefully monitored by the Association during this first year.
- Anchors for the post-tensioned button-head tendons which originally supported the landings shall be relocated by a qualified repair contractor to the edge of the garage structures.

D. Materials

- Concrete:** 4,500 psi min compressive strength, 5-8% air entrainment, medium-broom finish. Protect finish during curing, loss of broom finish is grounds for rejection.
Max water/cement ratio=0.45.
Submit mix design to engineer for approval.
- Proprietary patching materials:**
Sikatop 122 plus for horizontal surfaces;
SikaQuick FNP for overhead form and pump locations;
SikaTop 111 Plus for formed vertical repair locations; and
MasterEmaco T 1060 for large horizontal patches.

- Structural Steel:** All steel to be hot-dipped galvanized and painted.

Plates/Channels/Angles
Shall meet the requirements of ASTM A36; 36 ksi min yield strength.

Rectangular HSS
Shall meet the requirements of ASTM A500, Grade C, 50 ksi min yield strength.

- Welds:** According to the requirements of American Welding Society (AWS D1.1) by a certified welder.

- Stair Treads:** 11 ga. 2"x12" Traction Tread Safety Grating, Pre-galvanized steel (TT-122011-GL)

- Bolts:** Bolts to be stainless steel or hot-dipped galvanized as supplied by Simpson Strong Tie. All nuts to be tack welded once set to prevent loosening of the nut. Bolts shall be installed by turn-of-nut method and inspected by the engineer.

Contractor to verify location of the existing post-tensioned tendons in the slab prior to work. DO NOT damage the existing reinforcement or post-tension tendons.

- Painting:** New steel to be hot-dipped galvanized and shop-primed with a primer which is compatible with the top coat paint. Color selection by the owner.

Submit paint to the engineer for review prior to application.

E. Structural Stability During Construction

- The structural drawings illustrate the completed structure with all elements in their final positions, properly supported and braced.
- The contractor shall be responsible for all construction means and methods.
- The contractor, shall not overload existing structure with construction equipment, materials, or debris.
- The contractor shall be responsible for all site safety issues as mandated by federal, state and local laws and regulations. The contractor shall employ a "competent person" as defined in OSHA regulations to identify safety issues. The contractor shall employ a "qualified person" as defined in OSHA regulations to specify the resolution of safety issues.

F. Submittals

- Furnish concrete mix design including strength test data, and manufacturer's literature on admixtures, for review by engineer no later than 10 working days prior to on-site use of these materials.
- Furnish welding related information such as procedure qualification records (PQR), welding performance specifications (WPS), welder certification test records, and related product data including any accessory items for review by engineer no later than 10 working days prior to on-site use of these materials.
- Furnish shop drawings for the new landings and stairs and product data including any accessory items for review by engineer no later than 10 working days prior to fabrication of these items.
- Furnish paint submittal including standard color chart.
- Furnish one set of proposed button-head material data sheet to structural engineer for review. Submit in a timely manner to permit 10 working days for review by structural engineer.

G. Button-head post-tension system

- Contractor shall use caution during all work requiring excavation, and /or attachment to the existing concrete. Slabs contain post-tensioned system tendons and anchorages.
- All exposed post-tensioned system elements shall be cleaned by the contractor to allow observations by BC&E prior to installation of the protection and recasting concrete.
- Exposed tendons shall be completely coated with a compound to prevent bond, and resist corrosion. coating material shall be nonvolatile, low-friction mineral oil grease or lithium-based with rust preventing additive, having uniform viscosity between temperature ranges of 20 to 120 degrees f.
- Exposed steel plates shall be painted with 2 coats of corrosion inhibiting paint, prior to placement of new concrete.
- New post-tensioning system tendons shall be constructed of 7mm diameter wire which will comply with the requirements of ASTM A421-59T type BA, grade 240. Anchorage steel shall comply with the requirements of ASTM A36. Button heads shall be formed to transfer forces at anchorage through a 3/8" cold-formed button for each wire. Buttons shall not be less than 0.360" diameter.
- Tendon connection to anchorages shall be taped or otherwise sealed to prevent moisture infiltration.
- Provide anchorage devices, chucks, welds and splice couplers from the same manufacturer. Jacking shall be hydraulic and shall be equipped with a calibrated pressure gauge.
- Post-tensioned tendon repairs shall be performed in accordance with the procedures outlined in ACI 423.4R Manual of Standard Practice.
- In-line stressing is the preferred method, if the existing anchorage is

secure. Splice couplers and y-splice anchorage shall be installed and stressing within the slab will be required. See drawings for additional information.

- Take safety precautions to protect employees and residents from standing behind jack during jacking operations.
- The effective post-tensioning forces, after all losses have occurred shall not exceed 0.70fpu, or 8.25 kips per wire. number of wires and final forces are shown on the drawings. The maximum tensile stress in the post-tensioning tendons due to jacking forces shall not exceed 80 percent of the specified tensile strength, or 9.43 kips per wire.
- The maximum tensile stress in the tendon after anchorage shall not exceed 75 percent of the specified tensile strength.
- Allowable slip of the anchorage is 1/4-inch maximum.
- Elongation shall correlate within ±5% of theoretical value for the tensioned tendon force.
- Stress all tendons by means of hydraulic jack, equipped with accurate reading, calibrated hydraulic pressure gauges to permit the stress in the post-tensioned steel to be computed at any time. BC&E to be present during stressing activities. provide calibrated curve certification for the jack. Provide copies of all tension readings to BC&E. Records shall include: elongation, gauge pressure, and jacking force for each tendon.

H. Concrete repair and patching

- Saw cut perimeter of damaged concrete 1/2-in. deep min. Caution shall be used not to cut or damage existing tendons that are located close to the surface of the structural concrete. Remove concrete using a small chipping hammer, maximum 15 lb hammer to be used. Removal must extend a minimum of 3/4-in. deep around any embedded steel exposed more than 50 percent. leave existing concrete surfaces cleaned and roughened to 1/8-in. amplitude.
- All existing concrete surfaces to which new concrete or mortar materials are to be bonded shall have a cleaned roughened surface. fine aggregate should be exposed and coarse aggregate fractured (this includes areas cut with saws or grinders). as the final stage of surface preparation, wire brush clean the bonding surfaces and any exposed steel. the perimeter of each area to be patched must be saw cut (of chipped) perpendicular or slightly undercut to the concrete surface. adjust depth of saw cuts to prevent damage to embedded steel.
- Coat embedded reinforcing steel with sika armatec 110 epocem.
- Placement: clean surfaces to be patched or to receive bonded material of dust and weak or loose material with pressurized water (or air) spray. Saturate the concrete substrate with clean water by flooding the surface for a period of not less than one hour prior to placement of bonded material. However, at the time of concrete or mortar placement, the bonding surfaces must be saturated surface dry (ssd), with no standing water. bond new materials to existing concrete as follows: immediately prior to placement of new concrete or repair mortar, scrub bonding grout thoroughly into concrete substrate, filling all pores and voids. then immediately place new concrete or repair mortar; press material firmly against all substrate surfaces: consolidate, screed, and finish. Do not allow bonding grout to dry on substrate. If this occurs, it must be removed by sandblasting or other methods approved by the engineer, and re-applied. Strictly observe the pot life restrictions for polymer modified materials, which is typically 20 to 30 minutes after addition of polymer or water. Discard all such materials after this period. do not re-temper.
- All concrete work shall be performed in accordance with ACI 318-14.
- All concrete shall be type I cement and shall have a 28 day min. compressive strength of 5000 psi, and a unit weight between 145 and 150 pcf.
- Hairpins and dowels shall be 60ksi min. yield strength and shall be epoxied into the existing concrete using Hilti Hit-HY 200 or approved equal. install in accordance with the manufacturer's recommendations.
- Conform to temperature constraints published by the product manufacturer.
- Moist cure new concrete patches with burlap and plastic sheeting for a minimum of 7 days in accordance with ACI 318-14.

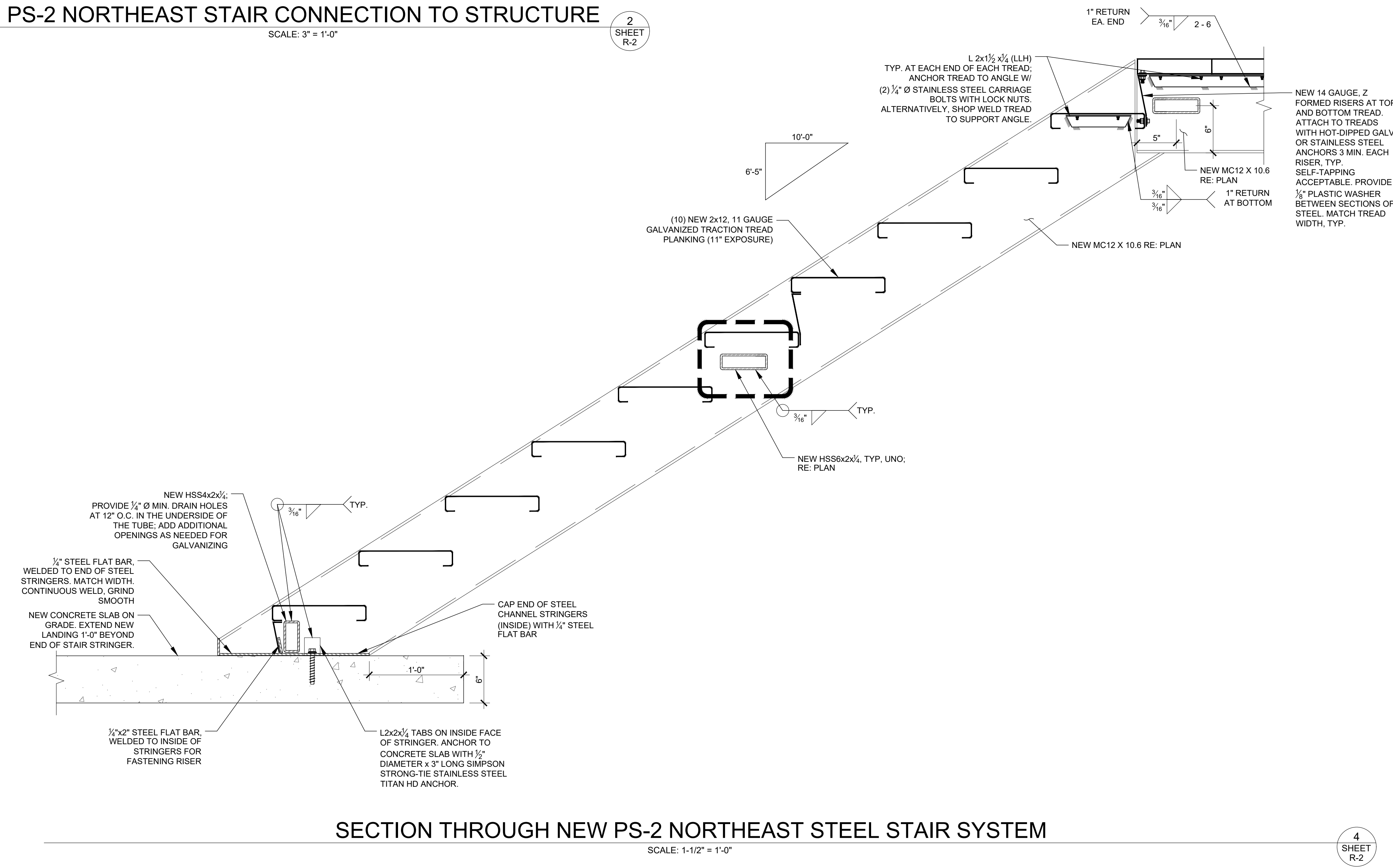
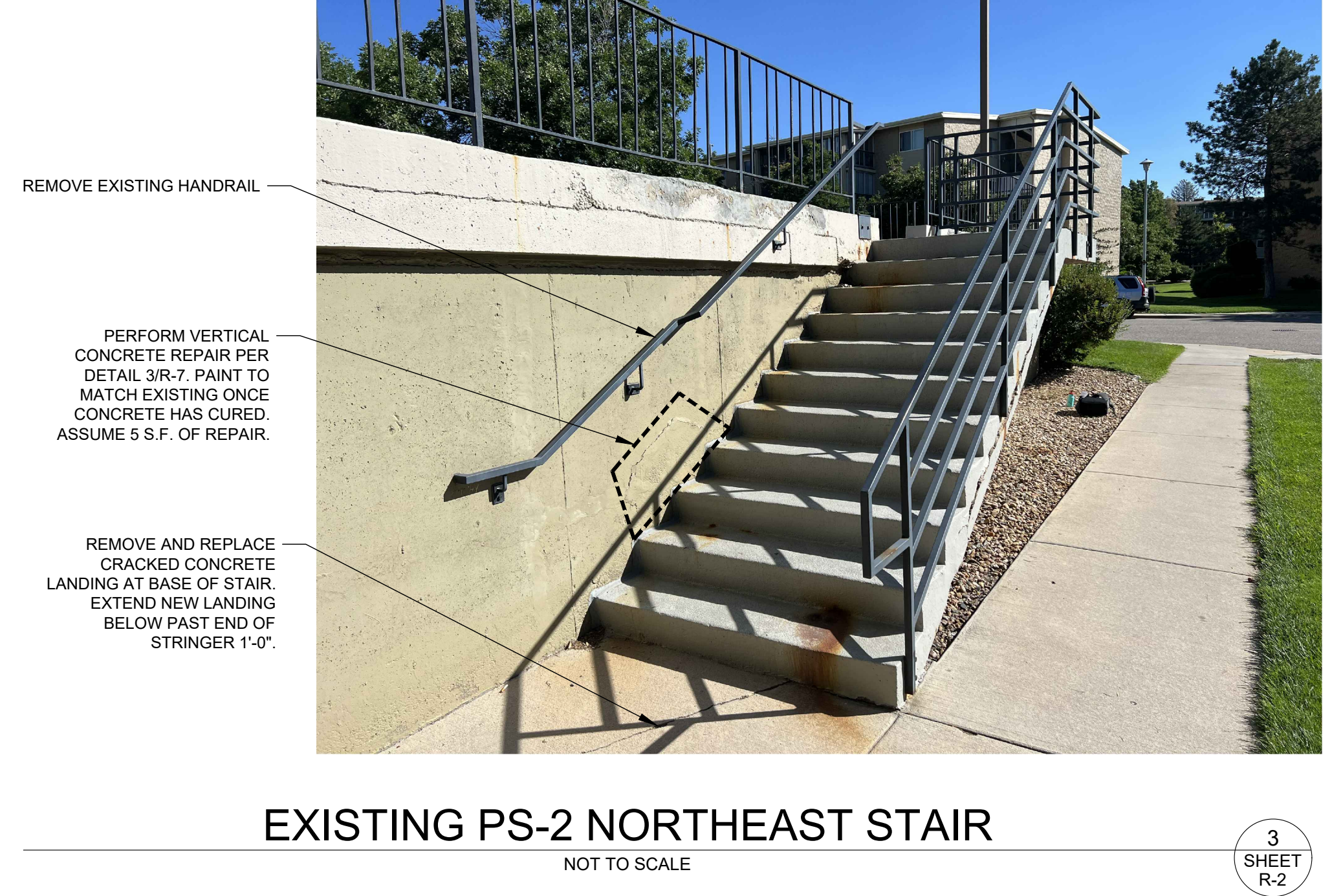
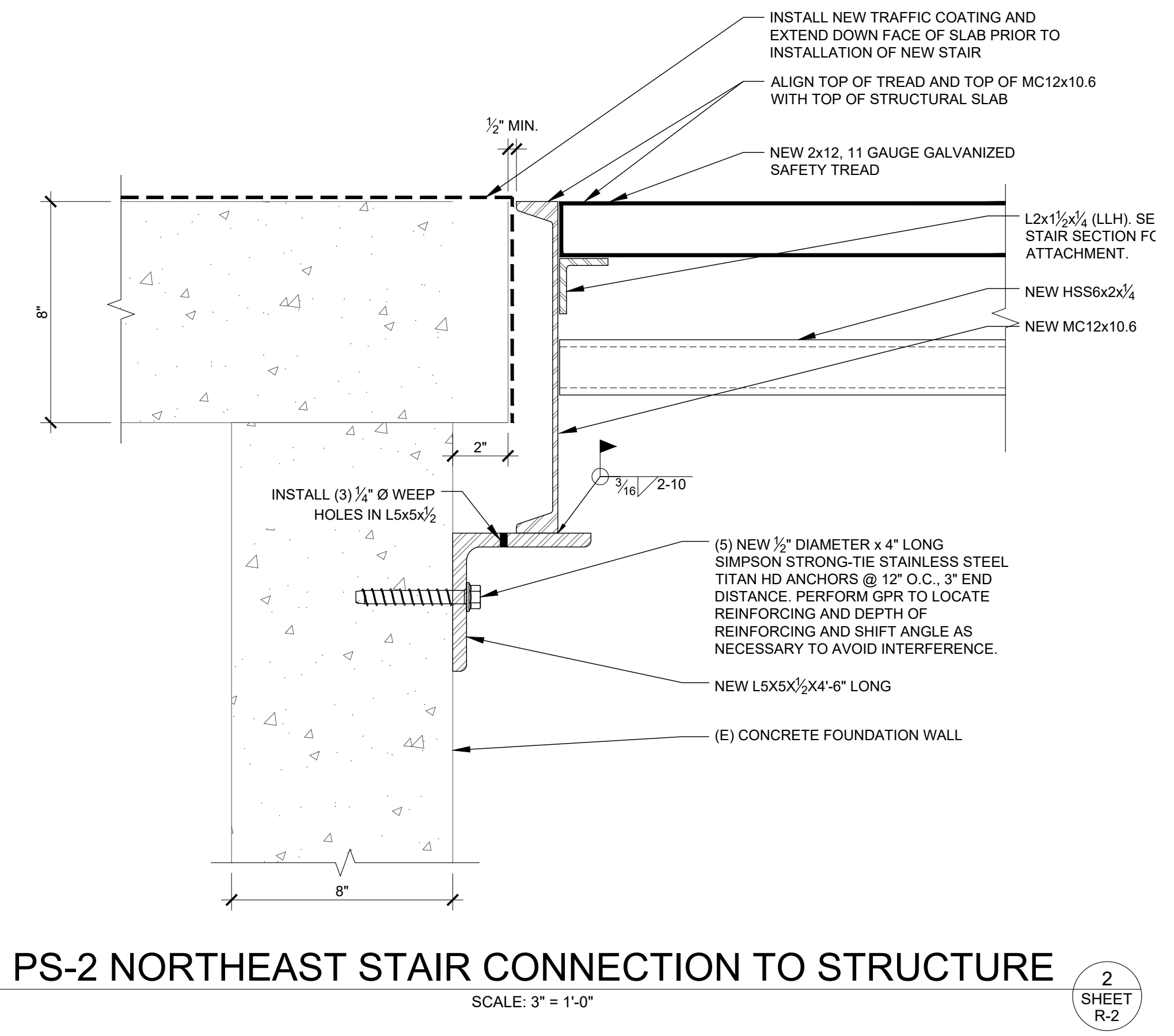
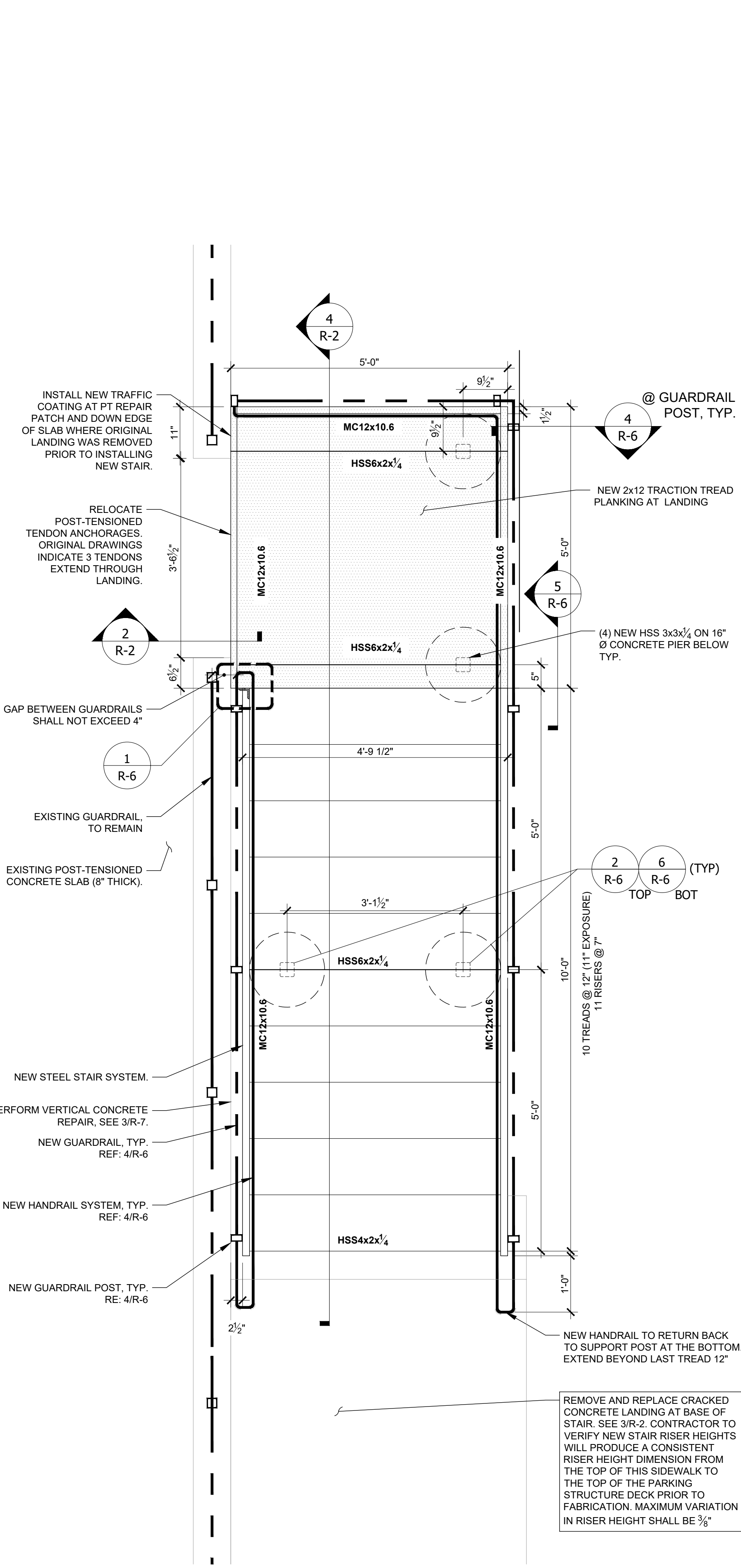
I. Traffic coating

- Traffic coating shall be Sikadur 22 lo-mod penetrating epoxy crack healer-sealer. contractor to confirm compatibility with the existing traffic coating system prior to installation.

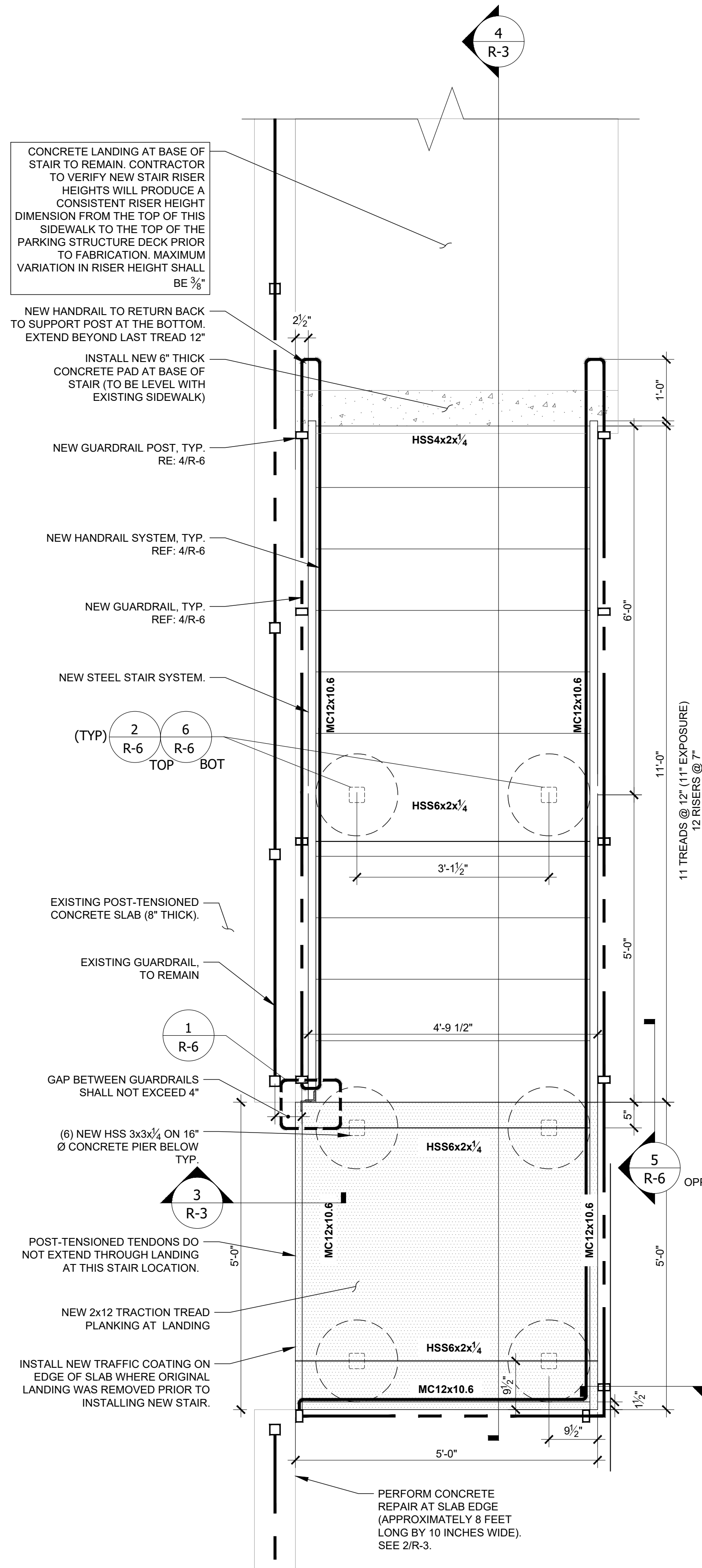
J. Welding

- All welding and weld inspection shall comply with AWS D1.4: structural welding code-reinforcing steel, latest edition.
- All welding shall be made with 70 ksi ultimate tensile strength, low hydrogen filler metal.
- Completely remove all combustible materials in the vicinity of the weld area prior to welding and protect adjacent building elements from welding operations.
- Perform welding per the requirements specified in osha 1910 and nfpa standard 51b.
- Notify and obtain necessary 'hot work' permits from owner, and the fire department before performing any field welding.
- Maintain fire watch for a minimum of 2 hours after welding operations have ceased and have at least 2 fire extinguishers near welding areas at all times.
- Grind off galvanization at field welded connection and the touch-up galvanization after welds have been installed and inspected.

Project	Sheet Title
ISSUED FOR PERMIT	10/14/2022
DESCRIPTION OF REVISION	DATE
NO.	
BC&E No.	22089
Date	10/14/2022
Scale	AS NOTED
Sheet	



Plotted: 10/16/2022 10:39 AM by: Sonja Hinish File Name: 22089 - Stair Replacement Drawings.dwg



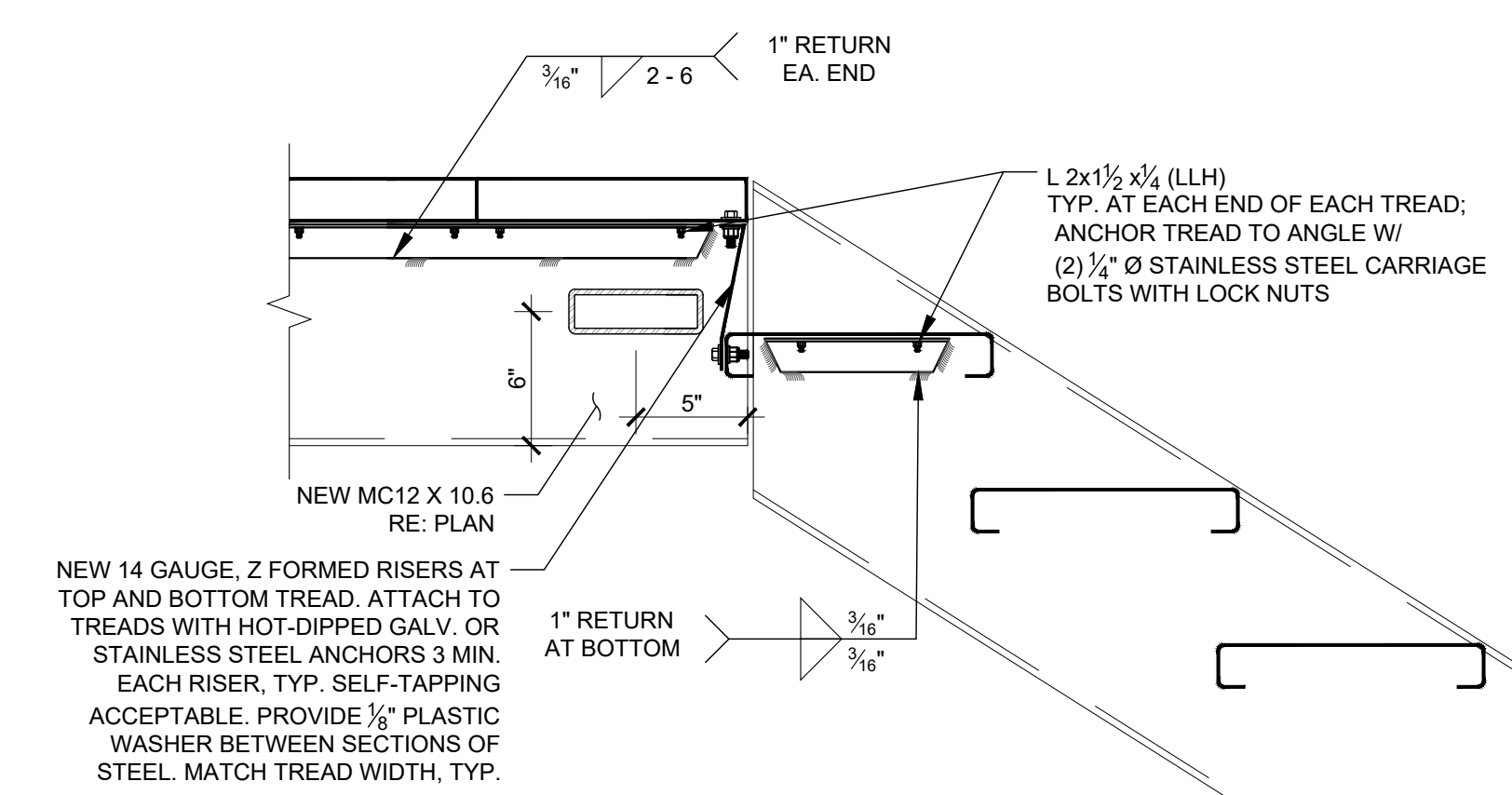
1 SHEET R-3



DETERIORATED SLAB EDGE

NOT TO SCALE

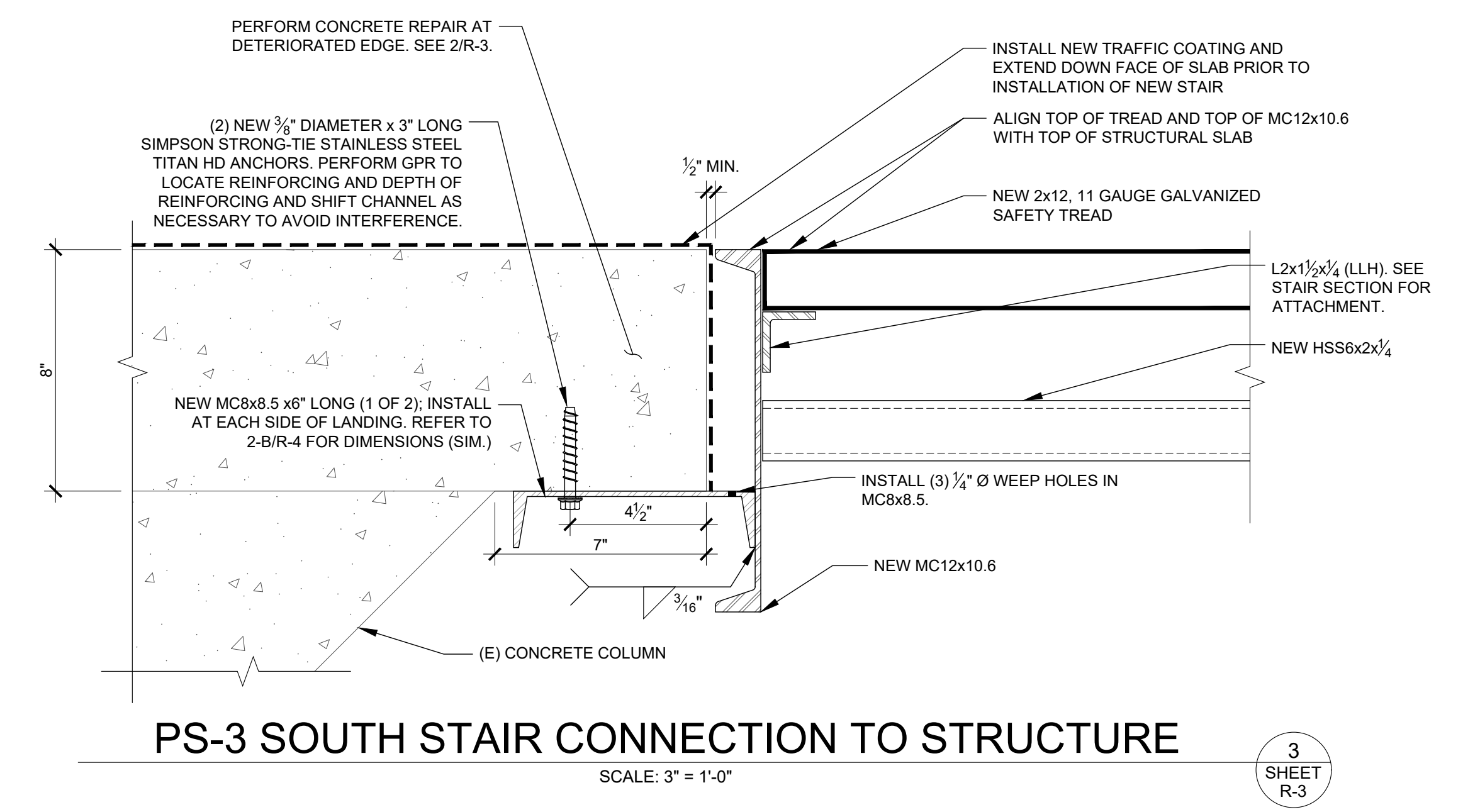
2 SHEET R-3



SECTION THROUGH NEW PS-3 SOUTH STEEL STAIR SYSTEM

SCALE: 1" = 1'-0"

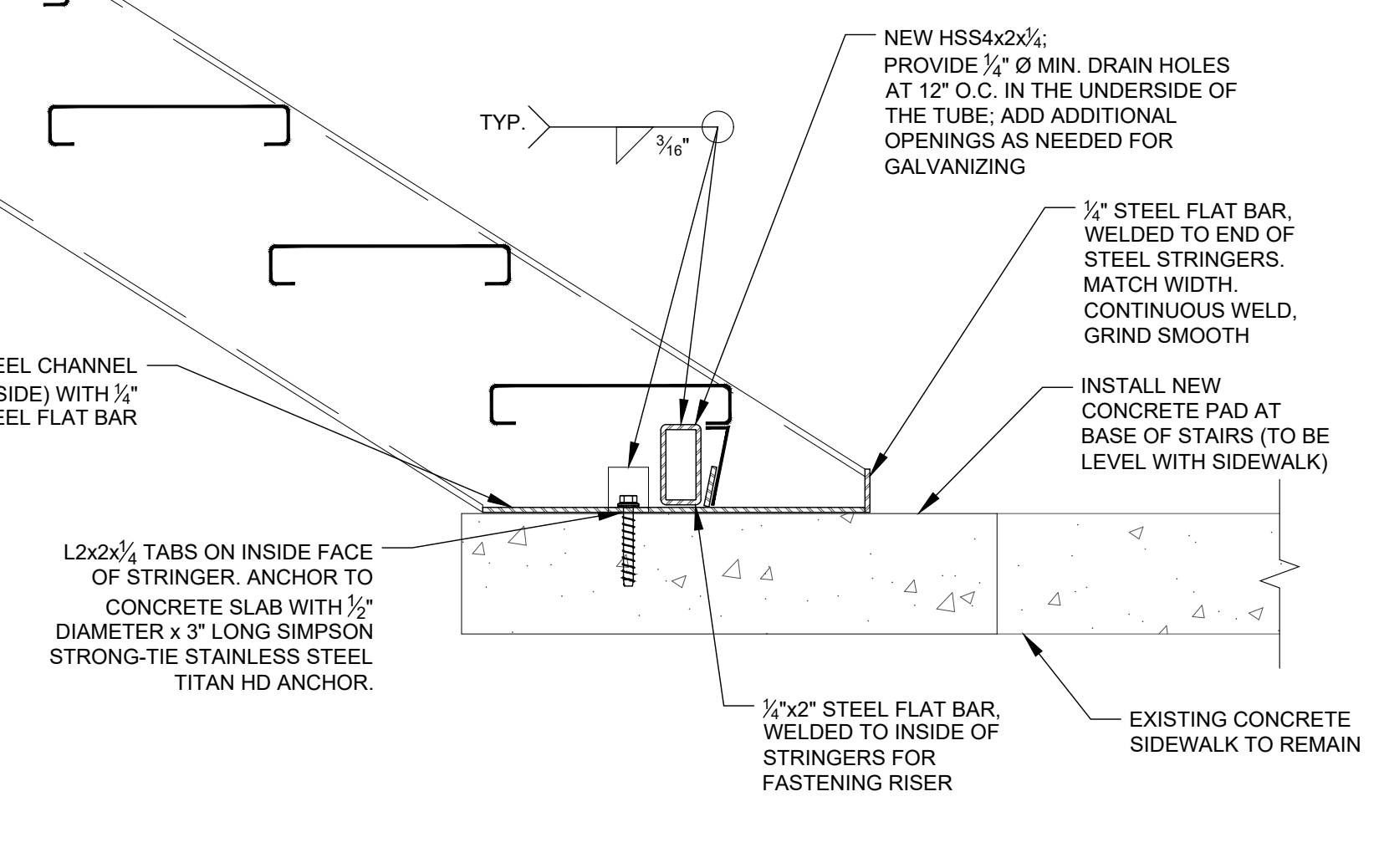
4 SHEET R-3



PS-3 SOUTH STAIR CONNECTION TO STRUCTURE

SCALE: 3" = 1'-0"

3 SHEET R-3



Plotted: 10/16/2022 10:39 AM by: Sojija Hinish File Name: 22089 - Stair Replacement Drawings.dwg

NO.	DESCRIPTION OF REVISION	DATE

BC&E No. 22089

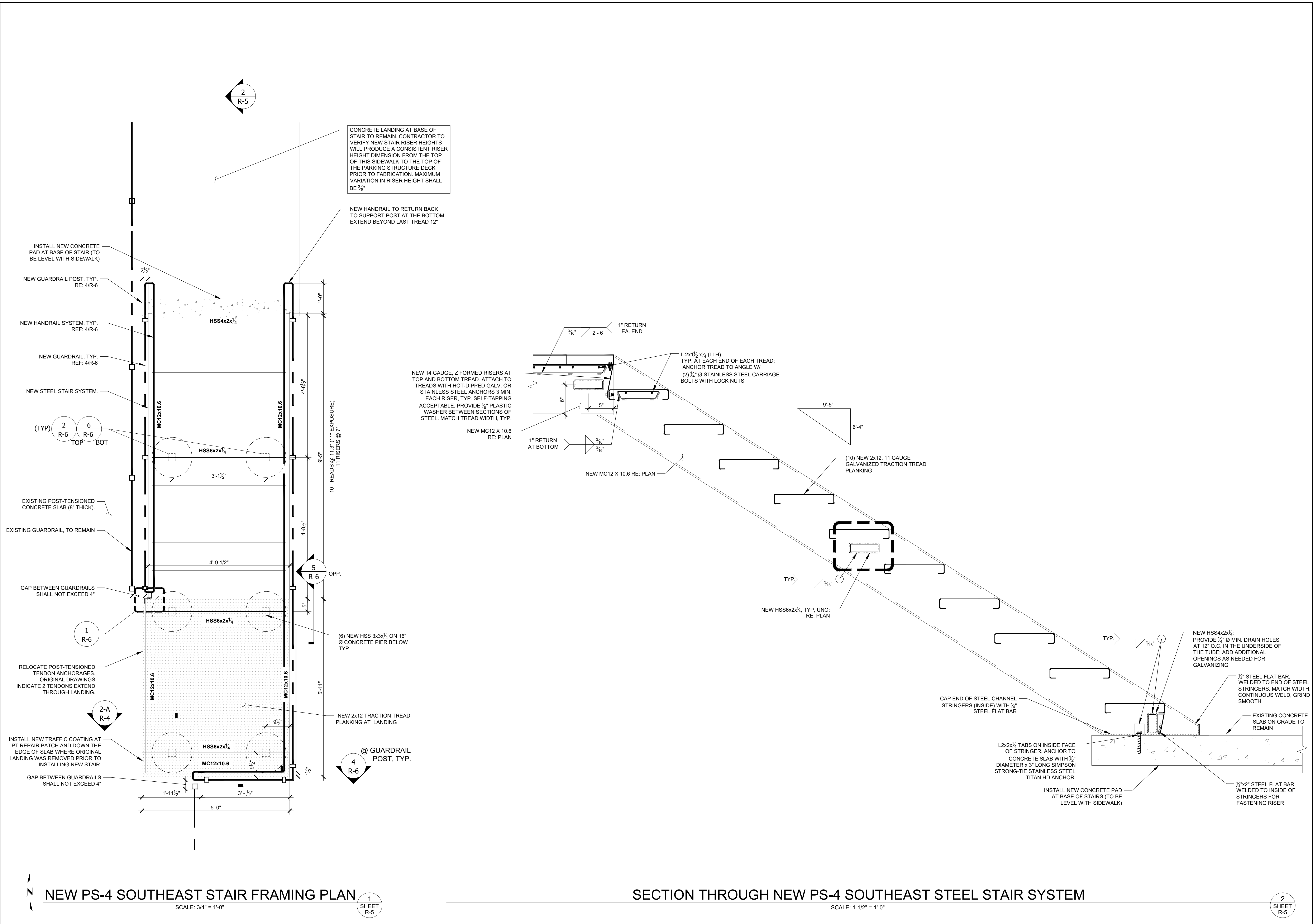
Date 10/14/2022

Scale AS NOTED

Sheet

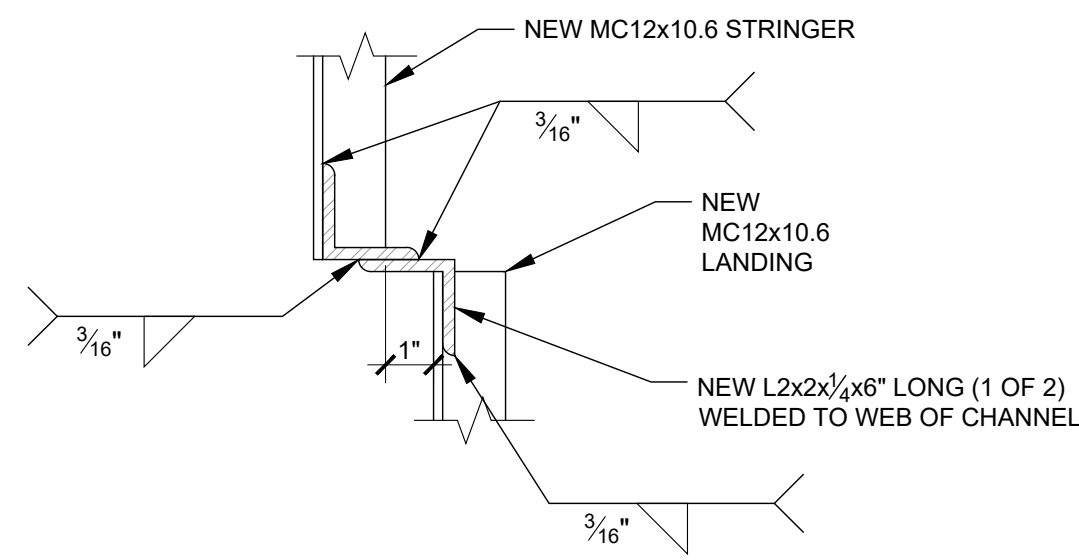
R-5

Plotted: 10/16/2022 10:39 AM by: Sonja Hinish File Name: 22089 - Stair Replacement Drawings.dwg



NEW PS-4 SOUTHEAST STAIR FRAMING PLAN
 SCALE: 3/4" = 1'-0"
 1 SHEET R-5

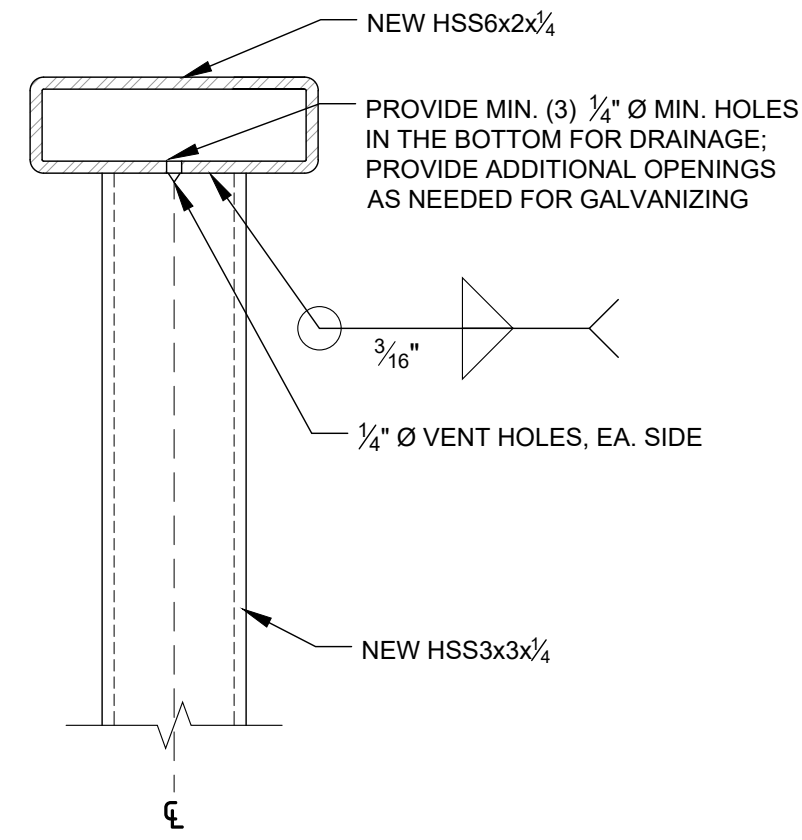
SECTION THROUGH NEW PS-4 SOUTHEAST STEEL STAIR SYSTEM
 SCALE: 1-1/2" = 1'-0"
 2 SHEET R-5



INSIDE STRINGER CONNECTION PLAN

SCALE: 3" = 1'-0"

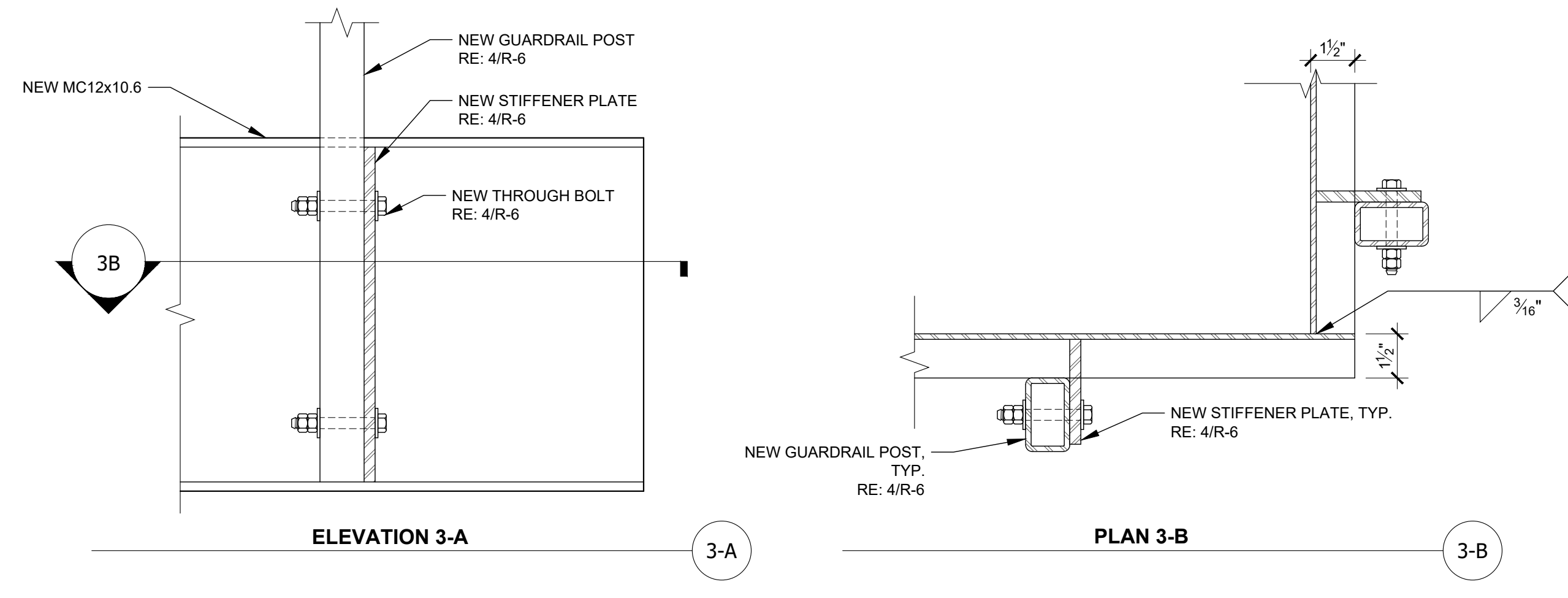
1 SHEET R-6



HSS COLUMN / HSS BRACE

SCALE: 3" = 1'-0"

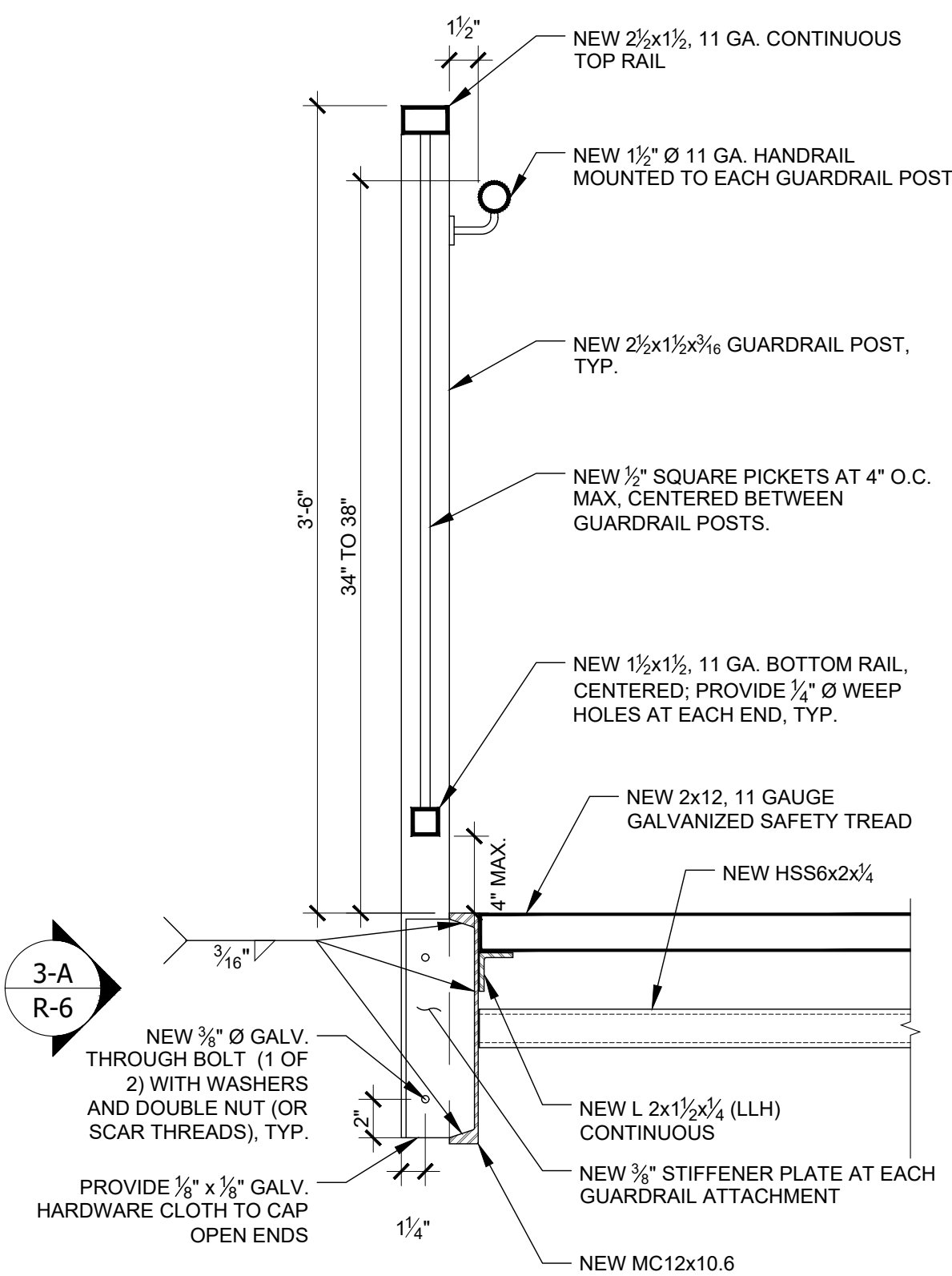
2 SHEET R-6



GUARDRAIL ATTACHMENT

SCALE: 3" = 1'-0"

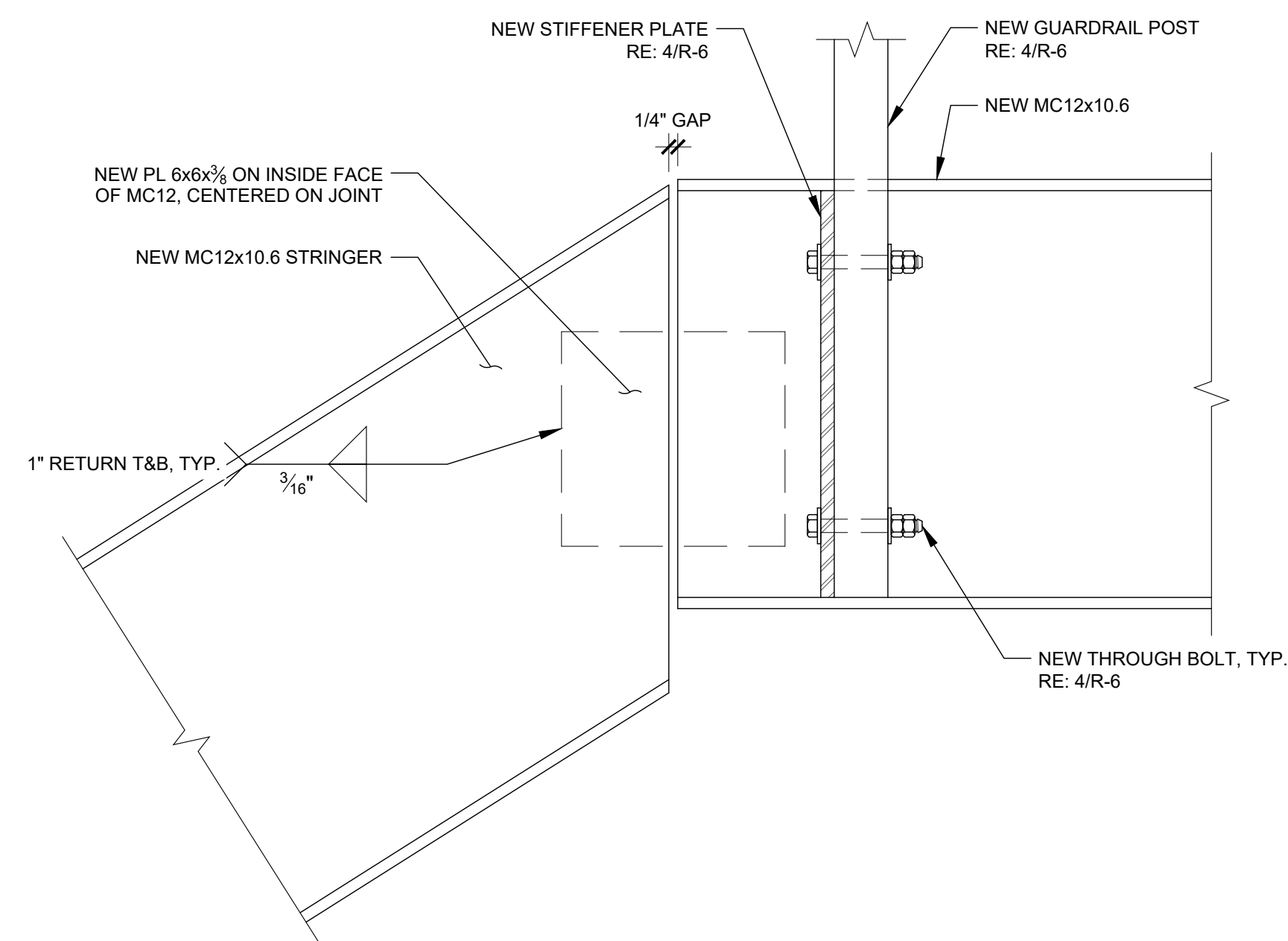
3 SHEET R-6



GUARDRAIL POST ATTACHMENT AT STRINGER

SCALE: 3" = 1'-0"

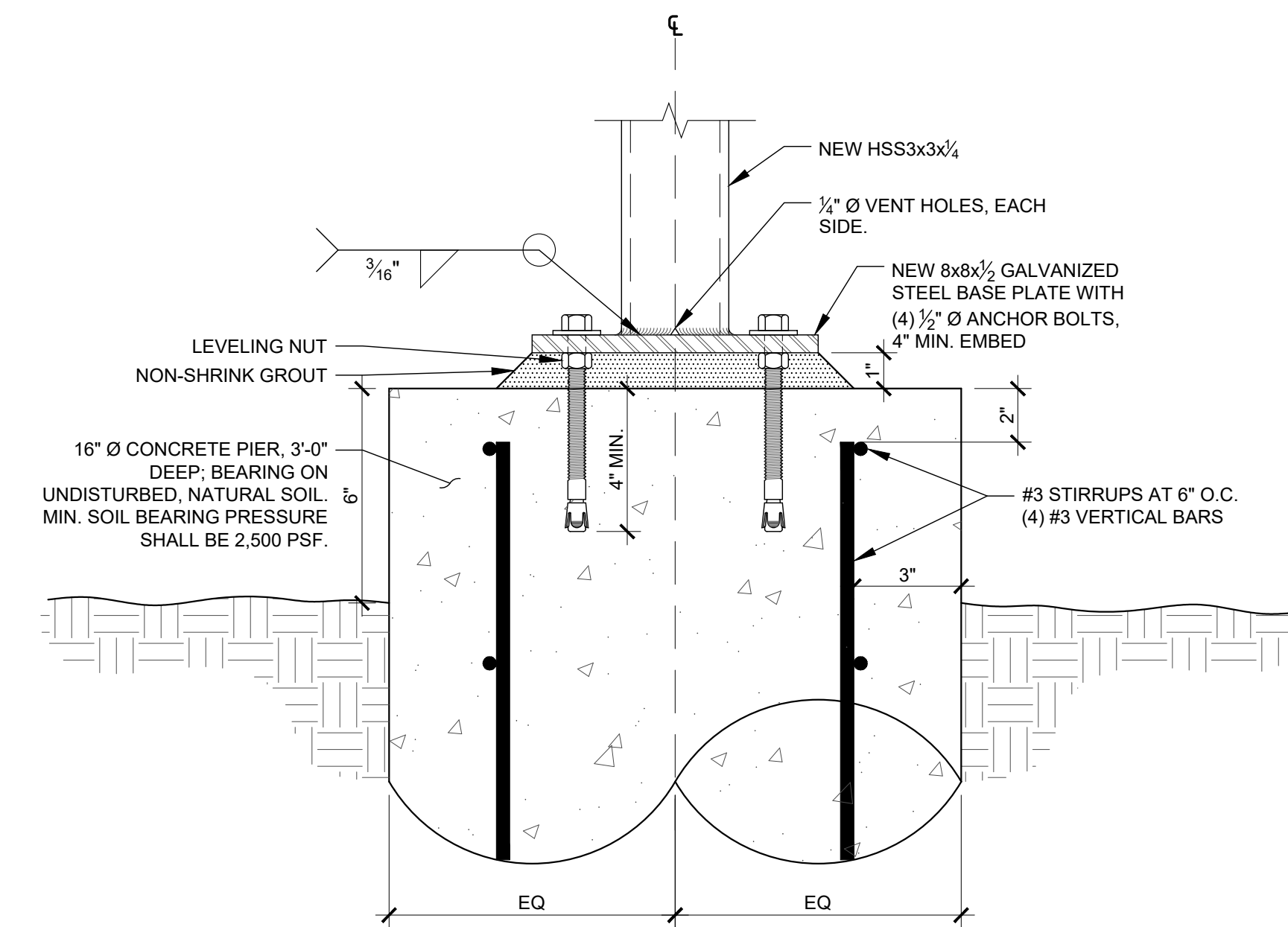
4 SHEET R-6



NORTH STRINGER CONNECTION

SCALE: 3" = 1'-0"

5 SHEET R-6



HSS COLUMN / CONCRETE PIER CONNECTION DETAIL

SCALE: 3" = 1'-0"

6 SHEET R-6

STAIR REPLACEMENT PROJECT
THE HEATHER GARDENS

STAIR DETAILS

BC&E Building Consultants & Engineers, Inc.
7991 Shaffer Parkway, Suite 103
Littleton, Colorado 80127
303.350.1000 Tel | 303.350.1004 Fax

Project

Sheet Title

10/14/2022 DATE

ISSUED FOR PERMIT NO. DESCRIPTION OF REVISION

BC&E No. 22089

Date 10/14/2022

Scale AS NOTED

Sheet

R-6

Merritt Welding & Fabrication
 5340 Tennyson St Denver Co 80212
 720-934-9943
 Cameron.l@merrittwelding.com



INVOICE# CL-114R1

11-3-22

BILL TO	CONTACT	PROJECT NAME
Heather Gardens 2888 S Heather Gardens Aurora, Co 80014 303-755-0652	Don O'Gorman Cell# 410-501-4940	The Heather Gardens Stair Replacement Project. PS-1 East Stair, PS-2 Northeast Stair, PS-3 South Stair, PS-4 Northeast Stair. PS-4 Southeast Stair.

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1ea PS-1 East Stair	New steel stair with railing to match all details shown on sheet R-1 in the construction plans.	\$19,636.00	\$19,636.00
1ea PS-2 Northeast Stair	New steel stair with railing to match all details shown on sheet R-2 in the construction plans.	\$19,786.00	\$19,786.00
1ea PS-3 Southeast Stair	New steel stair with railing to match all details shown on sheet R-3 in the construction plans.	\$20,871.00	\$20,871.00
1ea PS-4 Northeast Stair	New steel stair with railing to match all details shown on sheet R-4 in the construction plans.	\$20,035.00	\$20,035.00
1ea PS-4 Southeast Stair	New steel stair with railing to match all details shown on sheet R-5 in the construction plans.	\$20,035.00	\$20,035.00

This price is for 1 mobilization and for all stair to be install in sequence.

This price includes all steel needed to fabricate and any equipment to install this project A 50% deposit will be required to start job.

GRAND TOTAL\$	\$100,363.00
SALES TAX	\$8,029.04 na
50% DEPOSIT	\$50,181.15
TOTAL DUE ON INSTALL DATE	\$50,181.15

PROJECT TOTAL: \$108,392.04

This price is only good for 14 days after the dates listed above.

Custom Welding & Fabrication Inc.

43224 London Dr. Parker, CO. 80138
303-680-0817 phone

Welding and Fabrication Proposal

This proposal when signed by both parties, acceptance of consideration, and agreement to the terms and conditions shall constitute a contract for service by Customer Welding & Fabrication, Inc. and:

Customer: The Heather Gardens Association
2888 S. Heather Gardens Way
Aurora, Co 80014

Project: Parking Structure PS-1-S, PS-2-NE, PS-3-S, PS-4-NE, PS-4-SE
Engineer: BC&E LLC

Scope of Work: Replace one existing concrete stair case with a new steel stair case on the north side of garage.

The following is an estimate to fabricate and install one new steel stair case:

New stringers and top landing C12 x 10.6 channels, welded on to channel 2x2 angles for mounting new 12" x 2" x 11ga traction treads, new stair rails for both sides set at 42" with an inside grab rail set at 36", rail design 1 1/2sq tube for the post, top 2 1/2 x 1 1/2 and bottom rails, infill pickets 1/2sq set vertical, grab rail 1 1/2 round pipe, landing will need 4 concrete piers for the post to set on, post size 3x3sq tube.

Note: All steel will be galvanized. Concrete piers done by others.

Consideration for Scheduling, Materials Purchase, Fabrication in Shop and other necessary work prior to installation: Down payment due upon execution of contract.

Down Payment: \$12,500.00

Cost for permit, review, taxes, ADA: \$????? TBD

Cost for 5 stair case: \$154,040.00

TOTAL PROJECT: \$166,363.20.

Tax: \$12,323.20

Terms and Conditions: Estimate valid for 30 days from today's date.

Exclusions: City permits, engineering, shop drawings/templates, additional insurance or weld certificates, bonds, 3rd party inspections, liquidated damages, hot work permits, rebar, concrete, delays from other trades and suppliers, underground obstructions and electrical. Core drilling, all light gage steel, aluminum and stainless products, special coatings

(unless otherwise noted). Demolition, temporary shoring. Delays due to weather, site readiness and delays in receipt of "approved for fabrication". Wood & shear wall anchors, design, and structural calculations. GPR if needed, elevations (By GC), CWF does not warranty any powder coating and/or paint defects, nicks, scratches, bends, damage from cleaning.

All applicable laws and ordinances will be complied with. Certificates of insurance available on request. Contractor will complete all work with promptness except for "Acts of God." Acts of God are defined as acts over which the company has no control. A 1½% / month service fee will be assessed on all balances unpaid after the 30th calendar day. A minimum \$45.00 rebilling fee will result. Any and all attorney's fees necessary for the collection of this contract amount shall be the responsibility of the buyer. 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.

Time and day to be designated by Contractor. This contract covers all transportation, equipment, labor, and materials for above service. Amount to be paid includes all charges applicable at time of execution unless otherwise specified.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date:

Customer Signature: _____ Title: _____

Phone#: _____

Custom Welding & Fabrication, Inc. Acceptance: _____
Donald L. Smith President

Please feel free to contact me with any questions.

Sincerely,

Donald L. Smith
303-680-0817

Please send signed estimate to email DonLSmith83@gmail.com

Don OGorman

From: Bee Boeltz <bee@eurometals.net>
Sent: Wednesday, November 16, 2022 12:30 PM
To: Don OGorman
Subject: Exterior stair proposal

[External Content] This message is from an external source.

Hi Don!

I received your voicemail and was confused as I thought I had sent you this proposal on 10/28. It was in my drafts, and never got sent. My apologies! Here it is now. Please let me know when you received. Thank you so much.

Dear Don,

Please find below our cost proposal to fabricate and install the following custom rails for Heather Gardens parking structures. If you have any questions, or if I can be of any other service, let me know. Thank you.

Exterior Railings

Per design provided

New concrete by other

PS-1 - 30 total linear feet

PS-2 - 32 total linear feet

PS-3 - 34 total linear feet

PS-4-NE - 32 ½ total linear feet

PS-4-SE - 32 total linear feet

Fabrication

total height 42"

Outside concrete attachment with plate welded to elongated posts

1 1/2" x 2 1/2" cap rail

1/2" sq. vertical pickets

1 1/2" sq. bottom rail

Inner 1 1/2" diameter grab rail at 36" high at stairs- brackets included

Finish: Black powdercoat finish

Product Cost: \$39,680.00

Sales Tax: \$3,495.81

Installation: \$4,800.00

Total Cost: \$47,975.81

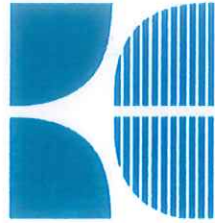
Notes-

Final field verification required

Terms- 50% deposit with order, 30% progress billing, balance due upon completion

Lead time- 8-10 weeks

Sincerely,
Bee Boeltz



Restruction®

a division of structural

Mike Wyman
3870 Platte Avenue
Sedalia, CO 80135
Mobile: (303) 619-0557
mwyman@structural.net
www.structural.net

**Proposal No. FY23-Misc
Heather Gardens Stair Repairs
December 8, 2022**

Mr. Don O'Gorman
Contracts Manager
Heather Gardens Association
2888 S. Heather Gardens Way
Aurora, CO 80014

Re: Parking Structures 1, 2, 3 and 4 Stair removal

Dear Don:

Thank you for giving Restruction, a division of Structural Preservation Systems, LLC ("Restruction"), the opportunity to prepare a proposal for the removal of five stairs and installation of drilled piers for the new steel stairs.

Restruction trusts that we have provided adequate detail for your evaluation and that we have expressed our desire to work with your company on this project. The following outlines the project scope of services, working conditions, exclusions and support by others, safety considerations, estimated schedule, financials, suggested next step and attachments as they relate to this project.

SCOPE OF WORK

1. Mobilize crew and equipment to project site.
2. Locate post tension strands that extend out into the existing stair landing.
3. De-tension strands, estimated 9 each.
4. Saw cut concrete where stair landing meets the parking structure.
5. Demo and remove stair landings and concrete stair, 5 each.
6. Demo and remove concrete columns, estimated 2 each.
7. Demo and remove concrete at base of new stair, approximately 10 square feet per stair.
8. Excavate concrete deck to expose de-tensioned strands.
9. Excavate at edge of deck, install new end anchors and place back concrete.
10. Install splice coupler hardware and new strand from splice location to end anchor.
11. Stress strands.
12. Place back concrete at splice location
13. Layout and drill new piers for steel stair.
14. Form piers and install reinforcing steel.
15. Repair concrete curb at Parking structure 1 East, estimated 1 foot.
16. Place concrete piers.

17. Compact soil and base of stair and pour back concrete
18. Apply traffic coating system and top of stair and extend it down edge of deck.
19. Demobilize from site.

WORKING CONDITIONS

- 1) This proposal is based on performing work during a single mobilization and uninterrupted work schedule while on site.
- 2) This proposal is based on performing all work in a maximum of one phase.
- 3) This proposal is based on the following working hour assumptions:
 - a) Daytime work hours.
 - b) Five (5) day week MTWTF.
- 4) This proposal is based on the following labor rate assumptions;
 - a) Open shop labor without prevailing wages

SUPPORT BY OTHERS (at no cost to Restruction) SHALL INCLUDE THE FOLLOWING

- 1) Site utilities, including but not limited to:
 - a) Potable water.
 - b) Adequate Lighting per OSHA standards, i.e. 10 foot-candles of illumination.
 - c) Payment for all required utility costs.
- 2) General site support, including but not limited to:
 - a) Parking for employees, service vehicles and 2nd tier sub-contractors.
 - b) Storage area, including location for dumpster.
 - c) Monitoring and maintenance of air quality outside of work areas.
 - d) Temporary heating of the work area if temperatures drop below 40°F, if necessary.
- 3) Active work support, including but not limited to:
 - a) Traffic control, barricades, signs, pedestrian protection, etc.
- 4) All permits, including but not limited to: Building, Construction, Public Space, Maintenance of Traffic, and Sidewalk.
- 5) Third Party testing, engineering, and inspection, including scheduling, communication and coordination.
- 6) Unobstructed access to the work area, including but not limited to removal of mechanical and electrical appurtenances and/or removal and replacement of all interior finishes including, but not limited to paint, tile, grout, drop ceilings, insulation, rugs, etc. down to the bare concrete structural slab, column and wall surfaces of all areas to be repaired or strengthened with carbon fiber or glass reinforcing areas may be required by Restruction's crews.
- 7) Lead paint, asbestos, mold, and other hazardous material removal and abatement, if necessary.

SCOPE CLARIFICATIONS

- 1) Pricing is based on award of the full scope of work. Restruction reserves the right to modify pricing should a partial scope be awarded.
- 2) This proposal is based on the following documents prepared by Building Consultants & Engineers, Inc:
 - a) Drawings G-1 through R-7, dated 10/14/2022
- 3) This proposal is based on a start date of TBD.
- 4) This proposal is based on a schedule of 10 weeks.

- 5) Restruction has included a PE stamped shoring design in the base pricing. Until the shoring design has been completed, the extent of the shoring required is unknown. Restruction has included an allowance of \$5,650.00 for the shoring installation as an initial estimate. If additional costs are incurred beyond the \$5,650.00 allowance, these costs will be handled on a time and expense basis.
- 6) Schedule and pricing are based on removal of shoring once the concrete repair materials placed have reached 75% of the compressive strength of the slab repair design requirements
- 7) Pricing is based on site conditions and logistics as of the 10th of November 2022. If site conditions change prior to or during the work schedule that may affect, access, ventilation, phasing, material handling, additional costs may apply.
- 8) Restruction will facilitate obtaining any necessary permits and will pass along the direct cost of the permits to the owner which will be in addition to the price outlined below.
- 9) This project's pricing is based on a unit price basis. The actual cost of each repair item will be based on the actual quantity of work performed in the field extended by the unit price. The actual quantities of repairs will be verified in the field by Restruction and the client's representative. In the event that quantities under run by 20% or greater, Restruction will require a 15% portion of the unit price for lost general conditions.
- 10) Restruction is not responsible for damage to unknown embedded utilities.
- 11) Restruction's waterproofing repairs are not warrantable for localized repair on a complete system.
- 12) Restruction will not warrant or assume the warranty of the existing waterproofing system.
- 13) Restruction is a Merit Shop contractor and as such does not have any agreements with labor organizations. Accordingly, Restruction will not be responsible or liable for any delays, damages or disruptions of any kind resulting from union interference with the progress of the work, strikes, picket lines, boycotting, jurisdictional disputes, or any other type of labor dispute of any kind or nature.
- 14) The repair quantities listed are based on a visual survey of the structure only.
- 15) All work will be performed on a Unit Price basis. The total cost of the project will be based upon the final quantities of work performed and the corresponding unit prices listed.
- 16) All pricing given in this proposal represents current market prices and conditions for labor and materials. Increased costs due to changes in material prices, project delays due to material shortages and unexpected lead times, and labor rates at the time of delivery or during performance will be brought to the Client's attention when identified, and an equitable adjustment to the contract price will be made for the increased costs resulting from price and labor rate increases and extended project durations. Pricing and schedule also represents the current availability of materials, equipment and supplies needed for the proposed project. Changes in supply chain availability, once known, will be communicated to the client within three (3) business days, potential alternates will be proposed, if available, and the project schedule will be adjusted to correspond to material availability.
- 17) Concrete repair work items are based on a minimum measurement of 1SF of formed area per repair location. Partial Depth concrete repair unit prices for horizontal, vertical, and overhead surfaces are based on a maximum repair depth of 3". If repair depths beyond a 3" depth are required, additional costs may apply.
- 18) Pricing is based on Saturated Surface Dry (SSD) substrate surface preparation bonding method for placement of concrete repair materials. Bonding agents (epoxy or other) is not included in our pricing and is not recommended by Restruction.
- 19) Restruction has not included costs associated with coating the reinforcing steel prior to concrete repair material placement in this proposal. In lieu of this coating application, a corrosion inhibiting admixture (CIT) will be included in the concrete repair material.

EXCLUSIONS

1. Sales tax.
2. Permits and fees.

Confidential: Any unauthorized use or distribution is prohibited.

I:\Estimating-Leads\234 - ResCO\FY2023\MISC\Heather Gardens Stair\Proposal\December 6, 2022 - Copy.docx 12/08/22

3. Testing and inspections.
4. Special insurance such as OCP, railroad, marine / longshoreman workers comp, builder's risk, etc.
5. Prevailing wages.
6. Teamsters, Operating Engineers or any other union personnel.
7. Bonds and associated costs.
8. Design and any engineering.
9. Winter / temporary heating.
10. Asbestos and other hazardous waste removal.
11. Air quality monitoring.
12. Repair and painting of minor damage to drywall and other interior finishes that may be caused during Restruction's work, including removal and replacement of the existing interior wall cove bases.
13. Warranty of bond between the existing deck coating and concrete substrate.
14. Any crack treatment where locations and quantities of cracks are hidden, such as under existing coatings or overlays, etc.
15. Electrical, mechanical and sprinkler work, including the removal and installation of fixtures.
16. The repair to hidden items in the slab, such as post-tension cables and conduits, that cannot be accurately located and are damaged by our work.
17. Any special safety requirements.
18. Any work specifically not included in this proposal.

PROJECT SAFETY CONSIDERATIONS

Safety is a core principle – there is nothing more important in what we do, 24/7. We owe it to our clients. We owe it to our employees. We owe it to the families of those that count on us. It's a moral and ethical requirement of our business.

Restruction's Frontline Safety Program in combination with a project-specific Safety Execution Plan will ensure that safety will be a primary measurement of success on this project.

SCHEDULE

As arranged between Heather Gardens Association and Restruction. Restruction anticipates a schedule of approximately 10 weeks.

PRICE

All work shall be paid for in accordance with the following schedule of values:

Repairs as outlined will be performed for the lump sum of \$181,500.00 + TAX: \$14,520

TOTAL: \$196,020

PAYMENT TERMS

- 1) The mobilization charge will be invoiced upon arrival at the jobsite and will be payable in thirty (30) days.

- 2) Invoices shall be submitted monthly and are payable within thirty (30) days from date of invoice. One and one-half percent (1.5%) interest per month is due on any unpaid balance after thirty (30) days.

CONTRACT TERMS

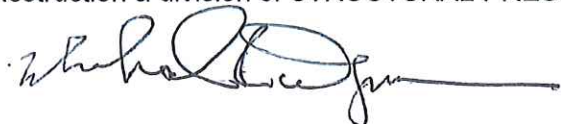
Please find below our proposed general conditions (Attachment A) for this agreement. If these are not acceptable, we are open to considering another form of agreement such as an AIA contract or the terms can be customized and mutually agreed upon.

EXPIRATION

This proposal may be withdrawn if not accepted within thirty (30) days of the date of this proposal.

Sincerely,

Restruction a division of STRUCTURAL PRESERVATION SYSTEMS, LLC.



Michael R. Wyman
Director of Estimating

ACCEPTANCE OF PROPOSAL:

The above Conditions, Specifications, Prices and General Conditions are hereby accepted. You are authorized to proceed to do this work and payment will be as stated above.

ACCEPTED BY:

Authorized Signature

Title

Date

Attachment A General Terms and Conditions

1. **Beginning Work:**
Restruction, a division of Structural Preservation Systems, LLC ("Contractor"), shall be allowed reasonable time for delivery of materials and labor for required performance. Client shall use its best efforts to assure that the work area is accessible and appropriate for Contractor's work.
 2. **Bonds & Insurance:**
 - 2.1. The cost of bonds is not included. If Performance and Payment Bonds are required, Client is responsible for all associated premiums and will satisfy Contractor's bonding company underwriting requirements including confirmation of funding and use of standard AIA A311/A312 bond forms.
 - 2.2. Contractor shall maintain the insurance coverages described below during the performance of the Services:
 - 2.2.1. Worker's Compensation as required by statute; Employer's Liability with a limit of liability of \$1,000,000.
 - 2.2.2. Comprehensive General Liability including Completed Operations with the following limits:
 - 2.2.2.1. Bodily Injury - \$2,000,000 each occurrence/\$4,000,000 Aggregate
 - 2.2.2.2. Property Damage - \$2,000,000 each occurrence/\$4,000,000 Aggregate
 - 2.2.2.3. Automobile Liability on all owned, leased and hired automobiles with the following limits:
 - 2.2.2.4. Bodily Injury - \$2,000,000 Each Occurrence
 - 2.2.2.5. Property Damage \$2,000,000 Each Occurrence.

Upon request, Contractor will provide a certificate of insurance which will include the Client as additional insured. Any other insurance required will be furnished at Client's sole cost, if available.

 - 2.3. Client (and/or Owner, if other than Client) shall insure, for their full insurable value, the Project site, and the Project itself against all losses and damages including, but not limited to, those which might result from risks insurable by a combination of a fire and extended coverage policy, a boiler and machinery policy, a business interruption policy, an ocean (and air) transit policy, and a broad form "All-Risks" policy, whichever coverage(s) are applicable to the Project. Client hereby waives all recovery and subrogation rights that it or its insurers may have against Contractor and its subcontractors for any losses or damages to the property to be insured under this subparagraph (c). If Client is not the Owner of the Project, it shall obtain a similar waiver from Owner for Contractor's benefit.
3. **Payment:**
 - 3.1. Payment is a material issue. Payment by Client for Contractor's performance is not subject to any contingencies or conditions. If payment is not made within thirty (30) days, Contractor may stop work after three (3) days' written notice to client without prejudice to any other remedy it may have including the right to file a lien, claim, or notice thereof. No back charges or claims shall be valid unless agreed to in writing by Contractor. Retainage shall not exceed 5% for the duration of the project.
 - 3.2. Client shall not withhold payments due to third party general liability claims if the liability for such claim(s) has been accepted by Contractor's insurer.
4. **Warranty:**
 - 4.1. Contractor warrants to the Client that the work described herein will be free from defects in material and workmanship. If within one (1) year from date of Substantial Completion of Contractor's Work, or as otherwise mutually agreed upon in writing between Contractor and Client, Contractor receives from the Client prompt written notice that the material or workmanship does not meet such warranties, Contractor will cure, within a reasonable amount of time, each such defect including nonconformance with the specifications, weather-permitting. THERE ARE NO OTHER REMEDIES, LIABILITIES (INCLUDING NEGLIGENCE) OR WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE APPLICABLE TO THE MATERIAL AND/OR SERVICES. Contractor's sole responsibility and Client's exclusive remedy is limited to repair or replacement as above provided.
 - 4.2. Any manufacturer's warranty provided for materials shall be provided as a direct warranty, which shall be enforceable only against the manufacturer. Client shall be solely responsible for enforcing any such warranty.
 - 4.3. Restruction, a division of Structural Preservation Systems, LLC, does not provide a warranty for chemical grouting work.
5. **Delays**
 - 5.1. Contractor is not responsible for, and is entitled to extensions of time for, weather delays and other delays out of its control, (including, without limitation, those caused by; the Client, Owner (if not the Client), General Contractor, other contractors and subcontractors, Architects, Engineers; terrorism, armed conflict or economic dislocation; embargoes of labor, unavailability of raw materials, production facilities or transportation; labor difficulties; civil disorders of any kind; action of civil or military authorities; vendor priorities and allocations; or fires, floods, accidents and acts of God). In addition, Contractor can stop work if it considers the jobsite conditions unsafe or if another contractor working at the Project site is being unsafe.
 - 5.2. Contractor's liability for delay damages is limited to liquidated damages in an amount mutually agreed upon by Contractor and Client, if any, which shall be Client's sole and exclusive remedy for any damages resulting from Contractor's delay. In no event shall the aggregate amount of any liquidated damages exceed five percent (5%) of the contract price. Contractor shall not be liable for any other actual, punitive, indirect, incidental or consequential damages of any kind.

5.3. If Contractor is delayed in any manner by the acts, errors, or omissions of the Client or Owner (if not the Client), their separate contractors (of any tier), Architect, Engineer, or by an employee or agent of any of them, then, in addition to any applicable extension of time, Contractor shall be entitled to compensation for any reasonable damages caused by the delay.

6. Liability:

- 6.1. Contractor shall not be liable to any party for claims of any kind related to asbestos, lead paint or mold or any other hazardous materials. If Contractor encounters (1) hazardous materials, or (2) subsurface or latent physical conditions which differ from those disclosed to Contractor in the Contract Documents or those ordinarily encountered at a site similar to the Project, then Contractor shall be entitled to an equitable price and schedule adjustment to compensate it for such conditions.
- 6.2. Liability or damages associated with water leakage shall be the responsibility of the Client unless caused by Contractor's sole negligence.
- 6.3. Client shall be responsible for any and all property damage and/or bodily injuries (including but not limited to injuries to Contractor's employees) that result from damage to interior and/or exterior underground/overhead/surface mounted/embedded utilities or structures unless caused by Contractor's sole negligence.
- 6.4. Contractor's responsibility for any claims, damages, losses or liabilities arising out of or related to its performance of this contract, including but not limited to any correction of defects under the Warranty, shall not exceed the contract price. Except to the limited extent provided in Section 5.b. above, in no event shall Contractor be liable for any special, indirect, incidental, consequential, delay or punitive damages of any character, including but not limited to: loss of use of productive facilities or equipment, lost profits, governmental fines or penalties, property damages, personal injuries or lost production, whether suffered by Client or any third party, irrespective of whether claims or actions for such damages are based upon contract, warranty, negligence, strict liability or otherwise.

7. Indemnification:

- 7.1. To the fullest extent permitted by law, Contractor shall indemnify and hold harmless the Client, its Engineer, and agents and employees of either of them from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by negligent acts or omissions of Contractor, its subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable.

8. Dispute Resolution & Governing Law:

- 8.1. All claims, disputes, and other matters and questions arising out of, or relating to this Contract or any breach which cannot be resolved through negotiation, may be submitted to mediation before the American Arbitration Association. If the dispute is not resolved through mediation, the parties may elect to proceed to binding arbitration before the American Arbitration Association in accordance with the Construction Industry Arbitration Rules then in effect. The prevailing party shall be entitled to recover all costs and reasonable attorney's fees incurred (whether pre-litigation, at mediation, arbitration or trial level and in any appeals).
- 8.2. Prior to exercising any remedies based on default, deficiency, delay or failure in the performance of the Work, the Client shall provide Contractor with prompt written notice and an opportunity to cure within a commercially reasonable time.
- 8.3. This contract shall be governed by the law of the jurisdiction in which the project is located.

9. Price Escalation:

- 9.1. All pricing given in this proposal represents current market prices and conditions for labor and materials. Increased costs due to changes in material prices, project delays due to material shortages and unexpected lead times, and labor rates at the time of delivery or during performance will be brought to the Client's attention with the understanding that equitable adjustments to the contract price will be made. Pricing also represents the current availability of materials, equipment and supplies needed for the proposed project. Changes in supply chain availability, once known, will be communicated to the client within three (3) business days and potential alternates will be proposed, if available.
- 9.2. If the pricing for the Work includes unit prices, the unit prices specified assume that the designated quantities will be provided. If more or less than the specified quantities are actually provided, Contractor shall be entitled to an equitable adjust to the contract price to reflect loss of production efficiency, increased unit costs of production and/or installation and other similar factors.

10. Mock-ups (if applicable):

- 10.1. Contractor will prepare a mock-up based on the specified work scope for each repair item to set the quality and aesthetic standards for repair. Should the desired results not be achieved, further investigation and continued work may necessitate additional costs for the specified repairs. If the Client does not approve the mock-up, Contractor reserves the right to terminate the contract and recover all actual, incurred costs in completing the mock-up.

11. General Contractor Clients (if applicable):

- 11.1. If Restruction is contracting as a Subcontractor to a General Contractor, a copy of the prime contract and an electronic copy of the overall project schedule will need to be provided for review prior to contract execution and commencement of work.



ORCConcreteSolutions.com

11354 W. 13th Ave. Unit 4 | Lakewood, CO 80215
Office: 303.955.2771 | Phone: 720.280.7483 | Fax: 720.302.2002

Proposal No. 022.1205

December 1, 2022

Don O’Gorman
Heather Gardens Association
2888 S Heather Gardens Way
Aurora, CO 80014

RE: Heather Gardens – PT Stair Repair

As per our discussion and walkthrough, we will perform the following repairs to the above referenced job location:

General Scope of Work:

- We will mobilize all materials, sundries, and equipment to the jobsite.
- Qualifications are an integral part of this proposal. Please review and initial.

Scope of Work: Post Tension Stair Repair

- Existing Post-tension button head system that runs through stair landings will be de-tensioned and anchor zone will be relocated as per engineer’s specifications. (At 4 Stair towers.)
- Concrete will be poured back at new anchor zone.
- New concrete will be coated with epoxy as per engineer’s specifications.
- 5 Stair towers will be demoed and hauled off as per engineer’s specifications.
- New piers will be installed as per engineer’s specifications at 5 stair towers.

For the sum of.....\$165,000.00

SALES TAX: \$13,200

TOTAL PROJECT COST: \$178,200

Qualifications:

- Proposal is based upon a single mobilization.
- ORC is not responsible for damage done by metal blades, metal plows, ice melts, salts, or excessive abuse.
- During repairs ORC is not responsible of damage done to substructures such as: conduit, heat melt, etc.
- Bid excludes any repairs to existing substructures i.e.: electrical, heat melt, sprinkler systems, conduit, post-tension, etc.
- ORC is not responsible for cohesive failures due to poor substrate.
- ORC is to have exclusive use of area during ORC's scope of work, which includes the absence of other personal, equipment, and obstacles.
- ORC will need to have adequate parking and staging areas provided to them by management.
- Restroom facilities and adequate water supply to be provided by others.
- Work will be noisy at times, and if ORC is shut down due to noise charges will incur.
- Any additional work beyond the original scope will be performed at an additional charge and only upon written request and written approval.
- This proposal is the property of ORC and shall not be transmitted, used or passed out without the written consent of ORC Concrete Solutions LLC.

Scheduling:

Please be aware that schedules are volatile. We provide scheduling upon contractual agreement. Schedules are tentative as inclement weather will have an adverse effect on production. Please be advised ORC personal will not proceed under adverse weather conditions and it is under ORC personnel's discretion as to what weather conditions constitute adverse. Management's cooperation with ORC personnel's professional judgment is appreciated.

Payment Terms:

Project will be progress billed each month. Invoices are due 30 days after receipt with no retainage withheld.

Payment Terms Acknowledgment: _____
[Authorized signature]

Acceptance of this proposal: The purchaser accepts as a binding contract all of its terms and conditions, including the qualifications. This proposal shall expire automatically unless the above-mentioned purchaser shall have delivered a copy of this proposal, duly signed by it, to ORC Concrete Solutions, LLC by the 30th day from the date hereof. No modification by the purchaser to this proposal, or the qualifications, shall become part of the proposal unless specifically agreed to in writing by ORC Concrete Solutions, LLC, and shall automatically make this proposal void and of no effect. In any legal proceedings for enforcement of the terms of this Agreement the prevailing party shall be entitled to recover from losing party costs and expenses, including reasonable attorney fees.

Date Accepted: _____

[Purchaser]

[Authorized signature]

Title: _____

ORC

Approval: _____
[Shannon Ozzello]

THANK YOU FOR YOUR BUSINESS!
Proposal # 022.1205

Budget and Finance Committee
Date: December 19, 2022

Motion: Recommend the 2023 insurance coverage renewal for the Heather Gardens Metropolitan District

Project Cost: \$55,817

Based on the recommendation of the Insurance Subcommittee, I move that the Budget and Finance Committee recommends that the Heather Gardens Metropolitan District Board of Directors approve the payment of the annual insurance premium totaling \$55,817, payable to the Colorado Special Districts Property and Liability Pool, for the District's property and liability insurance coverage that will be effective as of January 1, 2023.

Motion made by:	Randy Lane
Seconded by:	

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

Rationale/Notes: The annual insurance premium has increased from \$50,935 in 2022 to \$55,817 in 2023. Approximately \$4,026 of the premium increase is due to the increase of property value from \$16,836,000 to \$19,629,000 in 2023. The premium is still less than the budgeted amount of \$58,581 for 2023.

Budget and Finance Committee
Date: December 19, 2022

Motion: Recommend Upgrading Sprinklers System in the Garden Plot

Project Cost: \$29,953.48

Based on the recommendation of HG Management, I move that the Budget and Finance Committee recommends that the Heather Gardens Metropolitan District Board of Directors approve the contract with Sun Light Sprinkler & Irrigation to perform the labor and materials to upgrade the Garden Plot sprinkler system. The project cost is \$28,258, plus a change order reserve of \$1,695.48 for a total cost of \$29,953.48.

Motion made by:	
Seconded by:	

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

Rationale/Notes: See attached Request for Capital Expenditure. It has been 30 years since the Garden Plot was updated. This sprinkler system upgrade will provide adequate water distribution, efficiency, safety, and better access for our garden renters.

HEATHER GARDENS METROPOLITAN DISTRICT REQUEST FOR CAPITAL EXPENDITURE

PROJECT: Garden Plot Sprinkler System Upgrade Project

D601

DEPT: HGMD – Garden

DATE: 12/2/2022

BUDGET Year: <u>2022</u> Tab: _____ Pg: _____	Budget Amount: \$ <u>30,000</u> Expended YTD: \$ _____ Unexp. Balance: \$ _____	Contract Amount: \$ <u>28,258</u> Change Order Res.: \$ <u>1,695.48</u> Total Project Cost: \$ <u>29,953.48</u> Add. Funds Request: \$ _____
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DESCRIPTION: This project is to update/ replace the existing sprinkler system located within the HGMD Garden Plot area. The project includes the installation of a hose bib, isolation valves, and pavers throughout the plot, providing more accessibility for the users.

JUSTIFICATION: (Attach backup material as required)

It has been 30 years since the Garden Plot area has been updated. The purpose of this project is to update and provide adequate distribution of water, efficiencies, safety, and better access for the garden plot users. Currently numerous plot owners are on one system which has created issues in the past when there is a break, leaking, etc.

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

The Association has vetted and reviewed multiple bids from vendors to determine the best solution for the Garden Plot area, services required, and vendor engagement. HG staff has confirmed the bids provided are still valid as of 12/1/22. The Association has also reviewed the option of completing the work in-house, using the Roads and Grounds team.

Sun Light Sprinkler & Irrigation: \$28,258.

James Landscaping: \$52,920.

Roads & Grounds/ HGA – Unable to complete work due to expertise and scope.

Powell & Sons, Hawkings Brothers, Colt Fence/ Landscape, Arrowhead Woodys – All vendors were provided the scope and either declined or did not provide a bid/quote for service. (See attached sheet in packet)

RECOMMENDATION: The Association recommends to the HGMD Board of Directors to hire/ contract Sun Light Sprinkler & Irrigation to perform the labor and materials necessary to upgrade the Garden Plot sprinkler system. The cost of this project is \$28,258. A 6% change order reserve in the amount of \$1,695.48 to cover the cost of unforeseen issues to complete the project has been added. This project is not to exceed \$29,953.48 with prior HGMD board approval.

1. Department Head	2. Controller	3. General Manager	4. Department Comm. Chair	5. Budget & Fin. Committee	6. HGA President	7. HGMD President
<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur	<input checked="" type="checkbox"/> Concur <input type="checkbox"/> Non-concur <input type="checkbox"/> Concur with Justification <i>90 12/13/22</i>	<input checked="" type="checkbox"/> Concur <input type="checkbox"/> Non-concur <i>(Signature)</i>	<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	<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.



Sunlight Sprinkler
303-801-2494

4905 S. Algonquian Way
Aurora, Colorado
80016
United States

Prepared For
Heather Gardens Metropolitan
District
2888 S Heather Gardens Way
Aurora, Colorado
80014
United States

Estimate Date
08/29/2022

Estimate Number
1103

Reference
Garden plot irrigation
and Paver pad

Description	Rate	Qty	Line Total
<p>Hose bib Installation</p> <ul style="list-style-type: none"> - Remove and plug/cap existing hose bib piping and components - Expose and connect to existing PVC mainline to trench in new 1" schedule 40 PVC pipe into approximately (83) garden plots approx. 2-4' feet. - Convert new 1" PVC to 3/4" schedule 40 PVC pipe plus fittings 18" above ground vertically - Install (brass) garden hose bib valve plus fittings to PVC pipe - Dig and bury 4"x 4" cedar post 18' to 24" below ground and compact. Post to sit approximately 18" above grade - Anchor and attach all hose bibs to cedar posts with metal brackets - Install 3 - 1" PVC ball valve drains to the lowest points in existing mainline and bury in 10" round box's for winterizations/freeze protection. - Flush and test system. - Clean up and haul away construction debris. <p>Note: All hose bibs and posts will be approximately 18" above ground. All new locations will be located inside garden beds but non specific due to existing mainline location connection points and existing obstacles, ..etc.</p>	\$23,779.61	1	\$23,779.61
<p>Isolation Valves</p> <ul style="list-style-type: none"> - Install 6 - 1" PVC ball valves inline of existing mainline and buried in a 10" round valve box to isolate mainline sections for repairs/maintenance. 	\$950.69	1	\$950.69
<p>Paver Construction</p> <ul style="list-style-type: none"> - Deliver and Install approx. 450 sq ft. of Pavestone 12"x12" stepping stone (color to be determined) 	\$3,528.00	1	\$3,528.00

- Prepare paver site by removal and grading of existing area
- Compact grade area
- Lay paver on a base layer of sand inside existing lumber edge restraint
- Cut pavers to fit tightly inside lumber edge restraint
- Compact pavers into sand
- Clean up and haul away all construction debris

Subtotal	28,258.30
Tax	0.00
Estimate Total (USD)	\$28,258.30

Notes

Garden plot foliage must have die back and be clear of foliage to begin project. Estimate does not include removal or clean up of garden foliage and or obstacles in the way of proposed plumbing or construction areas. All removal and clean up of foliage and garden debris will be additional. Sunlight sprinkler will not be responsible for hoses, irrigation sprinklers, damaged or disrupted garden plot decorations/ornaments, pavers, or any garden plot plants and vegetables.

Project estimated start to be 10/15/22 to 11/30/22. Estimated 7 to 10 days onsite for project completion. Project completion dependent on seasonal weather. Timeline map can be provided before project start.

Terms

Estimate price good for 30 days from date 8-29-2022

Above quoted items are estimates only and costs are subject to change due to unforeseen obstacles underground and or unusable plumbing. All change orders and additional costs need clients written approval and authorization before any change order items are performed or installed.

Payment Terms -

- 10% due upon scheduling
- 50% due at project start
- 40% due upon completion

- 1 year warranty from date of installation for all parts and service, unless otherwise termed. Not to include freeze damage from improper winterization, broken parts or components from mowing or lawn maintenance, pets, sports, fire pits/bbq's, stakes, or any construction not performed by Sunlight Sprinkler. Sunlight Sprinkler does not assume any responsibility for irrigation timer programs, altered timer programs, or lost irrigation timer programs due to faulty power outlets, power outages, or any loss of electrical power. There is no warranty on sod or grass seed installed by Sunlight Sprinkler.

Sunlight Sprinkler does not assume any responsibility for damaged lighting fixtures from snow removal, or cut or damaged lighting wire, transformers, or lighting fixtures from landscape and or construction renovations not performed by Sunlight Sprinkler. Sunlight Sprinkler does not assume any responsibility for loss of power to any outlet or power source for low voltage lighting.

- Utility Policy

Major Utility locates, (electrical, water, cable, and gas) will be requested 3 to 7 days prior to project start. Project start will not commence until utility locates are completed and verified by all utility entities involved.

The homeowner or property owner is responsible for marking homeowner or property owner installed utilities on the property. This includes, but not limited to invisible dog fences, outdoor electrical lines, irrigation pipes, septic lines, natural gas or propane lines, etc. Sunlight Sprinkler does not assume liability for damage to unmarked utilities.

-Homeowner or property owner agrees that Sunlight Sprinkler may use any photos taken of the project for advertising or promotional purposes.

- Insurance coverage

Sunlight Sprinkler carries a \$2,000,000 general liability insurance policy and current Worker's Compensation on all employees.

All major credit cards, checks, and cash accepted. A 2.5% surcharge will be added to all Credit Card payments. Makes checks payable to Sunlight Sprinkler. A 5% surcharge will be added every 30 days to invoice amounts past due upon completion date. Thank you for your business!

Shane Plummer - Owner/operator
303-801-2494
Email: info@sunlightsprinkler.com

Client Signature _____ Date _____

Constructor Signature _____ Date _____

HEATHER GARDENS GARDEN SPRINKLER SYSTEM UPGRADE

SUMMARY OF CONTRACTOR CONTACTS MADE IN SEARCH OF QUOTES

- 1.) POWELL & SONS – February 18, 2022, submitted internet request for quotation. No response received.
- 2.) HAWKINS BROTHERS – February 18, 2022, left voice mail requesting call back to discuss request for quote. No response received.
- 3.) SMITTY'S SPRINKLERS – February 18, 2022, left voice mail requesting call back to discuss request for quote. Call back received February 19. Owner declined to submit a quote due to a lack of personnel.
- 4.) COLT FENCE & LANDSCAPE – February 18, 2022, submitted internet request for quotation. No response received.
- 5.) WOODYS SPINKLER – March 4, 2022, submitted internet request for quotation. March 5, 2022, declined to submit a bid because we are not within their service area.
- 6.) DELFINIO LANDSCAPING – March 4, 2022 submitted internet request for quotation. Met Delfinio at the Heather Gardens Garden area. No communication after this visit.
- 7.) ARROWHEAD – March 4, 2022, submitted internet request for quotation. No response received.
- 8.) JAMES LANDSCAPING LTD. – March 4, 2022, submitted internet request for quotation. Later met with owner at Heather Gardens Garden area, March 8, 2022, received quote for sprinkler work – total of \$52,920. Also included a quote for rebuild of plot borders of \$95,040.
- 9.) SUNLIGHT SPRINKLER AND IRRIGATION – March 4, 2022, left voice mail requesting quote. March 10, 2022, met with owner at the Heather Gardens Garden area. March 21, 2022, received quote for \$22,215.00. August 29, 2022, met to incorporate plot #51 as part of the existing community garden. Lay pavers in the community garden. Final quote, \$28,258.30.

WORK ORDER CONTRACT

HEATHER GARDENS METROPOLITAN DISTRICT

1. **CONTRACTOR.** The Heather Gardens Metropolitan District (the "District") hereby retains Sun Light Sprinkler & Irrigation (the "Contractor") to perform the Work (as defined in paragraph 3) for the District. The Contractor hereby agrees to perform such Work, pursuant to the terms and conditions set forth herein as an independent contractor of the District.

2. **TERM.** The Contractor shall commence the Work on TBD, 2023 or when otherwise advised by the District. The Contractor shall complete all the Work by TBD, 2023.

3. **SCOPE OF WORK.** The "Work" contracted for pursuant to this Work Order shall consist of the following: Sun Light Sprinkler and Irrigation will upgrade the existing sprinkler system located within the Heather Gardens Garden Plot by installing a new Hose Bib, Isolation Valves, and Pavers per the attached Sun Light Sprinkler & Irrigation proposal.

Or check here if a scope of work is attached to this Work Order and incorporated herein by this reference.

In performing the Work the Contractor shall: (a) comply with all applicable federal, state and local laws (b) be responsible for providing, at its cost and expense, all management, supervision, labor, materials, administrative support, supplies and equipment necessary to perform the Work and (c) warrant the Work for one year after completion of the Work, as applicable.

4. **COMPENSATION.** The Contractor shall be paid an amount not to exceed **\$28,258** by the District for Work satisfactorily performed either (a) on a 10% deposit on scheduling, 50% due at project start date and 40% upon approved completion. or (b) in a lump sum upon completion **[Check (a) or (b)]**. The Contractor shall be solely responsible for all expenses it incurs in performance of the Work and shall not be entitled to any reimbursement or compensation except as set forth herein. As applicable, for certain contracts over \$50,000, the performance and payment bond provisions of Section 38-26-105, C.R.S. are hereby incorporated by this reference into this Work Order as though fully set forth herein and shall hereinafter bind the District and the Contractor accordingly.

5. **INDEMNIFICATION.** Subject to the provisions of Section 13-50.5-102(8), C.R.S., to the extent applicable to this Work Order, the Contractor shall indemnify, defend and hold harmless the District and each of its directors, employees, agents and consultants (collectively the "Indemnitees"), from and against any and all claims, demands, suits, actions, proceedings, judgments, losses, damages, injuries, penalties, costs, and expenses (including reasonable attorneys' fees), and liabilities of, by or with respect to, third parties to the extent they arise from or may be alleged to arise, directly or indirectly, in whole or in part, from the intentional or negligent acts or omissions of the Contractor or any of its subcontractors, agents representatives or employees, or the agents or employees of any subcontractors, in connection with this Work Order and/or the Work provided hereunder or which causes or allows to continue a condition or event which deprives the Indemnitees, as applicable, of its sovereign immunity under the Colorado Governmental Immunity Act, Sections 24-10-101, *et seq.*, C.R.S., as amended from time to time. Provided, however, that such Contractor shall not be liable for any claim, loss, damage, injury or liability arising out of the negligence of the Indemnitees. The obligations this paragraph shall survive termination or expiration of this Work Order.

6. **INSURANCE.** The Contractor shall secure and maintain for the term of this Work Order adequate statutory workers' compensation insurance coverage, comprehensive general liability insurance and excess liability coverage, from companies licensed in the State of Colorado, as will protect itself and the Indemnitees from claims for bodily injuries, death, personal injury or property damage, which may arise out of or result from the Contractor's acts, errors or omissions. Such insurance coverage shall be acceptable to the District in its sole discretion. To provide evidence of the required insurance coverage, copies of certificates of insurance shall be furnished to the District.

7. **ILLEGAL ALIENS.** As applicable, the provisions of Sections 8-17.5-101 *et seq.*, C.R.S. are hereby incorporated by this reference into this Work Order as though fully set forth herein, and shall hereinafter bind the Contractor accordingly. Prior to the execution of this Work Order the Contractor shall complete the certification to the District attached hereto as **Exhibit A** and incorporated herein by this reference. If the Contractor participates in the Department Program the Contractor shall notify the Department and the District of such participation. The Contractor shall, within twenty (20) days after hiring an employee who is newly hired for employment to perform work under the Work Order, affirm that the Contractor has examined the legal work status of such employee, retained file copies of the documents required by 8 U.S.C. Sec. 1324a, and not altered or falsified the identification documents for such employees. The Contractor shall provide the District a written, notarized copy of the affirmation, similar to **Exhibit B** attached hereto and incorporated herein by this reference.

8. **CONFIDENTIALITY.** During the performance of this Work Order the Contractor may have access to confidential information and hereby agrees that the Contractor will not to use or disclose to anyone, except as required in the performance of this Work Order or by law, or as otherwise authorized by the District, any or all confidential information given to the Contractor by the District, developed by the Contractor as a result of the performance of this Work Order or accessed by the Contractor as a result of this Work Order. The Contractor agrees that, if the District so requests, it will execute a confidentiality agreement, in a form acceptable to the District. The obligations of this paragraph shall survive termination or expiration of this Work Order.

9. **MISCELLANEOUS.**

A. Subject to Annual Budget and Appropriation/Governmental Immunity. The performance of those obligations of the District hereunder requiring budgeting and appropriation of funds are subject to annual budgeting and appropriations. As applicable, the provisions of Section 24-91-103.6, C.R.S. are hereby incorporated by this reference into this Work Order as though fully set forth herein, and shall hereinafter bind the District and the Contractor accordingly. Nothing in this Work Order or in any actions taken by the District pursuant to this Work Order shall be deemed a waiver of the District's sovereign immunity under the Colorado Governmental Immunity Act.

B. Integration/Modification/Assignment/Termination. This Work Order contains the entire agreement between the parties, and no statement, promise or inducement made by either party or the agent of either party that is not contained in this Work Order shall be valid or binding. This Work Order may be modified, amended or changed only by an agreement in writing duly authorized and executed by both parties. The Contractor shall not assign this Work Order or any interest hereunder, in whole or in part, without the prior written consent of the District, which consent may be withheld for any reason or for no reason. The District may assign this Work Order or any interest hereunder, in whole or in part, at any time. The District may terminate this Work Order at any time for convenience or for cause, in whole or in part, by delivery to the Contractor of a written notice of termination at least five (5) days prior to the effective date.

C. Severability/Non-Waiver/Governing Law and Venue. The invalidity or unenforceability of any portion or previous version of this Work Order shall not affect the validity or enforceability of any other portion or provision. Any invalid or unenforceable portion or provision shall be deemed severed from this Work Order and the balance of this Work Order shall be construed and enforced as if this Work Order did not contain such invalid or unenforceable portion or provisions. No waiver of any of the provisions of this Work Order shall be deemed to constitute a waiver of any other provision of this Work Order, nor shall such waiver constitute a continuing waiver unless otherwise expressly provided herein, nor shall the waiver of any default hereunder be deemed to be a waiver of any subsequent default hereunder. This Work Order shall be governed by and construed in accordance with the laws of the State of Colorado, and venue for any dispute hereunder shall lie in the in the state courts of the State of Colorado.

This Work Order may be executed in one or more counterparts, each of which shall be deemed an original and together shall constitute one and the same instrument. By signature of its representatives below, each party affirms it has taken all necessary action to authorize said representative to execute this Work Order.

DISTRICT:

By: _____
Its: _____

CONTRACTOR:

Sun Light Sprinkler & Irrigation

By: _____
Its: _____

Date: _____

Date: _____

EXHIBIT A

Certification Regarding Illegal Aliens

I, _____, as _____ of Sun Light Sprinkler & Irrigation, the prospective "Contractor" for that certain contract for services to be entered into with the District, do hereby certify on behalf of said Contractor that, as of the date of this certification, the Contractor does not knowingly employ or contract with an illegal alien who will perform work under this Work Order and that the Contractor will participate in either the E-Verify Program administered by the U.S. Department of Homeland Security and the Social Security Administration, or in the Colorado Department of Labor and Employment's Employment Verification Program pursuant to Section 8-17.5-102(5)(c), C.R.S., in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under this Work Order.

CONTRACTOR:

Sun Light Sprinkler & Irrigation

By: _____

Its: _____

Date: _____

