



**NOTICE OF HGMD BOARD OF DIRECTORS REGULAR MEETING
August 19, 2021 at 1:00 PM**

Pursuant to Section 24-6-402(2)(c), C.R.S., the Board of Directors of the Heather Gardens Metropolitan District, hereby gives notice that it will hold a regular meeting via Zoom videoconference at **1:00 PM on August 19, 2021**. The business meeting will be held for the purpose of conducting such business as may come before the Board. This meeting is open to the public.

THIS MEETING WILL BE AVAILABLE BY VIDEOCONFERENCE TO PRESERVE THE HEALTH, SAFETY, AND WELFARE OF THE PUBLIC IN LIGHT OF THE IMMINENT THREAT CAUSED BY THE COVID-19 PANDEMIC.

Join Zoom Meeting

<https://zoom.us/j/92953411578?pwd=ZfVma2V4YjRGMFMzMfPyeK16Nzc3dz09>

Meeting ID: 929 5341 1578

Password: 003780

or

Dial-In Number: +1 346 248 7799 US

AGENDA

1. Determine quorum present
2. Call meeting to order
3. Approval of/additions to/deletion from agenda
4. Approval of Minutes
5. Reports of Directors, committees, and professional consultants
 - a. Consider Approval of Minutes of July 22, 2021 Special Meeting
 - b. General Manager (Rea) – August 17, 2021 Report
 - c. Clubhouse/Restaurant Committee – August 10, 2021 Report
 - d. Foundation Committee (Laubach) – August 11, 2021 Report
 - e. Golf Committee (George) – August 10, 2021 Report
 - f. Property Policy Committee (Funk) – Update
 - g. Joint Long Range Planning Committee (Funk) – July 21, 2021 Report
 - h. Treasurer’s Report (Archambault) – August 2021
 - i. Joint Budget and Finance Committee (Archambault) – August 16, 2021
6. Discuss July 2021, Monthly Operating Analysis
7. Unfinished Business
8. New Business
 - a. Consider to Reinvest the CD Maturing in September 2021
9. Open Forum – Public comment (time limit-3 minutes per person)
10. Adjournment

Note: HGMD regular Board meetings, when held, are on the third Thursday of each month at 1:00 PM. Residents wishing to speak on agenda items will be given the opportunity at the time the item is discussed (time limit-3 minutes per person).

The regular September 16 meeting is canceled. The next meeting will be a special meeting, if held, Thursday, September 23 at 1:00 PM.

**HEATHER GARDENS METROPOLITAN DISTRICT
SPECIAL MEETING
Thursday, July 22, 2021**

The special meeting of the Board of Directors of the Heather Gardens Metropolitan District was held via Zoom/Telephone in the office of the District, 2888 S. Heather Gardens Way, Arapahoe County, Colorado, on Thursday, July 22, 2021 at 1:00 P.M.

CALL TO ORDER: President Funk called the meeting to order at approximately 1:03 P.M. on Thursday, July 22, 2021. A quorum was present.

BOARD MEMBERS PRESENT: President David Funk, Vice President Michael George, Treasurer and Secretary William Archambault, and Directors Eloise Laubach and Maria Mines.

BOARD MEMBERS ABSENT: None

STAFF PRESENT: General Manager Jon Rea and Controller Jerry Counts

GUESTS PRESENT: Jennifer Ivey, Icenogle Seaver Pogue, P.C., three members of the Heather Gardens Association Board, Lynn Donaldson with Heather 'n Yon, and approximately 25 members of the public were present.

APPROVAL OF MINUTES: Motion made by Vice President George and seconded by Director Laubach and passed unanimously to approve the minutes of the June 17, 2021 Regular Meeting as written.

REPORTS OF DIRECTORS, COMMITTEES, AND PROFESSIONAL CONSULTANTS:

President Report: No report.

General Manager's Report: The Board received a copy of the General Manager's (GM) Statement of Work (SOW) along with the second Quarterly report in the packet. General Manager Rea introduced the newly hired Operations Manager Jason Altshuler. Operations Manager Altshuler commented he is excited to be part of the team. GM Rea also announced Mike Martinez's internal promotion as the new Chief of Security. Treasurer and Secretary Archambault commented he was unaware of the restaurant's new point of sale (POS) system and questioned what were the results of all the work done as it showed 100% complete on the SOW. GM Rea commented that Restaurant Manager Cormac selected the new POS system after extensive research. The POS system was not a capital expense request and was approved by the GM. The new company will be more reliable when it comes to customer service and efficiency for credit card processing features that comply with industry standards. There were no further questions or comments.

Clubhouse/Restaurant Committee: The Board received a copy of the Clubhouse/Restaurant Report. Director Mines commented at the meeting there were several questions regarding the clubhouse and restaurant hours that were answered by managers. There were no questions or comments.

Foundation Committee: No Meeting.

Golf Committee: The Board received a copy of the Golf Report. Vice President George reported the committee voted on golf fees for next year that will be discussed later in the meeting. There were no questions or comments.

Property Policy Committee: No Meeting.

Treasurer's Report: The Board received a copy of the Treasurer's Report. There were no questions or comments.

Monthly Operating Analysis (MOA): The Board received a copy of the June 2021 MOAs. Treasurer and Secretary Archambault pointed out through June the restaurant has used \$60,900 (which is about 90%) of the annual subsidy. At the Budget and Finance meeting, management was asked to revise the projections for this year to review in the August meeting. The restaurant may exceed the annual budget deficit of \$66,000.

UNFINISHED BUSINESS:

a.) Motion to Consider Approval of the Revisions to the Heather Gardens Property Policy Procedure Memorandum and the RV Lot Agreement:

Motion made by President Funk and seconded by Treasurer and Secretary Archambault and passed unanimously.

Text of Motion: I move that the Heather Gardens Metropolitan District Board of Directors approve the revisions to the Heather Gardens Property Policy Procedure Memorandum and the RV Lot Agreement.

NEW BUSINESS:

a.) Motion to Consider to Approve the 2020 Audit of the Metropolitan District and request that the Controller file Audit with the State of Colorado by the due date:

Motion made by Treasurer and Secretary Archambault and seconded by Director Laubafch and passed unanimously.

Text of Motion: I move that the Heather Gardens Metropolitan District Board of Directors approve the 2020 Audit of the Metropolitan District and request that the Controller files the Audit with the State of Colorado by the due date.

Explanation: Per State law, the District is required to file a copy of the audit with the State Auditor by July 31, 2021.

Note: RubinBrown presented the audit at the Budget and Finance Committee meeting and answered all questions that were asked. The opinion which is the most important of the audit is the financial statements presented fairly in all material aspects, the financial position of the business-type activities of the District as of December 31, 2020. This is what is known as a clean opinion that is the best opinion to have.

b.) Motion to Consider to Approve the Contract with Asphalt Coatings to complete the RV Parking Lot Asphalt and Re-Striping Project (\$22,006):

Motion made by President Funk and seconded by Director Mines and passed unanimously.

Text of Motion: I move that the Heather Gardens Metropolitan District Board of Directors approve the contract with Asphalt Coatings to complete the RV Parking Lot Asphalt and Re-Striping Project. The cost of the asphalt project is \$22,960 with a change order of \$3,046 totaling \$26,006. The project is not to exceed \$26,006 without prior Board approval. This is a budgeted capital expense for 2021.

Explanation: The RV Lot asphalt seal coat, crack fill, infrared patch, and re-stripe were last completed in 2010. Asphalt Sealcoat and repairs are recommended every 6-8 years. The Property Policy Committee has been working on the RV Parking Lot re-design to better suit the needs of the users. This project offers a re-design of the striping and includes repairing damaged asphalt to complete the project.

c.) Motion to Consider to Approve the Golf Course Rates for 2022:

Motion made by Vice President George and seconded by Director Laubach and passed unanimously.

Text of Motion: Based on the recommendations of the Golf Committee, I move that the Heather Gardens Metropolitan District Board of Directors approve the Golf Course Rates for 2022.

Explanation: Annually, the Golf Committee reviews the current year rates and makes recommendations for the following year rates to be charged for Heather Gardens Golf Course. The attached listing shows the golf course rates for 2019, 2020, 2021, and the recommendation for 2022.

d.) Motion: Consider approval to Reinvest the Maturing CD in July 2021:

Motion made by Treasurer and Secretary Archambault and seconded by Director Vice President George and passed unanimously as amended.

Text of Motion: I move that the Heather Gardens Metropolitan District Board of Directors authorize the Controller to Reinvest the CD Maturing in July 2021 at the best possible CD Rate as of the date of Maturity.

- HGMD Enterprise Fund CD Maturing July 30, 2021 Principal Amount \$250,000. Reinvest for One Year.

OPEN FORUM:

A resident asked when the RV Lot will be paved because he will be out of the country from October 12 through November 2. President Funk commented he hopes to have it done before that but is unable to provide a date at this time. The resident same asked if there was a recent break-in in the RV Lot. President Funk commented there was an incident but did not have all the details.

A resident asked if the financials for the RV Lot 6-month revenue of \$9,738 was accurate assuming 80 spaces were rented. Controller Counts commented he will need to do an audit which is a manual process that does not run through the Jenark system. President Funk commented he and Controller Counts will get together to review this. Controller Counts also commented that it has come to his attention that payments are not being made because invoices are not being sent. The rental agreement states the Lessee is responsible for paying on an annual or quarterly basis and does not indicate an invoice needs to be sent. With that being said, he asked Lessees who are holding off on an invoice to submit their payments as per the agreement and this also applies to the Garden Plots. Controller Counts is working on getting this manual process automated to be able to send a courtesy invoice in the near future.

A resident asked for an update on the RV Lot surveillance camera planning. GM Rea commented that they are looking into getting bids from different vendors and working with Mike Martinez the new Chief of Security to partner with the Contracts Department. President Funk commented there will be future discussions in the Property Policy and SEC committee meetings as this is a collaboration of both committees.

A resident asked for an update on the Clubhouse hours being extended and family swimming days. GM Rea commented the Clubhouse hours are from 7 am to 8 pm and the family swimming was changed from three to four days (Tuesday, Thursday, Friday, and Sunday).

ADJOURNMENT: Upon motion by Vice President George and seconded by Treasurer and Secretary Archambault, and passed unanimously, the meeting adjourned at 1:54 P.M.

William Archambault, Treasurer and Secretary

DRAFT

**GM Department Report
Statement of Work (SOW)
8/17/21**

End of Month Report - July 2021

HGMD

Clubhouse

Project Status & Objectives

<i>Project Name</i>	<i>Objective</i>	<i>% Comp</i>	<i>On-Time</i>	<i>Late</i>	<i>Goal for Completion</i>
2022 Budget	Opex Draft	100	X		7/16/2021
Opening Hot Tub	Re-Open	100	X		ASAP
Fall schedule for classes & rooms	Schedule	100	X		ASAP
Family Swim times added	resident request	100	X		8/1/2021
Rental contracts	Review & Consistency	75	X		ASAP
Special Event planning	yearly plan	75	X		ASAP
Clean basement	safety, team effort	25	X		12/31/2021

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
New class development, new instructors	In-Progress
Emergency Action Plan	Researching
Front Desk renovation	Researching
Capital Project-Stage flooring	Parked

Golf

Project Status & Objectives

<i>Project Name</i>	<i>Objective</i>	<i>% Comp</i>	<i>On-Time</i>	<i>Late</i>	<i>Goal for Completion</i>
Update Rules for COVID-19 Play	Staying up to date with rules	100	X		7/31/21
Order New Scorecards	Yearly Maintenance	100	X		7/31/21
Help Create New Website	Website Update	100	X		7/31/21
Research Rates for changing in 2022	Yearly Maintenance	100	X		7/31/21
Begin budget analysis for 2022	Maintenance	100	X		7/31/21
Order Golf Course Portrait	Larry Francone Memorial	100	X		7/31/21
work with Cormac on Beverage Cart	Customer engagement	100	X		7/31/21
Powerwash Cart Fleet	Monthly Maintenance	100	X		7/31/21

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
Permanent placement of Simulator	Researching
Upgrade irrigation system	Researching
Bridge replacement	Researching
Add Hedges to left side of # 7 for walker path safety	Researching
Flower Gardens behind tee box of # 1	Researching
Add new ladies tee box on hole #7	Researching
New tee box extension on number #3	Researching
More trees needed for course	Researching
Bridge Cosmetic repair	Researching

Restaurant

Project Status & Objectives

<i>Project Name</i>	<i>Objective</i>	<i>% Comp</i>	<i>On-Time</i>	<i>Late</i>	<i>Goal for Completion</i>
Working on a new web page with golf, its now complete		100	X		7/4/21
Hire a Kitchen Manager	Started 8/4	100	X		8/3/21
Front of the house supervision	Courtney is helping on this one	100	X		8/2/21
Open now summer hours 6days	closed Mondays, new specials	95	X		8/10/21
Getting information to POS comp	improve sales, reduce cost	50	X		9/6/21
Hire one part time cook	Posted and Interviewing	25	X		ASAP
Train new kitchen manager	New money saving procedures	50	X		8/16/21

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
Ongoing mean and lean labor cost for parttime staff	In-Progress
Working with Greg on sales opportunities	In-Progress
Working with new Web page company with golf	In-Progress
Revenue are close to pre covid, now a set back	In-Progress
Evaluate kitchen equipment, summer is tough on refrigeration	Researching
New Pos system will let us to create lists and loyalty rewards	Researching

HGA

Communications

Project Status & Objectives

Project Name	Objective	% Comp	On-Time	Behind	Goal for Completion
Communication Governance	Single POC/Issuance Req's	100	X		5/14/2021
New Resident Orientation Handbook	Completed by Susan Lambert, transition after she leaves	100	X		As needed
Parking Structure Support	Assist with data gathering	100		X	As needed
Research/make documents web keyword searchable		100	X		ASAP
Scrub Microsoft Office Licenses	Cost savings on software licenses	100		X	6/15/2021
IT Room Equipment Usage	Cost Saving Opps/Router/Equipment	50		X	6/4/2021
Document Retention	Research Retention/Programs/Options	0	X		12/31/2021
S:/ Drive Clean-Up	Retention & File Removal/Clean	0	X		11/1/3021
Update/Maintain HG Social Media	Promote awareness of community through social media	0	X		8/31/2021
Heathergardens.com clean up		0	X		9/15/2021

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
Explore the possibility of using SharePoint as an intranet	Parked
designer and a demo is done	Parked
All Stream Phone Project	Parked
Explore the possibility of creating Quick Reference Guides for longer HG documents	Parked
Update Clubhouse Welcome packet	Researching

Contracts

Project Status & Objectives

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
Elevator PM RFP/ Contract / Re-Bid/ Renew	Revise Elevator Maintenance Contract to maintain and keep the elevators operable for the residents ease of use.	100	X		7/31/20
2021 - FPE Panel Replacements	Replace FPE panels throughout the community to meet City and State Electrical Codes	98	X		7/1/21
2021 Building Paint	To keep the buildings aesthetically pleasing and prevent building leaks	90	X		5/31/21
2021 Elevator Jacks	Replace Elevator Jacks to meet City and State Code Regulations.	45	X		12/31/21
RV Parking Lot	Revising the Parking Lot layout to better suit the needs of the residents using the RV parking lot.	25	X		5/31/21
HGMD Fuel Storage Tank	Install new 500g split tank to supply fuel needs for the small engine fleet.	25		X	8/1/21
2021 - Carpet	Replace remaining 2nd story carpets of 4-story buildings and start 3rd and 4th floors	15	X		12/31/21
2021 - Road Seal Coat; B213-214, B215-216, Seville, CP4, and CP5-6	Provide sealcoat, crack fill, infrared to help maintain parking lot functionality and appearance.		X		
Misc. - Project	Random items that will come up with previous projects or gathering information for potential upcoming projects		X		
Parking Structure - Structural Integrity Project w/ Walker Consultants	Prolong the life of the 4 Parking Structures.				
B215 / Golf Cart Drainage	Resolve HGA and HGMD Drainage Issues				
Parking Structure - Security Enhancement Project	To help relieve community safety concerns				

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
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2021 Carpet Replacement	In-Progress
PS#3 Post Tension Repair	In-Progress
HGMD - New Fuel Storage Tank	In-Progress
Elevator PM RFP/ Contract / Re-Bid/ Renew	Complete
Remove Pillars/ Replace Fencing in CP2	Researching
HGMD Clubhouse Baquet/ Management Carpet Replacement	Parked
B215/ Golf Cart Drainage	Parked
Access System Controls	Parked
Building 244 - Roof Replacement	Parked
Seville - Sealcoat, Drainage, 231-236	Parked
CP-4 Road Sealcoat	Parked

Controller/Accounting

Project Status & Objectives

Project Name	Objective	% Comp	On-Time	Behind	Comp Date
89 Title Work Move-in/Move out		100		X	7/31/21
PPP Loan Forgiveness Application		100	X		7/15/21
Balance Sheet Reconciliations		99	X		6/30/21
AR/Billing/Prop Mgt in Jenark	General cleanup	75		X	7/31/21
Review each direct report processes	Sit down and review with each team member	20	X		12/31/21
2022 Budget/Cap Reserve.		0	X		8/31/21
Backlog on 105 work orders		0		X	8/31/21
Rebuild Control Environment		0		X	12/31/21
Send out delinquency notices	586 letters need to be sent. 283 are top priority in Aug	0		X	8/31/21
RV lot and Garden plots	Automate billing in Jenark	0		X	9/30/21
Capital Res. & I/C cash transfers		0		X	8/31/21

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
Training for Ainissa to assume more GL management role	In-Progress
Establish controls for cash management	In-Progress
Replace AR/Billing position	Complete
Assume supervisor role for front office	Complete

Custodial

Project Status & Objectives

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
Work Order	Working on some stain work order, we have on work orders that need attention	75	X		8/31/2021
Carpet Cleaning in (club House	Cleaned carpet in Club House (Aspen/Blue Spruce) & entrance.	30	X		When classes are over we will finish.
Carpet Cleaning in all buildings	Started in building 219.	25	X		ASAP
Trash Chutes	Disinfect/power wash trash chutes through out the property.	0	X		ASAP
Side stairs in 4 story buildings	Wash side stairs in 4 story buildings	0	X		ASAP

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
Safety Protocols	Parked
Equipment Inspections/Check-Out	Parked

General Manager

Project Status & Objectives

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
Goals for All Depts	Review/Add Additional Goals/Sit w/ Mgmt.	85		X	6/30/21
GM Budget Draft	Draft Budget to B&F/BOD	65	X		9/10/21
Misc. Resident Follow Up / Issues	Ad-Hoc Issues	50	X		ASAP
Operations Mgr. & Chief On-Boarding	Expectations, Goals & SOW	25	X		9/30/21
CMCA Certification	Professional Certification (PPD)/After Budget	25	X		10/31/21
Board Room Update	Mic/Sound/Zoom Hybrid - SWOT Analysis	15	X		ASAP

Goals "Big Board"	Finalize Company/Dept Goals	10	X		10/31/21
Uniform/Identification Project/Program	Review Current/Establish New	0	X		8/31/21
Laundry Machine Contract Renewal	2 years remaining	0	X		12/31/21

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
Accounting Clean-Up & Plan (JR & JC)	In-Progress
Fencing Project/Create Options/Present to Committees (JH & JR)	In-Progress
Accounting Monthly Audit Opportunities - 2020 Audit (JC)	In-Progress
Parking Structures Long Term/Security Project - LRP Plan (JH/DO)	In-Progress
RV Storage Project (DO)	In-Progress
CP-6 14251 & 14259 Drainage (DO & MM)	In-Progress
Employee On-Boarding Set-Up Docs/401K Set UP/Insurance (HS/JR)	In-Progress
Cross Training Matrix (R&G/Maint Dept)	In-Progress
215 HGMD/HGA Drainage Project (DO)	In-Progress
Seville Drain Pan Project (DO)	In-Progress
Contracts Misc. - Org Chart of Approval Process/RFP/General Docs/Workflow	In-Progress
Emergency Action Plans/Covid/Compile Our Process (DR)	In-Progress
OSHA/Safety Trainings/CPR Certs/Equipment Certs (DR, JR, HS)	In-Progress
Update what we do - All Depts (HnY Photos & Blurb)	In-Progress
Safety Committee Meeting/Docs/Signoffs/Bonus (HR, JR)	In-Progress
Coaching/Development/Succession Planning	Researching
Philosophy - Entitlement to Empowerment Project	Researching
Specialized Staffing/Billables In Maint (Carpenter, Elec, Plumb)	Researching
Manager & Assistant Manager Training - Common Goals & Remove Silos	Researching
Access Control Ideas/Presentation (Due End of September Target)	Parked
Custodial Safety Follow-Up and Protocol/SOP	Parked
Succession Planning SOP/Who Handles What/Emergency/Promotion	Parked
Inventory Department Review/(VS) Job Code/Descriptions Review	Parked
Procurement Process - Savings - Opportunities/Review	Parked
Siding/Power wash Planning	Parked
R&G 2010 to 2020 Staffing Then & Now Review	Parked
Utilization Reporting - R&G & Maint	Parked
Internal V External Desktop Support & Services	Parked
New Employee Set-Up Form/Access/Equipment/S/Drive	Parked
Department Report Cards thru Maint Connections	Parked
Vehicle & Equipment Safety Inspection Process/Sign-Off	Parked

Maintenance

Project Status & Objectives

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
Lewis Linthicum	review in progress	100	X		7/27/2021
hiring for maintenance	1 opening	100	X		7/16/21
Ruel Wiles	review in progress	75	X		8/20/21
hiring for paint	1 opening	50	X		8/1/21
Daniel Hales	review in progress	0	X		9/14/21
Marcus Drake	review in progress	0	X		9/30/21

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
213 chair rail project	Complete
202 boiler maintenance	Complete
Train Leo on acc process	In-Progress
213 , 244,233 chair rail project	In-Progress
boiler repairs 202,204,218,233,234,235	In-Progress
Leaf Guard protection for all cp's	Researching
billables and what that looks like going into the future	Researching
painting of the fire hydrants around property	Researching
Patch Prep by Servicemen	Parked
schedule for cp's washing siding	Parked
fencing project	Parked
patching hallways in building 234	Parked
painting of the 4 stories floor in garbage hallway	Parked
painting of center stairwell landings at the bottom 213-220	Parked

Maintenance Facilities Engineer

Project Status & Objectives

Project Name	Objective	% Conf	On-Time	Late	Goal for Completion
Work with Walker Consulting	PS1-PS4 on Structural Testing and Inspections	100	X		Completed
14263 sewer pipe replacement 8' in unit 25' outside	Remedy for Continuous drain backups	100	X		Completed
Building 244 chair rail installation	CAP RES Project	100	X		Completed
Restaurant HVAC Replacement		90	X		8/30/21
223 parking slab CAP RES	Drainage and water from foundation (Outside Temp needs to be sustained above 60 degrees)	85	X		8/30/21
217 parking slab CAP RES	Drainage and water from foundation (Outside Temp needs to be sustained above 60 degrees)	85	X		8/3/21
Building 207-111 major plumbing issue and restoration	Leak mitigation	75	X		8/5/2021
Contractor for ACC lanai sealing	Vet new company	50	X		7/30/21
CP fencing	Developing a plan for design of fencing that we can get Board approval before moving forward on more fence replacement	40	X		8/25/2021
Building 216 Roof Safety Rails	Researching Options (Safety)	30	X		8/30/21
Building 233 Unit 610 Roof Leak	Get whole roof fixed or replaced	30	X		UNKNOWN
Explore/Research Analog to Digital Elevator phone lines	Possible Upgrade	30	X		8/25/21
Building 232 new water heater	Rusted out heater 18 yrs. old	20	X		8/15/21
Help with PM-A1 wording on HGA requirements	Wording in PM-A1 has grey area's not addressed regarding CP patio roofing and Multi-story plumbing material	20	X		8/25/2021
Research PS Security	PS Security	20	X		8/30/21
Maintenance Master Plan	Go Forward Plan	10	X		10/30/21
14205-14207 sewer pipe replacement in the basements	Remedy for Continuous drain backups	10		X	8/30/21
Building 213 garage sewer pipe replacement	Broken cast-iron pipe under concrete	10	X		8/15/21
Buildings 244 & 243 front entry sidewalk concrete repair	Inhouse concrete repairs	10	X		9/30/21
Long Range Projects, Implementations & Prospective Projects/Ideas		Status			
2020 Cap Res- Chair Rail 213,244,233		In-Progress			
Carpenter, Electrician and Plumber justifications		In-Progress			
STH siding trim repairs		In-Progress			
Add Fire Alarm Systems in 4 Story Hallways		Parked			

Operations Manager

Project Status & Objectives

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
OPEX Budget review	Team Input for 2022 budget OPS	100	X		7/19/21
CAPEX budget	2022 budget Capital Projects	5	X		8/15/21
EAP + Laminated Quick Ref' card	All Staff / training (Paper & PC) for Safety plan / Evac / g	0	X		9/21/21
Assist Jon Rea w/ Strategic Plan Outline	Template for Jon Rea's 2 year vision	0	X		10/1/21

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
Fencing Project/Create Options/Present to Committees (JH & JR)	In-Progress
Parking Structures Long Term/Security Project - LRP Plan (JH/DO)	In-Progress
Access Control Ideas/Presentation (Due End of September Target)	Parked
RV Storage Project (DO)	In-Progress
CP-6 14251 & 14259 Drainage (DO & MM)	In-Progress
Employee On-Boarding Set-Up Docs/401K Set UP/Insurance (HS/JR)	In-Progress
Cross Training Matrix (R&G/Maint Dept)	In-Progress
215 HGMD/HGA Drainage Project (DO)	In-Progress
Seville Drain Pan Project (DO)	In-Progress
Contracts Misc. - Org Chart of Approval Process/RFP/General Docs/Workflow	In-Progress
Emergency Action Plans/Covid/Compile Our Process (DR)	In-Progress
OSHA/Safety Trainings/CPR Certs/Equipment Certs (DR, JR, HS)	In-Progress
Update what we do - All Depts (HnY Photos & Blurb)	In-Progress
Paint Striping Projects - Clubhouse & Misc. / 216 Overflow Lot (MD)	In-Progress
Safety Committee Meeting/Docs/Signoffs/Bonus (HR, JR)	In-Progress
Coaching/Development/Succession Planning	Researching
Philosophy - Entitlement to Empowerment Project	Researching
Specialized Staffing/Billables In Maint (Carpenter, Elec, Plumb)	Researching
Manager & Assistant Manager Training - Common Goals & Remove Silos	Researching

Custodial Safety Follow-Up and Protocol/SOP	Parked
Succession Planning SOP/Who Handles What/Emergency/Promotion	Parked
Inventory Department Review/(VS) Job Code/Descriptions Review	Parked
Procurement Process - Savings - Opportunities/Review	Parked
Utilization Reporting - R&G & Maint	Parked
New Employee Set-Up Form/Access/Equipment/S ₁ /Drive	Parked
Department Report Cards thru Maint Connections	Parked
Vehicle & Equipment Safety Inspection Process/Sign-Off	Parked

Roads & Grounds

Project Status & Objectives

<i>Project Name</i>	<i>Objective</i>	<i>% Comp</i>	<i>On-Time</i>	<i>Late</i>	<i>Goal for Completion</i>
Spray ants and fugus in turf	Help with yellowing turf areas	70		X	7/30/21
502 Replacement	replace truck 502	70		X	12/31/20
Clear plant material from buildings		60	X		TBD
Tree Pruning	Remove dead from trees	50	X		9/9/21
Tree Removal	Remove dead trees	50	X		12/31/21
Retaining Wall - CP1 - Review	Replace broken retaining wall	20	X		8/31/21

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
Truck purchase-approved by board awaiting dealer response	In-Progress
Long Range Master Landscape Plan	In-Progress
Irrigation Effectiveness Plan	In-Progress
Emerald Ash Borerer Treatment	In-Progress
Beaver Stump Grinding - Preston	In-Progress
Treatment for ants and fugus in turf	In-Progress
2021 capital purchase review (what are our needs)	In-Progress
Clean up Yale entrance	In-Progress
Curbside appeal project	In-Progress
Maint. Shop trash bay	Parked
Pine Wilt Treatment	Parked

Security

Project Status & Objectives

<i>Project Name</i>	<i>Objective</i>	<i>% Comp</i>	<i>On-Time</i>	<i>Late</i>	<i>Goal for Completion</i>
Review security SOP's	Update SOP's	75	X		9/3/21
Cancel Vector solutions video training	Learning/Development	50	X		12/31/21
Obtain CCTV quotes for PS1-4	Increased security	25	X		10/3/21
Create Security Master Plan for HOA	Present plan to SEC/Goals & Go Forward	0	X		TBD
Set up range training for staff certification	Training/Development	0	X		10/1/21
Complete 2nd resident key audit	Obtain missing keys	0	X		12/30/21
HGA Master Audit	Update Resident Info	0	X		12/31/21
Uniform Costs	Cut some of the uniform costs	0	X		9/3/21

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
Order/install laptop mounts for security vehicles (ordered on 8/2)	In-Progress
Research developmental trainings for staff	In-Progress
Audit structures and garages for no flammable items compliance	In-Progress
Look into instructor training for me	In-Progress
Look into New report writing software	In-Progress
Meet with Pro-Vigil Security Solutions about CCTV in PS1-4, RV lot	In-Progress
Joe Williquer Annual Review due 6/15	Researching
Coordinate Fire Safety Training Meeting with AFD for June/July	Researching
Emergency Action Plan	Researching
Create Fire Emergency Response Plan for Clubhouse (EMP)	Researching
Audit Emergency contact books	Parked
Train staff how to copy video to DVR's	Parked
Roads and Ground Spring Tour with Matt Martella	Parked
Create Active Shooter Written Plan	Parked

Heather Gardens Clubhouse/Restaurant Committee Meeting

August 10, 2021

Chair, Maria Mines, opened the meeting at 3:00 pm with all committee members present.

Report of the July 10th meeting was approved.

Maria announced that the Rendezvous Restaurant chef, Kevin Marquet and Clubhouse Manager, Linda Aluise have resigned. We wish them both good luck in their new positions.

Resident Manager, Cormac Ronan, announced the new Kitchen Manager is Sam Saldona. Cormac said the restaurant is functioning at 100%.

A question was asked on how to find the financial reports. The reports can be found on the Heather Gardens Resource Center website and can be read on line.

In July, the Business Plan for the Restaurant prepared by the previous committee, was sent to this committee members for review. No action will be taken by this committee until the Metro Board considers it.

Review of Financial Reports: It was suggested that the Controller be present at the next meeting to discuss financials. HGMD President David Funk, explained that the Financial Reports for the Clubhouse and Restaurant are included in the packet for the committee meetings.

Cormac suggested the need for more business plus marketing before Rendezvous can become fully staffed. This committee could draw up promotional ideas for fliers, etc. He commented that the restaurant sales were up over the previous month's.

Unfinished Business: Discussion on Clubhouse hours for swim times and more family time. Maria reminded the committee of the necessary steps the clubhouse has had to take during the Covid situation. Maria suggested that the Heather Gardens General Manager and the new Clubhouse Manager make the decisions regarding any changes in swim times. Jon Rea commented the questions to be asked are: Do any new hours make sense? Instead, look at what does make sense financially, and do research if business supports new changes. Any new Covid cases would mean more cleaning and disinfection by staff.

Maria commented on the excellent job Heather Gardens did on the re-opening of the Clubhouse. David Funk, HG Metro Board President commented the management team has done a great job of reopening and will consider ideas of doing things regarding what works best for all residents, and see how our amenities are being utilized. Also, to understand that the Clubhouse/Restaurant committee needs to consider the source of income, which is for the most part, the homeowners of Heather Gardens.

New Business: 2022 Goals. Tom Merges suggested that the committee's main goal should be "How can we help both the Restaurant manager and the Clubhouse manager become stronger and more efficient." Perhaps to increase revenue, the Board could make suggestions on how to attract banquets and catering to increase sales.

Questions from Committee members: 1. Can we do a survey to know what residents want? 2. Bring goal ideas to the September meeting. 3. Can we have an in-person meeting? David Funk said they are looking into having a hybrid meeting in Board room after the sound problems in the board room have been worked out.

There being no further business the meeting was adjourned at 4:15 pm.

The next Clubhouse/Restaurant Committee meeting will be held September 14, 2021 at 3:00 pm.

Jean Baldwin, Secretary

HEATHER GARDENS METROPOLITAN DISTRICT

Foundation Committee Report

August 11, 2021

To: HGMD BOARD OF Directors, and General Manager

From: Eloise Laubach, Chair

Subject: Report of August 11 2021 Foundation Committee Meeting

Committee: Eloise Laubach, Chair, Becky Cole, Charlene Plucheck, Terry Schumacher

The meeting was called to order at 1:00. A quorum was present.

Chair comments: Financial reports are now correct. Chair may not be available for a September meeting due to family matters and a committee member will be away in September so there will be no meeting. Correction to the agenda: Investment account at Pinnacle Bank of \$100,000 was listed as maturity date 6/27/2021; should be 6/27/2022 .

Notes of May 12, 2021 meeting were reviewed and accepted

Review of Financial Reports:

- **Foundation Checking: \$41,977**
Pinnacle Bank: \$100,000 Maturity 6/27/2022 Transportation
Alliance BK: \$50,000 Maturity 1/8/22 Semi Annual

Old Business: Commemorative Bench has not arrived. Manufacturer has not yet received the materials to assemble the bench...hopefully by the end of the month.

Update on meeting with Jerry Counts and Bill Archambault. We compared donation records, corrected discrepancies, and agreed to follow the PM and compare figures the end of the month.

New Business: Committee members had no new business ; however, Jason Altschuler joined the meeting. He has met with Matt Martella and they have identified some items that may be needed to enhance the property and areas where trees could be planted. Committee members noted at one time there was a "tree plan" for HG and wondered if it could be located. Jason was directed to meet with Matt and submit projects; both short and long term projects and with costs. Jason will contact Cormac and ask him to submit possible restaurant projects.

Meeting Adjourned at 2:02

Submitted by Eloise Laubach

Golf Committee Meeting notes – August 10, 2021

1. Meeting called to order at 1:00 pm
2. Quorum established
3. July meeting minutes approved.
4. July financials approved.
5. Superintendent's report was given, with limited comments.
6. Pro's reported on tournaments and weather affecting play. "Diamond Plate" for the bridge at #9 will be in place soon.
7. Men's Club reported O.I. Root Beer float event went well as did the Ladies Bake sale. The "Beat the Pro" event was well attended and 3 players actually Beat the Pro. Men's club had about 80 players last week.
8. Ladies' Club also commented on their successful bake sale. The ladies enjoyed the mixer with the men.
9. The Dress code was discussed and it was decided that the HGMD Dress Code should be included in the Oct. meeting paperwork and discussed line by line.
10. September was cancelled.
11. Meeting adjourned.

Michael George Chairman



ASSOCIATION and METROPOLITAN DISTRICT

Joint Long Range Planning Committee Report
July 21, 2021

Committee Members Attending: David Funk (Chair), William Dearing, Gary Ford, Mike George, Nancy Henson, Bill Junor

HGA Staff Attending: Jon Rea

Guests: Bill Archambault, Jill Bacon, Craig Baldwin, Larry Dávila, Bev Havens, Linda Hileman, Terry Hostetler, Maria Mines, Mike Pula, John Recob, George Skillman

The meeting was called to order by the Chair, who noted that a quorum was present.

The Chair welcomed the members and guests, and then made remarks about the purpose and goals of this new Committee.

He stated that the purpose of the Committee is to figure out what the future of Heather Gardens can be. This involves identifying and understanding the events and trends occurring around us, determining their relevance to us, and then determining what we should do to achieve the best outcomes for Heather Gardens. He noted that while the Heather Gardens Association (HGA) and the Heather Gardens Metropolitan District (HGMD) are separate entities with their own legally defined roles, it is important for them to work together on collaborative efforts to create the best possible place for us to live.

The Chair then invited the members of this new Committee to introduce themselves and make brief comments about their personal and professional backgrounds.

David Funk comes from a career in public safety, law enforcement, and communications, with experience in strategic and tactical planning for public safety.

William Dearing has a background in mechanical engineering, and he has wide interests in keeping things working. He has been on the HGA Structure Maintenance Committee for several years.

Gary Ford comes from an academic career as a professor in the field of computer science, with research experience in software engineering and computer network security.

Mike George comes from a career in the airline industry, including customer service and technologies, and airport security. He also has experience as a member of the Board of another metropolitan district.

Nancy Henson comes from a career as a real estate broker, with extensive experience in Heather Gardens properties.

Bill Junor comes from an academic career as a professor in the field of government and international politics, and also has extensive experience in urban planning and community development, and in elder healthcare.



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A general discussion was then held to try to identify important topics and actions for the Committee. Among these were:

- Being aware of community issues, especially senior housing and healthcare, and understanding what the City of Aurora, Arapahoe County, and the State of Colorado are doing and planning in these areas.
- Helping Heather Gardens and its residents to adjust effectively to the changing environment of our modern world.
- Enhancing the physical security of Heather Gardens, especially in the prevention of property crime.
- Helping residents learn to use new technologies, especially Internet technologies for communication and entertainment.
- Convincing the current Heather Gardens residents to supporting efforts to make Heather Gardens better for the next generation of residents.
- Understanding real estate trends, and how Heather Gardens compares to other senior housing options in Aurora and the Denver metropolitan area.
- Maintaining the community so that it provides a quality of life for residents that will continue to attract new residents.
- Working to establish a culture that addresses important issues as a single community, rather than forcing each building or neighborhood to address those issues independently.
- Developing a Committee culture that invites participation from all residents, and that encourages creative thinking about present and future issues.
- Beginning now to understand and plan for electric vehicles coming to Heather Gardens. This includes collaborating with other Heather Gardens committees that have already begun addressing this issue.
- Understanding coming trends that can affect Heather Gardens, such as the expected increasing frequency of major hailstorms.
- Understanding the life expectancy of Heather Gardens sewers, and how the City of Aurora is planning for the aging of its sewer systems.
- Establishing or updating Heather Gardens procedures for inspecting all physical facilities, preparing for maintenance of those facilities, and planning for financing of that maintenance.
- Developing and documenting a categorization of concerns of the Committee as an aid to structuring the efforts of the Committee. This may include categories such as physical plant, aging utilities, and communication infrastructure.



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- Establishing a community-wide, modern fire safety capability. This may include a system that links the fire alarm pull boxes in our building hallways to Heather Gardens Security and to the City of Aurora first responders.
- Planning for solar power systems to augment current Heather Gardens energy sources. This includes staying aware of the costs of various power technologies.

The meeting was adjourned at about 10:30 am.

HGMD TREASURER'S REPORT for AUGUST 2021 BOARD MEETING

Highlights of District Operations:

FOR THE MONTH ENDED JULY 2021

	Budget	Actual
Clubhouse Profit (loss)	(\$57,577)	(\$50,534)
Golf Profit (loss)	\$10,566	(\$3,098)
Restaurant Profit (loss)	(\$4,947)	(\$1,523)

YEAR TO DATE THROUGH JULY 2021

	Budget	Actual
Clubhouse Profit (loss)	(\$408,497)	(\$313,955)
Golf Profit (loss)	(\$107,466)	(\$144,963)
Restaurant Profit (loss)	(\$38,978)	(\$62,422)

Enterprise Fund

Enterprise Fund revenue through July was \$1,416,200 which is about \$231,000 less than expected. Income for the Clubhouse, Golf Course and Restaurant have been severely impacted by Covid. While some improvement is expected for the remaining months of the year annual income projections will not be met. Enterprise Expenses through July were \$1,221,600 which is about \$512,600 less than anticipated. Clubhouse, Restaurant, and Capital Outlay expenses have been less than anticipated through July.

Restricted Funds

Conservation Trust Fund (Lottery). The District has received \$10,838 from the Colorado lottery and has spent \$2,386 on District projects so far this year. The bank account for the Conservation Trust Fund has a balance of \$163,254.

Foundation Fund. The Foundation has received \$991 in donations through July. The Foundation Fund has been used to pay \$594 for District projects. At July 31st, the bank account has a balance of \$41,977 and there is an investment of \$150,000 in CD's.

Debt Service Fund. The District has received \$479,700 in property tax revenue and \$19,600 in specific ownership tax through July. At July 31st, the Zion Bank held \$583,864 for payment of principal and interest on the bond issue. The next principal payment of \$270,000 and interest payment of \$159,100 on the bond issue will be due December 1st.

HEATHER GARDENS BUDGET & FINANCE COMMITTEE
August 16, 2021, MEETING REPORT
ZOOM MEETING

TO: Members of the Heather Gardens Budget & Finance Committee, HGA Board of Directors, HGMD Board of Directors, and General Manager

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

Committee: Terry Hostetler, Co-Chair, Bill Archambault, Co-Chair, Craig Baldwin, Doug Edwards, Rita Effler, Harry Laubach, Ray Nash, and Steve Villano.

Staff: Jon Rae, General Manager; Jason Altshuler, Operations Manager; Jerry Counts, Controller; Ainissa Shiffer, Senior Accountant

Audience: Approximately 13 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 July 19, 2021, B&F Committee meeting report was accepted with 3 typographical errors corrected .

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

Subcommittee and Other Reports:

Audit Subcommittee: Report was submitted.

Insurance Subcommittee: A status update meeting was held on August 12th, and another will be held on August 24th. The Insurance Subcommittee will meet on September 17th at 10 AM to review the HGA insurance coverage costs for 2022 and make a recommendation to the HGA Board regarding the coverage and costs.

Capital Projects Subcommittee: No update.

Investment Update: No update.

Unfinished Business:

None

New Business:

- 1) Rubin Brown (CPA) presentation of 2020 HGA Audit. Motion by Baldwin, seconded by Effler and approved unanimously that the Budget and Finance Committee recommend that the Heather Gardens Association Board of Directors approve the 2020 audit. The audit states that the financial statements present fairly, in all material aspects the results of the operations and the cash flows for the year ended December 31, 2020, in accordance with accounting principles generally accepted in the USA. The Report to Governance was also reviewed and discussed.
- 2) Motion by Baldwin, seconded by Villano and passed unanimously that the Budget and Finance Committee recommend that the Heather Gardens Association Board of Directors approve a contract with Turner Morris Roofing to scan 16 foam roofs in order to assess the condition of said roofs that may require replacement, repairs, or only recoating. Turner Roofing has contracted with Hot Shots Infrared Scanning to provide this service. The contract is for \$24,000 with a \$2,400 change order allowance for a total project cost of \$26,400. This is an unbudgeted capital expense. The Budget & Finance committee recommends the normal three bid requirement be waived.
- 3) Motion by Edwards, seconded by Baldwin that the Budget and Finance Committee recommend that the Heather Gardens Association Board of Directors approve a contract with Custom Contract Elevator Solutions for preventative maintenance for 40 elevators in 35 condominium buildings for a 4-year period.
During the discussion on the motion, members pointed out that the contract had some hand written notations related to pricing for service that had not been initialed by the vendor and it could not be determined that the vendor agreed to the hand written notations. Based on that, the maker of the motion and the second to the motion moved that the motion be tabled so that vendor verification of the hand written notations could be obtained. The motion to table was approved unanimously.
- 4) Motion by Archambault, seconded by Effler and approved unanimously that the Budget and Finance Committee recommend that the Heather Gardens Association Board of Directors approve the amended change in the Finance-2 Collection of Delinquent Assessments policy, in paragraph 10, the first sentence to be stated as follows: **Referral; of Delinquent Accounts to Attorneys.** After the deadline stated in the Notice of Delinquency has expired, if an account is more than seven hundred fifty (\$750) dollars delinquent, the Association may, but shall not be required to, refer delinquent accounts to its attorneys for collection.
- 5) Motion by Effler, seconded by Edwards and passed by a vote of 5 in favor and 1 against that the Budget and Finance Committee recommend that the Heather Gardens Association Board of Directors approve to instruct Management to discontinue accepting credit card payments for dues assessment.
- 6) Motion by Effler, seconded by Baldwin that the Budget and Finance Committee recommend that the Heather Gardens Association Board of Directors approve to instruct Management to present a 2022 GM budget that reduces Operation Costs by a

least 6% from the 2021 Operation budget. The budget must include a line item for Capital Expenses anticipated in 2022. A separate line item will contain that part of the dues needed for Capital Reserves, an amount to be determined by B&F and Long-Term Planning Committees.

After considerable discussion the member who had seconded the motion withdrew the second. No other member was willing to second the motion. Therefore, the motion died for lack of a second.

- 7) Motion by Archambault, seconded by Nash and passed unanimously the the Budget and Finance Committee recommend that the Heather Gardens Metropolitan District Board of Directors reinvest the Enterprise Fund CD of \$250,000 which is maturing on September 9, 2020, into a CD maturing in one year at the best possible rate.

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

None

The meeting was adjourned at 12:28 PM.

The next meeting of the Budget and Finance Committee will be on September 20, 2021, at 10 AM.

HEATHER GARDENS METROPOLITAN DISTRICT

Budget Exceptions Report

Through: 07/31/21

	YTD ACTUAL	YTD BUDGET	VARIANCE FAVORABLE (UNFAVORABLE)	% of Budget	Annual Budget	% of Annual Budget Spent
Total Revenue	\$ 1,927,354	\$ 2,154,724	\$ (227,372)	-10.6%	\$ 3,361,747	57%
Cost of Goods Sold	\$ 78,712	\$ 131,473	\$ 52,761	40.1%	\$ 227,869	35%
Gross Profit	\$ 1,848,642	\$ 2,023,251	\$ (174,611)		\$ 3,133,878	
Operating Expenses	\$ 1,245,628	\$ 1,440,414	\$ 194,786	13.5%	\$ 2,684,289	46%
Net Operating Income/(Loss)	\$ 603,014	\$ 582,837	\$ 20,175		\$ 449,589	
Capital Improvements Exp	\$ 93,049	\$ 354,620	\$ 261,571		\$ 545,101	
Net Surplus/(Loss)	\$ 509,965	\$ 228,217	\$ 281,746		\$ (95,512)	

Executive Summary

Club House

Revenue	\$ 59,606	\$ 64,385	\$ (4,779)	-7.4%	\$ 109,044	55%
Expenses	\$ 373,561	\$ 472,882	\$ 99,321	21.0%	\$ 802,334	47%
Net Subsidy	\$ (313,955)	\$ (408,497)	\$ 94,542		\$ (693,290)	

Golf

Revenue	\$ 228,902	\$ 276,652	\$ (47,750)	-17.3%	\$ 469,218	49%
Expenses	\$ 373,865	\$ 384,118	\$ 10,253	2.7%	\$ 640,666	58%
Net Subsidy	\$ (144,963)	\$ (107,466)	\$ (37,497)		\$ (171,448)	

Restaurant

Revenue	\$ 223,966	\$ 381,248	\$ (157,282)	-41.3%	\$ 658,492	34%
Cost of Goods Sold	\$ 73,932	\$ 122,611	\$ 48,679	39.7%	\$ 211,773	35%
Gross Profit	\$ 150,034	\$ 258,637	\$ (108,603)	-42.0%	\$ 446,719	
Expenses	\$ 212,456	\$ 297,615	\$ 85,159	28.6%	\$ 513,123	41%
Net Subsidy	\$ (62,422)	\$ (38,978)	\$ (23,444)		\$ (66,404)	

Restricted Funds	Total Revenue	Total Expenses	Net Surplus/(Loss)	Cash Balance
Conservation Trust Fund	\$ 10,838	\$ 2,386	\$ 8,452	\$ 163,254
Debt Service Fund	\$ 499,332	\$ 192,814	\$ 306,518	\$ 583,864
Foundation Fund	\$ 991	\$ 594	\$ 397	\$ 191,977

**HGMD MONTHLY CAPITAL RESERVE REPORT FOR PERIOD ENDING:
07/31/21**

2021 FUNDED PROJECTS	2021 BUDGET AMOUNT	2021 PROJECT AWARD	EXPECTED START DATE	EXPECTED COMPLETION DATE	PRIOR YRS INV. PAID	2021 INVOICES PAID TO DATE	UNDER/ (OVER) AWARD AMOUNT	UNDER / (OVER) BUDGET	PROJECT STATUS
	A	B			C	D	B-C-D	A-C-D	
Board Room AV System	\$21,425						\$0	\$21,425	Project On-Hold - Zoom Meetings and Impacts from COVID have/will changed specific needs/reqs of this project
Parking Lot - Maintenance Bldg	\$59,282						\$0	\$59,282	On-Hold until Above Ground Fuel Tank Project is Executed
Sealcoat RV Lot	\$40,000	\$3,000				\$2,760	\$240	\$37,240	
Restaurant HVAC	\$120,000	\$118,418				\$52,542	\$65,877	\$67,459	50% down payment
Fuel Tank	\$60,000	\$59,053				\$13,680	\$45,373	\$46,320	30% down payment
Pump House Roof TPO	\$10,350						\$0	\$10,350	In April, the Board approved the \$10,350 carry forward 2020 spending authority to 2021.
Golf Cart Fleet Batteries (6 per cart) (from 2020)	\$43,563	\$43,563	1/1/2021	1/31/2021		\$24,068	\$19,495	\$19,495	In May, the Board approved the \$43,563 carry forward 2020 spending authority to 2021.
TOTAL 2021 FUNDED PROJECTS	\$354,620	\$224,034			\$0	\$93,049	\$130,985	\$261,571	
2021 UNBUDGETED PROJECTS									
2021 Contribution to Reserves	\$83,151						\$0	\$83,151	
Capital Adjustment	\$107,330						\$0	\$107,330	
							\$0	\$0	
TOTAL 2021 UNBUDGETED PROJECTS / RESERVES	\$190,481	\$0			\$0	\$0	\$0	\$190,481	
TOTAL 2021 CAPITAL PROJECTS	\$545,101	\$224,034			\$0	\$93,049	\$130,985	\$452,052	
PROJECTS TARGETED FOR COMPLETION IN 2021 BUT NOT IN PUBLISHED BUDGET									
							\$0	\$0	
							\$0	\$0	
TOTAL PRIOR YEAR PROJECTS NOT BUDGETED IN 2021	\$0	\$0			\$0	\$0	\$0	\$0	
GRAND TOTAL	\$545,101	\$224,034			\$0	\$93,049	\$130,985	\$452,052	

**HEATHER GARDENS FOUNDATIONS
FOUNDATION DONATION SUMMARY
January - July 2021**

Description	General	Roads & Grounds	Club House	Golf	Trees	Totals
Balance at beginning of January	173,044.82	324.50	375.70	40.00	13,992.59	187,777.61
Interest						0.00
Donations for Jan-Apr 2021	1,556.99				50.00	1,606.99
Corrections made in April						
Less misapplied deposit for Garden Plots	-105.00					-105.00
Less misapplied deposit for Indemnity checks	-598.00					-598.00
Less misapplied deposit for WO pmt	-69.99					-69.99
Less misapplied deposit for large item disp.	-25.00					-25.00
Expenses for April 2021	-594.25					-594.25
Legend 6' Teak Bench w/back rest						
Donations for May 2021	155.00					155.00
Corrections made in June						
Less misapplied deposit for HOA fees	-54.00					-54.00
Less misapplied deposit for large item disp.	-50.00					-50.00
Record Feb 2021 check from Bldg 217 recorded as a Seville pmt	50.00					50.00
Donations for June 2021	81.46					81.46
Balance at end of the month	173,392.03	324.50	375.70	40.00	14,042.59	188,174.82

RECONCILIATION TO GL

D103.5 Foundation Checking Account - June 2021 \$ 41,977.41

D106.1 Foundation Investment Account - July 2021 \$ 150,000.00

D121 Owed to MD for 2021 Expenditures \$ (3,802.59)

\$ 188,174.82

**Heather Gardens Metropolitan District
Summary of Investments
07/31/21**

Bank	Yield	Maturity	Interest Paid	Principal	Monthly Interest	Fund	Account
Key Bank - Foundation							
Bank of America							
Pinnacle Bank	0.20%	6/27/2022	Maturity	\$ 100,000	\$ 16.67	Foundation	D106.1
Transportation Alliance BK	0.15%	1/8/2022	Semi Annual	\$ 50,000	\$ 6.25	Foundation	D106.1
Foundation - checking				\$ 41,977		Foundation	D103.5
				<u>\$ 191,977</u>	<u>\$ 22.92</u>		
Key Bank - Conservation Trust Fund/Lottery			Monthly	\$ 157,210	\$ 1.29	Conservation	D104
State BK India New York	0.10%	7/29/2022	Maturity	\$ 250,000	\$ 20.83	Enterprise	D106
Safra National Bank New York	0.10%	9/9/2021	Semi Annual	\$ 250,000	\$ 20.83	Enterprise	D106
Texas Capital Bank	0.25%	8/8/2022	Semi Annual	\$ 250,000	\$ 52.08	Enterprise	D106
				<u>\$ 750,000</u>	<u>\$ 93.75</u>		
Total Investment				<u><u>\$ 1,099,187</u></u>	<u><u>\$ 117.96</u></u>		

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	1,533	(1,533)	10,830	10,731	99	18,400
D504 Interest Income	179	900	(721)	943	6,300	(5,357)	10,800
D504.2 2010 Bond Restr Interest	0	80	(80)	0	566	(566)	966
D504.3 Interest Income Lottery	1	0	1	8	0	8	0
D505 Recreation Fee Income	126,776	126,397	379	885,613	884,779	834	1,516,758
Restaurant Income	59,845	56,812	3,033	223,966	381,248	(157,282)	658,492
D507 Golf Fees Daily	42,207	52,624	(10,417)	150,344	197,192	(46,848)	332,695
D507.1 Golf Simulator	0	240	(240)	1,185	2,080	(895)	3,720
D509.2 Golf Disc - 40 Play	4,196	2,052	2,144	18,504	10,656	7,848	17,064
D511 Golf Cart Rental Income	13,359	11,050	2,309	38,774	43,945	(5,172)	69,105
D511.1 Golf Merchandise	2,869	4,000	(1,131)	12,095	17,046	(4,951)	30,955
D511.2 Golf Lesson	1,045	700	345	5,580	2,645	2,935	4,090
D511.3 Golf Bag Storage	0	0	0	200	0	200	6,525
D511.4 Golf Pull Cart	750	794	(44)	2,220	3,088	(868)	5,064
D512 CH Building Rentals	4,665	1,425	3,240	9,110	9,975	(865)	17,100
D513 Events	3,490	2,270	1,220	4,565	15,890	(11,325)	27,245
D513.1 Trips Revenue	6,152	1,333	4,819	9,414	9,331	83	15,996
D514 RV Lot Income	2,970	10,452	(7,482)	12,708	31,356	(18,648)	41,808
D514.1 Garden Plot Income	0	0	0	1,425	2,520	(1,095)	2,520
D515 Classes	2,277	0	2,277	35,429	26,116	9,313	43,438
D515.1 Donation Revenue	0	0	0	991	0	991	0
D516 Miscellaneous Revenue	188	0	188	3,030	0	3,030	0
D516.1 Coffee Revenue	275	439	(164)	1,088	3,073	(1,986)	5,265
D517 Property Tax Revenue	96,741	90,049	6,692	479,754	472,856	6,898	493,745
D518 Specific Ownership Tax Revenue	2,873	3,333	(460)	19,578	23,331	(3,753)	39,996
TOTAL REVENUE	370,858	366,483	4,375	1,927,355	2,154,724	(227,369)	3,361,747
D590 Cost of Goods Sold	21,811	20,350	(1,461)	78,712	131,473	52,761	227,869
GROSS PROFIT	349,047	346,133	2,914	1,848,642	2,023,251	(174,609)	3,133,878
OPERATING EXPENSES							
D519 Zion Bank Payee Fee	0	117	117	0	819	819	1,400
D520 Debt Service Interest	26,516	26,442	(74)	185,616	185,094	(522)	317,300
D522 Services - Insurance	4,108	4,720	612	28,755	33,040	4,285	56,635
D523 Services - Audit	26,000	0	(26,000)	36,954	41,750	4,796	44,750
D523.5 Bad Debt Expense	0	0	0	0	0	0	2,250
D524 Services - Professional	6,938	3,000	(3,938)	25,534	21,000	(4,534)	36,000
D525 County Collection Fee	1,452	1,372	(80)	7,198	7,193	(5)	7,407
D526 Miscellaneous Expense	114	0	(114)	685	0	(685)	0
D526.1 SDA Membership Dues	0	0	0	1,204	2,400	1,196	2,400
D550 Club House Expenses	67,394	63,043	(4,351)	373,561	472,882	99,321	802,334
D555 Golf Course Expenses	67,099	58,564	(8,535)	369,085	375,253	6,168	624,560
D557 Restaurant Expenses	40,790	43,490	2,700	212,456	297,615	85,159	513,123
D560 RV Lot Expenses	92	254	162	1,600	1,778	178	3,050
D565 Garden Plot Expenses	0	243	243	0	1,009	1,009	2,084
D566 Conservation Expenses	0	0	0	2,386	0	(2,386)	0
D601 Capital Outlay	0	0	0	93,049	354,620	261,571	545,101
D604 Insurance Claims	0	83	83	0	581	581	996
D620 Foundation Expense	0	0	0	594	0	(594)	0
D700 Bond Principal Payment	0	0	0	0	0	0	270,000
TOTAL OPERATING EXPENSES	240,502	201,328	(39,174)	1,338,678	1,795,034	456,356	3,229,390
NET OPERATING REVENUE/EXPENSE	108,545	144,805	(36,260)	509,964	228,217	281,747	(95,512)
NET REVENUE EXPENSE	108,545	144,805	(36,260)	509,964	228,217	281,747	(95,512)

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	179	900	(721)	943	6,300	(5,357)	10,800
D505 Rec Fee Income	126,776	126,397	379	885,613	884,779	834	1,516,758
Restaurant Income	59,845	56,812	3,033	223,966	381,248	(157,282)	658,492
D507 Golf Fees Daily	42,207	52,624	(10,417)	150,344	197,192	(46,848)	332,695
D507.1 Golf Simulator	0	240	(240)	1,185	2,080	(895)	3,720
D509.2 Golf Disc - 40 Play	4,196	2,052	2,144	18,504	10,656	7,848	17,064
D511 Golf Cart Rental Income	13,359	11,050	2,309	38,774	43,945	(5,172)	69,105
D511.1 Golf Merchandise	2,869	4,000	(1,131)	12,095	17,046	(4,951)	30,955
D511.2 Golf Lesson	1,045	700	345	5,580	2,645	2,935	4,090
D511.3 Golf Bag Storage	0	0	0	200	0	200	6,525
D511.4 Golf Pull Cart	750	794	(44)	2,220	3,088	(868)	5,064
D512 CH Building Rentals	4,665	1,425	3,240	9,110	9,975	(865)	17,100
D513 Events	3,490	2,270	1,220	4,565	15,890	(11,325)	27,245
D513.1 Trips Revenue	6,152	1,333	4,819	9,414	9,331	83	15,996
D514 RV Lot Income	2,970	10,452	(7,482)	12,708	31,356	(18,648)	41,808
D514.1 Garden Plot Income	0	0	0	1,425	2,520	(1,095)	2,520
D515 Classes	2,277	0	2,277	35,429	26,116	9,313	43,438
D516 Miscellaneous Revenue	188	0	188	3,030	0	3,030	0
D516.1 Coffee Revenue	275	439	(164)	1,088	3,073	(1,986)	5,265
TOTAL ENTERPRISE REVENUE	271,242	271,488	(246)	1,416,193	1,647,240	(231,047)	2,808,640
D590 Cost of Goods Sold	21,811	20,350	(1,461)	78,712	131,473	52,761	227,869
GROSS PROFIT	249,431	251,138	(1,707)	1,337,481	1,515,767	(178,286)	2,580,771
OPERATING EXPENSES							
D550 Club House Expenses	67,394	63,043	(4,351)	373,561	472,882	99,321	802,334
D555 Golf Course Expenses	67,099	58,564	(8,535)	369,085	375,253	6,168	624,560
D557 Restaurant Expenses	40,790	43,490	2,700	212,456	297,615	85,159	513,123
D560 RV Lot Expenses	92	254	162	1,600	1,778	178	3,050
D522 Services - Insurance	4,108	4,720	612	28,755	33,040	4,285	56,635
D523 Services - Audit	26,000	0	(26,000)	36,954	41,750	4,796	44,750
D523.5 Bad Debt Expense	0	0	0	0	0	0	2,250
D524 Services - Professional	6,938	3,000	(3,938)	25,534	21,000	(4,534)	36,000
D526 Miscellaneous Expense	114	0	(114)	685	0	(685)	0
D526.1 SDA Membership Dues	0	0	0	1,204	2,400	1,196	2,400
D519 Zion Bank Payee Fee	0	117	117	0	819	819	1,400
D565 Garden Plot Expenses	0	243	243	0	1,009	1,009	2,084
D601 Capital Outlay	0	0	0	93,049	354,620	261,571	545,101
D604 Insurance Claims	0	83	83	0	581	581	996
TOTAL OPERATING EXPENSES	212,534	173,514	(39,020)	1,142,884	1,602,747	459,863	2,634,683
NET OPERATING REVENUE/EXPEN	36,897	77,624	(40,727)	194,597	(86,980)	281,577	(53,912)
NET ENTERPRISE FUND REVENUE/EX	0	0	0	0	0	0	0

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	1,533	(1,533)	10,830	10,731	99	18,400
D504.3 Interest Inc Lottery	1	0	1	8	0	8	0
TOTAL LOTTERY REVENUE	1	1,533	(1,532)	10,838	10,731	107	18,400
EXPENSES							
D566 Conservation Expenses	0	0	0	2,386	0	(2,386)	0
TOTAL LOTTERY EXPENSES	0	0	0	2,386	0	(2,386)	0
REVENUE OVER(UNDER) EXPENSES	1	1,533	1,532	8,451	10,731	2,280	18,400
FOUNDATION FUND							
REVENUE							
D515.1 Donation Revenue	0	0	0	991	0	991	0
TOTAL FOUNDATION REVENUE	0	0	0	991	0	991	0
EXPENSES							
D620 Foundation Expense	0	0	0	594	0	(594)	0
TOTAL FOUNDATION EXPENSES	0	0	0	594	0	(594)	0
REVENUE OVER(UNDER) EXPENSES	0	0	0	397	0	397	0
DEBT SERVICE FUND 2010 BOND ISSUE							
REVENUE							
D517 Property Tax Revenue	96,741	90,049	6,692	479,754	472,856	6,898	493,745
D518 Specific Ownership Tax	2,873	3,333	(460)	19,578	23,331	(3,753)	39,996
Bond Restricted Interest	0	80	(80)	0	566	(566)	966
TOTAL DEBT SERVICE REVENUE	99,614	93,462	6,152	499,332	496,753	2,579	534,707
EXPENSES							
D520 Debt Serv Interest	26,516	26,442	(74)	185,616	185,094	(522)	317,300
D525 Cnty Collection Fee	1,452	1,372	(80)	7,198	7,193	(5)	7,407
D700 Bond Principal Pymnt	0	0	0	0	0	0	270,000
TOTAL DEBT SERVICE EXPENSES	27,968	27,814	(154)	192,814	192,287	(527)	594,707
REVENUE OVER (UNDER) EXPENSES	71,646	65,648	5,998	306,519	304,466	2,053	(60,000)

2888 So Heather Gardens Way
Aurora CO 80014

Cash - Operating	1,148,107
Capital Projects - Savings	327,468
Conservation (Lottery) Bank Acct	163,254
Investments	750,000
Investments - Foundation	150,000
Zion Debt Service	583,864
Foundation Account	41,977
Accounts Receivable Net of Allowance	35,834
Due To/From HGA	(751,674)
Inventory	43,873
Prepaid Expenses	20,538
Prop Tax Receivable	493,757
TOTAL CURRENT ASSETS	<u>3,006,998</u>
BUILDING, LAND & EQUIPMENT (Net of Depr)	
CIP Asset	18,515
Restaurant Equipment	69,512
Equipment	364,817
Property	8,808,312
Land At Cost	1,725,000
Intangible Assets	133,190
TOTAL BUILDING, LAND & EQUIPMENT	<u>11,119,346</u>
TOTAL ASSETS & OTHER DEBITS	<u><u>14,126,344</u></u>
CURRENT LIABILITIES	
Accounts & Interest Payable	55,741
Bonds Payable - Short Term	270,000
Unearned Revenue	40,059
Prepaid Rec Fees	25,060
Gift Cards	11,392
Sales Tax Payable	6,549
Server Tips Payable	2,899
Deferred Property Tax	493,757
Deferred Insurance Claims	22,964
Deferred Revenue - PARQ	7,204
TOTAL CURRENT LIABILITIES	<u>935,625</u>
LONG TERM DEBT	
Bond Issue	7,685,000
Deferred Loss Series 2017 Refunding Bond	(647,074)
Original Issue Premium 2017 Bonds	667,734
RV Lot Gate Opener Deposit	2,135
TOTAL CURRENT & LONG TERM LIABILITIES	<u>8,643,419</u>
FUND EQUITY	
Investment In Property	3,132,717
Debt Service Fund	250,718
Conservation Trust Fund (Lottery)	144,524
Heather Gardens Foundation	187,778
Unrestricted Net Assets	1,239,566
Tabor Reserve	17,658
Net Income/(Loss)	509,964
Total Equity	5,482,925

2888 So Heather Gardens Way
Aurora CO 80014

TOTAL LIABILITIES AND EQUITY

14,126,344

**Heather Gardens Metropolitan District
Club House P&L
07/31/2021**

8/9/2021
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	CURRENT ACTUAL	CURRENT BUDGET	CURRENT VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET	
REVENUE								
D512	CH Building Rentals	4,665	1,425	3,240	9,110	9,975	(865)	17,100
D515	Classes	2,277	0	2,277	35,429	26,116	9,313	43,438
D513	Events	3,490	2,270	1,220	4,565	15,890	(11,325)	27,245
D516.1	Coffee Revenue	275	439	(164)	1,088	3,073	(1,986)	5,265
D513.1	Trips Revenue	6,152	1,333	4,819	9,414	9,331	83	15,996
	TOTAL REVENUE	16,859	5,467	11,392	59,606	64,385	(4,780)	109,044
WAGES/BENEFITS								
C500	Salaries - FTP	9,289	8,854	(435)	52,247	61,978	9,731	107,607
C510	Salaries - Part Time	6,383	6,808	425	55,530	47,656	(7,874)	81,691
C520	Salaries - Overtime	0	0	0	15	0	(15)	0
C530	Salaries - Teachers	7,509	4,007	(3,502)	32,782	28,768	(4,014)	49,003
C540	Taxes - Payroll	2,229	1,573	(656)	13,838	12,362	(1,476)	20,249
C550	Retirement Expense	461	170	(291)	1,402	1,190	(212)	2,045
C553	Insurance - Personnel	601	1,206	605	4,152	7,782	3,630	13,810
C574	Recruit/Train/Services	0	63	63	741	1,326	585	2,295
C575	Employee Incentive	114	0	(114)	164	0	(164)	0
C588	Workers Comp Insurance	(32)	212	244	1,475	1,484	9	3,608
	TOTAL WAGES/BENEFITS	26,554	22,893	(3,661)	162,346	162,546	200	280,308
OPERATING EXPENSES								
C675.2	Salaries-Charge Out	0	(600)	(600)	0	(1,200)	(1,200)	(1,800)
C673	Maintenance Hours	4,975	5,942	967	18,313	43,594	25,281	76,077
C676	Golf Hours	0	0	0	0	3,064	3,064	4,598
C677	R & G Hours	0	972	972	263	8,302	8,040	13,393
C678	Custodial Hours	7,631	11,368	3,737	54,679	79,576	24,897	136,419
	CHARGE-OUT SUBTOTALS	12,606	17,682	5,076	73,255	133,336	60,082	228,687
C621.1	Mileage Reimbursement	0	8	8	0	56	56	96
C627	Pool Care & Supplies	678	1,254	576	6,735	10,833	4,098	19,138
C639	Software & IT	196	340	144	4,141	2,380	(1,761)	4,080
C640	Electric	7,456	6,793	(663)	50,414	51,062	648	85,551
C643	Gas	1,335	1,170	(165)	11,065	10,255	(810)	17,617
C662	Office Supplies & Postage	710	690	(20)	3,423	4,950	1,527	8,520
C662.1	CC & ActiveNet	950	480	(470)	3,605	5,040	1,435	8,520
C671	Outside Contractors	1,115	1,448	333	9,630	10,789	1,159	19,980
C683	Repairs - Equipment	0	734	734	3,011	5,345	2,334	9,015
C684	Supplies	191	1,256	1,065	5,602	16,467	10,865	22,875
C684.1	Custodial Supplies	1,866	2,000	134	10,610	14,000	3,390	24,000
C684.2	Coffee Supplies	281	563	282	1,015	3,941	2,926	6,750
C686.1	Special Event Supplies	289	305	16	2,777	5,665	2,888	9,063
C686.2	Special Event Contractors	2,289	475	(1,814)	2,509	3,925	1,416	7,225
C687	Trips Expense	7,604	1,150	(6,454)	8,987	8,050	(937)	13,800
C688	Non Capital Equipment	0	425	425	1,600	8,245	6,645	8,870
C689	Phone & Internet	326	370	44	2,338	2,590	252	4,440
C698	Water & Sewer	2,947	3,008	61	10,498	13,408	2,910	23,798
	TOTAL OPERATING EXPENSES	40,839	40,151	(688)	211,215	310,337	99,123	522,025
	NET REVENUE & EXPENSE	(50,534)	(57,577)	7,043	(313,955)	(408,498)	94,543	(693,289)

**Heather Gardens Metropolitan District
Golf P&L
07/31/2021**

8/9/2021
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		CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET
REVENUE								
D507	Golf Fees Daily	42,207	52,624	(10,417)	150,344	197,192	(46,848)	332,695
D507.1	Golf Simulator	0	240	(240)	1,185	2,080	(895)	3,720
D509.2	Golf Disc - 40 Play	4,196	2,052	2,144	18,504	10,656	7,848	17,064
D511	Golf Cart Rental Income	13,359	11,050	2,309	38,774	43,945	(5,172)	69,105
D511.1	Golf Merchandise	2,869	4,000	(1,131)	12,095	17,046	(4,951)	30,955
D511.2	Golf Lesson	1,045	700	345	5,580	2,645	2,935	4,090
D511.3	Golf Bag Storage	0	0	0	200	0	200	6,525
D511.4	Golf Pull Cart	750	794	(44)	2,220	3,088	(868)	5,064
	TOTAL REVENUE	64,426	71,460	(7,034)	228,902	276,652	(47,751) 0	469,218
WAGES/BENEFITS								
G500	Salaries - FTP	25,005	24,047	(958)	176,984	167,200	(9,784)	287,846
G510	Salaries - Part Time	15,581	10,889	(4,692)	52,013	48,927	(3,086)	75,819
G520	Salaries - Overtime	462	500	38	2,544	2,800	256	4,200
G540	Taxes - Payroll	3,532	2,835	(697)	20,370	19,306	(1,064)	31,086
G545	Temporary Outside Labor	0	0	0	0	700	700	1,400
G550	Retirement Expense	1,569	946	(623)	7,689	6,622	(1,067)	11,349
G553	Insurance - Personnel	2,500	3,014	514	17,649	19,454	1,805	34,524
G574	Recruit / Train / Service	604	420	(184)	957	5,778	4,821	5,778
G575	Employee Incentive	608	250	(358)	608	500	(108)	1,000
G588	Workers Comp Insurance	(40)	265	305	1,840	1,855	15	3,760
	TOTAL WAGES/BENEFITS	49,821	43,166	(6,655)	280,654	273,142	(7,512) 0	456,762
OPERATING EXPENSES								
G675.2	Salaries-Charged Out	0	0	0	(1,033)	(3,064)	(2,031)	(4,598)
G450	COGS - Merchandise	1,235	2,080	845	4,780	8,865	4,085	16,106
G621	Fuel Expense	1,041	788	(253)	3,569	3,496	(73)	6,189
G621.1	Mileage Reimbursement	0	20	20	21	100	79	160
G624	Contingency-Water	0	0	0	0	0	0	10,000
G635	Tree & Shrub Replacement	0	0	0	0	700	700	700
G639	Software & IT	148	250	102	1,579	1,750	171	3,000
G640	Electric	826	862	36	5,017	4,569	(448)	7,738
G640.1	Electric - Pump	6,430	3,715	(2,715)	21,275	21,045	(230)	34,545
G643	Gas	18	23	5	687	532	(155)	899
G645	Uniforms	0	60	60	276	1,695	1,419	1,995
G662	Office Supplies & Postage	0	0	0	0	0	0	50
G662.1	Credit Card Expense	2,392	2,358	(34)	8,312	9,130	818	15,484
G665	Rent - Equipment	0	0	0	708	400	(308)	1,400
G670	Asphalt Repairs	0	0	0	0	0	0	4,800
G671	Outside Contractors	2,496	1,120	(1,376)	13,788	15,440	1,652	18,877
G676.1	Golf Shop Supplies	35	155	120	1,816	1,085	(731)	1,864
G680	Radio Communications	0	200	200	595	200	(395)	200
G683	Repairs - Equipment	1,209	1,167	(42)	7,445	8,169	724	14,000
G684	Supplies	2,391	3,880	1,489	20,401	29,516	9,115	40,896
G688	Non Capital Equipment	0	0	0	2,132	0	(2,132)	0
G689	Telephone	292	300	8	1,843	2,100	257	3,600
G697	Marketing	0	750	750	0	5,250	5,250	6,000
	TOTAL OPERATING EXPENSES	18,513	17,728	(785)	93,211	110,978	17,767 0	183,905
	NET REVENUE & EXPENSE	(3,908)	10,566	(14,474)	(144,963)	(107,468)	(37,496) 0	(171,449)

JULY 2021

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	74	\$ 666	260	\$ 2,340	\$ 8.00	73	\$ 584	134	\$ 1,656
Resident	\$ 17.05	0	\$ -	1,195	\$ 9,606	\$ 9.00	847	\$ 7,623	2,038	\$ 25,965
Resident Everyday	\$ 10.00	699	\$ 6,990	2,584	\$ 25,840					
Guest of Resident- weekday	\$ 13.04	107	\$ 1,395	427	\$ 5,602	\$ 12.00	90	\$ 1,080	148	\$ 2,922
Guest of Resident- weekend	\$ 17.00	73	\$ 1,241	334	\$ 5,678	\$ 15.00	50	\$ 750	233	\$ 4,245
Non-Resident Sr. - Weekday	\$ 14.02	586	\$ 8,213	1,199	\$ 16,797	\$ 12.00	746	\$ 8,952	1,624	\$ 28,895
Non-Resident Sr. - Weekend	\$ 18.00	337	\$ 6,066	1,069	\$ 19,242	\$ 15.00	248	\$ 3,720	693	\$ 14,118
Non-Resident - Weekday	\$ 17.07	255	\$ 4,352	766	\$ 13,041	\$ 15.00	424	\$ 6,360	1,136	\$ 22,950
Non-Resident - Weekend	\$ 22.00	209	\$ 4,598	801	\$ 17,656	\$ 18.00	313	\$ 5,634	844	\$ 20,805
Junior- weekday	\$ 9.00	54	\$ 486	157	\$ 1,413	\$ 8.00	23	\$ 184	70	\$ 746
Junior- weekend	\$ 12.00	17	\$ 204	61	\$ 732	\$ 10.00	18	\$ 180	39	\$ 570
Twilight	\$ 12.00	124	\$ 1,488	281	\$ 3,372	\$ 10.00	154	\$ 1,540	49	\$ 2,030
2 for 20 Special	\$ -	0	\$ -	9	\$ 99	\$ 10.00	413	\$ 4,135	888	\$ 13,014
2 for 22 Special	\$ 11.00	179	\$ 1,969	835	\$ 9,185					
2 for 1	\$ 18.00	0	\$ -	0	\$ -	\$ 18.00	0	\$ -	0	\$ -
2 for 1 (free player)	\$ -	0	\$ -	0	\$ -	\$ -	0	\$ -	0	\$ -
League - Weekend	\$ 18.00	32	\$ 576	175	\$ 3,150					
League - Weekday	\$ 14.00	234	\$ 3,276	1,378	\$ 19,292	\$ 12.00	250	\$ 2,997	595	\$ 10,136
40 Play Punches	\$ 8.33	508	\$ 4,232	2,215	\$ 18,103	\$ -	409	\$ -	835	\$ -
Complimentary Round-Employee	\$ -	0	\$ -	0	\$ -	\$ -	27	\$ -	35	\$ -
Complimentary Round	\$ -	0	\$ -	0	\$ -	\$ -	0	\$ -	1	\$ -
Adjustment to Income	\$ -	0	\$ 698	0	\$ (2,802)	\$ -	0	\$ -	0	\$ -
Golf Daily Fee		3,488	\$ 46,450	13,746	\$ 168,346		4,085	\$ 43,739	9,362	\$ 148,052

Other Golf Revenue										
40 Play Card							\$ 3,264		\$ 10,004	
Rider Carts	\$ 8.67	1,541	\$ 13,360	4,502	\$ 38,776	\$8.50/\$7.50	1,278	\$ 9,585	2,753	\$ 22,447
Pull Cart	\$ 6.00	117	\$ 702	360	\$ 2,520	\$ -	0	\$ -	0	\$ -
Golf Simulator	\$ 10.00	0	\$ -	61	\$ 1,185	\$ 10.00			83	\$ 830
Golf Merchandise D511.1			\$ 2,869		\$ 12,095		\$ 3,702		\$ 13,079	
Golf Lessons		13	\$ 1,045	70	\$ 5,580		\$ 1,110		\$ 3,120	
Golf Bag Storage			\$ -	4	\$ 400		\$ -		\$ -	
Golf Club/ Pull Cart Rentals							\$ 754		\$ 2,509	

Total Revenue		\$ 64,426		\$ 228,902		\$ 62,154		\$ 200,041
Golf Course Expenses		\$ 68,334		\$ 373,865		\$ 70,045		\$ 373,720
Profit/(Loss)		\$ (3,908)		\$ (144,963)		\$ (7,891)		\$ (173,679)

# of Days Golf Course Closed	0	59	0	83
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**Heather Gardens Metropolitan District
Restaurant P&L
07/31/2021**

8/9/2021
4:33 PM

	CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET	
SUMMARY								
Sales	59,845	56,812	3,033	223,966	381,248	(157,282)	658,492	
Cost of Goods Sold	20,576	18,270	(2,306)	73,932	122,611	48,679	211,773	
Gross Profit	39,269	38,542	727	150,034	258,637	(108,603)	446,719	
Wages & Benefits	31,413	30,649	(764)	158,173	208,570	50,397	360,832	
Operating Expense	9,379	12,840	3,461	54,283	89,048	34,765	152,291	
Net Income/(Loss)	(1,523)	(4,947)	3,424	(62,422)	(38,981)	(23,441)	(66,404)	
SALES								
D506 Restaurant Food	48,278	48,101	177	185,099	322,792	(137,693)	557,534	
D506.1 Restaurant Beer	3,852	2,818	1,034	13,042	18,910	(5,868)	32,658	
D506.2 Restaurant Wine	3,338	3,075	263	12,725	20,636	(7,911)	35,642	
D506.3 Restaurant Liquor	4,377	2,818	1,559	13,100	18,910	(5,810)	32,658	
TOTAL SALES	59,845	56,812	3,033	223,966	381,248	(157,282)	658,492	
COST OF GOODS SOLD								
H450 COGS - Food	17,550	16,354	(1,196)	64,849	109,750	44,901	189,562	COGS Percentages Current YTD 36.4% 35.0%
H455 COGS - Beer	1,080	620	(460)	3,755	4,160	405	7,185	28.0% 28.8%
H455.1 COGS - Wine	1,252	676	(576)	3,309	4,541	1,232	7,841	37.5% 26.0%
H455.2 COGS - Liquor	694	620	(74)	2,019	4,160	2,141	7,185	15.9% 15.4%
TOTAL COST OF GOODS	20,576	18,270	(2,306)	73,932	122,611	48,679	211,773	34.4% 33.0%
GROSS PROFIT	39,269	38,542	727	150,034	258,637	(108,603)	446,719	
	66%	68%		67%	68%			
WAGES/BENEFITS								
H500 Salaries - Full Time	11,729	11,715	(14)	86,319	82,005	(4,314)	142,069	
H510 Salaries - Part Time	12,995	14,203	1,208	44,002	95,312	51,310	164,623	
H520 Salaries - Overtime	0	646	646	0	2,094	2,094	4,151	
H540 Taxes - Payroll	3,441	2,258	(1,183)	15,502	17,030	1,528	27,544	
H550 Retirement Expense	863	227	(636)	3,515	1,589	(1,926)	2,729	
H553 Insurance Emp Health	595	1,206	611	4,322	7,782	3,460	13,810	
H574 Recruiting/Training	1,125	135	(990)	1,909	945	(964)	1,720	
H575 Employee Incentive	704	0	(704)	804	0	(804)	0	
H588 Workers Com Insurance	(39)	259	298	1,800	1,813	13	4,186	
TOTAL WAGES/BENEFITS	31,413	30,649	(764)	158,173	208,570	50,397	360,832	
OPERATING EXPENSES								
H673 Maintenance Hours	390	503	113	1,875	5,215	3,340	10,234	
H674 Custodial Hours	350	630	280	2,124	4,410	2,286	7,560	
CHARGE-OUTS SUBTOTAL	740	1,133	393	3,999	9,625	5,626	17,794	
H639 Software & IT	178	300	122	2,287	2,100	(187)	3,600	
H640 Electric	1,864	1,819	(45)	12,613	12,498	(115)	22,167	
H643 Gas	334	292	(42)	3,289	2,564	(725)	4,404	
H644 Water	300	308	8	1,120	1,332	212	2,367	
H645 Phone & TV	326	300	(26)	1,864	2,100	236	3,600	
H646 Trash Removal	400	425	25	2,803	2,975	172	5,100	
H651 Uniforms	243	80	(163)	501	560	59	960	
H652 Discounts & Comps	558	568	10	3,466	3,813	347	6,585	
H655 Linen Service	0	392	392	0	2,744	2,744	4,704	
H662 Office Supplies	3	55	52	(44)	385	429	660	
H671 Outside Contractors	346	550	204	2,111	3,916	1,805	6,730	
H681 Credit Card Fees	2,017	1,704	(313)	8,756	11,438	2,682	19,755	
H683 Repairs - Equipment	0	410	410	26	2,860	2,834	4,910	
H684 China/Glass/Flatware	(54)	250	304	757	1,750	993	3,000	
H684.1 Kitchen Supplies	1,768	1,704	(64)	7,314	11,438	4,124	19,755	
H685 Cleaning Supplies	356	1,050	694	1,645	7,350	5,705	12,600	
H688 Non Capital Equipment	0	0	0	0	3,000	3,000	3,000	
H689 Marketing	0	1,500	1,500	410	4,500	4,090	6,000	
H690 Licenses	0	0	0	1,366	2,100	734	4,600	
TOTAL OPERATING EXPENSES	9,379	12,840	3,461	54,283	89,048	34,765	152,291	
NET REVENUE & EXPENSE	(1,523)	(4,947)	3,424	(62,422)	(38,981)	(23,441)	(66,404)	

**Heather Gardens Metropolitan District
Board Action
Date: August 19, 2021**

Motion: Consider approval to Reinvest the Maturing CD in September 2021

Based on the recommendation of the Budget and Finance Committee, I move that the Heather Gardens Metropolitan District Board of Directors reinvest the Enterprise Fund CD of \$250,000 which is maturing on September 9, 2021, into a CD maturing in one year at the best possible rate.

Motion by: Bill Archambault Seconded by: _____

Outcome of vote:

For: _____ Against: _____ Absent/Abstaining: _____

The motion has a majority and is adopted.

The motion does not have a majority and is not adopted.

David Funk, President
HGMD Board of Directors

Explanation: The CD matures on September 9, 2021, prior to the next meeting of the B&F committee. Recommendation to the Board is needed at this time.