

JOINT LONG RANGE PLANNING COMMITTEE Joint Procedure Memorandum JLRP - 1

This Joint Procedure Memorandum JLRP - 1 replaces and supersedes Association PM LRP-1, Long Range Planning Standards & Procedures dated September 15, 2020, which should be removed from your file and destroyed.

TABLE OF CONTENTS

I. BACKGROUND.....	1
Authority	2
Composition.....	2
Concerns.....	2
Scope	2
II. RESPONSIBILITIES	3
Association President	3
District President.....	3
Co-Chairs, Joint Long Range Planning Committee.....	3
Members, Joint Long Range Planning Committee.....	3
III. PROCEDURES.....	3
Joint Long Range Planning Committee	3
Meetings	3
Functions and Authority.....	3

I. BACKGROUND

The Heather Gardens Association (Association) and the Heather Gardens Metropolitan District (District) signed an interagency agreement pursuant to which the Association serves as the agent for the District in carrying out District programs and managing District property (the "Management Agreement"). Both the Association and the District need to identify issues likely to increase costs and impact Association and District property in future budget years so that those costs can be prudently managed. The Management Agreement provides for shared advisory committees. The Joint Long Range Planning Committee (JLRPC) will provide advice to each Board, as appropriate, on issues pertaining to long range planning for the Heather Gardens community.

- A. **AUTHORITY:** The Management Agreement provides for joint committees. This Joint Procedure Memorandum JLRP - 1 incorporates the intent of both Boards to identify and develop plans for dealing with long-term issues that are expected to impact the Heather Gardens community.
- B. **COMPOSITION:** The JLRPC is co-chaired by an Association Board member and a District Board member and consists of a minimum of four (4) and a maximum of seven (7) members. A quorum is four (4).
- C. **CONCERNS:** The Heather Gardens community includes both residential areas under Association management and certain real property, including, without limitation, recreational facilities, open space, grounds, roads and walkways, a golf course, a clubhouse, a restaurant, a recreational vehicle parking lot, a community garden, storage units and other real estate, structures, improvements, and certain personal property subject to District authority and policy. As such, cooperation between the Association and the District is highly desirable. As a middle-aged community, long-term planning for adjusting to anticipated climate change and aging facilities has become increasingly important.
- D. **SCOPE:** While most other committees focus on immediate issues (one year or less), the JLRPC will focus on issues that are likely to impact the community over the course of the next two years and beyond. The JLRPC will advise the Association and District Boards on matters that relate to:
 - 1. Residential property values, i.e., issues which will maintain community competitiveness in the real estate marketplace;
 - 2. High quality of life for residents through services and amenities;
 - 3. Identifying major long-term infrastructure issues such as maintenance, repair and replacement, grounds maintenance including landscaping,

- and road and street maintenance;
4. Any other issues the JLRPC determines are relevant to the long range planning concerns of the Association and the District.

II. RESPONSIBILITIES

- A. **ASSOCIATION PRESIDENT:** Appoints with Board approval, no later than the Association board meeting in January of each year, a Co-Chair of the JLRPC.
- B. **DISTRICT PRESIDENT:** Appoints, no later than the District board meeting in June of each year, a Co-Chair of the JLRPC.
- C. **CO-CHAIRS, JOINT LONG RANGE PLANNING COMMITTEE:** Chair meetings of the JLRPC and initiate actions needed to meet the responsibilities of the JLRPC. Inform the Association and District Boards of JLRPC activities, provide reports to the Association and District Boards as appropriate, and coordinate with other committees and management.
- D. **MEMBERS, JOINT LONG RANGE PLANNING COMMITTEE:** Participate in meetings of the JLRPC, identify and propose evaluation of issues needing long-term planning and analysis, accept and carry out assignments.

III. PROCEDURES

A. **JOINT LONG RANGE PLANNING COMMITTEE:**

1. **Meetings:** The JLRPC will meet at least quarterly in the Heather Gardens Board Room at a date and time determined by the Co-Chairs. The JLRPC may conduct additional meetings or work sessions as needed. With appropriate notification, meetings may be held using technology such as videoconferencing as may be convenient or desirable.
2. **Functions and Authority:** The JLRPC is expected to display initiative in identifying long range issues which are likely to impact property values and quality of life in Heather Gardens. When such issues are identified:
 - a. The JLRPC will be receptive to input from the residents. It will communicate and cooperate with other Association and District committees and staff having responsibility for the issue for the purpose of

fully defining and understanding the issue.

b. When the JLRPC determines that JLRPC and staff resources are adequate to develop a clear description of the issue along with recommended options, the JLRPC is to investigate the issue and prepare a report, with recommendations, for the Association and District Boards.

c. When the JLRPC determines that the JLRPC and staff resources are not adequate to properly investigate the issue, the JLRPC will work with staff to identify outside resources capable of assisting the JLRPC to properly investigate the issue and develop recommendations for the Association and District Boards.

1. The JLRPC will obtain approval from the Association and District Boards for all outside assistance, including, but not limited to, approval for expenditure of funds for such studies. The only exception to such approval requirement will be when the cost of the outside assistance falls within the General Manager's spending authority.

2. In identifying and working with outside resources, the JLRPC will coordinate with Association or District operations staff that would ordinarily be responsible for the issue in question.

d. The JLRPC will prepare an annual summary report for the Association and District Boards that provides an overview of issues that have been identified, issues that have been addressed, and those currently being addressed by the JLRPC. the report shall include trends in property values as compared to residential property values in similar communities in the area, long-term maintenance issues, trends in utilization of District amenities, and any other information relevant to the long range planning concerns of the Association and the District.

Jill Bacon, President

Jill Bacon, President
Heather Gardens Association

David Funk, President

David Funk, President
Heather Gardens Metropolitan District

May 26, 2021

Date

May 26, 2021

Date