



**NOTICE OF HGMD BOARD OF DIRECTORS REGULAR MEETING
May 20, 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 May 20, 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/99465554274?pwd=YVo5MGZyMTFwbVJHZkhRV042Rlhndz09>

Meeting ID: 994 6555 4274

Password: 205582

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
 - a. Consider Approval of Minutes of April 15, 2021 Regular Meeting
5. Election of officers
 - a. President
 - b. Vice President
 - c. Secretary/Treasurer
6. Reports of Directors, committees, and professional consultants
 - a. President's Report (Funk)
 - b. General Manager (Rea) – May 18, 2021
 - c. Clubhouse/Restaurant Committee – No Meeting
 - d. Foundation Committee (Laubach) – May 12, 2021 Report
 - e. Golf Committee (George) – May 11, 2021 Report
 - f. Property Policy Committee (Funk) – May 3, 2021 Update
 - g. Treasurer's Report (Archambault) – May 2021
7. Discuss April 2021, Monthly Operating Analysis (Archambault)
 - a. Discussion concerning the financials related to the Foundation (Laubach)
8. Unfinished Business
 - a. Consider Approval of the revised Joint Long Range Planning Committee Procedure Memorandum
9. New Business
 - a. Consider Carry Forward of Spending Authority for Golf Cart Batteries
 - b. Consider Appointment to Vacancy on Board of Directors
10. Open Forum – Public comment (time limit-3 minutes per person)
11. 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 next regular meeting will be held Thursday, June 17, 2021 at 1:00 PM.

**HEATHER GARDENS METROPOLITAN DISTRICT
REGULAR MEETING
Thursday, April 15, 2021**

The regular 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, April 15, 2021 at 1:00 P.M.

CALL TO ORDER: President Funk called the meeting to order at approximately 1:00 P.M. on Thursday, April 15, 2021. A quorum was present.

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

BOARD MEMBERS ABSENT: None

STAFF PRESENT: Interim General Manager Jon Rea, Controller Jerry Counts, Senior Accountant Ainissa Shiffer and Board Assistant Evelyn Ybarra.

GUESTS PRESENT: Jennifer Ivey, Icenogle Seaver Pogue, P.C., four members of the Heather Gardens Association Board, Lynn Donaldson with Heather 'n Yon, and approximately 21 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 February 18, 2021 Regular Meeting as written.

REPORTS OF DIRECTORS, COMMITTEES, AND PROFESSIONAL CONSULTANTS:

President Report: President Funk commented the agenda was rather limited.

General Manager's Report: The Board received a copy of the Interim General Manager (IGM) Statement of Work and the First Quarterly Report. IGM Rea highlighted that the Clubhouse, Golf, and Restaurant are moving forward to increasing the occupancies and opening additional amenities following CDC guidelines. Ms. Ivey provided the latest update that latest regulations allow Arapahoe County to move away from the State dial and revert to local control, which for the District would be the Tri-County Health dial. Tri-County Health has its own standards for full reopening during the April 16 through May 15 period with most phases still requiring the continuous of the 6 ft distancing. More information will follow as other public orders from Tri-County are issued and regulations continue to change. There was a question about the restaurant's HVAC status. IGM Rea said it has been purchased and in the process of being shipped. The goal is to have it installed in May. There were no further questions or comments.

Clubhouse/Restaurant Committee: No Meeting.

Foundation Committee: No Meeting.

Golf Committee: The Board received a copy of the Golf Report. Vice President George reported Golf Director Kohr and Golf Superintendent Benko received great ratings from golfers on how well the golf course looks compared to other golf courses in the state. There were no questions or comments.

Property Policy Committee: President Funk provided updates that the Committee has been working with Norris Design and the Association Contractors on the enhanced security issues, and working on new plans on the RV lot dilation that will be discussed in next month's meeting. There were no questions or comments.

Treasurer's Report: Treasurer and Secretary Archambault explained the Treasurer's report was partially completed because Controller Counts is still working on issues that need to be fixed on the balance sheet. The report was distributed via email to the Board and Lynn Donaldson to be published in next month's Heather 'n Yon issue. There were no questions or comments.

March 2021 Financials: The Board received copies of the March financials. Treasurer and Secretary Archambault said the Lake Fountain North on page 2 of the Capital Reserve needs to be moved under the Lottery project as it was approved by the Board in December. Secondly, asked why it was showing paid in 2021 when in last year's Capital Reserve, it showed purchased. Controller Counts said he will update it to the Lottery project and follow up after he researches the details. Treasurer and Secretary Archambault also asked why the golf batteries were listed under 2021 projects when in the 2020 Budget Hearing it was discussed that they would be purchased and installed in 2020. The Board approved only one spending authority to be carried forward for 2021 and that was for the Clubhouse roof. Treasurer and Secretary Archambault explained that in governmental accounting and budgeting, the budget and its authorizations end December 31. Controller Counts said he will research this and follow up. President Funk thanked Treasurer Archambault and HGA Treasurer Hostetler, IGM Rea, and Controller Counts for working so hard on the financials.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- a.) **Motion to Approve to Update Authorized Signatures at Key Bank:** Motion made by Treasurer and Secretary Archambault seconded by Director Laubach and passed unanimously.

Text of Motion: I move that the listing of authorized signatures for activity at the Key Bank be updated as follows:

Jon Rea, Interim General Manager

Gerald Counts, Controller

David L Funk, President

William F Archambault, Secretary and Treasurer

and remove the names of Calvin Eddy-White, Larry Francone, Twyla Gaugenmaier, Winnifred Jennings, Edwin Jones, Forrest McClure, and Jonathon Rapacki from the authorized signature listing.

Explanation: This is a routine update for those authorizers who handled Key Bank items for the District.

Controller Counts commented that Key Bank will need the updated Bylaws, a list of the Board and their offices, and the Key Bank depository form completed.

- b.) Motion to Consider Creation of the Heather Gardens Joint Long Range Planning Committee and Accept the Procedure Memorandum JLRP-1:**
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 create the Heather Gardens Joint Long Range Planning Committee as a joint commitment with the Heather Gardens Association and accept the amended Procedure Memorandum JLRP-1 as attached.

Explanation: The Heather Gardens Association (Association) and the Heather Gardens Metropolitan District (District) have signed an interagency agreement known as the Management Agreement, whereby the Association serves as the agent for the District in carrying out District programs and managing District property. Both the Association and the District need to identify issues likely to increase costs and impact property in future budget years so that those costs can be prudently managed. The Management Agreement provides for shared advisory committees. This committee will provide advice to each Board, as appropriate, on issues pertaining to long range planning for the Heather Gardens community.

President Funk commented that Ms. Ivey would like to review the JLRP-1 before the Board approves it the following month. Ms. Ivey commented there would be no substantial changes but did notice a few legal nuances that can be cleaned up to have the best possible procedure memorandum.

OPEN FORUM:

Treasurer and Secretary Arbambault asked if the Board meetings for July, September, and December can be changed to the week the Budget and Finance Committee meets. Ms. Ivey commented that the regular meetings can be changed to special meetings for those months. The Board also discussed various options for setting the regular meetings in future years to better coincide with the dates of the Budget and Finance Committee meetings.

A resident asked if a Board member will be assigned to the Restaurant/Clubhouse Committee and the status of the new vision for the Rendezvous. President Funk commented that they are currently in the process of reviewing this information that falls under the management agreement with the cooperation of the HGA Board and waiting to receive accurate financials to help make decisions.

ADJOURNMENT: Upon motion by Vice President George, seconded by Director Laubach and passed unanimously, the meeting adjourned at 1:43 P.M.

William Archambault, Treasurer and Secretary

**GM Department Report
Statement of Work (SOW)
5/18/21**

End of Month Report - April 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>
Craft Fair-Inside & Outside	Community event	100	X		4/24/2021
Library volunteers return & train		100	x		4/15/2021
Billiards room opening		100	x		4/1/2021
Perpetual Calendar	3 mos. outlook	100	x		ongoing
FT position: train, office space	Best use of position	100	x		5/1/2021
Quarterly Reports and Merits		100	x		4/1/2021
Microphones & sound board-Auditorium	have microphones for use	75	X		6/1/2021
Class/Clubs schedule, registrations		75	X		ongoing monthly
Monthly class schedule		75	X		ongoing
COVID Vaccine Clinic	provide community	75	x		4/17/2021
COVID Updates & guidelines	Level Blue	75	X		ongoing
Evaluate Picnic Pavilion usage	post COVID	50	x		5/1/2021
Outdoor Pool opening	safety protocols	50	x		5/31/2021
Aqua Fitness classes		50	x		6/1/2021
Front Desk renovation & office space	create needs list/next step	25	X		3/15/2021
CH Evening hours, clubs returning		0	X		6/1/2021

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
New class development, new instructors	In-Progress
Planning for 2021: Next step	In-Progress
Keeping up on COVID regulations and restrictions	In-Progress
Perpetual plan for opening clubhouse, increasing times	In-Progress
Front Desk renovation	Researching
Clubhouse Parking lot stripping	Researching
Evaluate the Opening Hot Tub	Parked
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		4/30/21
Golf Course Aeration	Yearly maintenance	100	X		4/30/21
Remove Winter Cups from Greens	Yearly maintenance	100	X		4/30/21
Staff Meeting with Golf Shop	Keeping Staff up to date	100	X		4/30/21
Finalize League details for Men's& Ladies Leagues	Golf League maintenance	100	X		4/30/21
Mark Golf Course for daily play	Yearly Maintenance	100	X		4/30/21
Charge outside Leagues for the year	Season Setup	75	X		5/15/21
Restock Golf Shop with New Products	Golf Shop maintenance	75	X		5/15/21

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
Replace Spike Clearing Station	In-Progress
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>
Research new POS	Improve sales, reduce cost	100	X		
New summer seasonal cocktail list	Increase offerings for guests	100	X		5/14/21
Working on Mothers Day Menu		75	X		4/31/2021
Working on New menu for opening		75	X		5/1/21
Marketing with the golf course		50		X	4/1/31
Staff planning for re-opening	Plan for hiring	50	X		5/1/21
HVAC air system planning for May					TBD
Working on New Web Page			X		5/31/21

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
Switched to Shamrock for better pricing	Complete
Create SOP's to have in place	Complete
Collaborate with Golf on sales opportunities	In-Progress
Working with Rotary to bring them back to the restaurant	In-Progress
Set up email list for specials for the restaurant	In-Progress
Work with Shamrock on webpage and social media	In-Progress
Research what other golf courses are charging for food etc.	In-Progress
Implement new business plan	Researching
Evaluate kitchen equipment for new concept	Researching
More marketing with the new communications person	Researching
Looking into social media options	Researching
Patio for next summer, get netting to deter squirrels attacking	Researching
Make plans with Greg to create more sales for the restaurant	Researching

HGA

Communications

Project Status & Objectives

<i>Project Name</i>	<i>Objective</i>	<i>% Comp</i>	<i>On-Time</i>	<i>Behind</i>	<i>Goal for Completion</i>
New Resident Orientation Handbook	Completed by Susan Lambert, transition after she leaves	100	X		As needed
Parking Structure Support	Assist with data gathering	75	X		5/28/2021
Communication Governance	Single POC/Issuance Req's	50	X		5/14/2021
Scrub Microsoft Office Licenses	Cost savings on software licenses	15	X		6/15/2021
Document Retention	Research Retention/Programs/Options	0	X		12/31/2021
S:/ Drive Clean-Up	Retention & File Removal/Clean	0	X		7/31/2021
IT Room Equipment Usage	Cost Saving Opps/Router/Equipment	0	X		6/4/2021
Update/Maintain HG Social Media	Promote awareness of community through social media	0	X		8/31/2021

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
Explore the possibility of using SharePoint as an intranet .	Parked
Assist with implementation for new website for restaurant/golf	Parked

Contracts

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>
2020 Window Washing Project	Clean Windows	100	X		12/31/20
2020 - Carpet	Replace Carpet - in 1st and 2nd floors of 4 - story Buildings	100		X	4/1/21
2021 - 2023 - Trash Bids/ RFP's	Update Trash Contract to better suit the associations needs.	100	X		4/1/21
B223 Ventilation Project	Resolve Air Circulation Issues	99		X	5/1/21
2021 - FPE Panel Replacements	Replace FPE panels throughout the community to meet City and State Electrical Codes	90	X		7/1/21
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.	23			8/1/21
2021 Building Paint	To keep the buildings aesthetically pleasing and prevent building leaks	5	X		5/31/21
B215 / Golf Cart Drainage	Resolve HGA and HGMD Drainage Issues		X		ASAP
Parking Structure - Security Enhancement Project	To help relieve community safety concerns		X		ASAP
Elevator PM RFP/ Contract / Re-Bid/ Renew	Revise Elevator Maintenance Contract to maintain and keep the elevators operable for the residents ease of use.		X		7/31/20
Parking Structure - Structural Integrity Project w/ Walker Consultants	Prolong the life of the 4 Parking Structures.		X		ASAP
2021 - Carpet	Replace remaining 2nd story carpets of 4-story buildings and start 3rd and 4th floors		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		ASAP
Misc. - Project	Random items that will come up with previous projects or gathering information for potential upcoming projects		X		ASAP

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
Trash Contract/ RFP/ Re-bid/ Renew	Complete
HGMD - New Fuel Storage Tank	In-Progress
Carpet Replacement	In-Progress
PS#3 Post Tension Repair	In-Progress
Building 223 Ventilation Air Flow	In-Progress
Parking Structures - Security, New Top Coat, Water Proof	Researching
Remove Pillars/ Replace Fencing in CP2	Researching
Elevator PM RFP/ Contract / Re-Bid/ Renew	Parked
HGMD Clubhouse Baquet/ Management Carper 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

<i>Project Name</i>	<i>Objective</i>	<i>% Comp</i>	<i>On-Time</i>	<i>Late</i>	<i>Goal for Completion</i>
Current with monthly financials		100		X	5/7/21
Bank Reconciliations	HGMD complete thru 12/20	100		X	3/15/21
Bank Reconciliations	HGA Jul- Dec 2020	100		X	4/30/21
2020 Audit Prep - RubinBrown	HGMD	80		X	5/31/21
2020 Audit Prep - RubinBrown	HGA	50		X	6/30/21
AR/Billing/Prop Mgt in Jenark	General cleanup	50			5/31/21
Bank Reconciliations	HGMD Jan-Mar 2021	0		X	5/31/21
Bank Reconciliations	HGA Jan-Mar 2021	0		X	5/31/21
2022 Budget/Cap Reserv.		0	X		7/31/21
89 Title Work Move-in/Move out		0		X	5/31/21
498 work orders	Invoice Resid. Enter in Jenark	0		X	5/31/21

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

Custodial

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>
Covering 4 zones	Covering buildings 250,221,222,223,224,241, 235 & 236.	100	X		until further notice
Working on 3 reviews	Olga, Carlos & Maria.	30	X		ASAP
Carpet Cleaning in all buildings	We left of in building 218, trying to hire more people to be in special projects.	20	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
Extractor Training	Researching
Hiring 2 extra part timers	In-Progress
Training 1 new employee in buildings	In-Progress

Maintenance

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>
Julian Navarro	review	80	X		5/31/2021
develop track sheet for projects	completed projects	75	X		5/31/21
new on the job training program	review in progress	85	X		5/31/21
purchased of a new vehicle	researching	75	X		5/31/21
Kenny Diaz	review	25	X		6/23/21
ray blackwell	review	0	X		7/9/21
lewis Linthicum	review	0	X		7/27/21
hiring for paint	2 openings	0	X		6/15/21

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
replacing light fixtures in common area building 234	Complete
Train Leo on acc process	In-Progress
213 , 244,233 chair rail project	In-Progress
billables and what that looks like going into the future	Researching
schedule for cp's washing siding	Researching
Leaf Guard protection for all cp's	Researching

fencing project	Researching
Patch Prep by Servicemen	Parked
repainting of the crosswalk next the clubhouse	Parked
boiler repairs 202,204,218,233,234,235	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
Researched, tested and picked new drain treatment (ZEP Drain Defense) to replace Green Gobbler	Unable to purchase Green Gobbler at a discounted price anymore.	100%	X		4/28/21
223 parking slab CAP RES	Drainage and water from foundation (Outside Temp needs to be sustained above 60 degrees)	85%	X		5/31/21
217 parking slab CAP RES	Drainage and water from foundation (Outside Temp needs to be sustained above 60 degrees)	85%	X		5/3/21
NTH 2754 basement restoration after sewer pipe replacement	Put basement back together after sewer pipe replacement (Scheduling with contractor)	75%	X		5/15/21
Work with Walker Consulting	PS1-PS4 on Structural Testing and Inspections	50%	X		UNKNOWN
Building 213 Chai Rail	Cap Res Project	50%	X		5/31/21
CP-3 unit gutter replacement	Heavy snow damage	50%	X		5/21/21
Building 234 common area light fixture change and LED lighting	Part of property LED light upgrade	50%	X		6/4/21
Restaurant HVAC Replacement	Schedule Replacement	40%	X		5/30/21
Annual Fire Extinguisher Inspection (Discrepancies)	Compliance	25%	X		5/1/2021
Get quote and order new evaporative cooler pads for 6 multi-story buildings	5- year evap cooler pad replacement	20%	X		5/28/21
Building 233 Unit 610 Roof Leak	Get whole roof fixed or replaced	20%	X		5/1/21
Work with Henry, WDG and West Roofing on foam roof issues	Possible warranty work approval	20%	X		5/31/21
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		5/25/2021
CP fencing	Developing a plan for design of fencing that we can get Board approval before moving forward on more fence replacement	15%	X		5/25/2021
Maintenance Master Plan	Go Forward Plan	10%	X		5/30/21
Explore/Research Analog to Digital Elevator phone lines	Possible Upgrade	10%	X		5/25/21
Building 217 front entry drainage	Modify for better drainage	10%	X		5/31/21
14205-14207 sewer pipe replacement in the basements	Remedy for Continuous drain backups	10%	X		5/31/21
Research PS Security	PS Security	10%	X		5/30/21
Building 216 Roof Safety Rails	Researching Options (Safety)	10%	X		5/25/21
5 year FDC Testing in 14 Multi-story Buildings	Compliance (Scheduled to start in June 2021)	5%	X		5/30/21
Inspect stairs and landings for a list of repairs needed in 2021	For CAP RES request	5%	X		5/31/21

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/Interim General Manager

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>
CP4 Closing	CP4 962 Sale	100	X		4/29/21
Accounting Workflow & Comms	Cap Res Contracts & Accounting	100	X		4/30/21
Maintenance Connections	Inventory WO/Work Flow/Contract Sec	80		X	TBD
Goals for All Depts	Review/Add Additional Goals/Sit w/ Mgmt.	50	X		5/28/20
Communications Governance	Timing/Priority/Process	50	X		5/14/21
Uniform/Staff Identification Project/Program	Review Current/Changes/Establish New	0	X		8/31/21
CMCA Certification	Professional Certification	0	X		8/31/21
Reserve Review	Components List	0	X		6/30/21
OPEX Budget 2022	Teams begin OPEX Review	0	X		TBD

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
Restaurant HVAC/Windows (JH)	In-Progress
Restaurant "Plan" Indoor Dining/Capacity % (CR)	In-Progress
Restaurant/Golf Beverage On Course Beverage Services Plan (GK & CR)	In-Progress
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
Access Control Ideas/Presentation (Due End of September Target)	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
Siding/Power wash Planning	In-Progress
Clubhouse Asst Backfill/Position Development (JR, LA, HS)	In-Progress
Update what we do - All Depts (HnY Photos & Blurb)	In-Progress
Add Additional Dept to SOW - Comms, Accountant	In-Progress
Paint Striping Projects - Clubhouse & Misc. / 216 Overflow Lot (MD)	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
Emergency Action Plans/Covid/Compile Our Process	Parked
Vehicle & Equipment Safety Inspection Process/Sign-Off	Parked
OSHA/Safety Trainings/CPR Certs/Equipment Certs	Parked
Safety Committee Meeting/Docs/Signoffs/Bonus	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

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>
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502 Replacement	replace truck 502	70		X	12/31/20
Clear plant material from buildings		60	X		ASAP
Tree Removal	Remove dead trees	50	X		12/31/21
Spray ants and fugus in turf	Help with yellowing turf areas	30	X		5/31/21
Retaining Wall - CP1 - Review	Replace broken retaining wall	20	X		3/31/21

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
Irrigation start and damage repair	Complete
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
Truck purchase-approved by board awaiting dealer response	In-Progress
2021 capital purchase review (what are our needs)	In-Progress
Curbside appeal project	In-Progress
Maint. Shop trash bay	Parked
Pine Wilt Treatment	Parked

Security

Project Status & Objectives

Project Name	Objective	% Comp	On-Time	Late	Goal for Completion
Fire Extinguisher Audit - Clubhouse, Maint, Golf	Knowledge for staff	100	X		4/30/21
Meet with all AR's to tour buildings	Create partnerships	85		X	3/30/21
Complete Department Reviews	Performance Review	75	X		5/30/21
Obtain CCTV quotes for PS1-4	Increased security	33	X		6/30/21
HGA Master Audit	Update Resident Info	15	X		5/30/21
Complete 2nd resident key audit	Obtain missing keys	10	X		5/31/21
Create Security Master Plan for HOA	Present plan to SEC	0	X		6/30/21
Create Laptop Checkout Process for Rav4	Officer Accountability	0	X		5/30/21

Long Range Projects, Implementations & Prospective Projects/Ideas	Status
Walk Fire Lt. through Heather Gardens for future training (4/9/21)	Complete
Conduct HG property tour with PAR Officer Sparks scheduled for 4/6	Complete
Order/install laptop mounts for security vehicles (ordered on 4/5)	In-Progress
Performance Review for Mike 4/8 and Frankie 5/13, Cody 90 day 5/1	In-Progress
Prepare for DA/APD Meeting at Heather Gardens for 5/14/21	In-Progress
Obtain new wheel bearings for Vehicle 801 (Vehicle currently at Dealer)	In-Progress
Staff to obtain Covid-19 shots (4 of 8 so far)	In-Progress
Audit structures and garages for no flammable items compliance	In-Progress
Order new bullet proof vest for Frankie	Researching
Work with Jerry to improve petty cash controls in Inventory & Accounting	Researching
Create Active Shooter Written Plan	Researching
Create Fire Emergency Response Plan for Clubhouse (EMP)	Researching
Train staff how to copy video to DVR's	Parked
Roads and Ground Spring Tour with Matt Martella	Parked
Firearm training for staff - Joe/Dan completed 12/23, Frankie/Arturo 3/10)	Parked

HEATHER GARDENS METROPOLITAN DISTRICT

Foundation Committee Report

May 12, 2021

To: HGMD BOARD OF Directors, and General Manager

From: Eloise Laubach, Chair

Subject: Report of May 12, 2021 Foundation Committee Meeting

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

The meeting was called to order at 1:03. A quorum was present.

Chair comments centered around the Foundation Committee not receiving donations in a timely manner. This has resulted in a delay in acknowledgments being sent to donors and donations listed in Heather and Yon. Financial discrepancies continue, and donation checks are missing, placed in the wrong account, or accompanying paper work is not included.

Notes of March 10, 2021 meeting were reviewed and accepted.

Old Business: Commemorative Bench purchased through funds raised by the Masked Warrior and supplemented with foundation funds has been ordered & should ship mid May and be delivered by the end of the month. When it arrives the committee will work with the golf staff and Alita of the Masked Warriors to plan for installation and dedication.

New Business: A motion was made by Terry and seconded by Becky for the Foundation Chair to bring to the HGMD board a motion to workout a plan for more accountability regarding Foundation donations.

Meeting adjourned at 1:31 p.m.

Next meeting June 9, 2021

Submitted by Eloise Laubach

Golf Committee Meeting notes - May 11, 2021

- 1, Called to order by Mike George at 1:00 PM
 2. Quorum present.
 3. Minutes from April 13th approved.
 - 4, Financials for Golf P&L 4/30/2021 approved. HGMD Golf usage from 2020 and current year were available with golf package to committee.

 5. Greg - reported 4 for 4 missed days for HGLGC Wed. for April play due to weather. Men's league had 92 men play on their 1st day and 87 played on the 7th of May. Moisture content on course great in April and merchandise sales had a real boost last month. Wednesday May 12th, tomorrow TBD for ladies to play AGAIN due to weather.

 6. Brian - aeration process on greens and more was completed for April. Spike cleaning station repaired with new spikes. Linda S asked if a broom could be added with a longer than 5' rope attached to it. Answer was "yes". Brian is increasing watering frequency and one more seasonal person to be added to crew. The south pond fountain has a controller out and needs repair. Fairways 3 & 4 have winter kill and have been aerated, seeded, fertilized, on those areas. Linda H. asked if they could be marked as under repair in those areas. JoAnn asked about drainage on walking path at Bldg 215, fairway 7, is deteriorating and needing repair. It's a R & G repair issue.

 7. New business - Linda H. asked if we could drop wearing masks outside of pro shop and Jon Rea replied that we still must wear them until HG receives more guidelines.
- We all congratulated Jon Rea on his promotion as new General Manager for HG. Greg let us know that Noel is seeking PGA Professional Status and is going through the qualification period and would appreciate encouragement and congratulations.

8. Adjourned at 1:23 PM

Linda Savage - committee member

HEATHER GARDENS METROPOLITAN DISTRICT

Budget Exceptions Report

Through: 04/30/21

	YTD ACTUAL	YTD BUDGET	VARIANCE FAVORABLE (UNFAVORABLE)	% of Budget	Annual Budget	% of Annual Budget Spent
Total Revenue	\$ 939,266	\$ 1,112,966	\$ (173,702)	-15.61%	\$ 3,361,747	28%
Cost of Goods Sold	\$ 34,283	\$ 73,515	\$ 39,232	53.37%	\$ 227,869	15%
Gross Profit	\$ 904,983	\$ 1,039,451	\$ (134,470)		\$ 3,133,878	
Operating Expenses	\$ 633,269	\$ 819,922	\$ 186,654	22.76%	\$ 2,684,289	24%
Net Operating Income/(Loss)	\$ 271,714	\$ 219,529	\$ 52,184		\$ 449,589	
Capital Improvements Exp	\$ 92,269	\$ 201,425	\$ 109,156		\$ 491,188	
Net Surplus/(Loss)	\$ 179,445	\$ 18,104	\$ 161,340		\$ (41,599)	

Executive Summary

Club House

Revenue	\$ 13,825	\$ 37,914	\$ (24,089)	-63.54%	\$ 109,044	13%
Expenses	\$ 185,591	\$ 273,958	\$ 88,367	32.26%	\$ 802,334	23%
Net Subsidy	\$ (171,766)	\$ (236,044)	\$ 64,278		\$ (693,290)	

Golf

Revenue	\$ 60,478	\$ 80,846	\$ (20,368)	-25.19%	\$ 469,218	13%
Expenses	\$ 197,114	\$ 201,019	\$ 3,905	1.94%	\$ 640,666	31%
Net Subsidy	\$ (136,636)	\$ (120,173)	\$ (16,463)		\$ (171,448)	

Restaurant

Revenue	\$ 88,060	\$ 216,156	\$ (128,096)	-59.26%	\$ 658,492	13%
Cost of Goods Sold	\$ 30,674	\$ 69,518	\$ 38,844	55.88%	\$ 211,773	14%
Gross Profit	\$ 57,386	\$ 146,638	\$ (89,252)	-60.87%	\$ 446,719	
Expenses	\$ 101,354	\$ 169,271	\$ 67,917	40.12%	\$ 513,123	20%
Net Subsidy	\$ (43,968)	\$ (22,633)	\$ (21,335)		\$ (66,404)	

Restricted Funds	Total		Net		Cash Balance
	Total Revenue	Expenses	Surplus/(Loss)		
Conservation Trust Fund	\$ 4,793	\$ 2,383	\$ 2,410		\$ 157,207
Debt Service Fund	\$ 256,339	\$ 109,482	\$ 146,857		\$ 506,040
Foundation Fund	\$ 809	\$ 594	\$ 215		\$ 191,961

**HGMD MONTHLY CAPITAL RESERVE REPORT FOR PERIOD ENDING:
04/30/21**

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				\$1,980	\$1,020	\$38,020	
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.
TOTAL 2021 FUNDED PROJECTS	\$311,057	\$180,471			\$0	\$68,202	\$112,270	\$242,856	
2021 UNBUDGETED PROJECTS									
2021 Contribution to Reserves	\$83,151						\$0	\$83,151	
Capital Adjustment	\$107,330						\$0	\$107,330	
							\$0	\$0	
							\$0	\$0	
TOTAL 2021 UNBUDGETED PROJECTS / RESERVES	\$190,481	\$0			\$0	\$0	\$0	\$190,481	
TOTAL 2021 CAPITAL PROJECTS	\$501,538	\$180,471			\$0	\$68,202	\$112,270	\$433,337	
PROJECTS TARGETED FOR COMPLETION IN 2021 BUT NOT IN PUBLISHED BUDGET									
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	New cart batteries for 23 carts
							\$0	\$0	
							\$0	\$0	
TOTAL PRIOR YEAR PROJECTS NOT BUDGETED IN 2021	\$43,563	\$43,563			\$0	\$24,068	\$19,495	\$19,495	
GRAND TOTAL	\$545,101	\$224,034			\$0	\$92,269	\$131,765	\$452,832	

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

Description	General	Roads & Grounds	Club House	Golf	Trees	Totals
Balance at beginning of month	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
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 month	-594.25					-594.25
Legend 6' Teak Bench w/back rest						
Balance at end of the month	173,209.57	324.50	375.70	40.00	14,042.59	187,992.36

**Heather Gardens Metropolitan District
Summary of Investments
03/31/21**

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				\$ 41,961		Foundation	D103.5
				<u>\$ 191,961</u>	<u>\$ 22.92</u>		
Key Bank - Conservation Trust Fund/Lottery			Monthly	\$ 157,207	\$ 1.29	Conservation	D104
TBK BK SSB CTF	0.10%	7/30/2021	Semi Annual	\$ 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>\$ 1,099,168</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)	4,789	6,132	(1,343)	18,400
D504 Interest Income	118	900	(782)	352	3,600	(3,248)	10,800
D504.2 2010 Bond Restr Interest	0	81	(81)	0	324	(324)	966
D504.3 Interest Income Lottery	0	0	0	4	0	4	0
D505 Recreation Fee Income	125,607	126,397	(791)	504,108	505,588	(1,480)	1,516,758
Restaurant Income	35,613	54,896	(19,283)	88,060	216,156	(128,096)	658,492
D507 Golf Fees Daily	23,361	29,254	(5,893)	38,535	52,697	(14,162)	332,695
D507.1 Golf Simulator	130	300	(170)	1,105	1,300	(195)	3,720
D509.2 Golf Disc - 40 Play	2,535	1,656	879	5,972	3,600	2,372	17,064
D511 Golf Cart Rental Income	3,880	6,800	(2,921)	6,407	13,770	(7,364)	69,105
D511.1 Golf Merchandise	1,444	1,426	18	5,357	7,690	(2,333)	30,955
D511.2 Golf Lesson	1,490	400	1,090	2,180	745	1,435	4,090
D511.3 Golf Bag Storage	0	0	0	400	0	400	6,525
D511.4 Golf Pull Cart	270	430	(160)	522	1,044	(522)	5,064
D512 CH Building Rentals	60	1,425	(1,365)	1,495	5,700	(4,205)	17,100
D513 Events	1,135	2,270	(1,135)	1,085	9,080	(7,995)	27,245
D513.1 Trips Revenue	0	1,333	(1,333)	(94)	5,332	(5,426)	15,996
D514 RV Lot Income	0	10,452	(10,452)	8,737	20,904	(12,167)	41,808
D514.1 Garden Plot Income	0	0	0	1,765	2,520	(755)	2,520
D515 Classes	3,715	175	3,540	9,853	16,046	(6,194)	43,438
D515.1 Donation Revenue	0	0	0	809	0	809	0
D516 Miscellaneous Revenue	50	0	50	1,025	0	1,025	0
D516.1 Coffee Revenue	239	439	(200)	461	1,756	(1,295)	5,265
D517 Property Tax Revenue	68,141	56,773	11,368	247,611	225,650	21,961	493,745
D518 Specific Ownership Tax Revenue	3,296	3,333	(37)	8,728	13,332	(4,604)	39,996
TOTAL REVENUE	271,084	300,273	(29,189)	939,265	1,112,966	(173,701)	3,361,747
D590 Cost of Goods Sold	10,365	18,396	8,031	34,283	73,515	39,232	227,869
GROSS PROFIT	260,719	281,877	(21,158)	904,982	1,039,451	(134,469)	3,133,878
OPERATING EXPENSES							
D519 Zion Bank Payee Fee	0	117	117	0	468	468	1,400
D520 Debt Service Interest	26,442	26,442	0	105,768	105,768	0	317,300
D522 Services - Insurance	4,085	4,720	635	16,432	18,880	2,448	56,635
D523 Services - Audit	2,500	35,000	32,500	10,204	35,000	24,796	44,750
D523.5 Bad Debt Expense	0	0	0	0	0	0	2,250
D524 Services - Professional	6,077	3,000	(3,077)	10,792	12,000	1,209	36,000
D525 County Collection Fee	1,022	865	(157)	3,714	3,427	(287)	7,407
D526 Miscellaneous Expense	88	0	(88)	343	0	(343)	0
D526.1 SDA Membership Dues	0	0	0	1,204	2,400	1,196	2,400
D550 Club House Expenses	52,116	70,713	18,597	185,591	273,958	88,367	802,334
D555 Golf Course Expenses	51,121	55,537	4,416	193,505	197,019	3,514	624,560
D557 Restaurant Expenses	29,325	43,137	13,812	101,354	169,271	67,917	513,123
D560 RV Lot Expenses	65	254	189	1,385	1,016	(369)	3,050
D565 Garden Plot Expenses	0	149	149	0	383	383	2,084
D566 Conservation Expenses	0	0	0	2,383	0	(2,383)	0
D601 Capital Outlay	1,740	120,000	118,260	92,269	201,425	109,156	491,188
D604 Insurance Claims	0	83	83	0	332	332	996
D620 Foundation Expense	594	0	(594)	594	0	(594)	0
D700 Bond Principal Payment	0	0	0	0	0	0	270,000
TOTAL OPERATING EXPENSES	175,176	360,017	184,841	725,538	1,021,347	295,809	3,175,477
NET OPERATING REVENUE/EXPENSE	85,543	(78,140)	163,683	179,444	18,104	161,340	(41,599)
NET REVENUE EXPENSE	85,543	(78,140)	163,683	179,444	18,104	161,340	(41,599)

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	118	900	(782)	352	3,600	(3,248)	10,800
D505 Rec Fee Income	125,607	126,397	(791)	504,108	505,588	(1,480)	1,516,758
Restaurant Income	35,613	54,896	(19,283)	88,060	216,156	(128,096)	658,492
D507 Golf Fees Daily	23,361	29,254	(5,893)	38,535	52,697	(14,162)	332,695
D507.1 Golf Simulator	130	300	(170)	1,105	1,300	(195)	3,720
D509.2 Golf Disc - 40 Play	2,535	1,656	879	5,972	3,600	2,372	17,064
D511 Golf Cart Rental Income	3,880	6,800	(2,921)	6,407	13,770	(7,364)	69,105
D511.1 Golf Merchandise	1,444	1,426	18	5,357	7,690	(2,333)	30,955
D511.2 Golf Lesson	1,490	400	1,090	2,180	745	1,435	4,090
D511.3 Golf Bag Storage	0	0	0	400	0	400	6,525
D511.4 Golf Pull Cart	270	430	(160)	522	1,044	(522)	5,064
D512 CH Building Rentals	60	1,425	(1,365)	1,495	5,700	(4,205)	17,100
D513 Events	1,135	2,270	(1,135)	1,085	9,080	(7,995)	27,245
D513.1 Trips Revenue	0	1,333	(1,333)	(94)	5,332	(5,426)	15,996
D514 RV Lot Income	0	10,452	(10,452)	8,737	20,904	(12,167)	41,808
D514.1 Garden Plot Income	0	0	0	1,765	2,520	(755)	2,520
D515 Classes	3,715	175	3,540	9,853	16,046	(6,194)	43,438
D516 Miscellaneous Revenue	50	0	50	1,025	0	1,025	0
D516.1 Coffee Revenue	239	439	(200)	461	1,756	(1,295)	5,265
TOTAL ENTERPRISE REVENUE	199,647	238,553	(38,906)	677,324	867,528	(190,204)	2,808,640
D590 Cost of Goods Sold	10,365	18,396	8,031	34,283	73,515	39,232	227,869
GROSS PROFIT	189,282	220,157	(30,875)	643,041	794,013	(150,972)	2,580,771
OPERATING EXPENSES							
D550 Club House Expenses	52,116	70,713	18,597	185,591	273,958	88,367	802,334
D555 Golf Course Expenses	51,121	55,537	4,416	193,505	197,019	3,514	624,560
D557 Restaurant Expenses	29,325	43,137	13,812	101,354	169,271	67,917	513,123
D560 RV Lot Expenses	65	254	189	1,385	1,016	(369)	3,050
D522 Services - Insurance	4,085	4,720	635	16,432	18,880	2,448	56,635
D523 Services - Audit	2,500	35,000	32,500	10,204	35,000	24,796	44,750
D523.5 Bad Debt Expense	0	0	0	0	0	0	2,250
D524 Services - Professional	6,077	3,000	(3,077)	10,792	12,000	1,209	36,000
D526 Miscellaneous Expense	88	0	(88)	343	0	(343)	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	468	468	1,400
D565 Garden Plot Expenses	0	149	149	0	383	383	2,084
D601 Capital Outlay	1,740	120,000	118,260	92,269	201,425	109,156	491,188
D604 Insurance Claims	0	83	83	0	332	332	996
TOTAL OPERATING EXPENSES	147,118	332,710	185,592	613,078	912,152	299,074	2,580,770
NET OPERATING REVENUE/EXPEN	42,164	(112,553)	154,717	29,963	(118,139)	148,102	1
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)	4,789	6,132	(1,343)	18,400
D504.3 Interest Inc Lottery	0	0	0	4	0	4	0
TOTAL LOTTERY REVENUE	0	1,533	(1,533)	4,793	6,132	(1,339)	18,400
EXPENSES							
D566 Conservation Expenses	0	0	0	2,383	0	(2,383)	0
TOTAL LOTTERY EXPENSES	0	0	0	2,383	0	(2,383)	0
REVENUE OVER(UNDER) EXPENSES	0	1,533	1,533	2,410	6,132	3,722	18,400
FOUNDATION FUND							
REVENUE							
D515.1 Donation Revenue	0	0	0	809	0	809	0
TOTAL FOUNDATION REVENUE	0	0	0	809	0	809	0
EXPENSES							
D620 Foundation Expense	594	0	(594)	594	0	(594)	0
TOTAL FOUNDATION EXPENSES	594	0	(594)	594	0	(594)	0
REVENUE OVER(UNDER) EXPENSES	(594)	0	(594)	215	0	215	0
DEBT SERVICE FUND 2010 BOND ISSUE							
REVENUE							
D517 Property Tax Revenue	68,141	56,773	11,368	247,611	225,650	21,961	493,745
D518 Specific Ownership Tax	3,296	3,333	(37)	8,728	13,332	(4,604)	39,996
Bond Restricted Interest	0	81	(81)	0	324	(324)	966
TOTAL DEBT SERVICE REVENUE	71,437	60,187	11,250	256,339	239,306	17,033	534,707
EXPENSES							
D520 Debt Serv Interest	26,442	26,442	0	105,768	105,768	0	317,300
D525 Cnty Collection Fee	1,022	865	(157)	3,714	3,427	(287)	7,407
D700 Bond Principal Pymnt	0	0	0	0	0	0	270,000
TOTAL DEBT SERVICE EXPENSES	27,464	27,307	(157)	109,482	109,195	(287)	594,707
REVENUE OVER (UNDER) EXPENSES	43,973	32,880	11,093	146,857	130,111	16,746	(60,000)

**Heather Gardens Metropolitan District
Club House P&L
04/30/2021**

5/8/2021
12:37 PM

	CURRENT ACTUAL	CURRENT BUDGET	CURRENT VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET	
REVENUE								
D512	CH Building Rentals	60	1,425	(1,365)	1,495	5,700	(4,205)	17,100
D515	Classes	3,715	175	3,540	9,853	16,046	(6,194)	43,438
D513	Events	1,135	2,270	(1,135)	1,085	9,080	(7,995)	27,245
D516	Miscellaneous Revenue	50	0	50	1,025	0	1,025	0
D516.1	Coffee Revenue	239	439	(200)	461	1,756	(1,295)	5,265
D513.1	Trips Revenue	0	1,333	(1,333)	(94)	5,332	(5,426)	15,996
	TOTAL REVENUE	5,199	5,642	(443)	13,825	37,914	(24,090)	109,044
WAGES/BENEFITS								
C500	Salaries - FTP	5,620	8,854	3,234	22,395	35,416	13,021	107,607
C510	Salaries - Part Time	9,283	6,808	(2,475)	34,144	27,232	(6,912)	81,691
C530	Salaries - Teachers	4,724	4,110	(614)	11,108	16,693	5,585	49,003
C540	Taxes - Payroll	1,873	1,681	(192)	6,962	7,540	578	20,249
C550	Retirement Expense	157	170	13	626	680	54	2,045
C553	Insurance - Personnel	589	1,096	507	2,356	4,384	2,028	13,810
C574	Recruit/Train/Services	315	63	(252)	436	837	401	2,295
C575	Employee Incentive	50	0	(50)	50	0	(50)	0
C588	Workers Comp Insurance	247	212	(35)	1,082	848	(234)	3,608
	TOTAL WAGES/BENEFITS	22,858	22,994	136	79,159	93,630	14,471	280,308
OPERATING EXPENSES								
C675.2	Salaries-Charge Out	0	0	0	0	0	0	(1,800)
C673	Maintenance Hours	3,179	6,661	3,482	7,931	25,290	17,359	76,077
C676	Golf Hours	0	766	766	0	3,064	3,064	4,598
C677	R & G Hours	0	2,363	2,363	0	4,416	4,416	13,393
C678	Custodial Hours	8,666	11,368	2,702	31,410	45,472	14,062	136,419
	CHARGE-OUT SUBTOTALS	11,845	21,158	9,313	39,341	78,242	38,901	228,687
C621.1	Mileage Reimbursement	0	8	8	0	32	32	96
C627	Pool Care & Supplies	86	1,089	1,003	2,525	7,401	4,876	19,138
C639	Software & IT	1,339	340	(999)	2,961	1,360	(1,601)	4,080
C640	Electric	6,967	6,671	(296)	29,917	31,570	1,654	85,551
C643	Gas	2,671	1,371	(1,300)	7,052	6,356	(696)	17,617
C662	Office Supplies & Postage	354	690	336	1,340	2,820	1,480	8,520
C662.1	CC & ActiveNet	316	480	164	784	3,000	2,216	8,520
C671	Outside Contractors	549	1,021	472	3,990	4,155	165	19,980
C683	Repairs - Equipment	338	734	396	1,671	2,936	1,265	9,015
C684	Supplies	242	5,356	5,114	2,184	9,449	7,265	22,875
C684.1	Custodial Supplies	1,850	2,000	150	5,741	8,000	2,259	24,000
C684.2	Coffee Supplies	2	563	561	346	2,252	1,906	6,750
C686.1	Special Event Supplies	1,078	565	(513)	1,197	4,650	3,453	9,063
C686.2	Special Event Contractors	0	375	375	145	1,600	1,455	7,225
C687	Trips Expense	0	1,150	1,150	0	4,600	4,600	13,800
C688	Non Capital Equipment	0	2,125	2,125	1,600	4,570	2,970	8,870
C689	Phone & Internet	383	370	(13)	1,506	1,480	(26)	4,440
C698	Water & Sewer	1,238	1,655	417	4,230	5,857	1,627	23,798
	TOTAL OPERATING EXPENSES	29,258	47,721	18,463	106,530	180,330	73,801	522,025
	NET REVENUE & EXPENSE	(46,917)	(65,073)	18,156	(171,864)	(236,046)	64,182	(693,289)

**Heather Gardens Metropolitan District
Golf P&L
04/30/2021**

5/8/2021
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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	23,361	29,254	(5,893)	38,535	52,697	(14,162)	332,695
D507.1 Golf Simulator	130	300	(170)	1,105	1,300	(195)	3,720
D509.2 Golf Disc - 40 Play	2,535	1,656	879	5,972	3,600	2,372	17,064
D511 Golf Cart Rental Income	3,880	6,800	(2,921)	6,407	13,770	(7,364)	69,105
D511.1 Golf Merchandise	1,444	1,426	18	5,357	7,690	(2,333)	30,955
D511.2 Golf Lesson	1,490	400	1,090	2,180	745	1,435	4,090
D511.3 Golf Bag Storage	0	0	0	400	0	400	6,525
D511.4 Golf Pull Cart	270	430	(160)	522	1,044	(522)	5,064
TOTAL REVENUE	33,110	40,266	(7,157)	60,478	80,846	(20,369) 0	469,218
WAGES/BENEFITS							
G500 Salaries - FTP	23,791	23,897	106	100,386	95,159	(5,227)	287,846
G510 Salaries - Part Time	6,725	8,614	1,889	17,099	16,260	(839)	75,819
G520 Salaries - Overtime	221	600	379	1,290	1,100	(190)	4,200
G540 Taxes - Payroll	2,501	2,814	313	11,381	10,616	(765)	31,086
G545 Temporary Outside Labor	0	350	350	0	700	700	1,400
G550 Retirement Expense	1,029	946	(83)	4,086	3,784	(302)	11,349
G553 Insurance - Personnel	2,487	2,740	253	10,167	10,960	793	34,524
G574 Recruit / Train / Service	0	150	150	345	4,988	4,644	5,778
G575 Employee Incentive	0	250	250	0	250	250	1,000
G588 Workers Comp Insurance	308	265	(43)	1,350	1,060	(290)	3,760
TOTAL WAGES/BENEFITS	37,062	40,626	3,564	146,104	144,877	(1,226) 0	456,762
OPERATING EXPENSES							
G675.2 Salaries-Charged Out	(1,033)	(766)	267	(1,033)	(3,064)	(2,031)	(4,598)
G450 COGS - Merchandise	728	742	14	3,609	4,000	391	16,106
G621 Fuel Expense	337	505	168	1,449	1,423	(26)	6,189
G621.1 Mileage Reimbursement	0	20	20	21	40	19	160
G624 Contingency-Water	0	0	0	0	0	0	10,000
G635 Tree & Shrub Replacement	0	350	350	0	350	350	700
G639 Software & IT	463	250	(213)	952	1,000	48	3,000
G640 Electric	682	723	41	2,162	2,040	(122)	7,738
G640.1 Electric - Pump	4,625	5,007	383	7,185	8,784	1,600	34,545
G643 Gas	159	63	(96)	544	443	(101)	899
G645 Uniforms	0	60	60	276	1,515	1,239	1,995
G662 Office Supplies & Postage	0	0	0	0	0	0	50
G662.1 Credit Card Expense	505	1,329	824	2,506	2,668	162	15,484
G665 Rent - Equipment	708	0	(708)	708	400	(308)	1,400
G670 Asphalt Repairs	0	0	0	0	0	0	4,800
G671 Outside Contractors	2,245	1,120	(1,125)	10,828	12,280	1,452	18,877
G676.1 Golf Shop Supplies	78	155	77	353	620	267	1,864
G680 Radio Communications	0	0	0	0	0	0	200
G683 Repairs - Equipment	2,005	1,167	(838)	5,204	4,668	(536)	14,000
G684 Supplies	2,994	3,880	886	13,072	14,776	1,704	40,896
G688 Non Capital Equipment	0	0	0	2,132	0	(2,132)	0
G689 Telephone	291	300	9	1,162	1,200	38	3,600
G697 Marketing	0	1,000	1,000	0	3,000	3,000	6,000
TOTAL OPERATING EXPENSES	14,787	15,905	1,119	51,130	56,143	5,014 0	183,905
NET REVENUE & EXPENSE	(18,739)	(16,265)	(2,474)	(136,756)	(120,174)	(16,581) 0	(171,449)

APRIL 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	33	\$ 297	58	\$ 522	\$ 8.00	0	\$ -	34	\$ 272
Resident	\$ 8.00	194	\$ 1,552	356	\$ 2,848	\$ 9.00	77	\$ 693	430	\$ 3,870
Resident Everyday	\$ 10.00	340	\$ 3,400	674	\$ 6,740					
Guest of Resident- weekday	\$ 13.20	52	\$ 686	161	\$ 2,125	\$ 12.00	1	\$ 12	40	\$ 543
Guest of Resident- weekend	\$ 17.00	54	\$ 918	119	\$ 2,023	\$ 15.00	0	\$ -	70	\$ 1,050
Non-Resident Sr. - Weekday	\$ 14.00	183	\$ 2,562	321	\$ 4,494	\$ 11.61	67	\$ 778	403	\$ 5,227
Non-Resident Sr. - Weekend	\$ 18.00	177	\$ 3,186	304	\$ 5,472	\$ 15.00	7	\$ 105	69	\$ 1,035
Non-Resident - Weekday	\$ 17.00	102	\$ 1,734	144	\$ 2,448	\$ 10.98	63	\$ 692	187	\$ 2,402
Non-Resident - Weekend	\$ 22.09	149	\$ 3,291	192	\$ 4,241	\$ 18.00	20	\$ 360	199	\$ 3,576
Junior- weekday	\$ 9.00	3	\$ 27	5	\$ 45	\$ 8.00	1	\$ 8	13	\$ 104
Junior- weekend	\$ 12.00	10	\$ 120	16	\$ 192	\$ 10.00	0	\$ -	5	\$ 50
Twilight	\$ 10.00	0	\$ -	0	\$ -	\$ 10.00	0	\$ -	0	\$ -
2 for 20 Special	\$ -	0	\$ -	9	\$ 99	\$ 10.00	20	\$ 200	250	\$ 2,500
2 for 22 Special	\$ 11.00	95	\$ 1,045	235	\$ 2,585					
2 for 1	\$ 18.00	0	\$ -	0	\$ -	\$ 18.00	0	\$ -	0	\$ -
2 for 1 (free player)	\$ -	0	\$ -	0	\$ -	\$ -	0	\$ -	0	\$ -
League - Weekend	\$ 18.00	29	\$ 522	69	\$ 1,242	\$ 12.00	0	\$ -	0	\$ -
League - Weekday	\$ 14.00	299	\$ 4,186	299	\$ 4,186					
40 Play Punches	\$ 8.07	306	\$ 2,469	729	\$ 5,883	\$ -	17	\$ -	187	\$ -
Complimentary Round-Employee	\$ -	0	\$ -	0	\$ -	\$ -	2	\$ -	11	\$ -
Complimentary Round	\$ -	0	\$ -	0	\$ -	\$ -	0	\$ -	0	\$ -
Adjustment to Income	\$ -	0	\$ (99)	0	\$ (638)	\$ -	0	\$ -	0	\$ -
Golf Daily Fee		2,026	\$ 25,897	3,691	\$ 44,508		275	\$ 2,848	1,898	\$ 20,629
Other Golf Revenue										
40 Play Card								\$ 138		\$ 1,515
1 Rider Cart	\$9.00/\$8.00	452	\$ 3,880	749	\$ 6,407	\$8.50/\$7.50	0	\$ -	552	\$ 4,530
2 Rider Cart	\$ -	0	\$ -	0	\$ -	\$ -	0	\$ -	0	\$ -
Pull Cart	\$ 6.00	45	\$ 270	87	\$ 522					
Golf Simulator		7	\$ 130	55	\$ 1,105	\$ 10.00	0	\$ -	83	\$ 830
Golf Merchandise D511.1			\$ 1,444		\$ 5,357			\$ 63		\$ 5,404
Golf Lessons		13	\$ 1,490	20	\$ 2,180			\$ -		\$ 1,125
Golf Bag Storage			\$ -	4	\$ 400			\$ -		\$ -
Golf Club/ Pull Cart Rentals								\$ -		\$ 384
Total Revenue			\$ 33,110		\$ 60,478			\$ 3,048		\$ 34,417
Golf Course Expenses			\$ 49,440		\$ 194,825			\$ 57,098		\$ 182,225
Profit/(Loss)			\$ (16,330)		\$ (134,347)			\$ (54,050)		\$ (147,808)
# of Days Golf Course Closed		7		57		28			83	

**Heather Gardens Metropolitan District
Restaurant P&L
04/30/2021**

5/8/2021
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	CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET	
SUMMARY								
Sales	35,613	54,896	(19,283)	88,060	216,156	(128,096)	658,492	
Cost of Goods Sold	9,637	17,655	8,018	30,674	69,518	38,845	211,773	
Gross Profit	25,976	37,241	(11,265)	57,386	146,638	(89,252)	446,719	
Wages & Benefits	22,408	29,972	7,564	74,105	118,830	44,725	360,832	
Operating Expense	6,917	13,166	6,249	27,630	50,444	22,814	152,291	
Net Income/(Loss)	(3,349)	(5,897)	2,548	#####	(22,636)	(21,713)	(66,404)	
SALES								
D506 Restaurant Food	29,045	46,479	(17,434)	75,394	183,014	(107,620)	557,534	
D506.1 Restaurant Beer	2,099	2,723	(624)	4,143	10,721	(6,578)	32,658	
D506.2 Restaurant Wine	2,265	2,971	(706)	4,571	11,700	(7,129)	35,642	
D506.3 Restaurant Liquor	2,204	2,723	(519)	3,952	10,721	(6,769)	32,658	
TOTAL SALES	35,613	54,896	(19,283)	88,060	216,156	(128,096)	658,492	
COST OF GOODS SOLD								
H450 COGS - Food	8,372	15,803	7,431	27,290	62,225	34,936	189,562	COGS Percentages Current YTD
H455 COGS - Beer	555	599	44	1,616	2,359	743	7,185	28.8% 36.2%
H455.1 COGS - Wine	355	654	299	989	2,575	1,586	7,841	26.4% 39.0%
H455.2 COGS - Liquor	355	599	244	779	2,359	1,580	7,185	15.7% 21.6%
TOTAL COST OF GOODS	9,637	17,655	8,018	30,674	69,518	38,845	211,773	16.1% 19.7%
GROSS PROFIT	25,976	37,241	(11,265)	57,386	146,638	(89,252)	446,719	27.1% 34.8%
	73%	68%		65%	68%			
WAGES/BENEFITS								
H500 Salaries - Full Time	11,697	11,715	18	46,523	46,860	337	142,069	
H510 Salaries - Part Time	7,039	13,724	6,685	14,493	54,039	39,546	164,623	
H520 Salaries - Overtime	0	247	247	0	769	769	4,151	
H540 Taxes - Payroll	2,219	2,569	350	7,294	10,294	3,000	27,544	
H550 Retirement Expense	442	227	(215)	1,768	908	(860)	2,729	
H553 Insurance Emp Health	565	1,096	531	2,561	4,384	1,823	13,810	
H574 Recruiting/Training	45	135	90	45	540	495	1,720	
H575 Employee Incentive	100	0	(100)	100	0	(100)	0	
H588 Workers Com Insurance	301	259	(42)	1,321	1,036	(285)	4,186	
TOTAL WAGES/BENEFITS	22,408	29,972	7,564	74,105	118,830	44,725	360,832	
OPERATING EXPENSES								
H673 Maintenance Hours	230	1,250	1,020	760	3,069	2,309	10,234	
H674 Custodial Hours	175	630	455	1,424	2,520	1,096	7,560	
CHARGE-OUTS SUBTOTAL	405	1,880	1,475	2,184	5,589	3,405	17,794	
H639 Software & IT	275	300	25	717	1,200	483	3,600	
H640 Electric	1,742	1,626	(116)	7,489	7,296	(193)	22,167	
H643 Gas	668	343	(325)	2,286	1,590	(696)	4,404	
H644 Water	116	162	46	503	566	63	2,367	
H645 Phone & TV	326	300	(26)	1,179	1,200	21	3,600	
H646 Trash Removal	400	425	25	1,602	1,700	98	5,100	
H651 Uniforms	0	80	80	150	320	170	960	
H652 Discounts & Comps	505	549	44	1,836	2,162	326	6,585	
H655 Linen Service	0	392	392	0	1,568	1,568	4,704	
H662 Office Supplies	51	55	4	(76)	220	296	660	
H671 Outside Contractors	20	550	530	1,050	2,233	1,183	6,730	
H681 Credit Card Fees	1,112	1,647	535	3,631	6,485	2,854	19,755	
H683 Repairs - Equipment	25	410	385	25	1,630	1,605	4,910	
H684 China/Glass/Flatware	76	250	174	118	1,000	882	3,000	
H684.1 Kitchen Supplies	1,020	1,647	627	3,733	6,485	2,752	19,755	
H685 Cleaning Supplies	176	1,050	874	793	4,200	3,407	12,600	
H688 Non Capital Equipment	0	0	0	0	0	0	3,000	
H689 Marketing	0	1,500	1,500	410	3,000	2,590	6,000	
H690 Licenses	0	0	0	0	2,000	2,000	4,600	
TOTAL OPERATING EXPENSES	6,917	13,166	6,249	27,630	50,444	22,814	152,291	
NET REVENUE & EXPENSE	(3,349)	(5,897)	2,548	#####	(22,636)	(21,713)	(66,404)	

**Heather Gardens Metropolitan District
Board Action
Date: May 20, 2021**

Motion: Approve the revised Joint Long Range Planning Committee Procedure Memorandum (JLRPC-1)

I move that the Heather Gardens Metropolitan District Board of Directors approve the revised Joint Long Range Planning Committee Procedure Memorandum JLRPC-1 as attached.

Motion by: David Funk 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 Heather Gardens Association (Association) and the Heather Gardens Metropolitan District (District) have signed an interagency agreement known as the Management Agreement, whereby the Association serves as the agent for the District in carrying out District programs and managing District property. Both the Association and the District need to identify issues likely to increase costs and impact property in future budget years so that those costs can be prudently managed. The Management Agreement provides for shared advisory committees. This committee will provide advice to each Board, as appropriate, on issues pertaining to long range planning for the Heather Gardens community.

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, 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
Heather Gardens Association

David Funk, President
Heather Gardens Metropolitan District

Date

Date

**HEATHER GARDENS METROPOLITAN DISTRICT
BOARD ACTION
DATE: MAY 20, 2021**

MOTION: Approve Carry Forward of 2020 Spending Authority to 2021 for Golf Cart Batteries

Project Cost: N/A

I move that the Heather Gardens Metropolitan District Board of Directors approve the \$43,563 carry forward of 2020 spending authority to 2021 for purchase of Golf Cart Batteries.

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: On December 1, 2020 Heather Gardens issued a purchase order for the batteries. Due to the vendor back ordering the batteries they were not received until 2021. With the delay in receiving caused by the vendor, it is appropriate to carry forward the spending authority from 2020 to 2021.

**Heather Gardens Metropolitan District
Board Action
Date: May 20, 2021**

Motion: To Appoint Maria Mines to fill the Director Vacancy on the HGMG Board

I move that the Heather Gardens Metropolitan District Board of Directors appoint Maria Mines to fill the vacancy on the District Board and serve until the next District Election.

Motion by: _____ 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: