

**HEATHER GARDENS METROPOLITAN DISTRICT  
REGULAR MEETING  
Thursday, February 18, 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, February 18, 2021 at 1:00 P.M.

**CALL TO ORDER:** President Funk called the meeting to order at approximately 1:00 P.M. on Thursday, February 18, 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 and Board Assistant Evelyn Ybarra.

**GUESTS PRESENT:** Jennifer Ivey, Icenogle Seaver Pogue, P.C., five members of the Heather Gardens Association Board, Lynn Donaldson, with Heather 'n Yon, and approximately 20 members of the public were present.

**APPROVAL OF MINUTES:** Motion made by Vice President George and seconded by Treasurer and Secretary Archambault and passed unanimously to approve the minutes of the January 21, 2021 Regular Meeting as written.

**REPORTS OF DIRECTORS, COMMITTEES, AND PROFESSIONAL CONSULTANTS:**

**President Report:** President Funk commented today's meeting may be short. There were no committee meetings this month and therefore there are no reports.

**General Manager's Report:** The Board received a copy of the Interim General Manager Rea Statement of Work Report. There were no questions or comments.

**Clubhouse/Restaurant Committee:** No Meeting.

**Foundation Committee:** No Meeting.

**Golf Committee:** No Meeting.

**Property Policy Committee:** No Meeting.

**Treasurer's Report:** No Report.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

- a.) **Motion to Approve to Extend for One Year the Appointment of Tom Parko to the Golf Committee:** Motion made by Vice President George 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 extending the appointment of Tom Parko to the Golf Committee for one year. With the extension, the appointment of Mr. Parko will expire on January 31, 2022.

- b.) **Motion to Approve to Extend for One Year the Appointment of Debra Madril to the Golf Committee:** Motion made by Vice President George 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 extending the appointment of Debra Madril to the Golf Committee for one year. With the extension, the appointment of Ms. Madril will expire on February 28, 2022.

- c.) **Motion to Approve to Extend for One Year the Appointment of Ray Nash to the Budget and Finance Committee:** Motion made by Treasurer and Secretary Archambault and seconded by Director Laubach and passed unanimously.

Text of Motion: I move that the Heather Gardens Metropolitan District Board of Directors approve Ray Nash's appointment to the Budget and Finance Committee be extended for one year.

Explanation: Ray Nash has the financial experience valuable to the Budget and Finance Committee and the Capital Program Subcommittee.

- d.) **Motion to Approve to Extending the Audit Subcommittee Members Appointments:** Motion made by Treasurer and Secretary Archambault and seconded by Director Laubach and passed unanimously.

Text of Motion: Based on the recommendation of the Budget and Finance Committee, I move that the Heather Gardens Metropolitan District Board of Directors approve the extension for one year the appointments of the following: Marie Clark, Yolanda Lickteig, Karen McClaury, and Barb Schneller to the audit subcommittee.

Explanation:





# Heather Gardens

## METROPOLITAN DISTRICT

1. Committee members must meet in person and have established a routine that requires no contact.
2. Training new people would require personal closeness contrary to COVID regulations.
3. These members of the subcommittee know the system better than the accounting staff, except for Vickie Wu, and can recognize when invoices are miscoded.

**e.) Motion to Approve to Carry Forward of 2020 Spending Authority to 2021 for Project Pumphouse Roof TPO:** Motion made by Treasurer and Secretary Archambault and seconded by Director Laubach and passed unanimously.

Text of Motion: I move that the Heather Gardens Metropolitan District Board of Directors approve the \$10,350 carry forward 2020 spending authority to 2021 for project Pumphouse Roof TPO.

Explanation: Roof replacement was postponed due to fixes/patching that occurred in 2019 – this was a temporary fix to prolong the life and need of replacement. The roof still needs to be replaced as there are still existing issues and further deterioration since the initial fix/patch.

**f.) Motion to Approve the Update Authorized Signatures for Zion Bank:**

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

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

David L Funk, President

William F Archambault, Secretary and Treasurer

and remove the name of Sandra Rosenberg from the authorized signature listing.

Explanation: Currently, the authorized signatures are that of Sandra Rosenberg and William F Archambault. This updates the listing to the current President and Secretary/Treasurer.

The Board will need to notify the Bank, in writing on an HGMD letterhead, of the current authorizations.

**g.) Motion to Approve to Authorize Zion Bank to Establish Custody Account for Debt Service Funds Held by Bank:** Motion made by Treasurer and Secretary Archambault and seconded by Director Laubach and passed unanimously.

Text of Motion: I move that the Heather Gardens Metropolitan District Board of Directors authorize the establishment of a Custody Account at the Zion Bank for Debt Service Funds Held by the Bank. This account will be in effect until the current bond issue matures in 2040.

Explanation: Currently, funds held by the Zion Bank for Debt Service are held in a "Trustee/Payee" type of account. The bank states that there are two alternatives for handling the funds. 1)The District could establish a separate bank account, at the bank of our choice, have the funds collected monthly by Arapahoe County deposited directly to that account and semi-annually transfer funds to the bank for payments due on the bond issue or 2) authorize the establishment of Custody account and have Arapahoe County deposit funds directly to the Zion Bank which is the current practice. Semi-annually the District would authorize the bank to make the necessary payments due on the bond issue.

Given the changes in the HG finance office, I recommend that the Custody Account be established. It will cost \$500 per year to maintain the Custody account. The procedure for handling the funds was established with the issuance of the 2010 bond series and has been handled properly and accurately.

The Board will need to notify the Bank, in writing, of the decision made.

- h.) Motion to Approve to Authorize the Engagement of Such Individual and /or Firms to Assist in Bringing its Accounting Work up to Date:** Motion made by Treasurer and Secretary Archambault and seconded by Director Laubach and passed unanimously.

Text of Motion: I move that the Heather Gardens Metropolitan District Board of Directors authorize the engagement of such individuals and/or firms to assist in bringing its accounting work up to date. The work will include reconciliations of bank and other accounts, documentation of procedures and practices and internal controls, and such other work as may be appropriate to catch up the books and records of Heather Gardens. The acting general manager with consultation from such members of the Budget and Finance Committee as he deems appropriate will be responsible for initiating the engagement and monitoring the parties so engaged.

**OPEN FORUM:** None

President Funk asked the public to pass on to friends and neighbors that there is an opening on the Board and the committees associated with the District. This is the week



# Heather Gardens

METROPOLITAN DISTRICT

of random acts of kindness. Be kind by joining the Board in participating in these kinds of decisions and managing Heather Gardens in being a great place to live.

**ADJOURNMENT:** Upon motion by Vice President George, seconded by Treasurer and Secretary Archambault and passed unanimously, the meeting adjourned at 1:23 P.M.

---

William Archambault, Treasurer and Secretary