



# Heather Gardens

METROPOLITAN DISTRICT

HEATHER GARDENS METROPOLITAN DISTRICT

REGULAR MEETING

Thursday, May 16, 2019

The regular meeting of the Board of Directors of the Heather Gardens Metropolitan District was held in the office of the District, 2888 S. Heather Gardens Way, Arapahoe County, Colorado, on Thursday, May 16, 2019 at 1:00 P.M.

The Secretary certified that all Directors have been duly notified and at least three notices of the meeting were posted in public places within the limits of the District, all in accordance with Section 32-1-903, C.R.S. as amended; that a copy of the agenda with specific agenda items where possible for the meeting was duly posted in designated place within the limits of the District, in accordance with Section 24-6-402(2)(c), C.R.S.; that a quorum was present; and that the meeting hence was duly constituted and could lawfully transact business as contemplated.

**CALL TO ORDER:** President Baldwin called the meeting to order at approximately 1:00 P.M. on Thursday, May 16, 2019. A quorum was present.

**BOARD MEMBERS PRESENT:** President Craig Baldwin, Directors Bill Archambault, Bonnie McMullen, David Funk and Secretary Sandra Rosenberg.

**BOARD MEMBERS ABSENT:** None.

**STAFF PRESENT:** Controller Brett Miller, Executive Secretary Alicia Murray and Board Assistant Evelyn Ybarra.

**GUESTS PRESENT:** Four members of the HGA Board, Lynn Donaldson and Mary Hafka with Heather n' Yon, and approximately 15 members of the public were present.

**APPROVAL OF MINUTES:** Motion made by Treasurer Archambault, seconded by Secretary Rosenberg, and passed unanimously to approve the minutes of the April 18, 2019 Regular Meeting with three changes.

Motion made by Treasurer Archambault, seconded by Secretary Rosenberg and passed unanimously to approve the minutes of the May 9, 2019 Special Study Session as written.

**Election of Officers:** President Baldwin moved forward for nominations for President. Director McMullen motion to nominate Secretary Rosenberg for President. No other nominations. President Baldwin moved that Rosenberg be elected by acclamation and unanimous vote; the Board approved.

President Baldwin requested that the new President Rosenberg to proceed with the meeting.



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President Rosenberg reported that the current Bylaws do not call for Vice President and suggest holding off in adding this officer position until the Bylaws are approved. Treasurer Archambault and Director McMullen both agreed.

President Rosenberg moved forward for nominations for Treasurer. Treasurer Archambault self-nominated himself. No other nominations. President Rosenberg nominated Archambault as Treasurer for next year.

President Rosenberg moved forward for nominations for Secretary. Director McMullen motion to nominate Craig Baldwin and seconded by Archambault. No other nominations. President Rosenberg nominated Baldwin as Secretary.

**Appointments of Committee Chairs:** President Rosenberg wanted to keep Director McMullen as the Chair for Foundation and Director Funk as the Chair for Property Policy. Both Directors accepted. This left the Clubhouse\Restaurant Chair open. Rosenberg offered the Chair to Secretary Baldwin and he accepted. Rosenberg eliminated the Assistant Treasurer as there was no recollection of this discussion. Rosenberg reported the Recording Secretary will be Board Assistant Ybarra.

**GENERAL MANAGER'S REPORT:** President Rosenberg commented that General Manager White was not present at the meeting but did provide a report. Any questions regarding the report should be directed to the General Manager directly.

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

**Treasurer's Report:** Director Archambault asked if there were any questions or comments about his report.

Controller Miller reported that he will start meeting monthly before the HGMD Board meetings with Greg Kohr from the golf course, Cormac Ronan from the restaurant, and Linda Aluise from the clubhouse to discuss and go over their financials in detail that Treasurer Archambault summarized in the Treasurer's report. They will review the wages and salary for the restaurant due to the expansion of the hours and growth in staff, and for the golf course due to snow removal and installing a new computer system.

**Clubhouse/Restaurant Committee:** President Rosenberg reviewed the report dated May 9, 2019. The Committee is postponing building a partition for the restaurant until later this year. President Rosenberg reviewed the new restaurant hours and discussed unlocking the gate between the pool and the patio. Patio umbrellas have been purchased and the restaurant has restarted their hostess program.

Treasurer Archambault asked if Cormac was putting some numbers together on the additional staff cost. President Rosenberg referred the question to Controller Miller who stated it has not been a topic of discussion but that he will incorporate it during their meeting.



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**Golf Committee:** May meeting was cancelled. No report.

**Foundation Committee:** May meeting was cancelled. No report.

**Reserve Subcommittee:** President Rosenberg reported that there was a Reserve Subcommittee meeting on May 15<sup>th</sup> at 10 A.M. They discussed how to fund a reserve. Their Capital Component list has numerous items that spells out their life expectancy, and they are looking at which type of reserve they might want to fund.

**Property Policy Committee:** Director Funk first gave an update on the autonomous vehicle idea. It will not connect with RTD to make shuttle runs to light rail stations. Director Funk commented that there is a website called "Sketches" which is the Communication Committee's attempt to build a new paradigm of how the website will look in the future.

Gary Ford commented that the Communication Committee is only looking at ideas that might be useful on how to revise the website and this is not a full-blown project. The URL to the website "Sketches" is <http://test.plaidflannel.com/sketches>.

Director Funk stated that the cleaning up of 13692 E. Marina Dr. is complete and that the Committee is deciding what to do with that location for future usage.

Director Funk also commented that the RV gate damage was caused by a hit and run. The cost to replace the gate was approximately \$6,000.00 with insurance covering the cost after a \$2,500.00 deductible. The crosswalk work that was originally scheduled to begin in the Spring of this year has now been pushed back to May 2020 by the City of Aurora.

**President's Report:** Secretary Baldwin discussed that he spoke to Controller Brett Miller regarding the audit and opened the floor to Miller to provide an update. Miller confirmed that the Board received a revised audit schedule. Due to the conflict schedule at Rubin Brown being their busiest season, they were not able to have a full complement. They will be back on June 3<sup>rd</sup> with a full complement to complete the audit. The ultimate goal is to have the final audit presented to Budget & Finance (B&F) and the Board members the week of their meetings scheduled on July 15<sup>th</sup>, 16<sup>th</sup>, and 18<sup>th</sup>. Miller is working towards receiving a preliminary draft audit on or about the 17<sup>th</sup> of June. This preliminary draft audit will be provided to the B&F and the Boards to review and provide any questions. The questions will funnel to the B&F Chair John Coil. Miller, Coil, and Rubin Brown will work together to address any questions. Miller is working on scheduling a work session with the B&F and the Boards to walk through the audit with Rubin Brown. The ultimate deadline July 11<sup>th</sup> to have Rubin Brown answer any questions about the audit.

Treasurer Archambault commented as a government unit the district is to have their audit filed by June 30<sup>th</sup> through the state. The district can request for an extension, and believes the extension is through September 30<sup>th</sup>. Miller stated he will make sure to get that done.



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### UNFINISHED BUSINESS:

- 1.) **Consider accepting the May 10<sup>th</sup> draft of the Bylaws:** Motion made by Treasurer Archambault, seconded by Director Funk and passed unanimously.
- 2.) **Consider accepting the May 10<sup>th</sup> draft of the Procedure Memoranda for Foundation, Golf, and Property Policy:** Motion made by Director McMullen, seconded by Secretary Baldwin and passed unanimously.
- 3.) **Consider accepting the May 10<sup>th</sup> draft of the General Rules and Regulations:** Motion made by Secretary Baldwin, seconded Treasurer Archambault and passed unanimously.
- 4.) **Consider accepting findings and recommendations of the Special Committee for Electric Vehicle Charging Stations:** Motion by Director Funk, seconded by Secretary Baldwin and passed unanimously.

### NEW BUSINESS:

- 1.) Gary Ford presented some ideas on how the District could post notices on the HGA website or create a new website. The Board gave him permission to provide a sample on how to piggyback on the test HGA website.
- 2.) **Consider cancelling the June Regular Meeting:** Motion made by Treasurer Archambault, seconded by Director McMullen and passed unanimously

### OTHER BUSINESS: None.

**OPEN FORUM:** A resident asked if the procedure memorandums (PMs) will be online. President Rosenberg responded there will be an email distribution sent where to find and review the PMs on Heather Gardens website. The Board is requesting for suggestions and comments from the audience to be submitted to the Board members prior to the next meeting.

Director Funk commented under emergency in the PMs as a public entity that the clubhouse staff should be CPR certified and there also needs to be a comprehensive emergency action plan. President Rosenberg stated that HGMD does not have staff and that this will have to go through legal counsel and to the HGA Board to decide.

A resident suggested offering a CPR class to staff.

A resident request clarification on when the new logo merchandise will go out for sale. Treasurer Archambault stated it should be in the next two weeks.

**ADJOURNMENT:** The Board adjourned at 2:47 P.M.



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The next regular HGMD Meeting is Thursday, July 18, 2018 at 1:00 P.M.

  
Bill Archambault, Treasurer and Secretary

