

Subdistrict Manager Monthly Report September 2022

Town Center Metro District
Subdistricts #1 & #4

Submitted by: Alexander Kennedy

Subdistrict Manager | TCMD SD #1 & #4

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A photograph of a stone wall with a sign that reads 'FAIRWAY VILLAS AT GREEN VALLEY RANCH GOLF CLUB'. The sign is mounted on a wall made of light-colored, stacked stone blocks. The text on the sign is in a serif font, with 'FAIRWAY VILLAS' in a larger size than 'AT GREEN VALLEY RANCH GOLF CLUB'.

FAIRWAY VILLAS
AT GREEN VALLEY RANCH GOLF CLUB

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Budgeting, Finance, & Billing



Budgeting, Finance, & Billing

1) Developed monthly budget tracking reports for each subdistrict, measuring line item expenditures & revenues with individual columns displaying:

- **Annual Budget**
- **Prior Months Activity**
- **Current Month Activity**
- **Totals to Date**
- **Total Remaining**
- **Total Forecasted**
- **Variance to Budget**

2) Conducting Monthly Invoice Review & Maintenance Meetings with FV CAC (Community Advisory Committee) Members.

3) Meeting with BIS (Bungalows Issues Subcommittee) to discuss Subdistrict 4 matters and review budget progress.

4) Gathered, reviewed, uploaded, coded, approved, & accounted for all vendor invoices - Continue to work with Bill.com Approvers Group to adhere to the approval schedule.

Budgeting, Finance, & Billing

5) Prepared 1st draft of adjustments and recommendations for 2023 Annual Budget Adoption Process for TCMD SD 1 & 4. Incorporated projected revenue numbers relative to the Preliminary Assessed Valuation and 2023 Estimated Revenues. Compiled expenditure recommendations and increased/decreased each line item's 2023 budget on the master Chart of Accounts to reflect lessons learned from 2022 expenditures, planned FV projects, resident requests, as well as current & upcoming set service contract amounts.

6) Worked with district accountants, CLA, to confirm subdistrict revenue amounts year to date for 2022 as well as preliminary property assessments and income predictions for 2023.

Cost Saving Initiatives

- 1) Ensured a balanced budget for 2022 expenditures & 2023 budget recommendations.
- 2) Obtained 11 outdoor benches from the GVR Golf Course free of charge upon FV resident recommendation, resulting in a total savings of over \$7,000 for the subdistrict. FV FMM (FV Facility Maintenance Manager) installed benches for resident use at the Lodge, Pickleball & Bocce Ball courts, Community gardens, & Community mailboxes. Working with FMM to secure & fasten each bench in place.
- 3) Purchased replacement swimsuit spinner/dryer for men's locker room at Clubhouse following failure of previous machine and unsuccessful attempts at repair. YPG (Y Purchasing Group) discount of \$100 utilized.

Maintenance & Facilities

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Maintenance & Facilities

- 1) Worked with FV FMM (Facilities Maintenance Manager) to identify, prioritize, track, and resolve all work orders and maintenance issues that arise.
- 2) Created September 2022 Work Order Reports for Completed & In Progress Projects:
 - a) Total Work Orders Completed September = 27
 - b) Total Work Orders In Progress = 11
 - c) Total Work Orders On Hold for Parts = 6
- 3) Continue to monitor, track, and resolve FV Resident Comment and Work Order Request Form submissions - <https://ymcamembership.org/fairway-villa-resident-form/>
 - a) Total Resident Submissions Received September 2022 = 6
- 4) Organized regularly scheduled YMCA maintenance visits to assist FV FMM (Facilities Maintenance Manager) to complete work orders that require additional assistance.

Maintenance & Facilities

- 5) Purchased professional-grade quality Pickleball Backboard for the Lodge Pickleball courts following a comprehensive search process. Worked with vendors and Pickleball players to ensure correct size and specifications were met. Arranged assembly and installation of backboard on Pickleball court with Pickleball player rep, Y Maintenance team & FV FMM.
- 6) Finalizing ongoing process of repairs to Key Fob reader on the Clubhouse Pool Exit Door. After numerous attempts to fix the issue proved unsuccessful, ADT technicians determined a new Brivo ACS6000 control panel was required. New panel has been ordered and will be installed on 10/11/22 or earlier.
- 7) Facilitating plumbing of Clubhouse men's bathroom to resolve back up of water in sinks.
- 8) Finalizing energy & cost saving project of LED Light Retrofit installation for all Clubhouse light fixtures with vendor. Benefits of this project will result in brighter, longer lasting, & more energy efficient lighting for facility.

Maintenance & Facilities

- 9) Facilitating the removal of defunct water fountain at Clubhouse.
- 10) Partnered with vendor for Clubhouse Pool Deck Door enhancement project following comprehensive RFP (Request for Proposal) process and meetings with vendors. Currently finalizing remaining quote enhancements with CAC members and vendor to ensure all needs are met and the project stays within budget.
- 11) Currently facilitating the removal of defective wooden entrance gates at 54th & Dunkirk.
- 12) Facilitated resident communication & closing of Outdoor Pool for the winter with FMM to ensure all necessary steps have been taken to reduce risk of staining and damage of drained surface.
- 13) Facilitated installation of Sacrificial Anodes for CAT 4000 Automatic Chemical Injection system for Indoor Pool. Sacrificial Anodes were installed for heaters/boilers to protect against electrolysis and potential damage to the chemical injection system.

Maintenance & Facilities

- 14) Obtained & Installed Toilet Seat Covers for the Clubhouse bathrooms by resident request.
- 15) Currently facilitating proposals and RFP process to enhance Clubhouse aquatics equipment and upgrade pool & spa pump systems with a focus on automatic chemical injection to further reduce the risk of equipment failure and associated pool closures.
- 16) Currently finalizing the RFP process for resurfacing the Clubhouse Spa, Indoor Pool, & Outdoor Pool.

Vendors

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Vendors

- 1) Completed installation of 2 new security cameras at Clubhouse and Lodge for enhanced facility security. 1 new camera has been installed in the Lodge fitness center & 1 new camera has been installed at the Clubhouse outdoor pool & patio. Facilitated reinstallation of remote security camera access and monitoring system for staff members.
- 2) Completed annual fire extinguisher inspection and certification for Clubhouse & Lodge extinguishers. Completed semi-annual fire hood inspection & certification for required Clubhouse fire equipment.
- 3) Continued to work with vendor & Lifestyle Director for installation of new Clubhouse projector and critical updates to facility A/V system.
- 4) Completed all required Certificate, License, & Inspection renewals for 2022-2023 with the City of Denver.

Subdistrict #4 & Bungalows

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Subdistrict #4 & Bungalows

- 1) Completed comprehensive address audit and created service checklist for all 106 Bungalow units. Verified accuracy of current homeowners and contact information through in person visits.
- 2) Facilitated Irrigation Winterization schedule with landscapers and Bungalow Homeowners to ensure proper communication and completion of services. Confirmed that tags will be applied to each irrigation system to signify completion and created a comprehensive address checklist for vendor to ensure total completion and ability to track progress.
- 3) Currently determining pricing for Lodge furnishing items in association with the Lodge Furnishing Committee. Working with committee members, vendors, and Y Purchasing Group to identify most competitive pricing.
- 4) Continuing to work with homeowners and landscapers to identify, track, and resolve all landscaping maintenance and irrigation related issues.

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Landscaping / Snow Removal



Landscaping

- 1) Conducting Bi-weekly landscaping and grounds inspections - errors have been identified before intensifying and brought to the attention of landscaping vendor.
- 2) Continuing to monitor the work of SD 4 landscaping vendor to ensure all contracted services are being completed and issues are being corrected.
- 3) Finalizing the RFP (Request for Proposal) process for 2023 Bungalows Snow & Landscape maintenance contract. Enhanced the Scope of Work to incorporate lessons learned from the 2022 season that will work to address recurring points of concern.
- 4) Meeting regularly with BIS members to discuss RFP responses from vendors for 2023 Bungalows Snow & Landscape maintenance to ensure competitive pricing & enhanced service that stay within budget.
- 5) Conducted numerous on site walkthroughs with potential landscaping vendors throughout the RFP process.

Community

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Community

- 1) Currently still in search of a Personal Trainer for Fairway Villas residents to schedule 1-on-1 or group sessions with. There has been difficulty in finding an instructor primarily due to distance and scheduling conflicts. FV Residents are very much encouraged to refer interested candidates to Clubhouse staff. A YMCA job posting is being created and will be advertised throughout the Denver Metro Area with the hope of attracting more interested applicants.
- 2) Continuing to conduct In-Person Home Visits to complete and update the CAC/Bungalows Email Address database as well as to resolve irrigation issues.

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General



FAIRWAY VILLAS
AT GREEN VALLEY RANCH GOLF CLUB

General

- 1) Continuing to assist with communications and unresolved work orders between FV residents, Westwind, GVR Golf Club, Oakwood, & Timberline including Incomplete Landscaping in common areas, Common area fence repair, etc.
- 2) YMCA began distributing regular work order status reports compiled by Westwind detailing the status of all common area work orders outside of the YMCA's scope of work.

Thank You!

If you have any questions, please reach out to your Subdistrict Manager, Alexander Kennedy, for more information.

Alexander Kennedy

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A photograph of a stone wall with a sign that reads "FAIRWAY VILLAS AT GREEN VALLEY RANCH GOLF CLUB". The sign is made of a light-colored material, possibly metal or stone, and is mounted on the wall. The wall is made of light-colored, rectangular stones. The background is a dark blue gradient with geometric shapes.