

Heather Gardens Metropolitan District

Clubhouse/Restaurant Committee Report

February 14, 2019

To: HGMD Board of Directors, HGA Board of Directors and General Manager

From: Sandra Rosenberg

Subject: Report of February 14 2019 Clubhouse/Restaurant Committee Meeting

Committee:	Sandra Rosenberg	Barbara Brown
	Jill Bacon	Barbara Schneller
	Jerry Brewster	Christa Boehmer
	Tom Merges - Excused	JoAnn Fitch

Staff: Linda Aluise (Clubhouse Manager)

Guests: 6 Guests were present

Chairman Sandra Rosenberg welcomed members and guests. We do have a quorum.

The January 17, 2019 Clubhouse/Restaurant Committee Report was approved as written.

Committee Chair Report: Sandra Rosenberg

The HGMD Board has not met since our last Clubhouse/Restaurant Committee meeting on January 17, 2019. Our next scheduled HGMD Board Meeting is February 21, 2019. The Board will have a work session in the morning starting at 10:00, with our regular meeting at 1:00.

The Board President and our legal counsel have been working on restructuring our Bylaws, Rules and Polices, PM's and Fee Structure. The HGMD Board will be reviewing those at our work sessions. Later in the agenda we will be reviewing our Fee Schedule in preparation for that meeting.

The Reserves Subcommittee, which last met on September 26, 2018, will meet on Wednesday, February 20, 2019 at 10:00 am. A new HGMD Component list was just sent out and has been included in your materials today. Please review the Component list and let me know if you see any missing items or needed corrections.

Clubhouse Manager Activities Report: Linda Aluise

The Clubhouse Manager provided a report of accomplishments for January 2019 (See attached report). The Clubhouse Manager reported a very busy month with many events, including the dance and HG Roadshow. Classes are all pretty full. The Clubhouse is adding some Saturday night concerts in the coming months. The Aurora Center for Active Adults will be having three Senior 88 shows at Heather Gardens. The Woodshop held their open house and participants are excited to receive the new tools. The Clubhouse Manager has started working on the 9 News Health Fair. This event requires a lot of volunteers and she will be providing more information as the event nears. A new instructor has been hired for the Knitting and Crochet Class. The new track lighting was installed in the hallway. Inventory review was completed, and the new boiler for the in-door Spa was replaced.

The Clubhouse Assistant Manager's report is contained on the back of the Clubhouse Manager's report. The Assistant Manager handled 18 rental contracts, and renewed existing rental for lockers. They received approximately \$6,000 in rental fees in January. The Assistant Manager worked to orientate several new custodial staff members on room setup requirements. And, he is working on applications for the Resource Fair. That event takes place near the end of March.

Restaurant Manager Report:

The Restaurant Manager and Assistant Manager were unable to attend the meeting, as it is Valentine's Day and they are preparing for a busy dinner night. The Reach-in Cooler/Refrigerator has been ordered and should be delivered any day now. The Chef's Buffet has not been ordered yet, as some electrical work will be needed prior to usage.

Clubhouse/Rendezvous Unfinished Business:

Rendezvous Restaurant Rental Fee: At our last Clubhouse/Restaurant meeting we discussed usage of the Banquet Room including setting an expected minimum sales revenue in order to book the room for group meeting and events. We are now being asked to look at the Full Restaurant Rental Fee. Currently we have a \$600 Rental fee for 4 hours of usage. That fee does not include food and/or beverage. Back last summer the Restaurant did rent out the facility for that fee amount. The group brought in their own food and drinks, and left the place a mess. The Restaurant Manager believe going forward we should set a minimum sales amount for the full rental of the restaurant at \$3,000. The Restaurant Manager currently has two rental bookings for at least this amount. This means in order to rent out the space, we will need to provide the food, beverage, and wait staff. This way if the rental time occurs during time usually available for resident usage, we are justified and fully compensated for the lost usage. The Chairman stated that this fee schedule, as well as all of the Clubhouse Fees, will be reviewed in our work session on February 21, 2019. In preparing for the work session, the full fee schedule was reviewed with the Clubhouse Manager and we found some changes that needed to be made. Work sheets noting those changes are included in your material today. In several cases listed events no longer occur and should be deleted. There are also some new classes, and different class fee amounts for classes that occur more than once a week. We also need a little leeway on pricing special events to cover our cost. The cost to hire and arrange events vary, and a set price for all special events will not work. Also reoccurring events may receive a reduced rental rate. For example, the two church groups, Frolics, Chiropractor, Hearing Clinic, Watch Repair service, etc. all pay an amount as negotiated by contract.

Room Dividers for Restaurant: Between our last Clubhouse/Restaurant meeting and this meeting, Tom Merges did a little research on room dividers, and the two Restaurant managers have done the same. But no estimates or quotes were available for today's meeting. This item will be carried over to our next meeting.

New Business:

Updated Camera for Clubhouse/Restaurant: Our Security Chief was contacted by our camera servicer with a proposal to change out some camera in the Restaurant and Maintenance area to improve the camera system software for security monitoring. The request includes 12 future service calls for a fee of \$540.00. The total HGMD cost would be \$875.00, but there is no breakdown of how much each department would be charged. This proposal was discussed at the Property Policy Committee on February 4th and it was decided that the District Manager and Security staff would review and handle with existing maintenance budgeted money.

Trash Receptacles: There are three or four Trash Receptacles near the Tennis Court. Some years back a fence was built around the Trash Receptacles with a large gate for removal. The gate is lying down in the fenced area and generally one or more receptacles are outside the gate. Trash builds up around the area. The area is visible from the street and parking lot. It's an eye sore. The Committee Chair is wondering if this brothers

anyone else and is a matter that this Committee should address with the HGMD Board and management. The Committee Chair would like to see the Trash Receptacles inside the gate (when not scheduled for a pick-up), the gate affixed to the fence, and perhaps a lock on the gate. There is concern that anyone living at Heather Gardens or driving around can currently dump trash in these receptacles, and cause an overflow or mess around the area. Jerry Brewster made a motion that the Clubhouse Committee recommend repairing the gate so the receptacles can be closed off and the area cleaned up. The motion was seconded by Christa Boehmer. With no future discussion it was approved unanimously.

Other Business: The Clubhouse/Restaurant Committee Chair asked for an update on budgeted items for 2019. The Clubhouse Manager stated she is researching businesses for auditorium chairs. She would like to find a local distributor so she can see and lift the chairs. They would like durable, light weight chair, as they are used and moved around a lot. Old chairs that are in good condition may be moved to the Restaurant, sold, or traded it, if possible. She has one bid for a stage curtain (one panel) and has not started working on bids for stage floor replacement. The out-door pool boiler is scheduled for replacement this year. Jon Howell will be evaluating the current condition of the boiler and making a decision on whether to replace this year, or postpone if he thinks it can make it another year.

Residents wishing to address the Committee on non-agenda items:

Robin O'Meara of CPIII asked about Clubhouse/Restaurant goals for 2019. The Clubhouse/Restaurant Committee Chair stated the Clubhouse Manager and Restaurant Manager covered their goals for 2019 at the January 2019 Committee meeting.

There being no further business the meeting was adjourned at 1:45 pm.

**NEXT MEETING: 2nd Thursday of the month, at 1:00 pm
March 14, 2019**