

**NOTICE OF PUBLIC MEETING OF THE HGMD CLUBHOUSE/RESTAURANT  
COMMITTEE  
December 14, 2021 3:00 PM**

Pursuant to Section 24-6-402(2)(c), C.R.S., the Clubhouse/Restaurant Committee to the Board of Directors of the Heather Gardens Metropolitan District, hereby gives notice that it will hold a Zoom videoconference meeting at **3:00 PM on December 14, 2021**. The meeting will be held for the purpose of conducting such business as may come before the Committee. This meeting is open to the public.

**Join Zoom Meeting**

<https://zoom.us/j/95714285477?pwd=cDk2NWdXSzlwQkhOM0laT2kvcnpuUT09>

**Meeting ID: 957 1428 5477**

**Password: 929092**

or

**Dial-In Number: +1 346 248 7799 US**

**AGENDA**

Committee Members: Maria Mines Chair; Jean Baldwin, Linda Worthey, Nancy Linsenbigler, Carol Reed, Tom Tomasik, Nora Tracy, Tom Merges

Staff: Cormac Ronan (Restaurant Manager), Montrell Anthony (Clubhouse Manager)

- 1) Determine Quorum Present
- 2) Call meeting to order
- 3) Chair Comments
- 4) Review/Approval of Report for November 9, 2021 Regular Meeting
- 5) Review of Financial Reports – November 2021
- 6) Report by Clubhouse Manager
- 7) Report by Restaurant Manager
- 8) Unfinished Business
- 9) New Business
  - a. Pool opening during the holiday season
  - b. Status of marketing volunteer efforts by the committee
- 10) Residents wishing to speak on non-agenda items – time limit 3 minutes
- 11) Adjournment

Residents wishing to speak on agenda items will be given the opportunity at the time the item is discussed.

**Note:** Clubhouse/Restaurant Committee meetings, when held, are on the second Tuesday of each month at 3:00 PM.

**The next Clubhouse/Restaurant Committee meeting will be January 11, 2022 at 3:00 PM.**

## Heather Gardens Clubhouse/Restaurant Committee Meeting

November 9, 2021

Chair, Maria Mines opened the meeting at 3:00 pm with all committee members present.

Report of the August 10 meeting was approved.

The Chair, Maria Mines introduced and welcomed the new Clubhouse Manager, Montrell Anthony. He told us his wife was originally from Aurora and they have two daughters, seven and three. The committee warmly welcomed him. Montrell announced he has hired a new assistant, Julie Racich.

**Report from Restaurant Manager.** Cormac explained the Loyalty Reward Program he has been working on and that leaves no time for marketing. Data is being input for on-line ordering and payments. Resident information can be saved for future ordering. He said that he is trying to keep last year's prices for take-out orders. Courtney has been working on Holiday party dates. He answered a question concerning kitchen help, saying that he has been doing the cooking, dishwashing, ordering and receiving, and taking reservations. Tom Merges and Tom Tomasik found in the P&L positive percentage of costs and sales.

**New Business:** Discussion ensued regarding marketing as an attempt to increase the number of residents using the Restaurant. This led to considering volunteers for that purpose. Volunteers could attend building and AR meetings to promote the Restaurant catering services for special events. It was suggested that members of this volunteer force could work with Judy Kim, the Communications Coordinator, for promotional purposes through Piler messages to the community.

Linda Worthey brought up the Salute to Veterans at the Auditorium, sponsored by Cherry Creek Retirement, that requires everyone to pay attendance fee. Veterans should have free admission to the celebration.

**Unfinished Business:** Regarding the Pool hours, Heather Garden HGA President, Jill Bacon commented that Jon Rea and Montrell Anthony are working on this, and decisions will be made after the first of next year.

There being no further business the meeting was adjourned at 4:10 pm.

The next Clubhouse/Restaurant Committee meeting will be held December 14, 2021 at 3:00 pm.

Jean Baldwin, Secretary

**Heather Gardens Metropolitan District  
Club House P&L  
11/30/2021**

12/13/2021

11:01 AM

	CURRENT ACTUAL	CURRENT BUDGET	CURRENT VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET	
<b>REVENUE</b>								
D512	CH Building Rentals	1,740	1,425	315	15,196	15,675	(479)	17,100
D515	Classes	(80)	0	(80)	55,638	36,611	19,027	43,438
D513	Events	1,584	2,270	(686)	15,691	24,970	(9,279)	27,245
D516.1	Coffee Revenue	268	439	(171)	2,354	4,829	(2,475)	5,265
D513.1	Trips Revenue	1,892	1,333	559	17,204	14,663	2,541	15,996
	<b>TOTAL REVENUE</b>	<b>5,404</b>	<b>5,467</b>	<b>(63)</b>	<b>106,083</b>	<b>96,748</b>	<b>9,335</b>	<b>109,044</b>
<b>WAGES/BENEFITS</b>								
C500	Salaries - FTP	8,731	8,854	123	66,302	97,394	31,092	107,607
C510	Salaries - Part Time	6,529	6,808	279	84,280	74,888	(9,392)	81,691
C520	Salaries - Overtime	862	0	(862)	2,569	0	(2,569)	0
C530	Salaries - Teachers	10,420	4,117	(6,303)	59,232	44,884	(14,348)	49,003
C540	Taxes - Payroll	2,661	1,582	(1,079)	21,782	18,663	(3,119)	20,249
C550	Retirement Expense	0	170	170	1,558	1,870	312	2,045
C553	Insurance - Personnel	5	1,206	1,201	4,239	12,606	8,367	13,810
C574	Recruit/Train/Services	571	63	(508)	6,388	2,228	(4,160)	2,295
C575	Employee Incentive	0	0	0	544	0	(544)	0
C588	Workers Comp Insurance	206	233	27	7,311	3,375	(3,936)	3,608
	<b>TOTAL WAGES/BENEFITS</b>	<b>29,985</b>	<b>23,033</b>	<b>(6,952)</b>	<b>254,205</b>	<b>255,908</b>	<b>1,703</b>	<b>280,308</b>
<b>OPERATING EXPENSES</b>								
C675.2	Salaries-Charge Out	0	0	0	0	(1,800)	(1,800)	(1,800)
C673	Maintenance Hours	9,952	6,401	(3,551)	45,336	69,384	24,049	76,077
C676	Golf Hours	0	766	766	0	3,830	3,830	4,598
C677	R & G Hours	0	3,121	3,121	263	12,697	12,435	13,393
C678	Custodial Hours	7,577	11,368	3,791	84,825	125,048	40,223	136,419
	<b>CHARGE-OUT SUBTOTALS</b>	<b>17,529</b>	<b>21,656</b>	<b>4,127</b>	<b>130,424</b>	<b>209,159</b>	<b>78,737</b>	<b>228,687</b>
C621.1	Mileage Reimbursement	0	8	8	0	88	88	96
C627	Pool Care & Supplies	2,393	1,089	(1,304)	11,658	18,049	6,391	19,138
C639	Software & IT	391	340	(51)	6,357	3,740	(2,617)	4,080
C640	Electric	7,301	7,213	(88)	81,868	78,314	(3,554)	85,551
C643	Gas	1,317	1,666	349	16,986	15,861	(1,125)	17,617
C662	Office Supplies & Postage	653	690	37	6,197	7,770	1,573	8,520
C662.1	CC & ActiveNet	303	480	177	6,255	7,560	1,305	8,520
C671	Outside Contractors	438	1,498	1,060	18,116	18,964	848	19,980
C683	Repairs - Equipment	0	734	734	4,041	8,281	4,240	9,015
C684	Supplies	545	1,256	711	8,398	21,491	13,093	22,875
C684.1	Custodial Supplies	868	2,000	1,132	17,758	22,000	4,242	24,000
C684.2	Coffee Supplies	146	560	414	2,044	6,190	4,146	6,750
C686.1	Special Event Supplies	55	305	250	3,066	8,583	5,517	9,063
C686.2	Special Event Contractors	0	800	800	4,443	5,950	1,507	7,225
C687	Trips Expense	461	1,150	689	14,219	12,650	(1,569)	13,800
C688	Non Capital Equipment	40	125	85	1,640	8,745	7,105	8,870
C689	Phone & Internet	404	370	(34)	3,799	4,070	271	4,440
C698	Water & Sewer	1,351	1,489	138	18,383	22,331	3,948	23,798
	<b>TOTAL OPERATING EXPENSES</b>	<b>34,195</b>	<b>43,429</b>	<b>9,234</b>	<b>355,652</b>	<b>479,796</b>	<b>124,146</b>	<b>522,025</b>
	<b>NET REVENUE &amp; EXPENSE</b>	<b>(58,776)</b>	<b>(60,995)</b>	<b>2,219</b>	<b>(503,774)</b>	<b>(638,956)</b>	<b>135,184</b>	<b>(693,289)</b>

**Heather Gardens Metropolitan District  
Restaurant P&L  
11/30/2021**

12/13/2021  
11:02 AM

	CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET
<b>SUMMARY</b>							
Sales	39,027	52,123	(13,096)	396,056	598,815	(202,759)	658,492
Cost of Goods Sold	12,646	16,764	4,118	129,056	192,583	63,527	211,773
<b>Gross Profit</b>	<b>26,381</b>	<b>35,359</b>	<b>(8,978)</b>	<b>267,000</b>	<b>406,232</b>	<b>(139,232)</b>	<b>446,719</b>
Wages & Benefits	21,845	28,747	6,903	264,487	327,788	63,301	360,832
Operating Expense	8,043	11,243	3,200	92,692	139,523	46,832	152,291
<b>Net Income/(Loss)</b>	<b>(3,507)</b>	<b>(4,631)</b>	<b>1,124</b>	<b>(90,179)</b>	<b>(61,079)</b>	<b>(29,100)</b>	<b>(66,404)</b>
<b>SALES</b>							
D506 Restaurant Food	32,408	44,132	(11,724)	326,871	507,001	(180,130)	557,534
D506.1 Restaurant Beer	2,299	2,585	(286)	23,054	29,701	(6,647)	32,658
D506.2 Restaurant Wine	2,037	2,821	(784)	23,220	32,412	(9,192)	35,642
D506.3 Restaurant Liquor	2,283	2,585	(302)	22,911	29,701	(6,790)	32,658
<b>TOTAL SALES</b>	<b>39,027</b>	<b>52,123</b>	<b>(13,096)</b>	<b>396,056</b>	<b>598,815</b>	<b>(202,759)</b>	<b>658,492</b>
<b>COST OF GOODS SOLD</b>							
H450 COGS - Food	11,475	15,005	3,530	113,872	172,382	58,510	189,562
H455 COGS - Beer	628	569	(59)	6,319	6,534	215	7,185
H455.1 COGS - Wine	320	621	301	5,502	7,133	1,631	7,841
H455.2 COGS - Liquor	223	569	346	3,363	6,534	3,171	7,185
<b>TOTAL COST OF GOODS</b>	<b>12,646</b>	<b>16,764</b>	<b>4,118</b>	<b>129,056</b>	<b>192,583</b>	<b>63,527</b>	<b>211,773</b>
<b>GROSS PROFIT</b>	<b>26,381</b>	<b>35,359</b>	<b>(8,978)</b>	<b>267,000</b>	<b>406,232</b>	<b>(139,232)</b>	<b>446,719</b>
	68%	68%		67%	68%		
<b>WAGES/BENEFITS</b>							
H500 Salaries - Full Time	12,649	11,715	(934)	135,429	128,865	(6,564)	142,069
H510 Salaries - Part Time	4,991	13,031	8,040	81,698	149,704	68,006	164,623
H520 Salaries - Overtime	141	156	15	1,056	3,396	2,340	4,151
H540 Taxes - Payroll	2,366	1,992	(374)	25,449	25,234	(215)	27,544
H550 Retirement Expense	292	227	(65)	4,680	2,497	(2,183)	2,729
H553 Insurance Emp Health	990	1,206	216	7,504	12,606	5,102	13,810
H574 Recruiting/Training	105	135	31	4,319	1,585	(2,734)	1,720
H575 Employee Incentive	0	0	0	1,412	0	(1,412)	0
H588 Workers Com Insurance	311	285	(26)	2,940	3,901	961	4,186
<b>TOTAL WAGES/BENEFITS</b>	<b>21,845</b>	<b>28,747</b>	<b>6,903</b>	<b>264,487</b>	<b>327,788</b>	<b>63,301</b>	<b>360,832</b>
<b>OPERATING EXPENSES</b>							
H673 Maintenance Hours	279	728	449	4,199	9,608	5,410	10,234
H674 Custodial Hours	175	630	455	3,349	6,930	3,581	7,560
<b>CHARGE-OUTS SUBTOTAL</b>	<b>454</b>	<b>1,358</b>	<b>904</b>	<b>7,548</b>	<b>16,538</b>	<b>8,991</b>	<b>17,794</b>
H639 Software & IT	83	300	217	3,647	3,300	(347)	3,600
H640 Electric	1,825	1,978	153	20,476	19,960	(516)	22,167
H643 Gas	329	417	88	4,770	3,966	(804)	4,404
H644 Water	130	143	13	1,906	2,231	325	2,367
H645 Phone & TV	326	300	(26)	3,165	3,300	135	3,600
H646 Trash Removal	401	425	24	4,404	4,675	271	5,100
H651 Uniforms	0	80	80	501	880	379	960
H652 Discounts & Comps	490	521	31	5,693	5,989	296	6,585
H655 Linen Service	0	392	392	0	4,312	4,312	4,704
H662 Office Supplies	0	55	55	343	605	262	660
H671 Outside Contractors	105	436	331	4,646	6,035	1,389	6,730
H681 Credit Card Fees	1,875	1,564	(311)	16,511	17,966	1,455	19,755
H683 Repairs - Equipment	0	410	410	420	4,500	4,080	4,910
H684 China/Glass/Flatware	0	250	250	953	2,750	1,797	3,000
H684.1 Kitchen Supplies	969	1,564	595	11,349	17,966	6,617	19,755
H685 Cleaning Supplies	560	1,050	490	3,953	11,550	7,597	12,600
H688 Non Capital Equipment	0	0	0	0	3,000	3,000	3,000
H689 Marketing	50	0	(50)	595	6,000	5,405	6,000
H690 Licenses	446	0	(446)	1,812	4,000	2,188	4,600
<b>TOTAL OPERATING EXPENSES</b>	<b>8,043</b>	<b>11,243</b>	<b>3,200</b>	<b>92,692</b>	<b>139,523</b>	<b>46,832</b>	<b>152,291</b>
<b>NET REVENUE &amp; EXPENSE</b>	<b>(3,507)</b>	<b>(4,631)</b>	<b>1,125</b>	<b>(90,179)</b>	<b>(61,079)</b>	<b>(29,099)</b>	<b>(66,404)</b>

COGS Percentages	
Current	YTD
35.4%	34.8%
27.3%	27.4%
15.7%	23.7%
9.8%	14.7%
<b>32.4%</b>	<b>32.6%</b>