

**NOTICE OF PUBLIC MEETING OF THE HEATHER GARDENS METROPOLITAN DISTRICT  
CLUBHOUSE/RESTAURANT COMMITTEE  
October 10, 2022, 10:00 AM**

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 regular meeting at the Heather Gardens Clubhouse, 2888 S Heather Gardens Way Aurora, CO 80014 in the board room and via Zoom videoconference at **10:00 AM on October 10, 2022**. 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://us06web.zoom.us/j/83178821125?pwd=Wnk5VXBXMWJaQ0VPeEFmWGNrNmNDQT09>

**Meeting ID: 831 7882 1125**

**Password: 535058**

or

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

**AGENDA**

**Committee Members:** Maria Mines Chair; Jean Baldwin, Linda Worthey, Nancy Linsenbiger, 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 September 12, 2022
- 5) Review of Financial Reports – September 2022
- 6) Report by Clubhouse Manager
- 7) Report by Restaurant Manager
- 8) Unfinished Business
- 9) New Business
- 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:** When held, Clubhouse/Restaurant Committee meetings are held on the second Monday of each month at 10:00 AM.

Next scheduled meeting: November 8, 2022

## **Heather Gardens Clubhouse/Restaurant Committee Meeting**

September 12, 2022

Chair, Maria Mines, opened the meeting at 10:00 PM in the HG Board Room, with quorum present. Cormac Ronan was absent due to illness. Report of the August 8th meeting was approved, as written.

**Report by Clubhouse Manager.** In response to question by a committee member regarding high number of maintenance hours, Montrell Anthony stated that some old maintenance jobs had not been closed in the books, and they were added to this month's report; this gap should be corrected in the new budget. Building rentals are good, many non-residents taking advantage of the facility for private functions; schedules and availability records are being kept for special building rentals. Veronica Gonzalez is working on the website and planning to start HG Facebook page for marketing. Montrell had high praise for Julie Racich, who is doing a great job as his assistant. Flea Market, Resource Fair (with 32 vendors, so far) and Craft Fair are coming up. The Clubhouse is now fully staffed at the front desk. Needed repairs will be done in the locker room. The volunteer program is going well, more volunteers are being incorporated, their applications and hours worked are being monitored. The Food Truck experience is being evaluated, to determine the quality of food offered and the frequency of visits. Montrell also had high praise for Cormac Ronan, who is a great support of many Clubhouse activities.

**Discussion Between Committee Members and Jon Rea, CEO.** A comment was made by some committee members about planned price raisings for the restaurant, suggesting that, according to Cormac's records, lower-priced items sell the most. Raising of prices should be discussed in the upcoming Budget workshops. Stating that although day-to-day operations are not the purview of the committee, Jon cited some items brought up by this committee in the last year that have been taken under consideration and implemented: clubhouse hours, pool hours, volunteer help, among others. Jon and his staff are working to catch up on items that have not been addressed for years. The committee felt that Jon was very considerate and attentive to members' views and comments.

**Committee Discussion.** There was some concern expressed as to the interpretation of duties and functions of Restaurant/Clubhouse committee. Members of the committee would like more awareness and inclusion in matters of budget items concerning the Restaurant or Clubhouse, in the future.

**Heather Gardens 50th Anniversary Celebration.** Since Heather Gardens is celebrating its 50th anniversary next year, a request was made for our agenda to carry some information/discussion on this subject on a monthly basis. The Communications Committee is in charge of this affair, and it was suggested that a member of our committee attend one of their meetings to keep us in the loop.

There were no questions or comments from the audience, and with no further business to discuss, the meeting was adjourned at 11:15 AM.

**The next Clubhouse/Restaurant Committee meeting will be held October 10, 2022, at 10:00 AM.**

Lenora Tracy, Secretary

**Heather Gardens Metropolitan District  
Club House P&L  
9/30/2022**

10/5/2022  
1:20 PM

	CURRENT ACTUAL	CURRENT BUDGET	CURRENT VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET	
<b>REVENUE</b>								
D512	CH Building Rentals	1,261	1,300	(39)	19,859	11,700	8,159	15,600
D515	Classes	5,748	7,240	(1,492)	57,880	65,160	(7,280)	86,880
D513	Events	5,779	4,155	1,624	18,568	22,815	(4,247)	31,670
D516.1	Coffee Revenue	193	300	(107)	1,959	2,700	(741)	3,600
D513.1	Trips Revenue	1,071	2,750	(1,679)	26,825	24,750	2,075	33,000
	<b>TOTAL REVENUE</b>	<b>14,052</b>	<b>15,745</b>	<b>(1,693)</b>	<b>125,091</b>	<b>127,125</b>	<b>(2,034)</b>	<b>170,750</b>
<b>WAGES/BENEFITS</b>								
C500	Salaries - FTP	8,704	8,805	101	79,028	80,102	1,074	108,305
C510	Salaries - Part Time	6,780	6,701	(79)	57,232	57,161	(71)	75,376
C520	Salaries - Overtime	0	0	0	204	0	(204)	0
C530	Salaries - Teachers	4,708	6,972	2,264	63,288	69,020	5,732	89,935
C540	Taxes - Payroll	2,175	2,093	(82)	19,184	20,365	1,181	26,803
C550	Retirement Expense	0	430	430	0	3,915	3,915	5,234
C553	Insurance - Personnel	975	1,195	220	8,715	10,753	2,038	14,338
C574	Recruit/Train/Services	10	110	100	252	990	738	1,320
C575	Employee Incentive	0	0	0	456	450	(6)	600
C588	Workers Comp Insurance	503	230	(273)	2,654	2,070	(584)	2,829
	<b>TOTAL WAGES/BENEFITS</b>	<b>23,855</b>	<b>26,536</b>	<b>2,681</b>	<b>231,013</b>	<b>244,826</b>	<b>13,813</b>	<b>324,740</b>
<b>OPERATING EXPENSES</b>								
C675.2	Salaries-Charge Out	0	0	0	0	0	0	0
C673	Maintenance Hours	1,463	1,359	(105)	46,039	20,267	(25,772)	27,043
C676	Golf Hours	0	0	0	0	0	0	0
C677	R & G Hours	0	0	0	4,813	0	(4,813)	0
C678	Custodial Hours	5,794	9,548	3,754	64,817	85,934	21,117	114,579
	<b>CHARGE-OUT SUBTOTALS</b>	<b>7,257</b>	<b>10,907</b>	<b>3,649</b>	<b>115,669</b>	<b>106,201</b>	<b>-9,468</b>	<b>141,622</b>
C621.1	Mileage Reimbursement	0	8	8	0	72	72	96
C627	Pool Care & Supplies	1,925	1,139	(786)	11,321	14,821	3,500	19,738
C639	Software & IT	357	340	(17)	3,620	3,060	(560)	4,080
C640	Electric	7,441	6,975	(466)	67,325	67,637	311	93,261
C643	Gas	1,250	1,578	329	14,109	15,503	1,394	20,077
C662	Office Supplies & Postage	970	600	(370)	6,400	5,400	(1,000)	7,200
C662.1	CC & ActiveNet	1,526	1,050	(476)	8,054	9,450	1,396	12,600
C671	Outside Contractors	5,210	1,521	(3,689)	10,387	14,309	3,922	19,662
C683	Repairs - Equipment	6,873	503	(6,370)	7,416	6,999	(417)	9,246
C684	Supplies	95	1,250	1,155	12,103	16,175	4,072	18,750
C684.1	Custodial Supplies	1,734	2,000	266	16,718	18,000	1,282	24,000
C684.2	Coffee Supplies	98	230	132	1,450	2,070	620	2,760
C686.1	Special Event Supplies	1,203	691	(512)	8,560	11,940	3,380	14,420
C686.2	Special Event Contractors	575	1,175	600	2,993	10,875	7,882	17,250
C687	Trips Expense	3,115	2,750	(365)	24,192	24,750	558	33,000
C688	Non Capital Equipment	60	0	(60)	2,801	22,740	19,939	22,740
C689	Phone & Internet	454	370	(84)	3,630	3,330	(300)	4,440
C698	Water & Sewer	1,541	1,948	407	16,752	15,806	(946)	19,294
	<b>TOTAL OPERATING EXPENSES</b>	<b>41,684</b>	<b>35,035</b>	<b>(6,649)</b>	<b>333,500</b>	<b>369,138</b>	<b>35,637</b>	<b>484,236</b>
	<b>NET REVENUE &amp; EXPENSE</b>	<b>(51,487)</b>	<b>(45,826)</b>	<b>(5,661)</b>	<b>(439,422)</b>	<b>(486,839)</b>	<b>47,416</b>	<b>(638,226)</b>

**Heather Gardens Metropolitan District  
Restaurant P&L  
9/30/2022**

10/5/2022  
1:21 PM

	<b>CURR MONTH ACTUAL</b>	<b>CURR MONTH BUDGET</b>	<b>CURR MONTH VARIANCE</b>	<b>YTD ACTUAL</b>	<b>YTD BUDGET</b>	<b>YTD VARIANCE</b>	<b>ANNUAL BUDGET</b>	
<b>SUMMARY</b>								
Sales	50,900	48,312	2,586	423,413	455,663	(32,252)	603,015	
Cost of Goods Sold	16,791	15,276	(1,515)	133,347	146,001	12,655	193,106	
<b>Gross Profit</b>	<b>34,109</b>	<b>33,036</b>	<b>1,073</b>	<b>290,066</b>	<b>309,662</b>	<b>(19,596)</b>	<b>409,909</b>	
Wages & Benefits	32,663	30,289	(2,374)	279,543	280,784	1,238	375,186	
Operating Expense	7,611	10,019	2,405	81,471	91,722	10,251	122,919	
<b>Net Income/(Loss)</b>	<b>(6,165)</b>	<b>(7,272)</b>	<b>1,107</b>	<b>(70,948)</b>	<b>(62,844)</b>	<b>(8,104)</b>	<b>(88,196)</b>	
<b>SALES</b>								
D506 Restaurant Food	42,305	39,204	3,101	350,873	386,760	(35,887)	511,205	
D506.1 Restaurant Beer	3,121	2,841	280	27,523	19,502	8,021	25,580	
D506.2 Restaurant Wine	2,359	3,095	(737)	20,950	24,835	(3,886)	33,752	
D506.3 Restaurant Liquor	3,115	3,172	(58)	24,067	24,566	(500)	32,478	
<b>TOTAL SALES</b>	<b>50,900</b>	<b>48,312</b>	<b>2,586</b>	<b>423,413</b>	<b>455,663</b>	<b>(32,252)</b>	<b>603,015</b>	
<b>COST OF GOODS SOLD</b>								
H450 COGS - Food	14,908	13,329	(1,579)	118,899	131,498	12,600	173,810	COGS Percentages
H455 COGS - Beer	746	852	106	6,707	5,851	(856)	7,674	Current YTD
H455.1 COGS - Wine	568	619	51	4,758	4,967	209	6,750	35.2% 33.9%
H455.2 COGS - Liquor	569	476	(93)	2,983	3,685	702	4,872	23.9% 24.4%
<b>TOTAL COST OF GOODS</b>	<b>16,791</b>	<b>15,276</b>	<b>(1,515)</b>	<b>133,347</b>	<b>146,001</b>	<b>12,655</b>	<b>193,106</b>	24.1% 22.7%
								18.3% 12.4%
								<b>33.0% 31.5%</b>
<b>GROSS PROFIT</b>	<b>34,109</b>	<b>33,036</b>	<b>1,073</b>	<b>290,066</b>	<b>309,662</b>	<b>(19,596)</b>	<b>409,909</b>	
	67%	68%		69%	68%			
<b>WAGES/BENEFITS</b>								
H500 Salaries - Full Time	16,779	13,503	(3,276)	160,004	122,877	(37,128)	165,849	
H510 Salaries - Part Time	5,838	11,112	5,273	50,340	104,803	54,463	138,694	
H520 Salaries - Overtime	1,218	0	(1,218)	7,662	0	(7,662)	0	
H540 Taxes - Payroll	2,684	2,366	(318)	26,267	23,944	(2,324)	31,329	
H550 Retirement Expense	292	675	383	2,773	6,144	3,370	8,214	
H553 Insurance Emp Health	2,402	1,988	(413)	20,619	16,811	(3,808)	22,776	
H574 Recruiting/Training	2,678	365	(2,313)	8,041	2,485	(5,556)	3,280	
H575 Employee Incentive	0	0	0	658	1,200	542	1,600	
H588 Workers Com Insurance	772	280	(492)	3,179	2,520	(659)	3,444	
<b>TOTAL WAGES/BENEFITS</b>	<b>32,663</b>	<b>30,289</b>	<b>(2,374)</b>	<b>279,543</b>	<b>280,784</b>	<b>1,238</b>	<b>375,186</b>	
<b>OPERATING EXPENSES</b>								
H673 Maintenance Hours	195	111	(85)	2,780	2,226	(554)	2,551	
H674 Custodial Hours	630	525	(105)	2,737	4,725	1,988	6,300	
<b>CHARGE-OUTS SUBTOTAL</b>	<b>825</b>	<b>636</b>	<b>(190)</b>	<b>5,517</b>	<b>6,951</b>	<b>1,434</b>	<b>8,851</b>	

**Heather Gardens Metropolitan District  
Restaurant P&L  
9/30/2022**

10/5/2022  
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		<b>CURR MONTH ACTUAL</b>	<b>CURR MONTH BUDGET</b>	<b>CURR MONTH VARIANCE</b>	<b>YTD ACTUAL</b>	<b>YTD BUDGET</b>	<b>YTD VARIANCE</b>	<b>ANNUAL BUDGET</b>
H639	Software & IT	550	500	(50)	4,821	4,500	(321)	6,000
H640	Electric	1,860	1,744	(117)	16,831	16,909	78	23,315
H643	Gas	312	395	82	3,527	3,876	349	5,019
H644	Water	121	194	73	1,601	1,533	(68)	1,858
H645	Phone & TV	330	300	(30)	2,952	2,700	(252)	3,600
H646	Trash Removal	400	400	0	3,474	3,600	126	4,800
H651	Uniforms	0	150	150	175	750	575	900
H652	Discounts & Comps	(828)	500	1,328	1,549	4,500	2,951	6,000
H655	Linen Service	240	0	(240)	1,530	0	(1,530)	0
H662	Office Supplies	14	0	(14)	712	300	(412)	500
H671	Outside Contractors	380	800	420	4,785	4,503	(282)	6,000
H681	Credit Card Fees	1,553	1,100	(453)	12,177	9,900	(2,277)	13,200
H683	Repairs - Equipment	0	300	300	461	2,700	2,239	3,600
H684	China/Glass/Flatware	121	200	79	390	1,800	1,410	2,400
H684.1	Kitchen Supplies	808	1,500	692	9,037	13,500	4,463	18,000
H685	Cleaning Supplies	587	300	(287)	4,122	2,700	(1,422)	3,600
H688	Non Capital Equipment	0	500	500	4,551	4,500	(51)	6,000
H689	Marketing	338	500	162	1,310	4,500	3,190	6,000
H690	Licenses	0	0	0	1,949	2,000	51	3,276
	<b>TOTAL OPERATING EXPENSES</b>	<b>7,611</b>	<b>10,019</b>	<b>2,405</b>	<b>81,471</b>	<b>91,722</b>	<b>10,251</b>	<b>122,919</b>
	<b>NET REVENUE &amp; EXPENSE</b>	<b>(6,165)</b>	<b>(7,272)</b>	<b>1,104</b>	<b>(70,948)</b>	<b>(62,844)</b>	<b>(8,107)</b>	<b>(88,196)</b>

Monthly Data from  
SPOTON POS

<b>Sept</b>						
<b>Sales per hour</b>						
	<b>Hour</b>	<b>Net Sales per hour</b>		<b># Checks</b>	<b># Guests</b>	<b>GCA</b>
	7:00 AM	\$13.50		<b>1532</b>	<b>3279</b>	<b>\$15.32</b>
	9:00 AM	\$17.50				
	10:00 AM	\$2,469.65				
	11:00 AM	\$8,430.85				
	12:00 PM	\$8,068.40				
	1:00 PM	\$5,872.13				
	2:00 PM	\$3,391.90				
	3:00 PM	\$2,772.90				
	4:00 PM	\$6,103.05				
	5:00 PM	\$7,890.30				
	6:00 PM	\$2,702.47				
	7:00 PM	\$2,505.00				
	<b>Grand Totals</b>	<b>\$50,237.65</b>				
<b>Top selling items</b>						
	<a href="#">Sunday Brunch</a>	407				
	<a href="#">Lunch Special \$10.75</a>	291				
	<a href="#">Fish"n Chips</a>	124				
	<a href="#">H. Gardens Cheeseburger</a>	150				
	<a href="#">Chef Cobb Salad</a>	95				
	<a href="#">Dinner Special</a>	95				
	<a href="#">Reuben Sandwich</a>	95				
	<a href="#">Turkey Club</a>	90				
	<a href="#">Chicken Croissant Sand.</a>	93				
	<a href="#">Coconut Shrimp</a>	99				
	<a href="#">italian dinner \$14</a>	75				
	<a href="#">Open Food</a>	83				
	<a href="#">Thai Chicken Salad</a>	64				
	<a href="#">BBQ Pulled Pork Sand.</a>	74				
	<a href="#">Bowl of Soup</a>	140				
	<a href="#">House Salad</a>	88				
	<a href="#">Shrimp Louis</a>	51				
	<a href="#">Chicken Basket</a>	63				
	<a href="#">Chicken Caesar Salad</a>	43				
	<a href="#">Beet Salad</a>	39				
	<a href="#">Chili Rellanos</a>	60				
	<a href="#">Brat &amp; Chips with Kraut</a>	49				

Monthly Data from  
SPOTON POS

Sept						
	<a href="#">Black and Bleu Burger</a>	34				
	<a href="#">Meatloaf Dinner</a>	30				
	<a href="#">BBQ Bacon Cheeseburger</a>	30				
	<a href="#">Breaded Chicken Sand.</a>	28				
	<a href="#">Cup of Soup</a>	70				
	<a href="#">Pie of the week</a>	49				
	<a href="#">Impossible Veg. Burger</a>	21				
	<a href="#">French Fries</a>	252				
	<a href="#">Sweet Potato Fries</a>	129				
	<a href="#">Half Chicken Dinner</a>	15				
	<a href="#">Mozzarella Sticks</a>	26				
	<a href="#">Gouda bites</a>	22				
	<a href="#">Warm Lattice Cherry Pie</a>	34				
	<a href="#">Steak of the Day</a>	9				
	<a href="#">Fries</a>	21				
	<a href="#">KIDS Brunch</a>	6				
	<a href="#">Plain Burger</a>	5				
	<a href="#">Scoop Of Ice Cream</a>	28				
	<a href="#">Chicken Salad Croissant</a>	3				
	<a href="#">BLT</a>	7				
	<a href="#">Homemade Chips</a>	454				
	<a href="#">Ice Cream Sundae</a>	6				
	<a href="#">Fried green beans</a>	3				
	<a href="#">Caesar Salad</a>	8				
	<a href="#">Grilled Cheese</a>	2				
	<a href="#">Bratwurst &amp; Chips</a>	2				
	<a href="#">Chicken Quesadilla</a>	1				
	<a href="#">Cottage Cheese</a>	3				
	<a href="#">Tortilla Chips</a>	1				
	<a href="#">Fruit</a>	1				
	<a href="#">Side Bacon</a>	1				
	<a href="#">Coleslaw</a>	1				
	<a href="#">Dinner Roll</a>	2				