



**NOTICE OF PUBLIC MEETING OF THE HEATHER GARDENS METROPOLITAN DISTRICT
CLUBHOUSE/RESTAURANT COMMITTEE
May 9, 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 via Zoom videoconference meeting at **10:00 AM on May 9, 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/89670199935?pwd=alUvRnNJOSTrcXJxbXhXU253elovUT09>

Meeting ID: 896 7019 9935

Password: 041465

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 – Announce the meeting date/time change
- 4) Review/Approval of Report for April 12, 2022
- 5) Review of Financial Reports - April 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.

Next scheduled meeting: June 13, 2022

Heather Gardens Clubhouse/Restaurant Committee Meeting

April 12, 2022

Chair, Maria Mines, opened the meeting at 3:00 PM in the HG Board Room, with all committee members present. One committee member asked if disagreement regarding change to HGMD bylaws should be included in the March report. HGMD had received communications from various residents about this issue, but since it was not discussed at that meeting, the issue would not be included in the report. Report of the March 8th meeting was approved, as written.

Review of Financial Reports. P&L statements of Clubhouse were reviewed, and wages appeared to be down from the previous month. Montrell explained that instructors were not paid for 2 weeks due to break in class sessions.

P&L statements of the Restaurant were reviewed. Cormac explained that credit card fees run a month behind and do not always match recorded sales per month. Costs for outside contractors apply to service of restaurant equipment. Non-capital equipment costs apply to a new refrigeration system (under \$5,000) recently installed (equipment is capitalized only when it exceeds \$5,000).

Report from Clubhouse Manager. Montrell Anthony presented a chart with data collected over 3 months regarding use of Clubhouse facilities and specific times of activity. The chart shows that attendance at opening hours (6:00-7:00 AM) is steadily growing, and attendance during night time hours (9:00-10:00 PM) is practically zero. Attendance and use of the Clubhouse will continue to be monitored and other activities will be given credence before making a final decision about hours of operation. Compliments were given to Montrell and Julie for a very well-organized Craft Fair and courtesies given to vendors.

Volunteers continue to be recruited to help with different areas in the Clubhouse: front desk, greeters, library, trips and special events.

Report from Restaurant Manager. Cormac Ronan reported that revenues were up last month. Daily lunch and dinner specials appear to be very popular. Staffing remains a big problem, with 5 full-time and 3 or 4 part-time employees, Rendezvous is looking to hire some part-time help, but conditions are not favorable, although its wages are in line with the industry. Supplies and food prices have increased, and that will probably result in higher menu prices. Volunteering in a restaurant is different from helping in the Clubhouse, the pace is more intense, especially during special events. The restaurant now has 5 volunteers and more could possibly lighten the load for the staff. Articles in Heather 'N Yon, as well as notices posted on the Events TV in the Clubhouse lobby have proven to be effective. The patron loyalty program is in the works and expected to be implemented soon.

New Business. A comment from the audience regarding the public's use of HG facilities suggested that non-residents be charged higher rates in order to defray subsidy costs. The committee agreed to make the CEO aware of this discussion.

There were no further questions or comments from the audience, and the meeting was adjourned at 4:05 PM. Date and time for the next Clubhouse/Restaurant committee meeting will be determined at a later date.

Lenora Tracy, Secretary

**Heather Gardens Metropolitan District
Club House P&L
4/30/2022**

5/5/2022
9:34 AM

	CURRENT ACTUAL	CURRENT BUDGET	CURRENT VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET	
REVENUE								
D512	CH Building Rentals	2,190	1,300	890	9,971	5,200	4,771	15,600
D515	Classes	7,303	7,240	63	25,619	28,960	(3,341)	86,880
D513	Events	4,012	2,105	1,907	6,942	9,510	(2,568)	31,670
D516.1	Coffee Revenue	322	300	22	1,013	1,200	(187)	3,600
D513.1	Trips Revenue	7,210	2,750	4,460	11,771	11,000	771	33,000
	TOTAL REVENUE	21,037	13,695	7,342	55,316	55,870	(554)	170,750
WAGES/BENEFITS								
C500	Salaries - FTP	8,719	8,805	86	32,872	35,218	2,346	108,305
C510	Salaries - Part Time	6,744	6,072	(673)	24,246	24,287	41	75,376
C520	Salaries - Overtime	101	0	(101)	186	0	(186)	0
C530	Salaries - Teachers	7,896	6,972	(925)	29,485	29,978	494	89,935
C540	Taxes - Payroll	1,893	2,325	431	8,499	9,785	1,286	26,803
C550	Retirement Expense	0	430	430	0	1,721	1,721	5,234
C553	Insurance - Personnel	963	1,195	232	3,852	4,779	927	14,338
C574	Recruit/Train/Services	0	110	110	109	440	331	1,320
C575	Employee Incentive	456	150	(306)	456	300	(156)	600
C588	Workers Comp Insurance	206	230	24	760	920	160	2,829
	TOTAL WAGES/BENEFITS	26,978	26,289	(692)	100,465	107,428	6,964	324,740
OPERATING EXPENSES								
C675.2	Salaries-Charge Out	0	0	0	0	0	0	0
C673	Maintenance Hours	5,755	2,146	(3,609)	21,358	6,898	(14,460)	27,043
C676	Golf Hours	0	0	0	0	0	0	0
C677	R & G Hours	158	0	(158)	4,445	0	(4,445)	0
C678	Custodial Hours	7,735	9,548	1,813	30,636	38,193	7,557	114,579
	CHARGE-OUT SUBTOTALS	13,648	11,694	(1,954)	56,439	45,091	-11,348	141,622
C621.1	Mileage Reimbursement	0	8	8	0	32	32	96
C627	Pool Care & Supplies	1,723	1,249	(474)	6,183	7,656	1,473	19,738
C639	Software & IT	710	340	(370)	1,547	1,360	(187)	4,080
C640	Electric	7,469	7,014	(455)	31,549	31,091	(457)	93,261
C643	Gas	1,497	1,430	(67)	6,870	8,124	1,254	20,077
C662	Office Supplies & Postage	1,099	600	(499)	2,752	2,400	(352)	7,200
C662.1	CC & ActiveNet	658	1,050	392	3,069	4,200	1,131	12,600
C671	Outside Contractors	531	1,731	1,200	3,024	6,609	3,585	19,662
C683	Repairs - Equipment	17	1,423	1,407	184	3,752	3,568	9,246
C684	Supplies	444	925	481	8,054	8,100	46	18,750
C684.1	Custodial Supplies	1,870	2,000	130	7,578	8,000	422	24,000
C684.2	Coffee Supplies	565	230	(335)	848	920	72	2,760
C686.1	Special Event Supplies	749	1,230	481	2,982	4,910	1,928	14,420
C686.2	Special Event Contractors	850	875	25	1,500	4,600	3,100	17,250
C687	Trips Expense	1,820	2,750	930	5,733	11,000	5,268	33,000
C688	Non Capital Equipment	0	9,000	9,000	1,439	17,570	16,131	22,740
C689	Phone & Internet	434	370	(64)	1,352	1,480	129	4,440
C698	Water & Sewer	1,602	1,436	(167)	4,513	4,710	197	19,294
	TOTAL OPERATING EXPENSES	35,686	45,355	9,669	145,616	171,605	25,992	484,236
	NET REVENUE & EXPENSE	(41,627)	(57,949)	16,319	(190,765)	(223,163)	32,402	(638,226)

**Heather Gardens Metropolitan District
Restaurant P&L
4/30/2022**

5/5/2022
9:38 AM

		CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET		
SUMMARY										
Sales		56,155	51,764	4,389	150,139	179,603	(29,465)	603,015		
Cost of Goods Sold		18,562	16,726	(1,838)	49,281	57,774	8,493	193,106		
Gross Profit		37,593	35,038	2,555	100,858	121,829	(20,971)	409,909		
Wages & Benefits		33,078	31,725	(1,356)	111,169	119,688	8,518	375,186		
Operating Expense		9,309	9,972	662	35,836	41,080	5,244	122,919		
Net Income/(Loss)		(4,794)	(6,659)	1,865	(46,147)	(38,939)	(7,208)	(88,196)		
SALES										
D506	Restaurant Food	47,021	44,902	2,118	123,574	154,513	(30,939)	511,205		
D506.1	Restaurant Beer	3,298	1,977	1,321	9,744	6,634	3,110	25,580		
D506.2	Restaurant Wine	2,901	2,655	246	8,980	9,630	(650)	33,752		
D506.3	Restaurant Liquor	2,935	2,230	704	7,841	8,826	(986)	32,478		
	TOTAL SALES	56,155	51,764	4,389	150,139	179,603	(29,465)	603,015		
COST OF GOODS SOLD										
H450	COGS - Food	16,769	15,267	(1,503)	43,993	52,534	8,541	173,810	<u>COGS Percentages</u>	
H455	COGS - Beer	838	593	(245)	2,476	1,990	(486)	7,674	<u>Current</u>	<u>YTD</u>
H455.1	COGS - Wine	603	531	(72)	1,869	1,926	57	6,750	35.7%	35.6%
H455.2	COGS - Liquor	352	335	(18)	943	1,324	381	4,872	25.4%	25.4%
	TOTAL COST OF GOODS	18,562	16,726	(1,838)	49,281	57,774	8,493	193,106	20.8%	20.8%
									12.0%	12.0%
									33.1%	32.8%
	GROSS PROFIT	37,593	35,038	2,555	100,858	121,829	(20,971)	409,909		
		67%	68%		67%	68%				
WAGES/BENEFITS										
H500	Salaries - Full Time	20,897	13,503	(7,395)	72,600	54,012	(18,588)	165,849		
H510	Salaries - Part Time	4,763	11,906	7,143	14,453	41,309	26,856	138,694		
H520	Salaries - Overtime	664	0	(664)	908	0	(908)	0		
H540	Taxes - Payroll	3,262	2,888	(375)	11,144	11,455	310	31,329		
H550	Retirement Expense	292	675	383	1,168	2,701	1,533	8,214		
H553	Insurance Emp Health	2,186	1,808	(379)	8,708	7,231	(1,477)	22,776		
H574	Recruiting/Training	45	265	220	365	1,060	695	3,280		
H575	Employee Incentive	658	400	(258)	658	800	142	1,600		
H588	Workers Com Insurance	311	280	(31)	1,165	1,120	(45)	3,444		
	TOTAL WAGES/BENEFITS	33,078	31,725	(1,356)	111,169	119,688	8,518	375,186		
OPERATING EXPENSES										
H673	Maintenance Hours	453	230	(223)	1,289	760	(529)	2,551		
H674	Custodial Hours	147	525	378	588	2,100	1,512	6,300		
	CHARGE-OUTS SUBTOTAL	600	755	155	1,877	2,860	983	8,851		

**Heather Gardens Metropolitan District
Restaurant P&L
4/30/2022**

5/5/2022
9:38 AM

		CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET
H639	Software & IT	97	500	403	389	2,000	1,611	6,000
H640	Electric	1,867	1,753	(114)	7,887	7,773	(114)	23,315
H643	Gas	374	358	(17)	1,717	2,031	314	5,019
H644	Water	140	133	(7)	397	424	27	1,858
H645	Phone & TV	330	300	(30)	1,303	1,200	(103)	3,600
H646	Trash Removal	400	400	0	1,564	1,600	36	4,800
H651	Uniforms	0	0	0	82	300	218	900
H652	Discounts & Comps	474	500	26	1,606	2,000	394	6,000
H662	Office Supplies	624	100	(524)	738	200	(538)	500
H671	Outside Contractors	580	500	(80)	2,285	2,000	(285)	6,000
H681	Credit Card Fees	1,756	1,100	(656)	5,776	4,400	(1,376)	13,200
H683	Repairs - Equipment	0	300	300	461	1,200	739	3,600
H684	China/Glass/Flatware	0	200	200	53	800	747	2,400
H684.1	Kitchen Supplies	1,056	1,500	444	2,957	6,000	3,043	18,000
H685	Cleaning Supplies	551	300	(251)	2,006	1,200	(806)	3,600
H688	Non Capital Equipment	0	500	500	4,128	2,000	(2,128)	6,000
H689	Marketing	460	500	40	610	2,000	1,390	6,000
H690	Licenses	0	273	273	0	1,092	1,092	3,276
	TOTAL OPERATING EXPENSES	9,309	9,972	662	35,836	41,080	5,244	122,919
	NET REVENUE & EXPENSE	(4,794)	(6,659)	1,861	(46,147)	(38,939)	(7,209)	(88,196)