

**NOTICE OF PUBLIC MEETING OF THE HGMD CLUBHOUSE/RESTAURANT
COMMITTEE
August 10, 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 August 10, 2021** at the Heather Gardens Clubhouse, 2888 South Heather Gardens Way, Aurora, Arapahoe County, Colorado 80014. 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.

THIS MEETING WILL BE AVAILABLE BY VIDEOCONFERENCE TO PRESERVE THE HEALTH, SAFETY, AND WELFARE OF THE PUBLIC IN LIGHT OF THE IMMINENT THREAT CAUSED BY THE COVID-19 PANDEMIC.

Join Zoom Meeting

<https://zoom.us/j/94694161803?pwd=ampnRm92bVd1TGpXaHJuOUhGRFB0UT09>

Meeting ID: 946 9416 1803

Password: 326549

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)

- 1) Determine Quorum Present
- 2) Call meeting to order
- 3) Chair Comments
- 4) Review/Approval of Report for July 13, 2021 Regular Meeting
- 5) Review of Financial Reports – July 2021
- 6) Report by General Manager
 - a. Restaurant Kitchen Manager – Sam Saldana
 - b. Clubhouse Manager Vacancy
- 7) Report by Restaurant Manager
- 8) Unfinished Business
- 9) New Business
 - a. 2022 Goals for the Clubhouse and Restaurant
- 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 September 14, 2021 at 3:00 PM.

Heather Gardens Clubhouse/Restaurant Committee

Meeting Report

July 13, 2021

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

Maria introduced herself to the members and asked each in turn to introduce themselves.

Review/Approval Report: The report of the October 13, 2020 meeting will be discussed at the August meeting as no one present has had the opportunity to review it.

Review of Financial Reports: Reported by Clubhouse Manager, Linda Aluise and Restaurant Manager, Cormac Ronan. Committee members asked questions concerning using outside contractors and what should members be looking for in reviewing the financial reports. Explanations were given by both Linda and Cormac and Jon Rea, Heather Gardens General Manager.

Unfinished Business: Maria asked that the Business Plan for the Restaurant prepared by the previous Clubhouse/Restaurant Committee be emailed to all the new committee members.

Maria introduced the new Operations Manager, Jason Altshuler.

There being no further business the meeting was adjourned at 4:05 pm.

The next Clubhouse/Restaurant Committee meeting will be held August 10, 2021 at 3:00 pm.

Jean Baldwin, Secretary

**Heather Gardens Metropolitan District
Restaurant P&L
07/31/2021**

8/6/2021
12:49 PM

	CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET
SUMMARY							
Sales	59,845	56,812	3,033	223,966	381,248	(157,282)	658,492
Cost of Goods Sold	20,576	18,270	(2,306)	73,932	122,611	48,679	211,773
Gross Profit	39,269	38,542	727	150,034	258,637	(108,603)	446,719
Wages & Benefits	31,413	30,649	(764)	158,173	208,570	50,397	360,832
Operating Expense	9,379	12,840	3,461	54,283	89,048	34,765	152,291
Net Income/(Loss)	(1,523)	(4,947)	3,424	(62,422)	(38,981)	(23,441)	(66,404)
SALES							
D506 Restaurant Food	48,278	48,101	177	185,099	322,792	(137,693)	557,534
D506.1 Restaurant Beer	3,852	2,818	1,034	13,042	18,910	(5,868)	32,658
D506.2 Restaurant Wine	3,338	3,075	263	12,725	20,636	(7,911)	35,642
D506.3 Restaurant Liquor	4,377	2,818	1,559	13,100	18,910	(5,810)	32,658
TOTAL SALES	59,845	56,812	3,033	223,966	381,248	(157,282)	658,492
COST OF GOODS SOLD							
H450 COGS - Food	17,550	16,354	(1,196)	64,849	109,750	44,901	189,562
H455 COGS - Beer	1,080	620	(460)	3,755	4,160	405	7,185
H455.1 COGS - Wine	1,252	676	(576)	3,309	4,541	1,232	7,841
H455.2 COGS - Liquor	694	620	(74)	2,019	4,160	2,141	7,185
TOTAL COST OF GOODS	20,576	18,270	(2,306)	73,932	122,611	48,679	211,773
GROSS PROFIT	39,269	38,542	727	150,034	258,637	(108,603)	446,719
	66%	68%		67%	68%		
WAGES/BENEFITS							
H500 Salaries - Full Time	11,729	11,715	(14)	86,319	82,005	(4,314)	142,069
H510 Salaries - Part Time	12,995	14,203	1,208	44,002	95,312	51,310	164,623
H520 Salaries - Overtime	0	646	646	0	2,094	2,094	4,151
H540 Taxes - Payroll	3,441	2,258	(1,183)	15,502	17,030	1,528	27,544
H550 Retirement Expense	863	227	(636)	3,515	1,589	(1,926)	2,729
H553 Insurance Emp Health	595	1,206	611	4,322	7,782	3,460	13,810
H574 Recruiting/Training	1,125	135	(990)	1,909	945	(964)	1,720
H575 Employee Incentive	704	0	(704)	804	0	(804)	0
H588 Workers Com Insurance	(39)	259	298	1,800	1,813	13	4,186
TOTAL WAGES/BENEFITS	31,413	30,649	(764)	158,173	208,570	50,397	360,832
OPERATING EXPENSES							
H673 Maintenance Hours	390	503	113	1,875	5,215	3,340	10,234
H674 Custodial Hours	350	630	280	2,124	4,410	2,286	7,560
CHARGE-OUTS SUBTOTAL	740	1,133	393	3,999	9,625	5,626	17,794
H639 Software & IT	178	300	122	2,287	2,100	(187)	3,600
H640 Electric	1,864	1,819	(45)	12,613	12,498	(115)	22,167
H643 Gas	334	292	(42)	3,289	2,564	(725)	4,404
H644 Water	300	308	8	1,120	1,332	212	2,367
H645 Phone & TV	326	300	(26)	1,864	2,100	236	3,600
H646 Trash Removal	400	425	25	2,803	2,975	172	5,100
H651 Uniforms	243	80	(163)	501	560	59	960
H652 Discounts & Comps	558	568	10	3,466	3,813	347	6,585
H655 Linen Service	0	392	392	0	2,744	2,744	4,704
H662 Office Supplies	3	55	52	(44)	385	429	660
H671 Outside Contractors	346	550	204	2,111	3,916	1,805	6,730
H681 Credit Card Fees	2,017	1,704	(313)	8,756	11,438	2,682	19,755
H683 Repairs - Equipment	0	410	410	26	2,860	2,834	4,910
H684 China/Glass/Flatware	(54)	250	304	757	1,750	993	3,000
H684.1 Kitchen Supplies	1,768	1,704	(64)	7,314	11,438	4,124	19,755
H685 Cleaning Supplies	356	1,050	694	1,645	7,350	5,705	12,600
H688 Non Capital Equipment	0	0	0	0	3,000	3,000	3,000
H689 Marketing	0	1,500	1,500	410	4,500	4,090	6,000
H690 Licenses	0	0	0	1,366	2,100	734	4,600
TOTAL OPERATING EXPENSES	9,379	12,840	3,461	54,283	89,048	34,765	152,291
NET REVENUE & EXPENSE	(1,523)	(4,947)	3,424	(62,422)	(38,981)	(23,441)	(66,404)

COGS Percentages	
Current	YTD
36.4%	35.0%
28.0%	28.8%
37.5%	26.0%
15.9%	15.4%
34.4%	33.0%

**Heather Gardens Metropolitan District
Club House P&L
07/31/2021**

8/6/2021
1:00 PM

	CURRENT ACTUAL	CURRENT BUDGET	CURRENT VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET	
REVENUE								
D512	CH Building Rentals	4,665	1,425	3,240	9,110	9,975	(865)	17,100
D515	Classes	2,277	0	2,277	35,429	26,116	9,313	43,438
D513	Events	3,490	2,270	1,220	4,565	15,890	(11,325)	27,245
D516.1	Coffee Revenue	275	439	(164)	1,088	3,073	(1,986)	5,265
D513.1	Trips Revenue	6,152	1,333	4,819	9,414	9,331	83	15,996
	TOTAL REVENUE	16,859	5,467	11,392	59,606	64,385	(4,780)	109,044
WAGES/BENEFITS								
C500	Salaries - FTP	9,289	8,854	(435)	52,247	61,978	9,731	107,607
C510	Salaries - Part Time	6,383	6,808	425	55,530	47,656	(7,874)	81,691
C520	Salaries - Overtime	0	0	0	15	0	(15)	0
C530	Salaries - Teachers	7,509	4,007	(3,502)	32,782	28,768	(4,014)	49,003
C540	Taxes - Payroll	2,229	1,573	(656)	13,838	12,362	(1,476)	20,249
C550	Retirement Expense	461	170	(291)	1,402	1,190	(212)	2,045
C553	Insurance - Personnel	601	1,206	605	4,152	7,782	3,630	13,810
C574	Recruit/Train/Services	0	63	63	741	1,326	585	2,295
C575	Employee Incentive	114	0	(114)	164	0	(164)	0
C588	Workers Comp Insurance	(32)	212	244	1,475	1,484	9	3,608
	TOTAL WAGES/BENEFITS	26,554	22,893	(3,661)	162,346	162,546	200	280,308
OPERATING EXPENSES								
C675.2	Salaries-Charge Out	0	(600)	(600)	0	(1,200)	(1,200)	(1,800)
C673	Maintenance Hours	4,975	5,942	967	18,313	43,594	25,281	76,077
C676	Golf Hours	0	0	0	0	3,064	3,064	4,598
C677	R & G Hours	0	972	972	263	8,302	8,040	13,393
C678	Custodial Hours	7,631	11,368	3,737	54,679	79,576	24,897	136,419
	CHARGE-OUT SUBTOTALS	12,606	17,682	5,076	73,255	133,336	60,082	228,687
C621.1	Mileage Reimbursement	0	8	8	0	56	56	96
C627	Pool Care & Supplies	678	1,254	576	6,735	10,833	4,098	19,138
C639	Software & IT	196	340	144	4,141	2,380	(1,761)	4,080
C640	Electric	7,456	6,793	(663)	50,414	51,062	648	85,551
C643	Gas	1,335	1,170	(165)	11,065	10,255	(810)	17,617
C662	Office Supplies & Postage	710	690	(20)	3,423	4,950	1,527	8,520
C662.1	CC & ActiveNet	950	480	(470)	3,605	5,040	1,435	8,520
C671	Outside Contractors	1,115	1,448	333	9,630	10,789	1,159	19,980
C683	Repairs - Equipment	0	734	734	3,011	5,345	2,334	9,015
C684	Supplies	191	1,256	1,065	5,602	16,467	10,865	22,875
C684.1	Custodial Supplies	1,866	2,000	134	10,610	14,000	3,390	24,000
C684.2	Coffee Supplies	281	563	282	1,015	3,941	2,926	6,750
C686.1	Special Event Supplies	289	305	16	2,777	5,665	2,888	9,063
C686.2	Special Event Contractors	2,289	475	(1,814)	2,509	3,925	1,416	7,225
C687	Trips Expense	7,604	1,150	(6,454)	8,987	8,050	(937)	13,800
C688	Non Capital Equipment	0	425	425	1,600	8,245	6,645	8,870
C689	Phone & Internet	326	370	44	2,338	2,590	252	4,440
C698	Water & Sewer	2,947	3,008	61	10,498	13,408	2,910	23,798
	TOTAL OPERATING EXPENSES	40,839	40,151	(688)	211,215	310,337	99,123	522,025
	NET REVENUE & EXPENSE	(50,534)	(57,577)	7,043	(313,955)	(408,498)	94,543	(693,289)