



Heather Gardens Metropolitan District

Clubhouse/Restaurant Committee Report January 25, 2016

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

From: Bill Archambault (HGMD)

Subject: Report of January 25, 2016 Clubhouse/Restaurant Committee Meeting

Committee: Bill Archambault Barbara Brown
JoAnn Fitch Donna Morin
Barbara Schneller Donna Szewczynski
Bob Mitchell Cheryl Greenman
Christa Boehmer Jill Bacon

Staff: Linda Aluise (Clubhouse Manager), Kevin Olsen (Restaurant Manager) and Su Chae (Controller)

Guests: Approximately 4 guests were present

Call to Order:

- Bill Archambault call meeting to order at 10:00 a.m. and welcomed the members to the new combined Clubhouse/Restaurant Committee.
- November 23, Clubhouse Committee Report and the November 18 Restaurant Committee Report were approved as written.
- Membership list was distributed to everyone. Linda Aluise added 303-751-1811 to contact list and Kevin Olson changed contact number to 720-282-3443. Donna Szewczynski changed email address to greeneyesaurora@netzero.net

Clubhouse Manager's Report: Submitted by Linda Aluise – attached

- Report is a combined report of December 2015 and January 2016.
- Winter classes all running smoothly, a wait list for Stained Glass Class continues, no additional classes can be added due to no additional time for firing
- Successful two months, with a busy December and Special Events.
- Cancelled Chili Cook-off – lack of attendance.
- Due to lack of residents signing up early, Linda will look into setting a registration deadline and set two prices.



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Restaurant Report: Submitted by Kevin Olson

- 17% increase from last year.
- December slow but hit budget for year even though the budget reflected that restaurant would be open on Monday, which it is not.
- New menu scheduled to be out in the middle of February.
- Chef Kevin now has a right-hand-man whom he has worked with for over 20 years.
- Beginning in March the restaurant will feature a potato, salad and soup bar on Thursdays for lunch and dinner
- New Sunday Brunch has been well received with Chef Kevin keeping up with new waffle and omelet bar. Kevin Olson will be looking into syrup warmer.
- Photo Club has provided photos for restaurant TV which they rotate every 2 weeks and includes names of photographers.
- Kevin Olson asked committee to rethink the Ticket and Movie night procedure because wait staff was not receiving tips. Tickets already say gratuity not included, so Kevin will try to remind guests when receiving tickets at restaurant of this.
- Comment cards down, however those received have been positive.
- Kevin Olson and Linda Aluise discussing a Super Bowl party with Linda to finalize.

Residents wishing to address Committee

- A resident commented that he enjoyed Road Show and suggested next time they performed that there might be two performances – one during day and one in evening. He also is concerned with individuals in weight room – are they paying the guest fees or do they just know the code to enter the facility? Linda Aluise will look into cost of each resident having an ID that contains a magnetic strip that allows certain doors to be opened.

Unfinished Business:

- Linda Aluise noted that the new upright bike was now in place and well received by residents. Old Schwinn will be removed the end of January and has a note for sale to residents – so far only one person has submitted a bid for old bike. JoAnn Fitch asked if there could be instructions for the new bike.
- Non-Profit – Linda Aluise submitted a form to be used by Non-Profit organizations, will be modified to include times and a 4-hour limit. Placing tables in lobby by seating area or in café was discussed. It may interfere with residents using both areas for cards and games and Bob Mitchell asked if this new procedure would include his card playing group and others who use the areas on a regular basis. It was suggested that this would be addressed by the committee if it became an issue. Bob Mitchell made a motion that Committee submit the Non-Profit Table Usage form to the HGMD Board for approval with JoAnn Fitch seconding – it was approved by Committee to submit form to Board.
- Policy Manual – Bill Archambault provided all members a copy of the Clubhouse/Restaurant Functions and Policy Manual. Donna Szewczynski asked



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if the Activities and Functions found in the Operating Manual should be included, Bill indicated no, it was not necessary. A resident asked who institutes Rules and who modifies the Rules. The Clubhouse Manager (Linda Aluise) is responsible for what constitutes any changes. Barbara Schneller asked if manual should include the length of time each member can be on committee. Bill noted that the length is in the By-Laws and not necessary in the manual. Donna Morin asked who keeps track of the length of each member. Bill noted that the office keeps track of all members and the length is noted on the website as well. Donna Szewczynski made motion to submit the Clubhouse/Restaurant Functions and Policy Manual to the Board for approval, seconded by Barbara Brown. Bill noted that he would have Stephanie Wyche put the Policy Manual in the correct form before he presented to the Board. The motion was approved.

Controller Report: Submitted by Su Chae – November 2015 Financial Report attached.

- Clubhouse revenue ahead due to trip participation.
- Clubhouse rental lower than projections due to deposits had always been included but now in separate column.
- Class budget – registration will be in the December report.
- Restaurant lower than budget, but Thanksgiving had good turnout. Year-to-date under budget ending with positive for year.

New Business:

- Fee for Refunds – class or events. Linda presented committee with Refunds for Classes and Trips Policy. She noted that ActiveNet has service fee for putting a refund through the system; a Refund Policy would make residents think about wanting to cancel a trip or class; and that it is posted in several places that there is no refunds but that the Clubhouse is very accommodating to the residents. The Gift Certificate would be good for a year. Donna Morin made motion that the Refunds for Classes and Trips Policy be submitted to the HGMD Board for approval, Jill Bacon seconded. The motion was approved and Bill will present to Board.

Meeting adjourned by Bill Archambault with reminder the next Clubhouse/Restaurant Committee meeting would be held on Monday, February 22, 2016.