

**NOTICE OF PUBLIC MEETING OF THE HEATHER GARDENS METROPOLITAN DISTRICT
CLUBHOUSE/RESTAURANT COMMITTEE
June 13, 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 June 13, 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 – Announce the meeting date/time change
- 4) Review/Approval of Report for May 9, 2022
- 5) Review of Financial Reports – May 2022
- 6) Report by Clubhouse Manager
- 7) Report by Restaurant Manager
- 8) Unfinished Business
- 9) New Business
 - a. Discuss adding a Rendezvous sign on Yale to the 2023 Budget
 - b. Discuss using Lottery Funds for Pickleball Equipment
 - c. Discuss using Lottery Funds for the Billiards Table
- 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: July 11, 2022

Heather Gardens Clubhouse/Restaurant Committee Meeting

May 9, 2022

Chair, Maria Mines opened meeting at 10:00 AM with a quorum present. New time and date for Restaurant/Clubhouse committee meetings was announced being the second Monday of each month at 10:00 AM, and will be held in the Board Room and on Zoom. Report of April 12, 2022 meeting was approved, as written.

Report from Clubhouse Manager. Montrell Anthony reported the following:

- The Spring Craft Fair was well attended, both by buyers and vendors.
- The music event featuring Retro Music Group (a fundraiser for the HG Foundation) was well attended, with residents asking for a repeat program.
- The Spring Dance had 20 walk-ins, which boosted the attendance.
- Clubhouse Hours: Closing hour of 10:00 PM was dropped as attendance during that time did not warrant the clubhouse being open. The opening hour of 6:00 AM is still popular, so that schedule will be maintained.
- Room rentals for private events remain stable.
- Montrell wanted to express thanks to Cormac Ronan for his help providing support with Clubhouse activities.

Question was asked by committee member regarding the use of more volunteers at special events to reduce the need for paid overtime staff. Montrell said that, at this time, he feels the high quality of customer service needs to be maintained and the staff has that experience; he hopes to incorporate more volunteers as he and they become more familiar with events. Committee member asked Montrell to contact Mountain Man Nuts and Candy Co. and see if they can come back once a month for sales. Non-resident fees were discussed; Montrell is taking steps to identify non-resident users both at the tennis courts and at the front desk.

Pool summer hours and family time hours will be announced as pool opens. Suggestion that pool area be open for residents to sit before pool is filled, was addressed by Jon Rea as being too much of an insurance liability and would not be an option if the pool is empty. Family swimming hours during the summer in the indoor pool and issue of more shade around pool (shade umbrellas) were also mentioned and will be handled by Montrell.

Report from Restaurant Manager. Cormac Ronan reported the following:

- April was a busy month, and budgeted sales were exceeded.
- A Mother's Day brunch had 150 people attending
- Volunteers are helping with the Sunday brunches.
- Cormac is working with Human Resources to hire a cook and wait staff. Staffing is still a problem, but several interviews have been scheduled.

When asked about marketing, he reported that at this time, the HG website is being maintained and used regularly. The loyalty program has not been implemented yet because the lack of kitchen staff keeps him too busy to start that project.

New Business. Ron Hileman, speaker from the audience and chair of the new Pickle Ball Club, informed the committee that they now have a website and 130 members on their roster. He asked for some funding from clubhouse budget for items such as nets, storage boxes, etc. Comment from HGA President, Jill Bacon, stated that there may be access to Lottery money that could be used for that purpose.

Being no further business or questions, meeting was adjourned at 11:03 pm. Next scheduled meeting will be on 13 June 2022.

Lenora Tracy, Secretary

**Heather Gardens Metropolitan District
Club House P&L
5/31/2022**

6/10/2022
8:18 AM

	CURRENT ACTUAL	CURRENT BUDGET	CURRENT VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET	
REVENUE								
D512	CH Building Rentals	1,428	1,300	128	11,399	6,500	4,899	15,600
D515	Classes	6,239	7,240	(1,001)	31,858	36,200	(4,342)	86,880
D513	Events	281	2,635	(2,354)	7,223	12,145	(4,922)	31,670
D516.1	Coffee Revenue	163	300	(137)	1,176	1,500	(324)	3,600
D513.1	Trips Revenue	7,114	2,750	4,364	18,885	13,750	5,135	33,000
	TOTAL REVENUE	15,225	14,225	1,000	70,541	70,095	446	170,750
WAGES/BENEFITS								
C500	Salaries - FTP	8,872	9,091	219	41,745	44,310	2,565	108,305
C510	Salaries - Part Time	6,161	6,072	(89)	30,407	30,359	(49)	75,376
C520	Salaries - Overtime	0	0	0	186	0	(186)	0
C530	Salaries - Teachers	9,196	9,063	(132)	38,680	39,042	361	89,935
C540	Taxes - Payroll	2,394	2,081	(313)	10,893	11,866	973	26,803
C550	Retirement Expense	0	445	445	0	2,165	2,165	5,234
C553	Insurance - Personnel	963	1,195	232	4,815	5,974	1,159	14,338
C574	Recruit/Train/Services	0	110	110	109	550	441	1,320
C575	Employee Incentive	0	0	0	456	300	(156)	600
C588	Workers Comp Insurance	206	230	24	966	1,150	184	2,829
	TOTAL WAGES/BENEFITS	27,792	28,287	496	128,257	135,716	7,457	324,740
OPERATING EXPENSES								
C675.2	Salaries-Charge Out	0	0	0	0	0	0	0
C673	Maintenance Hours	4,612	557	(4,055)	25,971	7,456	(18,515)	27,043
C676	Golf Hours	0	0	0	0	0	0	0
C677	R & G Hours	350	0	(350)	4,795	0	(4,795)	0
C678	Custodial Hours	8,103	9,548	1,445	38,739	47,741	9,002	114,579
	CHARGE-OUT SUBTOTALS	13,065	10,105	(2,960)	69,505	55,197	-14,308	141,622
C621.1	Mileage Reimbursement	0	8	8	0	40	40	96
C627	Pool Care & Supplies	428	1,139	711	6,611	8,795	2,184	19,738
C639	Software & IT	392	340	(52)	1,939	1,700	(239)	4,080
C640	Electric	5,950	6,603	653	37,499	37,694	195	93,261
C643	Gas	1,675	1,524	(151)	8,544	9,648	1,104	20,077
C662	Office Supplies & Postage	527	600	73	3,279	3,000	(279)	7,200
C662.1	CC & ActiveNet	580	1,050	470	3,649	5,250	1,601	12,600
C671	Outside Contractors	679	1,301	622	3,703	7,910	4,208	19,662
C683	Repairs - Equipment	139	403	264	323	4,155	3,832	9,246
C684	Supplies	2,184	4,250	2,066	10,238	12,350	2,113	18,750
C684.1	Custodial Supplies	1,959	2,000	41	9,536	10,000	464	24,000
C684.2	Coffee Supplies	146	230	84	993	1,150	157	2,760
C686.1	Special Event Supplies	301	1,060	759	3,283	5,970	2,687	14,420
C686.2	Special Event Contractors	(150)	1,575	1,725	1,350	6,175	4,825	17,250
C687	Trips Expense	7,519	2,750	(4,769)	13,252	13,750	498	33,000
C688	Non Capital Equipment	468	4,200	3,732	1,907	21,770	19,863	22,740
C689	Phone & Internet	463	370	(93)	1,814	1,850	36	4,440
C698	Water & Sewer	1,782	1,221	(561)	6,295	5,931	(364)	19,294
	TOTAL OPERATING EXPENSES	38,107	40,729	2,622	183,720	212,335	28,617	484,236
	NET REVENUE & EXPENSE	(50,674)	(54,791)	4,118	(241,436)	(277,956)	36,520	(638,226)

**Heather Gardens Metropolitan District
Restaurant P&L
5/31/2022**

6/10/2022
8:18 AM

		CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET		
SUMMARY										
Sales		55,769	56,204	(436)	205,907	235,805	(29,900)	603,015		
Cost of Goods Sold		17,781	17,990	211	67,061	75,763	8,704	193,106		
Gross Profit		37,988	38,214	(226)	138,846	160,042	(21,196)	409,909		
Wages & Benefits		32,827	32,825	(3)	143,997	152,509	8,516	375,186		
Operating Expense		8,503	9,801	1,298	44,339	50,882	6,542	122,919		
Net Income/(Loss)		(3,342)	(4,412)	1,070	(49,490)	(43,349)	(6,141)	(88,196)		
SALES										
D506	Restaurant Food	47,929	47,703	225	171,503	202,216	(30,714)	511,205		
D506.1	Restaurant Beer	3,058	2,153	905	12,801	8,786	4,015	25,580		
D506.2	Restaurant Wine	2,391	3,458	(1,067)	11,371	13,087	(1,716)	33,752		
D506.3	Restaurant Liquor	2,391	2,890	(499)	10,232	11,716	(1,485)	32,478		
	TOTAL SALES	55,769	56,204	(436)	205,907	235,805	(29,900)	603,015		
COST OF GOODS SOLD										
H450	COGS - Food	15,822	16,219	398	59,815	68,753	8,939	173,810	33.0%	34.9%
H455	COGS - Beer	837	646	(191)	3,313	2,636	(677)	7,674	27.4%	25.9%
H455.1	COGS - Wine	948	692	(256)	2,817	2,617	(199)	6,750	39.6%	24.8%
H455.2	COGS - Liquor	174	433	260	1,116	1,757	641	4,872	7.3%	10.9%
	TOTAL COST OF GOODS	17,781	17,990	211	67,061	75,763	8,704	193,106	31.9%	32.6%
	GROSS PROFIT	37,988	38,214	(226)	138,846	160,042	(21,196)	409,909		
		68%	68%		67%	68%				
WAGES/BENEFITS										
H500	Salaries - Full Time	17,421	13,953	(3,468)	90,021	67,965	(22,056)	165,849		
H510	Salaries - Part Time	5,414	12,927	7,513	19,867	54,235	34,369	138,694		
H520	Salaries - Overtime	2,076	0	(2,076)	2,984	0	(2,984)	0		
H540	Taxes - Payroll	3,528	2,894	(635)	14,673	14,348	(324)	31,329		
H550	Retirement Expense	292	698	406	1,460	3,398	1,939	8,214		
H553	Insurance Emp Health	2,192	1,808	(384)	10,900	9,038	(1,861)	22,776		
H574	Recruiting/Training	1,593	265	(1,328)	1,958	1,325	(633)	3,280		
H575	Employee Incentive	0	0	0	658	800	142	1,600		
H588	Workers Com Insurance	311	280	(31)	1,476	1,400	(76)	3,444		
	TOTAL WAGES/BENEFITS	32,827	32,825	(3)	143,997	152,509	8,516	375,186		
OPERATING EXPENSES										
H673	Maintenance Hours	334	111	(223)	1,623	872	(752)	2,551		
H674	Custodial Hours	154	525	371	742	2,625	1,883	6,300		
	CHARGE-OUTS SUBTOTAL	488	636	148	2,365	3,497	1,131	8,851		

**Heather Gardens Metropolitan District
Restaurant P&L
5/31/2022**

6/10/2022
8:18 AM

		CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET
H639	Software & IT	154	500	346	543	2,500	1,957	6,000
H640	Electric	1,488	1,651	163	9,375	9,424	49	23,315
H643	Gas	419	381	(38)	2,136	2,412	276	5,019
H644	Water	175	110	(65)	572	534	(38)	1,858
H645	Phone & TV	330	300	(30)	1,633	1,500	(133)	3,600
H646	Trash Removal	368	400	32	1,932	2,000	68	4,800
H651	Uniforms	50	150	100	132	450	318	900
H652	Discounts & Comps	490	500	10	2,096	2,500	404	6,000
H662	Office Supplies	(401)	0	401	337	200	(137)	500
H671	Outside Contractors	105	500	395	2,390	2,500	110	6,000
H681	Credit Card Fees	1,885	1,100	(785)	7,661	5,500	(2,161)	13,200
H683	Repairs - Equipment	0	300	300	461	1,500	1,039	3,600
H684	China/Glass/Flatware	0	200	200	53	1,000	947	2,400
H684.1	Kitchen Supplies	1,322	1,500	178	4,279	7,500	3,221	18,000
H685	Cleaning Supplies	483	300	(183)	2,489	1,500	(989)	3,600
H688	Non Capital Equipment	423	500	77	4,551	2,500	(2,051)	6,000
H689	Marketing	212	500	288	822	2,500	1,678	6,000
H690	Licenses	512	273	(239)	512	1,365	853	3,276
	TOTAL OPERATING EXPENSES	8,503	9,801	1,298	44,339	50,882	6,542	122,919
	NET REVENUE & EXPENSE	(3,342)	(4,412)	1,069	(49,490)	(43,349)	(6,138)	(88,196)

Monthly Data from
SPOTON POS

May

Sales per hour

Hour	Net Sales per hour	# Checks	# Guests	GCA
8:00 AM	\$7.00	1397	3319	\$16.66
9:00 AM	\$13.00			
10:00 AM	\$3,841.70			
11:00 AM	\$8,532.55			
12:00 PM	\$11,620.85			
1:00 PM	\$5,997.15			
2:00 PM	\$4,563.30			
3:00 PM	\$4,749.75			
4:00 PM	\$5,824.68			
5:00 PM	\$9,175.95			
6:00 PM	\$977.10			
7:00 PM	\$16.00			
Top selling iter Grand Totals	\$55,319.03			

Sunday Brunch	617
Lunch Special \$10.50	258
Fish"n Chips	153
H. Gardens Cheeseburger	146
Dinner Special	118
Reuben Sandwich	101
Chef Cobb Salad	96
Coconut Shrimp	111
Chicken Croissant Sand.	97
Thai Chicken Salad	75
Turkey Club	81
BBQ Pulled Pork Sand.	83
Chili Rellanos	96
Lunch Memorial \$12.50	67
Meatloaf Dinner	54
Fried Chicken Basket	69
Shrimp Louis	51
Fried Chicken Sand.	50
Bowl of Soup	116
BBQ Bacon Cheeseburger	48
Black and Bleu Burger	42
Beet Salad	35
Half Chicken Dinner	30
House Salad	48

Monthly Data from
SPOTON POS

French Fries	266
Brat & Chips with Kraut	42
Open Food	54
Lunch Memorial \$10	31
Impossible Veg. Burger	21
Steak of the Day	18
Cup of Soup	64
Chicken Caesar Salad	18
Mozzarella Sticks	31
Cauliflower Bites	28
Sweet Potato Fries	133
Gouda bites	19
Pie of the week	29
Warm Lattice Cherry Pie	29
Side Salad	24
Salad Bar	9
Fries	27
Ice Cream Sundae	15
Plain Burger	5
Caesar Salad	17
Dinner Salad Bar	4
Hot Dog & Chips	5
Scoop Of Ice Cream	15
BLT	2
Homemade Chips	463
Grilled Cheese	1
Salad Bar with Entree	2
Bratwurst & Chips	1
Coleslaw	4
Cottage Cheese	4
Mashed Potatoes	2
Green Beans	1
Side Bacon	1