



**NOTICE OF PUBLIC MEETING OF THE HEATHER GARDENS METROPOLITAN DISTRICT
CLUBHOUSE/RESTAURANT COMMITTEE
September 12, 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 September 12, 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 August 8, 2022
- 5) Review of Financial Reports – August 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: October 10, 2022

Heather Gardens Clubhouse/Restaurant Committee Meeting

August 8, 2022

Chair, Maria Mines opened the meeting at 10:00 AM with a quorum present. Report of the July 11th meeting was approved as written.

Report from Restaurant Manager. July figures came in at budget with approximately 149 persons served per day. Food costs remain in line with budget at this time. The Jimmy Buffet dinner was a successful event with 149 people in attendance. A golf food/beverage cart available through restaurant and golf club is in the discussion phase, but alcohol could not be sold due to liability issues. The Loyalty program is up and running and names/accounts are being downloaded. Residents can participate via the restaurant (in person) or using the Spoton app. Approximately 200 people have signed up and are in the system. Suggestions were given as to how to inform residents about the program, i.e., article in Heather 'n Yon or fliers. A suggestion to use volunteers to help with input of accounts may be considered. Cormac will meet later in August with budget committee regarding the 2023 budget. The request for two more TVs for special events in the restaurant has been passed on to the Foundation Committee for approval. Marketing monies were discussed and their use; Cormac will meet with Veronica Gonzales to discuss marketing strategies on the web. New company is being used with a lower credit card fee. Staffing still remains a concern. A committee member asked for information to report back to his building at their quarterly meeting, and it was agreed this would be a good way to get information to residents.

Report from Clubhouse Manager. Room rentals and pavilion rentals are very strong; class and events are also up in revenues. Montrell went over rental fees for residents and non-resident usage. The summer dance had good attendance. Sip and Paint was well attended and he received requests for another like event. The Flea Market has 23 participants at this time. Friday Bingo is going well; however, looking for more sponsors for these events. Rocky Mountain National Park event went very well, also. Mountain Nut vendor will be in the clubhouse on the first Tuesday of each month. New class registration will be held in mid-September, during break from classes. The outdoor pool will be closed after Labor Day, 9/6/2022. The closing and draining of the pool at that earlier date will help Maintenance get a head start on repairs of pool and boiler before the cold weather. Indoor pool will be closed as of September 19th for two weeks for cleaning. The new pool table to be bought with lottery funds has not arrived yet; Montrell reported that the vendors told him there is a one year wait for new tables. He will keep trying to work with vendors for this purpose.

Unfinished Business: Cormac will set up another workshop with the committee to discuss ideas, suggestions and marketing strategies. All new ideas for restaurant and clubhouse from committee members will be given to the Chair so she can then pass them on to the HGMD Board. Member of audience with marketing experience offered to help at the marketing workshop. Regulations and duties of volunteer hostesses at restaurant will be drawn up as more volunteers are needed.

There were no questions or comments from the audience, and with no further business to discuss, the meeting was adjourned at 11:30 AM.

The next Clubhouse/Restaurant Committee meeting will be held September 12, 2022, at 10:00 AM.

Lenora Tracy, Secretary

**Heather Gardens Metropolitan District
Club House P&L
8/31/2022**

9/7/2022
11:26 AM

	CURRENT ACTUAL	CURRENT BUDGET	CURRENT VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET	
REVENUE								
D512	CH Building Rentals	1,860	1,300	560	18,599	10,400	8,199	15,600
D515	Classes	6,229	7,240	(1,011)	52,132	57,920	(5,788)	86,880
D513	Events	570	1,645	(1,075)	12,789	18,660	(5,871)	31,670
D516.1	Coffee Revenue	167	300	(133)	1,766	2,400	(634)	3,600
D513.1	Trips Revenue	3,186	2,750	436	25,754	22,000	3,754	33,000
	TOTAL REVENUE	12,012	13,235	(1,223)	111,040	111,380	(340)	170,750
WAGES/BENEFITS								
C500	Salaries - FTP	9,621	9,091	(530)	70,324	71,297	973	108,305
C510	Salaries - Part Time	6,647	6,701	53	50,452	50,461	8	75,376
C520	Salaries - Overtime	0	0	0	204	0	(204)	0
C530	Salaries - Teachers	9,270	9,063	(207)	58,580	62,048	3,468	89,935
C540	Taxes - Payroll	2,300	2,119	(181)	17,010	18,272	1,262	26,803
C550	Retirement Expense	0	445	445	0	3,485	3,485	5,234
C553	Insurance - Personnel	975	1,195	220	7,740	9,558	1,818	14,338
C574	Recruit/Train/Services	39	110	71	242	880	638	1,320
C575	Employee Incentive	0	0	0	456	450	(6)	600
C588	Workers Comp Insurance	774	230	(544)	2,152	1,840	(312)	2,829
	TOTAL WAGES/BENEFITS	29,626	28,954	(673)	207,160	218,291	11,130	324,740
OPERATING EXPENSES								
C675.2	Salaries-Charge Out	0	0	0	0	0	0	0
C673	Maintenance Hours	4,487	1,628	(2,859)	44,576	18,908	(25,668)	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	6,650	9,548	2,898	59,023	76,386	17,363	114,579
	CHARGE-OUT SUBTOTALS	11,137	11,176	39	108,412	95,294	-13,118	141,622
C621.1	Mileage Reimbursement	0	8	8	0	64	64	96
C627	Pool Care & Supplies	199	2,309	2,111	9,396	13,682	4,286	19,738
C639	Software & IT	589	340	(249)	3,264	2,720	(544)	4,080
C640	Electric	6,558	7,259	701	59,885	60,662	777	93,261
C643	Gas	1,362	1,488	126	12,859	13,925	1,066	20,077
C662	Office Supplies & Postage	944	600	(344)	5,429	4,800	(629)	7,200
C662.1	CC & ActiveNet	731	1,050	319	6,528	8,400	1,872	12,600
C671	Outside Contractors	441	1,581	1,140	5,177	12,788	7,611	19,662
C683	Repairs - Equipment	0	403	403	543	6,496	5,953	9,246
C684	Supplies	418	650	232	12,008	14,925	2,917	18,750
C684.1	Custodial Supplies	1,667	2,000	333	14,985	16,000	1,015	24,000
C684.2	Coffee Supplies	0	230	230	1,352	1,840	488	2,760
C686.1	Special Event Supplies	2,977	2,959	(18)	7,357	11,249	3,892	14,420
C686.2	Special Event Contractors	209	975	766	2,418	9,700	7,282	17,250
C687	Trips Expense	0	2,750	2,750	21,077	22,000	923	33,000
C688	Non Capital Equipment	790	0	(790)	2,741	22,740	19,999	22,740
C689	Phone & Internet	454	370	(84)	3,176	2,960	(216)	4,440
C698	Water & Sewer	2,723	2,770	47	15,211	13,858	(1,353)	19,294
	TOTAL OPERATING EXPENSES	31,199	38,918	7,720	291,818	334,103	42,285	484,236
	NET REVENUE & EXPENSE	(48,813)	(54,637)	5,824	(387,938)	(441,014)	53,075	(638,226)

**Heather Gardens Metropolitan District
Restaurant P&L
8/31/2022**

9/7/2022
11:27 AM

		CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET		
SUMMARY										
Sales		53,914	56,624	(2,710)	372,514	407,352	(34,838)	603,015		
Cost of Goods Sold		14,427	18,010	3,583	116,554	130,724	14,171	193,106		
Gross Profit		39,487	38,614	873	255,960	276,628	(20,668)	409,909		
Wages & Benefits		35,068	32,619	(2,448)	246,882	250,494	3,611	375,186		
Operating Expense		9,502	9,680	177	73,860	81,704	7,843	122,919		
Net Income/(Loss)		(5,083)	(3,685)	(1,398)	(64,782)	(55,570)	(9,212)	(88,196)		
SALES										
D506	Restaurant Food	45,233	47,047	(1,814)	308,569	347,556	(38,987)	511,205		
D506.1	Restaurant Beer	3,435	2,764	671	24,402	16,662	7,740	25,580		
D506.2	Restaurant Wine	2,006	3,254	(1,248)	18,591	21,740	(3,149)	33,752		
D506.3	Restaurant Liquor	3,240	3,559	(319)	20,952	21,394	(442)	32,478		
	TOTAL SALES	53,914	56,624	(2,710)	372,514	407,352	(34,838)	603,015		
COST OF GOODS SOLD										
H450	COGS - Food	13,109	15,996	2,887	103,990	118,169	14,179	173,810	<u>COGS Percentages</u>	
H455	COGS - Beer	746	829	83	5,961	4,998	(962)	7,674	<u>Current</u>	<u>YTD</u>
H455.1	COGS - Wine	193	651	458	4,189	4,348	159	6,750	29.0%	33.7%
H455.2	COGS - Liquor	379	534	155	2,414	3,209	795	4,872	21.7%	24.4%
	TOTAL COST OF GOODS	14,427	18,010	3,583	116,554	130,724	14,171	193,106	9.6%	22.5%
									11.7%	11.5%
									26.8%	31.3%
	GROSS PROFIT	39,487	38,614	873	255,960	276,628	(20,668)	409,909		
		73%	68%		69%	68%				
WAGES/BENEFITS										
H500	Salaries - Full Time	18,287	13,953	(4,334)	143,225	109,374	(33,851)	165,849		
H510	Salaries - Part Time	7,681	13,024	5,343	44,502	93,691	49,189	138,694		
H520	Salaries - Overtime	732	0	(732)	6,444	0	(6,444)	0		
H540	Taxes - Payroll	3,005	2,411	(594)	23,583	21,577	(2,006)	31,329		
H550	Retirement Expense	292	698	406	2,481	5,469	2,987	8,214		
H553	Insurance Emp Health	2,402	1,988	(413)	18,217	14,823	(3,394)	22,776		
H574	Recruiting/Training	2,358	265	(2,093)	5,364	2,120	(3,244)	3,280		
H575	Employee Incentive	0	0	0	658	1,200	542	1,600		
H588	Workers Com Insurance	311	280	(31)	2,408	2,240	(168)	3,444		
	TOTAL WAGES/BENEFITS	35,068	32,619	(2,448)	246,882	250,494	3,611	375,186		
OPERATING EXPENSES										
H673	Maintenance Hours	321	241	(80)	2,585	2,115	(470)	2,551		
H674	Custodial Hours	630	525	(105)	2,107	4,200	2,093	6,300		
	CHARGE-OUTS SUBTOTAL	951	766	(185)	4,692	6,315	1,623	8,851		

**Heather Gardens Metropolitan District
Restaurant P&L
8/31/2022**

9/7/2022
11:27 AM

		CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET
H639	Software & IT	548	500	(48)	4,271	4,000	(271)	6,000
H640	Electric	1,639	1,815	175	14,971	15,166	194	23,315
H643	Gas	341	372	31	3,215	3,481	266	5,019
H644	Water	274	284	10	1,480	1,339	(141)	1,858
H645	Phone & TV	330	300	(30)	2,622	2,400	(222)	3,600
H646	Trash Removal	341	400	59	3,074	3,200	126	4,800
H651	Uniforms	0	0	0	175	600	425	900
H652	Discounts & Comps	(977)	500	1,477	2,377	4,000	1,623	6,000
H655	Linen Service	695	0	(695)	1,290	0	(1,290)	0
H662	Office Supplies	185	0	(185)	698	300	(398)	500
H671	Outside Contractors	995	343	(652)	4,405	3,703	(702)	6,000
H681	Credit Card Fees	1,717	1,100	(617)	10,624	8,800	(1,824)	13,200
H683	Repairs - Equipment	0	300	300	461	2,400	1,939	3,600
H684	China/Glass/Flatware	217	200	(17)	269	1,600	1,331	2,400
H684.1	Kitchen Supplies	1,810	1,500	(310)	8,229	12,000	3,771	18,000
H685	Cleaning Supplies	386	300	(86)	3,535	2,400	(1,135)	3,600
H688	Non Capital Equipment	0	500	500	4,551	4,000	(551)	6,000
H689	Marketing	50	500	450	972	4,000	3,028	6,000
H690	Licenses	0	0	0	1,949	2,000	51	3,276
	TOTAL OPERATING EXPENSES	9,502	9,680	177	73,860	81,704	7,843	122,919
	NET REVENUE & EXPENSE	(5,083)	(3,685)	(1,398)	(64,782)	(55,570)	(9,214)	(88,196)

Monthly Data from
SPOTON POS

August						
Sales per hour						
	Hour	Net Sales per hour		# Checks	# Guests	GCA
	9:00 AM	\$27.00		1622	3570	\$14.92
	10:00 AM	\$2,110.35				
	11:00 AM	\$7,930.25				
	12:00 PM	\$12,241.40				
	1:00 PM	\$6,816.53				
	2:00 PM	\$3,558.70				
	3:00 PM	\$4,028.25				
	4:00 PM	\$5,465.27				
	5:00 PM	\$9,444.41				
	6:00 PM	\$1,565.60				
	7:00 PM	\$83.00				
	Grand Totals	\$53,270.76				
Top selling items						
	Sunday Brunch	521				
	Lunch Special \$10.75	309				
	Dinner Special	182				
	H. Gardens Cheeseburger	167				
	Fish"n Chips	120				
	Chef Cobb Salad	103				
	Chicken Croissant Sand.	119				
	Turkey Club	107				
	Coconut Shrimp	114				
	Reuben Sandwich	90				
	Thai Chicken Salad	80				
	Fried Chicken Basket	90				
	BBQ Pulled Pork Sand.	71				
	House Salad	101				
	Chili Rellanos	80				
	BBQ Bacon Cheeseburger	53				
	Shrimp Louis	45				
	Chicken Caesar Salad	40				
	Open Food	33				
	Black and Bleu Burger	43				
	Bowl of Soup	96				

Monthly Data from
SPOTON POS

Fried Chicken Sand.	38			
Brat & Chips with Kraut	53			
Meatloaf Dinner	30			
Beet Salad	34			
Impossible Veg. Burger	28			
Cup of Soup	78			
French Fries	279			
Half Chicken Dinner	21			
Mozzarella Sticks	34			
Sweet Potato Fries	155			
Pie of the week	37			
Steak of the Day	12			
Gouda bites	19			
Warm Lattice Cherry Pie	27			
Fried green beans	15			
Plain Burger	9			
Fries	34			
Ice Cream Sundae	14			
BLT	7			
Scoop Of Ice Cream	23			
Cheesecake of the week	5			
Homemade Chips	496			
Turkey Club Sandwich	2			
Grilled Cheese	2			
Caesar Salad	6			
KIDS Brunch	2			
Fruit	3			
Coleslaw	4			
Green Beans	2			
Tortilla Chips	1			
Cookies	3			
Cottage Cheese	2			

Monthly Data from
SPOTON POS

Jan thru August

Jan thru August						
Sales per hour						
	Hour	Net Sales per hour		# Checks	# Guests	GCA
	6:00 AM	\$329.25		10808	23319	\$1,580.00
	8:00 AM	\$7.00				
	9:00 AM	\$556.30				
	10:00 AM	\$17,547.03				
	11:00 AM	\$53,469.89				
	12:00 PM	\$72,456.15				
	1:00 PM	\$41,045.49				
	2:00 PM	\$28,911.78				
	3:00 PM	\$27,662.35				
	4:00 PM	\$46,417.50				
	5:00 PM	\$65,222.26				
	6:00 PM	\$11,729.40				
	7:00 PM	\$1,257.65				
	8:00 PM	\$653.05				
	9:00 PM	\$1,258.10				
	11:00 PM	\$35.50				
	Grand Totals	\$368,558.70				
	Top selling items					
	Sunday Brunch	3,453.00				
	Lunch Special \$10.75	1,911.00				
	Fish"n Chips	1,099.00				
	Dinner Special	1,075.00				
	H. Gardens Cheeseburger	1,089.00				
	Reuben Sandwich	697				
	Chef Cobb Salad	641				
	Coconut Shrimp	769				
	Chicken Croissant Sand.	700				
	Turkey Club	606				
	Thai Chicken Salad	436				
	Fried Chicken Basket	579				
	BBQ Pulled Pork Sand.	458				
	Shrimp Louis	374				
	Bowl of Soup	877				
	House Salad	589				
	BBQ Bacon Cheeseburger	372				
	Meatloaf Dinner	280				
	Black and Bleu Burger	310				

Monthly Data from
SPOTON POS

Open Food	512			
Baja Style Fish Tacos	281			
Beet Salad	268			
Fried Chicken Sand.	247			
Brat & Chips with Kraut	331			
Chicken Caesar Salad	203			
Cup of Soup	624			
Steak of the Day	176			
Chili Rellanos	300			
Impossible Veg. Burger	185			
KIDS Brunch	164			
French Fries	1,980.00			
Half Chicken Dinner	156			
margaritaville	128			
Pie of the week	303.5			
Mozzarella Sticks	224			
Sweet Potato Fries	955			
Fried green beans	156			
Gouda bites	133			
Warm Lattice Cherry Pie	203			
Lunch Memorial \$12.50	67			
Stanley Deal	108			
Fries	204			
Ice Cream Sundae	110			
4th july	37			
BLT	67			
Plain Burger	30			
Side Salad	45			
Lunch Memorial \$10	31			
Scoop Of Ice Cream	166			
Caesar Salad	71			
Homemade Chips	3,321.50			
Grilled Cheese	17			
Golf Ladies Special	12			
Turkey Club Sandwich	9			
Brunch	9			
Tortilla Chips	19			
Cheesecake of the week	17			
Salad Bar	10			
Coleslaw	35			
Boston Cream Pie	11			
Bratwurst & Chips	8			
Dinner Salad Bar	4			
Golf ladies Wed Special	4			
Cottage Cheese	15			

Monthly Data from
SPOTON POS

Fruit	5			
Green Beans	5			
Mashed Potatoes	5			
Chicken Salad Croissant	1			
Dinner Roll	11			
Chicken Quesadilla	2			
Salad Bar with Entree	2			
Pepper cheese bites	1			
Onion Rings	2			
Side Bacon	2			
Cookies	3			
Add Guacamole	1			