

**NOTICE OF PUBLIC MEETING OF THE HGMD CLUBHOUSE/RESTAURANT  
COMMITTEE  
November 9, 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 November 9, 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.

**Join Zoom Meeting**

<https://zoom.us/j/96676984443?pwd=L2F1UlqxZkNuR0ZkZ3lnMEJ5Y25aQT09>

**Meeting ID: 966 7698 4443**

**Password: 646815**

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
  - a. Introduction of Clubhouse Manager
- 4) Review/Approval of Report for August 10, 2021 Regular Meeting
- 5) Review of Financial Reports – October 2021
- 6) Report by Restaurant Manager
- 7) Unfinished Business
- 8) New Business
- 9) Residents wishing to speak on non-agenda items – time limit 3 minutes
- 10) 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 December 14, 2021 at 3:00 PM.**

## Heather Gardens Clubhouse/Restaurant Committee Meeting

August 10, 2021

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

Report of the July 10<sup>th</sup> meeting was approved.

Maria announced that the Rendezvous Restaurant chef, Kevin Marquet and Clubhouse Manager, Linda Aluise have resigned. We wish them both good luck in their new positions.

Resident Manager, Cormac Ronan, announced the new Kitchen Manager is Sam Saldona. Cormac said the restaurant is functioning at 100%.

A question was asked on how to find the financial reports. The reports can be found on the Heather Gardens Resource Center website and can be read on line.

In July, the Business Plan for the Restaurant prepared by the previous committee, was sent to this committee members for review. No action will be taken by this committee until the Metro Board considers it.

**Review of Financial Reports:** It was suggested that the Controller be present at the next meeting to discuss financials. HGMD President David Funk, explained that the Financial Reports for the Clubhouse and Restaurant are included in the packet for the committee meetings.

Cormac suggested the need for more business plus marketing before Rendezvous can become fully staffed. This committee could draw up promotional ideas for fliers, etc. He commented that the restaurant sales were up over the previous month's.

**Unfinished Business:** Discussion on Clubhouse hours for swim times and more family time. Maria reminded the committee of the necessary steps the clubhouse has had to take during the Covid situation. Maria suggested that the Heather Gardens General Manager and the new Clubhouse Manager make the decisions regarding any changes in swim times. Jon Rea commented the questions to be asked are: Do any new hours make sense? Instead, look at what does make sense financially, and do research if business supports new changes. Any new Covid cases would mean more cleaning and disinfection by staff.

Maria commented on the excellent job Heather Gardens did on the re-opening of the Clubhouse. David Funk, HG Metro Board President commented the management team has done a great job of reopening and will consider ideas of doing things regarding what works best for all residents, and see how our amenities are being utilized. Also, to understand that the Clubhouse/Restaurant committee needs to consider the source of income, which is for the most part, the homeowners of Heather Gardens.

**New Business: 2022 Goals.** Tom Merges suggested that the committee's main goal should be "How can we help both the Restaurant manager and the Clubhouse manager become stronger and more efficient." Perhaps to increase revenue, the Board could make suggestions on how to attract banquets and catering to increase sales.

**Questions from Committee members:** 1. Can we do a survey to know what residents want? 2. Bring goal ideas to the September meeting. 3. Can we have an in-person meeting? David Funk said they are looking into having a hybrid meeting in Board room after the sound problems in the board room have been worked out.

There being no further business the meeting was adjourned at 4:15 pm.

The next Clubhouse/Restaurant Committee meeting will be held September 14, 2021 at 3:00 pm.

Jean Baldwin, Secretary

**Heather Gardens Metropolitan District  
Club House P&L  
10/31/2021**

11/8/2021  
3:53 PM

	CURRENT ACTUAL	CURRENT BUDGET	CURRENT VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET	
<b>REVENUE</b>								
D512	CH Building Rentals	985	1,425	(440)	13,456	14,250	(794)	17,100
D515	Classes	1,447	0	1,447	55,718	36,611	19,107	43,438
D513	Events	940	2,270	(1,330)	14,107	22,700	(8,593)	27,245
D516.1	Coffee Revenue	358	439	(82)	2,086	4,390	(2,304)	5,265
D513.1	Trips Revenue	998	1,333	(335)	15,312	13,330	1,982	15,996
	<b>TOTAL REVENUE</b>	<b>4,728</b>	<b>5,467</b>	<b>(740)</b>	<b>100,679</b>	<b>91,281</b>	<b>9,398</b>	<b>109,044</b>
<b>WAGES/BENEFITS</b>								
C500	Salaries - FTP	0	8,854	8,854	57,571	88,540	30,969	107,607
C510	Salaries - Part Time	7,794	6,808	(986)	77,751	68,080	(9,671)	81,691
C520	Salaries - Overtime	1,030	0	(1,030)	1,707	0	(1,707)	0
C530	Salaries - Teachers	1,948	4,249	2,301	48,812	40,767	(8,045)	49,003
C540	Taxes - Payroll	1,090	1,593	503	19,121	17,081	(2,040)	20,249
C550	Retirement Expense	0	170	170	1,558	1,700	142	2,045
C553	Insurance - Personnel	0	1,206	1,206	4,233	11,400	7,167	13,810
C574	Recruit/Train/Services	2,365	63	(2,302)	5,817	2,165	(3,652)	2,295
C575	Employee Incentive	380	0	(380)	544	0	(544)	0
C588	Workers Comp Insurance	206	233	27	7,106	3,142	(3,964)	3,608
	<b>TOTAL WAGES/BENEFITS</b>	<b>14,813</b>	<b>23,176</b>	<b>8,363</b>	<b>224,220</b>	<b>232,875</b>	<b>8,655</b>	<b>280,308</b>
<b>OPERATING EXPENSES</b>								
C675.2	Salaries-Charge Out	0	0	0	0	(1,800)	(1,800)	(1,800)
C673	Maintenance Hours	8,124	6,484	(1,640)	35,383	62,983	27,600	76,077
C676	Golf Hours	0	0	0	0	3,064	3,064	4,598
C677	R & G Hours	0	698	698	263	9,576	9,314	13,393
C678	Custodial Hours	7,755	11,368	3,613	77,248	113,680	36,432	136,419
	<b>CHARGE-OUT SUBTOTALS</b>	<b>15,879</b>	<b>18,550</b>	<b>2,671</b>	<b>112,894</b>	<b>187,503</b>	<b>74,610</b>	<b>228,687</b>
C621.1	Mileage Reimbursement	0	8	8	0	80	80	96
C627	Pool Care & Supplies	483	1,089	606	9,265	16,960	7,695	19,138
C639	Software & IT	991	340	(651)	5,967	3,400	(2,567)	4,080
C640	Electric	7,865	6,833	(1,032)	74,567	71,101	(3,466)	85,551
C643	Gas	1,614	1,723	109	15,669	14,195	(1,474)	17,617
C662	Office Supplies & Postage	953	690	(263)	5,544	7,080	1,536	8,520
C662.1	CC & ActiveNet	303	480	177	5,952	7,080	1,128	8,520
C671	Outside Contractors	2,259	3,608	1,349	17,679	17,466	(213)	19,980
C683	Repairs - Equipment	264	734	470	4,041	7,547	3,506	9,015
C684	Supplies	1,255	1,256	1	7,853	20,235	12,382	22,875
C684.1	Custodial Supplies	2,719	2,000	(719)	16,890	20,000	3,110	24,000
C684.2	Coffee Supplies	410	563	153	1,898	5,630	3,732	6,750
C686.1	Special Event Supplies	0	305	305	3,011	8,278	5,267	9,063
C686.2	Special Event Contractors	397	475	78	4,443	5,150	707	7,225
C687	Trips Expense	1,150	1,150	0	13,758	11,500	(2,258)	13,800
C688	Non Capital Equipment	0	125	125	1,600	8,620	7,020	8,870
C689	Phone & Internet	439	370	(69)	3,395	3,700	305	4,440
C698	Water & Sewer	1,736	1,824	88	17,032	20,842	3,810	23,798
	<b>TOTAL OPERATING EXPENSES</b>	<b>38,717</b>	<b>42,123</b>	<b>3,406</b>	<b>321,458</b>	<b>436,367</b>	<b>114,910</b>	<b>522,025</b>
	<b>NET REVENUE &amp; EXPENSE</b>	<b>(48,802)</b>	<b>(59,832)</b>	<b>11,029</b>	<b>(444,999)</b>	<b>(577,961)</b>	<b>132,963</b>	<b>(693,289)</b>

**Heather Gardens Metropolitan District  
Restaurant P&L  
10/31/2021**

11/8/2021  
3:54 PM

	<b>CURR MONTH ACTUAL</b>	<b>CURR MONTH BUDGET</b>	<b>CURR MONTH VARIANCE</b>	<b>YTD ACTUAL</b>	<b>YTD BUDGET</b>	<b>YTD VARIANCE</b>	<b>ANNUAL BUDGET</b>
<b>SUMMARY</b>							
Sales	42,942	57,164	(14,222)	357,029	546,692	(189,663)	658,492
Cost of Goods Sold	<u>11,447</u>	<u>18,385</u>	<u>6,938</u>	<u>116,062</u>	<u>175,819</u>	<u>59,757</u>	<u>211,773</u>
<b>Gross Profit</b>	<b><u>31,495</u></b>	<b><u>38,779</u></b>	<b><u>(7,284)</u></b>	<b><u>240,967</u></b>	<b><u>370,873</u></b>	<b><u>(129,906)</u></b>	<b><u>446,719</u></b>
Wages & Benefits	31,548	30,154	(1,394)	242,644	299,041	56,397	360,832
Operating Expense	<u>8,846</u>	<u>13,679</u>	<u>4,833</u>	<u>84,651</u>	<u>128,280</u>	<u>43,629</u>	<u>152,291</u>
<b>Net Income/(Loss)</b>	<b><u>(8,899)</u></b>	<b><u>(5,054)</u></b>	<b><u>(3,845)</u></b>	<b><u>(86,328)</u></b>	<b><u>(56,448)</u></b>	<b><u>(29,880)</u></b>	<b><u>(66,404)</u></b>
<b>SALES</b>							
D506 Restaurant Food	35,678	48,400	(12,722)	294,462	462,869	(168,407)	557,534
D506.1 Restaurant Beer	2,381	2,835	(454)	20,756	27,116	(6,360)	32,658
D506.2 Restaurant Wine	2,599	3,094	(495)	21,183	29,591	(8,408)	35,642
D506.3 Restaurant Liquor	<u>2,284</u>	<u>2,835</u>	<u>(551)</u>	<u>20,628</u>	<u>27,116</u>	<u>(6,488)</u>	<u>32,658</u>
<b>TOTAL SALES</b>	<b><u>42,942</u></b>	<b><u>57,164</u></b>	<b><u>(14,222)</u></b>	<b><u>357,029</u></b>	<b><u>546,692</u></b>	<b><u>(189,663)</u></b>	<b><u>658,492</u></b>
<b>COST OF GOODS SOLD</b>							
H450 COGS - Food	10,250	16,456	6,206	102,048	157,377	55,329	189,562
H455 COGS - Beer	670	624	(46)	5,692	5,965	273	7,185
H455.1 COGS - Wine	366	681	315	5,182	6,512	1,330	7,841
H455.2 COGS - Liquor	<u>161</u>	<u>624</u>	<u>463</u>	<u>3,140</u>	<u>5,965</u>	<u>2,825</u>	<u>7,185</u>
<b>TOTAL COST OF GOODS</b>	<b><u>11,447</u></b>	<b><u>18,385</u></b>	<b><u>6,938</u></b>	<b><u>116,062</u></b>	<b><u>175,819</u></b>	<b><u>59,757</u></b>	<b><u>211,773</u></b>
<b>GROSS PROFIT</b>	<b><u>31,495</u></b>	<b><u>38,779</u></b>	<b><u>(7,284)</u></b>	<b><u>240,967</u></b>	<b><u>370,873</u></b>	<b><u>(129,906)</u></b>	<b><u>446,719</u></b>
	73%	68%		67%	68%		
<b>WAGES/BENEFITS</b>							
H500 Salaries - Full Time	15,406	11,715	(3,691)	122,781	117,150	(5,631)	142,069
H510 Salaries - Part Time	10,544	14,291	3,747	76,707	136,673	59,966	164,623
H520 Salaries - Overtime	261	199	(62)	916	3,240	2,324	4,151
H540 Taxes - Payroll	2,672	2,096	(576)	23,083	23,242	159	27,544
H550 Retirement Expense	292	227	(65)	4,388	2,270	(2,118)	2,729
H553 Insurance Emp Health	990	1,206	216	6,514	11,400	4,886	13,810
H574 Recruiting/Training	464	135	(329)	4,214	1,450	(2,764)	1,720
H575 Employee Incentive	608	0	(608)	1,412	0	(1,412)	0
H588 Workers Com Insurance	<u>311</u>	<u>285</u>	<u>(26)</u>	<u>2,629</u>	<u>3,616</u>	<u>987</u>	<u>4,186</u>
<b>TOTAL WAGES/BENEFITS</b>	<b><u>31,548</u></b>	<b><u>30,154</u></b>	<b><u>(1,394)</u></b>	<b><u>242,644</u></b>	<b><u>299,041</u></b>	<b><u>56,397</u></b>	<b><u>360,832</u></b>
<b>OPERATING EXPENSES</b>							
H673 Maintenance Hours	314	1,240	926	3,920	8,880	4,960	10,234
H674 Custodial Hours	<u>350</u>	<u>630</u>	<u>280</u>	<u>3,174</u>	<u>6,300</u>	<u>3,126</u>	<u>7,560</u>
<b>CHARGE-OUTS SUBTOTAL</b>	<b><u>664</u></b>	<b><u>1,870</u></b>	<b><u>1,206</u></b>	<b><u>7,094</u></b>	<b><u>15,180</u></b>	<b><u>8,086</u></b>	<b><u>17,794</u></b>
H639 Software & IT	237	300	63	3,564	3,000	(564)	3,600
H640 Electric	1,966	1,884	(82)	18,651	17,982	(669)	22,167
H643 Gas	403	431	28	4,440	3,549	(891)	4,404
H644 Water	170	180	10	1,777	2,088	311	2,367
H645 Phone & TV	326	300	(26)	2,839	3,000	161	3,600
H646 Trash Removal	400	425	25	4,004	4,250	246	5,100
H651 Uniforms	0	80	80	501	800	299	960
H652 Discounts & Comps	692	572	(120)	5,203	5,468	265	6,585
H655 Linen Service	0	392	392	0	3,920	3,920	4,704
H662 Office Supplies	0	55	55	343	550	207	660
H671 Outside Contractors	770	550	(220)	4,541	5,599	1,058	6,730
H681 Credit Card Fees	1,950	1,715	(235)	14,636	16,402	1,766	19,755
H683 Repairs - Equipment	0	410	410	420	4,090	3,670	4,910
H684 China/Glass/Flatware	0	250	250	953	2,500	1,547	3,000
H684.1 Kitchen Supplies	800	1,715	915	10,380	16,402	6,022	19,755
H685 Cleaning Supplies	418	1,050	632	3,394	10,500	7,106	12,600
H688 Non Capital Equipment	0	0	0	0	3,000	3,000	3,000
H689 Marketing	50	1,500	1,450	545	6,000	5,455	6,000
H690 Licenses	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,366</u>	<u>4,000</u>	<u>2,634</u>	<u>4,600</u>
<b>TOTAL OPERATING EXPENSES</b>	<b><u>8,846</u></b>	<b><u>13,679</u></b>	<b><u>4,833</u></b>	<b><u>84,651</u></b>	<b><u>128,280</u></b>	<b><u>43,629</u></b>	<b><u>152,291</u></b>
<b>NET REVENUE &amp; EXPENSE</b>	<b><u>(8,899)</u></b>	<b><u>(5,054)</u></b>	<b><u>(3,845)</u></b>	<b><u>(86,328)</u></b>	<b><u>(56,448)</u></b>	<b><u>(29,880)</u></b>	<b><u>(66,404)</u></b>

<b>COGS Percentages</b>	
Current	YTD
28.7%	34.7%
28.1%	27.4%
14.1%	24.5%
7.0%	15.2%
<b>26.7%</b>	<b>32.5%</b>