METROPOLITAN DISTRICT

## NOTICE OF PUBLIC MEETING OF THE HEATHER GARDENS METROPOLITAN DISTRICT CLUBHOUSE/RESTAURANT COMMITTEE December 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 December 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//833178821125?pwd=Wnk5VXBXMWJaQ0VPeEFmWGNrNmNDQT09
Meeting ID: 83178821125
Password: 535058
or
Dial-In Number: +1 3462487799 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), Montrell Anthony (Clubhouse/Custodial Manager)

1) Determine Quorum Present
2) Call meeting to order
3) Chair Comments
4) Review/Approval of Report for October 10, 2022
5) Review of Financial Reports - November 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: January 9, 2023

Chair, Maria Mines, opened the meeting at 10:00 PM in the HG Board Room, with quorum present. Report of the September 12th meeting was approved, as written.
Report by Clubhouse Manager. Montrell Anthony expressed thanks to Cormac Ronan, Restaurant manager, for his assistance when it was needed. He also thanked volunteers who have been helping with Clubhouse activities with enthusiasm and energy, and Julie Racich, Assistant Manager, who continues to do an excellent job. The floor tile in both locker rooms was repaired and deep-cleaned, and a non-slip coating was applied for the first time. The Resource Fair had 35 vendors and was well attended. The Monday night Broncos game also had good attendance. Class registration went well, and good feedback will be used to adjust some items for better use. The Retro Band concert attracted 140 people to the auditorium. The fall equinox event was well attended and people enjoyed the food and social contact. Trips to the Colorado Rockies game and sightseeing to Cripple Creek were both sold-outs. The Craft Fair will take place this month, and all vendors spots have been sold. The Friday movie and Bingo have also had good attendance. A Halloween Party is planned for 22 October, featuring dinner, as well as dance and costume contests.
Report from Restaurant Manager. Cormac Ronan reported that sales for October were slightly above budgeted. Figures for the past three quarters: 6,000 meals served in the first one, 10,058 served on the second one, and 10,540 on the third one. Attendance seems to be affected by the weather, with more people going out when the weather is warmer. The Italian buffet had very good attendance, $75-80$ people served. The loyalty program is up and running, with approximately 300 people signed up; a new ad in Heather ' N Yon will inform residents about the program and will offer discount coupons. If this marketing strategy is successful, it will be continued. In addition, the HG website is being used for marketing, in conjunction with HG PR group. The Sunday brunch continues to attract customers, approximately 140 each week; banners have been placed in front of the Restaurant to advertise this. The Halloween Party buffet is being planned, and holiday party bookings are already in progress. Two new TVs and one TV cart were purchased, paid for by Foundation funds, to be used in the Restaurant and Banquet Room. The committee was presented with a 3-page cost increase list, so they could be aware of rising costs in food and restaurant supplies. Staffing is slowly getting better, but there is still a need for one cook and one other server. Since parking continues to be a problem, it was suggested that a sign be displayed in the Golf Pro Shop, asking golfers to use the parking lot by Building \#250, instead of the Clubhouse parking lot; Cormac will contact the Golf Shop regarding this issue. Live bands and music are under consideration for future events. Addressing a suggestion, Cormac stated that breakfast and snacks had been offered to golfers in the past, and there had been little or no response to this approach.
New Business. It was decided not to participate in the Heather Gardens 50th Anniversary Celebration as a committee; if any committee member felt that they wanted to participate as an individual, they were encouraged to do so.
There were no questions or comments from the audience, and with no further business to discuss, the meeting was adjourned at 11:15 AM.

## There will not be a meeting in November. The next Clubhouse/Restaurant Committee meeting will be held on December 12, 2022 at 10:00 AM.

Lenora Tracy, Secretary

## Heather Gardens Metropolitan District

| CURRENT | CURRENT | CURRENT | YTD | YTD | YTD | ANNUAL |
| :--- | :--- | :--- | :---: | :---: | :---: | :---: |
| ACTUAL | BUDGET | VARIANCE | ACTUAL | BUDGET | VARIANCE | BUDGET |

REVENUE

| D512 | CH Building Rentals | 2,274 | 1,300 | 974 | 23,804 | 14,300 | 9,504 | 15,600 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| D515 | Classes | 6,385 | 7,240 | (855) | 73,327 | 79,640 | $(6,313)$ | 86,880 |
| D513 | Events | 2,646 | 2,735 | (89) | 25,776 | 27,635 | $(1,859)$ | 31,670 |
| D516.1 | Coffee Revenue | 180 | 300 | (120) | 2,393 | 3,300 | (907) | 3,600 |
| D513.1 | Trips Revenue | 2,530 | 2,750 | (220) | 31,527 | 30,250 | 1,277 | 33,000 |
|  | TOTAL REVENUE | 14,015 | 14,325 | (310) | 156,827 | 155,125 | 1,702 | 170,750 |
| WAGES/BENEFITS |  |  |  |  |  |  |  |  |
| C500 | Salaries - FTP | 9,993 | 8,805 | $(1,189)$ | 98,331 | 97,998 | (333) | 108,305 |
| C510 | Salaries - Part Time | 8,917 | 6,072 | $(2,846)$ | 72,567 | 69,305 | $(3,262)$ | 75,376 |
| C520 | Salaries - Overtime | 8 | 0 | (8) | 232 | 0 | (232) | 0 |
| C530 | Salaries - Teachers | 7,333 | 9,063 | 1,731 | 79,173 | 85,055 | 5,882 | 89,935 |
| C540 | Taxes - Payroll | 2,519 | 2,080 | (439) | 23,321 | 24,588 | 1,267 | 26,803 |
| C550 | Retirement Expense | 0 | 430 | 430 | 0 | 4,790 | 4,790 | 5,234 |
| C553 | Insurance - Personnel | 975 | 1,195 | 220 | 10,665 | 13,143 | 2,478 | 14,338 |
| C574 | Recruit/Train/Services | 40 | 110 | 71 | 291 | 1,210 | 919 | 1,320 |
| C575 | Employee Incentive | 0 | 0 | 0 | 456 | 600 | 144 | 600 |
| C588 | Workers Comp Insurance | 215 | 253 | 38 | 3,485 | 2,576 | (909) | 2,829 |
|  | TOTAL WAGES/BENEFITS | 30,000 | 28,008 | $(1,992)$ | 288,521 | 299,265 | 10,744 | 324,740 |
| OPERATING EXPENSES |  |  |  |  |  |  |  |  |
| C675.2 | Salaries-Charge Out | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| C673 | Maintenance Hours | 7,408 | 258 | $(7,150)$ | 57,056 | 24,158 | $(32,898)$ | 27,043 |
| C676 | Golf Hours | 0 | 0 | 0 | 0 | 0 | - | 0 |
| C677 | R \& G Hours | 0 | 0 | 0 | 4,813 | 0 | $(4,813)$ | 0 |
| C678 | Custodial Hours | 6,093 | 9,548 | 3,455 | 77,033 | 105,031 | 27,998 | 114,579 |
|  | CHARGE-OUT SUBTOTALS | 13,501 | 9,806 | $(3,695)$ | 138,902 | 129,189 | -9,713 | 141,622 |
| C621.1 | Mileage Reimbursement | 0 | 8 | 8 | 0 | 88 | 88 | 96 |
| C627 | Pool Care \& Supplies | 1,388 | 1,139 | (249) | 13,446 | 18,599 | 5,153 | 19,738 |
| C639 | Software \& IT | 239 | 340 | 101 | 4,125 | 3,740 | (385) | 4,080 |
| C640 | Electric | 8,033 | 8,654 | 621 | 83,268 | 84,361 | 1,093 | 93,261 |
| C643 | Gas | 1,541 | 1,500 | (41) | 16,757 | 18,545 | 1,788 | 20,077 |
| C662 | Office Supplies \& Postage | $(2,051)$ | 600 | 2,651 | 5,424 | 6,600 | 1,176 | 7,200 |
| C662.1 | CC \& ActiveNet | 274 | 1,050 | 776 | 8,805 | 11,550 | 2,745 | 12,600 |
| C671 | Outside Contractors | 441 | 1,451 | 1,010 | 11,320 | 18,081 | 6,761 | 19,662 |
| C683 | Repairs - Equipment | 858 | 528 | (330) | 9,513 | 8,843 | (670) | 9,246 |
| C684 | Supplies | 738 | 650 | (88) | 14,990 | 17,750 | 2,760 | 18,750 |
| C684.1 | Custodial Supplies | 2,042 | 2,000 | (42) | 20,251 | 22,000 | 1,749 | 24,000 |
| C684.2 | Coffee Supplies | 185 | 230 | 45 | 1,992 | 2,530 | 538 | 2,760 |
| C686.1 | Special Event Supplies | 213 | 710 | 497 | 10,095 | 13,360 | 3,265 | 14,420 |
| C686.2 | Special Event Contractors | 1,209 | 2,025 | 816 | 4,202 | 14,275 | 10,073 | 17,250 |
| C687 | Trips Expense | 3,230 | 2,750 | (480) | 28,651 | 30,250 | 1,599 | 33,000 |
| C688 | Non Capital Equipment | 2,441 | 0 | $(2,441)$ | 6,442 | 22,740 | 16,298 | 22,740 |
| C689 | Phone \& Internet | 454 | 370 | (84) | 4,538 | 4,070 | (468) | 4,440 |
| C690 | ROU Equip Leases | 2,490 | 0 | $(2,490)$ | 2,490 | 0 | $(2,490)$ | 0 |
| C698 | Water \& Sewer | 1,999 | 918 | $(1,081)$ | 21,422 | 18,478 | $(2,944)$ | 19,294 |
|  | TOTAL OPERATING EXPENSES | 39,225 | 34,729 | $(4,496)$ | 406,633 | 445,049 | 38,416 | 484,236 |
|  | NET REVENUE \& EXPENSE | $(55,210)$ | $(48,412)$ | $(6,798)$ | $(538,327)$ | $(589,189)$ | 50,862 | $(638,226)$ |


|  |  | Heather Gardens Metropolitan District Restaurant P\&L <br> 11/30/2022 |  |  |  |  |  |  | $\begin{array}{r} \text { 12/6/2022 } \\ 7: 50 \text { AM } \end{array}$ |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | CURR MONTH ACTUAL | CURR MONTH BUDGET | CURR MONTH VARIANCE | YTD ACTUAL | $\begin{gathered} \text { YTD } \\ \text { BUDGET } \end{gathered}$ | YTD VARIANCE | ANNUAL BUDGET |  |  |
|  | SUMMARY |  |  |  |  |  |  |  |  |  |
|  | Sales | 45,087 | 43,001 | 2,084 | 521,548 | 547,201 | $(25,653)$ | 603,015 |  |  |
|  | Cost of Goods Sold | 14,015 | 13,803 | (213) | 164,267 | 175,263 | 10,997 | 193,106 |  |  |
|  | Gross Profit | 31,072 | 29,198 | 1,874 | 357,281 | 371,938 | $(14,657)$ | 409,909 |  |  |
|  | Wages \& Benefits | 33,385 | 28,995 | $(4,389)$ | 348,521 | 341,006 | $(7,514)$ | 375,186 |  |  |
|  | Operating Expense | 13,284 | 11,066 | $(2,220)$ | 101,948 | 112,576 | 10,627 | 122,919 |  |  |
|  | Net Income/(Loss) | $(15,597)$ | $(10,863)$ | $(4,734)$ | $(93,188)$ | $(81,644)$ | $(11,544)$ | $(88,196)$ |  |  |
| SALES |  |  |  |  |  |  |  |  |  |  |
| D506 | Restaurant Food | 38,324 | 36,822 | 1,501 | 433,802 | 463,894 | $(30,092)$ | 511,205 |  |  |
| D506.1 | Restaurant Beer | 2,266 | 1,532 | 734 | 32,936 | 23,484 | 9,452 | 25,580 |  |  |
| D506.2 | Restaurant Wine | 2,023 | 2,516 | (493) | 25,610 | 30,413 | $(4,803)$ | 33,752 |  |  |
| D506.3 | Restaurant Liquor | 2,474 | 2,131 | 342 | 29,200 | 29,410 | (210) | 32,478 |  |  |
|  | TOTAL SALES | 45,087 | 43,001 | 2,084 | 521,548 | 547,201 | $(25,653)$ | 603,015 | OGS P | ntages |
|  | COST OF GOODS SOLD |  |  |  |  |  |  |  | Current | YTD |
| H450 | COGS - Food | 12,686 | 12,520 | (167) | 146,706 | 157,724 | 11,018 | 173,810 | 33.1\% | 33.8\% |
| H455 | COGS - Beer | 544 | 460 | (84) | 7,955 | 7,045 | (910) | 7,674 | 24.0\% | 24.2\% |
| H455.1 | COGS - Wine | 419 | 503 | 84 | 5,688 | 6,083 | 395 | 6,750 | 20.7\% | 22.2\% |
| H455.2 | COGS - Liquor | 366 | 320 | (46) | 3,918 | 4,411 | 494 | 4,872 | 14.8\% | 13.4\% |
|  | TOTAL COST OF GOODS | 14,015 | 13,803 | (213) | 164,267 | 175,263 | 10,997 | 193,106 | 31.1\% | 31.5\% |
|  | GROSS PROFIT | 31,072 | 29,198 | 1,874 | 357,281 | 371,938 | $(14,657)$ | 409,909 |  |  |
|  |  | 69\% | 68\% |  | 69\% | 68\% |  |  |  |  |
| WAGES/BENEFITS |  |  |  |  |  |  |  |  |  |  |
| H500 | Salaries - Full Time | 17,156 | 13,503 | $(3,653)$ | 196,285 | 150,333 | $(45,952)$ | 165,849 |  |  |
| H510 | Salaries - Part Time | 8,466 | 9,890 | 1,424 | 65,873 | 125,856 | 59,983 | 138,694 |  |  |
| H520 | Salaries - Overtime | 1,115 | 0 | $(1,115)$ | 9,805 | 0 | $(9,805)$ | 0 |  |  |
| H540 | Taxes - Payroll | 3,098 | 2,366 | (732) | 32,235 | 28,761 | $(3,473)$ | 31,329 |  |  |
| H550 | Retirement Expense | 301 | 675 | 374 | 3,388 | 7,517 | 4,129 | 8,214 |  |  |
| H553 | Insurance Emp Health | 2,386 | 1,988 | (397) | 25,406 | 20,788 | $(4,618)$ | 22,776 |  |  |
| H574 | Recruitting/Training | 492 | 265 | (227) | 10,586 | 3,015 | $(7,571)$ | 3,280 |  |  |
| H575 | Employee Incentive | 0 | 0 | 0 | 658 | 1,600 | 942 | 1,600 |  |  |
| H588 | Workers Com Insurance | 371 | 308 | (63) | 4,285 | 3,136 | $(1,149)$ | 3,444 |  |  |
|  | TOTAL WAGES/BENEFITS | 33,385 | 28,995 | $(4,389)$ | 348,521 | 341,006 | $(7,514)$ | 375,186 |  |  |
| OPERATING EXPENSES |  |  |  |  |  |  |  |  |  |  |
| H673 | Maintenance Hours | 1,616 | 56 | $(1,561)$ | 4,452 | 2,412 | $(2,041)$ | 2,551 |  |  |
| H674 | Custodial Hours | 525 | $525$ | 0 | 3,857 | 5,775 | 1,918 | 6,300 |  |  |
|  | CHARGE-OUTS SUBTOTAL | 2,141 | 581 | $(1,561)$ | 8,309 | 8,187 | (123) | 8,851 |  |  |


|  |  | CURR MONTH ACTUAL | CURR MONTH BUDGET | CURR MONTH VARIANCE | $\begin{gathered} \text { YTD } \\ \text { ACTUAL } \end{gathered}$ | $\begin{aligned} & \text { YTD } \\ & \text { BUDGET } \end{aligned}$ | YTD <br> VARIANCE | ANNUAL BUDGET |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| H639 | Software \& IT | 550 | 500 | (50) | 5,921 | 5,500 | (421) | 6,000 |
| H640 | Electric | 2,008 | 2,163 | 155 | 20,817 | 21,090 | 273 | 23,315 |
| H643 | Gas | 385 | 375 | (10) | 4,189 | 4,636 | 447 | 5,019 |
| H644 | Water | 106 | 81 | (26) | 1,931 | 1,787 | (144) | 1,858 |
| H645 | Phone \& TV | 330 | 300 | (30) | 3,612 | 3,300 | (312) | 3,600 |
| H646 | Trash Removal | 400 | 400 | 0 | 4,275 | 4,400 | 125 | 4,800 |
| H651 | Uniforms | 183 | 150 | (33) | 437 | 900 | 463 | 900 |
| H652 | Discounts \& Comps | 747 | 500 | (247) | 1,518 | 5,500 | 3,982 | 6,000 |
| H655 | Linen Service | 459 | 0 | (459) | 2,139 | 0 | $(2,139)$ | 0 |
| H662 | Office Supplies | 0 | 0 | 0 | 921 | 400 | (521) | 500 |
| H671 | Outside Contractors | 1,001 | 340 | (661) | 5,996 | 5,200 | (796) | 6,000 |
| H681 | Credit Card Fees | 1,534 | 1,100 | (434) | 15,174 | 12,100 | $(3,074)$ | 13,200 |
| H683 | Repairs - Equipment | 0 | 300 | 300 | 461 | 3,300 | 2,839 | 3,600 |
| H684 | China/Glass/Flatware | 312 | 200 | (112) | 702 | 2,200 | 1,498 | 2,400 |
| H684.1 | Kitchen Supplies | 1,282 | 1,500 | 218 | 11,370 | 16,500 | 5,130 | 18,000 |
| H685 | Cleaning Supplies | 658 | 300 | (358) | 5,127 | 3,300 | $(1,827)$ | 3,600 |
| H688 | Non Capital Equipment | 0 | 500 | 500 | 4,551 | 5,500 | 949 | 6,000 |
| H689 | Marketing | 1,188 | 500 | (688) | 2,549 | 5,500 | 2,951 | 6,000 |
| H690 | Licenses | 0 | 1,276 | 1,276 | 1,949 | 3,276 | 1,327 | 3,276 |
|  | TOTAL OPERATING EXPENSES | 13,284 | 11,066 | $(2,220)$ | 101,948 | 112,576 | 10,627 | 122,919 |
|  | NET REVENUE \& EXPENSE | $(15,597)$ | $(10,863)$ | $(4,735)$ | $(93,188)$ | $(81,644)$ | $(11,544)$ | $(88,196)$ |

Monthly Data from
SPOTON POS


SPOTON POS


Monthly Data from
SPOTON POS

| NOV |  |  |  |  |  |  |
| :--- | :--- | ---: | :--- | :--- | :--- | :--- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Kids- Hot DogN'FF | 1 |  |  |  |  |
|  | Green Beans | 2 |  |  |  |  |
|  | Brownie Ala Mode | 1 |  |  |  |  |
|  | Dinner Roll | 4 |  |  |  |  |
|  | Fruit | 1 |  |  |  |  |

Monthly Data from
SPOTON POS

| Jan thru NOV |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Sales per hour |  |  |  |  |  |
|  | Hour | Net Sales per hour | \# Checks | \# Guests | GCA |
|  | 6:00 AM | \$329.25 | 15140 | 32645 | \$15.79 |
|  | 7:00 AM | \$13.50 |  |  |  |
|  | 8:00 AM | \$34.85 |  |  |  |
|  | 9:00 AM | \$752.30 |  |  |  |
|  | 10:00 AM | \$24,524.23 |  |  |  |
|  | 11:00 AM | \$74,277.32 |  |  |  |
|  | 12:00 PM | \$100,314.34 |  |  |  |
|  | 1:00 PM | \$59,955.18 |  |  |  |
|  | 2:00 PM | \$37,837.44 |  |  |  |
|  | 3:00 PM | \$37,086.55 |  |  |  |
|  | 4:00 PM | \$64,771.85 |  |  |  |
|  | 5:00 PM | \$88,288.16 |  |  |  |
|  | 6:00 PM | \$20,146.82 |  |  |  |
|  | 7:00 PM | \$5,292.90 |  |  |  |
|  | 8:00 PM | \$653.05 |  |  |  |
|  | 9:00 PM | \$1,258.10 |  |  |  |
|  | 11:00 PM | \$35.50 |  |  |  |
|  | Grand Totals | \$515,571.34 |  |  |  |
|  | Top selling items |  |  |  |  |
|  | Sunday Brunch | 4,818.00 |  |  |  |
|  | Lunch Special \$11.25 | 2,560.00 |  |  |  |
|  | Fish"n Chips | 1,523.00 |  |  |  |
|  | Dinner Special | 1,281.00 |  |  |  |
|  | H. Gardens Cheeseburger | 1,503.00 |  |  |  |
|  | Wrap Chicken | 940 |  |  |  |
|  | Chef Cobb Salad | 856 |  |  |  |
|  | Coconut Shrimp | 1,043.00 |  |  |  |
|  | Chicken Croissant Sand. | 950 |  |  |  |
|  | Turkey Club | 832 |  |  |  |
|  | Asian Chicken Salad | 590 |  |  |  |
|  | Chicken Basket | 791 |  |  |  |
|  | BBQ Pulled Pork Sand. | 624 |  |  |  |
|  | Bowl of Soup | 1,267.00 |  |  |  |
|  | Open Food | 746 |  |  |  |
|  | THANKSGIVING | 367 |  |  |  |
|  | Shrimp Louis | 490 |  |  |  |
|  | House Salad | 807 |  |  |  |
|  | BBQ Bacon Cheeseburger | 495 |  |  |  |



SPOTON POS


