

# 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/j/83178821125?pwd=Wnk5VXBXMWJaQ0VPeEFmWGNrNmNDQT09

Meeting ID: 831 7882 1125

Password: 535058

or

Dial-In Number: +1 346 248 7799 US

#### **AGENDA**

<u>Committee Members</u>: 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

#### **Heather Gardens Clubhouse/Restaurant Committee Meeting**

October 10, 2022

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 Club House P&L 11/30/2022

		CURRENT ACTUAL	CURRENT BUDGET	CURRENT VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL 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	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 11/30/2022

		CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	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		
2000.0	TOTAL SALES	45,087	43,001	2,084	521,548	547,201	(25,653)	603,015		
		.,	,,,,	,	,-	, ,	( -,,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	COGS Pe	
H450	COST OF GOODS SOLD COGS - Food	12.696	10 500	(167)	146 706	157 704	11 010	172 010	Current 33.1%	<u>YTD</u> 33.8%
H455	COGS - Food COGS - Beer	12,686 544	12,520 460	(167) (84)	146,706 7,955	157,724 7,045	11,018 (910)	173,810 7,674	33.1% 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		

#### Heather Gardens Metropolitan District Restaurant P&L 11/30/2022

		CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD 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)

Nov					
Sales per hour					
baics per nour		Net Sales per			
	Hour	hour	# Checks	# Guests	GCA
	9:00 AM	\$17.50	1302	2849	\$17.82
	10:00 AM	\$2,128.00			•
	11:00 AM	\$5,306.53			
	12:00 PM	\$9,642.27			
	1:00 PM	\$5,156.25			
	2:00 PM	\$2,065.41			
	3:00 PM	\$2,832.80			
	4:00 PM	\$7,222.45			
	5:00 PM	\$7,490.70			
	6:00 PM	\$2,438.25			
	7:00 PM	\$74.50			
	Grand Totals	\$44,374.66			
Гор selling iter	mr.				
TOP Selling Itel	Sunday Brunch	395			
	THANKSGIVING	270			
	Fish"n Chips	114			
	Lunch Special \$11.25	151			
	Lanch Special \$11.25	131			
	H. Gardens Cheeseburger	122			
	Coconut Shrimp	72			
	Turkey Club	61			
	Chicken Croissant Sand.	66			
	Open Food	58			
	Wrap Chicken	56			
	Chef Cobb Salad	46			
	<u>Chicken Basket</u>	66			
	Bowl of Soup	117			
	Meatloaf Dinner	38			
	Cup of Soup	117			
	House Salad	63			
	BBQ Bacon Cheeseburger	39			
	Asian Chicken Salad	31			
	Chili Rellanos	48			
	Black and Bleu Burger	31			
	BBQ Pulled Pork Sand.	34			

Nov				
IVOV				
	Impossible Veg. Burger	27		
	Breaded Chicken Sand.	27		
	Brat & Chips with Kraut	36		
	Shrimp Louis	23		
	Two Piece F&Chips	24		
	Steak of the Day	15		
	Chicken Caesar Salad	14		
	Warm Lattice Cherry Pie	32		
	Chocolate Mousse	31		
	French Fries	192		
	Half Chicken Dinner	13		
	Greek Chicken Salad  Mozzarella Sticks	13 18		
	Mac and chez bites	17		
	Sweet Potato Fries	77		
	<u>Sweet Fotato Fries</u>	77		
	wednesday pork coupon	10		
	1/2 Chic Salad	19		
	1/2 Turk & Swiss	18		
	Jalapeno poppers	10		
	Dinner Special	6		
	Baja Style Fish Tacos	6		
	BLT	6		
	Caesar Salad	17		
	<u>Fries</u>	14		
	<u>Ice Cream Sundae</u>	8		
	Steak Philly	3		
	1/2 Ham and cheese	7		
	<u>reuben</u>	2		
	KIDS Brunch	3		
	<u>Plain Burger</u>	2		
	Homemade Chips	348		
	special \$5	4		
	Boston Cream Pie	3		
	Cottage Cheese	9		
	Scoop Of Ice Cream	12		
	Crispy Chicken Salad	1		
	<u>Coleslaw</u>	13		
	Chicken Quesadilla	1		
	Grilled Cheese	1		
	Lunch pork sand \$10	1		
	Pepper cheese bites	1		
	Kids- 2 Sliders w/ FF	1		

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

Jan thru N	OV				
Sales per hour					
ales per nour	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			
	<u>Dinner Special</u>	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			
	<u>THANKSGIVING</u>	367			
	Shrimp Louis	490			
	<u>House Salad</u>	807			
	BBQ Bacon Cheeseburger	495			

Jan thru	NOV			
	Black and Bleu Burger	430		
	Meatloaf Dinner	371		
	Greek Chicken Salad	366		
	Breaded Chicken Sand.	900		
	Cup of Soup			
	Brat & Chips with Kraut	453		
	Chicken Caesar Salad	283		
	Chili Rellanos	453		
	Impossible Veg. Burger	261		
	Baja Style Fish Tacos	287		
	Steak of the Day	217		
	French Fries	2,640.00		
	Half Chicken Dinner	194		
	Chocolate Mousse	424.5		
	KIDS Brunch	174		
	Mozzarella Sticks	294		
	<u>Sweet Potato Fries</u>	1,298.00		
	special \$5	132		
	Mac and chez bites	200		
	Warm Lattice Cherry Pie	293		
	Jalapeno poppers	206		
	wednesday pork coupon	118		
	Lunch Memorial \$12.50	67		
	<u>Fries</u>	269		
	Ice Cream Sundae	132		
	BLT	85		
	4th july	37		
	Plain Burger	43		
	Scoop Of Ice Cream	218		
	Lunch pork sand \$10	32		
	Side Salad	45		
	Caesar Salad	101		
	Two Piece F&Chips	24		
	Homemade Chips	4,581.50		
	Grilled Cheese	21		
	Golf Ladies Special	12		
	Turkey Club Sandwich	9		
	Brunch	9		
	Tortilla Chips	20		
	Brownie Ala Mode	18		
	Salad Bar	10		
	Coleslaw	53		

Jan thru	I NOV			
	1/2 Chic Salad	19		
	Boston Cream Pie	14		
	1/2 Turk & Swiss	18		
	Bratwurst & Chips	11		
	Cottage Cheese	28		
	Chicken Salad Croissant	4		
	Dinner Salad Bar	4		
	Golf ladies Wed Special	4		
	Green Beans	15		
	Pepper cheese bites	4		
	Steak Philly	3		
	1/2 Ham and cheese	7		
	Chicken Quesadilla	4		
	reuben	2		
	Fruit	8		
	BLT with Chips	2		
	Dinner Roll	18		
	Mashed Potatoes	6		
	Crispy Chicken Salad	1		
	Box Lunch #1	1		
	Salad Bar with Entree	2		
	Side Bacon	3		
	Kids- 2 Sliders w/ FF	1		
	Kids- Hot DogN'FF	1		
	Onion Rings	2		
	Cookies	3		
	Add Guacamole	1		