

**NOTICE OF PUBLIC MEETING OF THE HEATHER GARDENS METROPOLITAN DISTRICT
CLUBHOUSE/RESTAURANT COMMITTEE
April 12, 2022, 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 regular meeting at the Heather Gardens Clubhouse via Zoom videoconference meeting at **3:00 PM on April 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/85809981711?pwd=bW1uNE5UNGNsVm5kSW9OQXppVUs2Zz09>

Meeting ID: 858 0998 1711

Password: 484697

or

Dial-In Number: +1 346 248 7799 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 Manager)

- 1) Determine Quorum Present
- 2) Call meeting to order
- 3) Chair Comments
- 4) Review/Approval of Report for March 8, 2022
- 5) Review of Financial Reports - March 2022
- 6) Report by Clubhouse Manager
- 7) Report by Restaurant Manager
- 8) Unfinished Business
- 9) New Business
 - a. Discuss Clubhouse hours and data stats collected (Montrell Anthony)
- 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: TBD

Heather Gardens Clubhouse/Restaurant Committee Meeting

March 8, 2022

Chair, Maria Mines, opened the meeting at 3:00 PM with all committee members present. Report of the January 11th meeting was approved, as written.

Review of Financial Reports. Question regarding maintenance issues was answered by CFO Jerry Counts, a budgeting issue using February 2021 figures as approximation.

Report from Clubhouse Manager. Montrell Anthony said he held a volunteer orientation meeting, with approximately 15 people in attendance. Events scheduled for March are: antique appraisal (very well received by residents), monthly bingo, two movies and a Spring Fling dance, which he hopes will be the return of the monthly Saturday night dance discontinued during the pandemic.

Report from Restaurant Manager. Cormac Ronan reported that February was a busy month. The return of the Sunday brunch brought 129 people to the Rendezvous, and he hopes this will continue to be an attraction. He stated that he is evaluating the policy for the banquet room which requires a \$400.00 minimum charge for rental, and considering instead a flat room charge; no policy change has been adopted. The cost of food keeps rising, an average of 10% increase from November/December 2021, so menu prices may have to be raised to cover the cost. He and Courtney Haynes are working with volunteer host to train new volunteer hosts.

Unfinished Business: Marketing for Rendezvous was discussed. Cormac is still working different media avenues, such as weekly specials, loyalty program for frequent patrons, ad in Heather 'N Yon, and talking with groups regarding use of the banquet room. Also, an ad is being developed to place in Clubhouse lobby to advertise the restaurant. In response to suggestions to contact office buildings nearby to offer lunch for workers, that suggestion has been tried in the past, without success.

New Business:

a. Asked about starting Happy Hour at the restaurant, Cormac said that he has already a couple of groups (like golfers) who come to the restaurant for happy hour. He is considering a Saturday 2-4 PM happy hour, as well as Sunday jam sessions after brunch for people who enjoy this activity. Also considering football and golf watching events in connection with happy hour.

b. HGMD Bylaws Revision. HGMD President, David Funk, explained the revision to the HGMD bylaws, which combines the Clubhouse/Restaurant and Golf committees into one entity, the Enterprise Advisory Group. He said that this change will help members to work more efficiently in a monitoring and advisory capacity, not as a managing entity. Managers will attend fewer meetings and the concept is a better way to do business. If members wish to get more detailed information, they can attend Budget & Finance meetings scheduled every month. The purpose of the EAG will be to monitor, review and recommend policy, as well as to monitor fees and help develop a budget.

There were no further questions or comments from the audience, and the meeting was adjourned at 4:25 PM. The next Clubhouse/Restaurant/Golf meeting is tentatively scheduled to be held April 12, 2022, at 1:00 PM.

Lenora Tracy, Secretary

**Heather Gardens Metropolitan District
Club House P&L
3/31/2022**

4/7/2022
4:23 PM

	CURRENT ACTUAL	CURRENT BUDGET	CURRENT VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET	
REVENUE								
D512	CH Building Rentals	3,058	1,300	1,758	7,781	3,900	3,881	15,600
D515	Classes	5,526	7,240	(1,714)	18,316	21,720	(3,405)	86,880
D513	Events	2,006	1,885	121	2,930	7,405	(4,475)	31,670
D516.1	Coffee Revenue	238	300	(62)	691	900	(209)	3,600
D513.1	Trips Revenue	0	2,750	(2,750)	4,561	8,250	(3,689)	33,000
	TOTAL REVENUE	10,828	13,475	(2,647)	34,279	42,175	(7,897)	170,750
WAGES/BENEFITS								
C500	Salaries - FTP	8,139	9,091	952	24,154	26,414	2,260	108,305
C510	Salaries - Part Time	6,513	6,072	(441)	17,502	18,215	713	75,376
C520	Salaries - Overtime	46	0	(46)	86	0	(86)	0
C530	Salaries - Teachers	6,009	6,972	963	21,588	23,007	1,418	89,935
C540	Taxes - Payroll	2,335	2,340	5	6,605	7,460	855	26,803
C550	Retirement Expense	0	445	445	0	1,291	1,291	5,234
C553	Insurance - Personnel	963	1,195	232	2,889	3,584	695	14,338
C574	Recruit/Train/Services	0	110	110	109	330	221	1,320
C575	Employee Incentive	0	0	0	0	150	150	600
C588	Workers Comp Insurance	143	230	87	554	690	136	2,829
	TOTAL WAGES/BENEFITS	24,148	26,455	2,307	73,487	81,141	7,653	324,740
OPERATING EXPENSES								
C675.2	Salaries-Charge Out	0	0	0	0	0	0	0
C673	Maintenance Hours	5,191	2,704	(2,487)	15,603	4,752	(10,850)	27,043
C676	Golf Hours	0	0	0	0	0	0	0
C677	R & G Hours	4,288	0	(4,288)	4,288	0	(4,288)	0
C678	Custodial Hours	8,472	9,548	1,077	22,901	28,645	5,744	114,579
	CHARGE-OUT SUBTOTALS	17,951	12,252	(5,698)	42,792	33,397	-9,394	141,622
C621.1	Mileage Reimbursement	0	8	8	0	24	24	96
C627	Pool Care & Supplies	2,831	4,019	1,188	4,460	6,407	1,947	19,738
C639	Software & IT	390	340	(50)	837	1,020	183	4,080
C640	Electric	7,203	7,527	324	24,080	24,078	(2)	93,261
C643	Gas	113	1,511	1,398	5,372	6,694	1,322	20,077
C662	Office Supplies & Postage	327	600	273	1,653	1,800	147	7,200
C662.1	CC & ActiveNet	1,580	1,050	(530)	2,410	3,150	740	12,600
C671	Outside Contractors	526	1,521	995	2,492	4,878	2,386	19,662
C683	Repairs - Equipment	73	503	430	168	2,329	2,161	9,246
C684	Supplies	5,721	5,500	(221)	7,609	7,175	(434)	18,750
C684.1	Custodial Supplies	2,058	2,000	(58)	5,708	6,000	292	24,000
C684.2	Coffee Supplies	0	230	230	283	690	407	2,760
C686.1	Special Event Supplies	1,856	710	(1,146)	2,233	3,680	1,447	14,420
C686.2	Special Event Contractors	650	1,175	525	650	3,725	3,075	17,250
C687	Trips Expense	0	2,750	2,750	3,913	8,250	4,338	33,000
C688	Non Capital Equipment	1,439	3,000	1,561	1,439	8,570	7,131	22,740
C689	Phone & Internet	408	370	(38)	917	1,110	193	4,440
C698	Water & Sewer	980	986	6	2,911	3,274	364	19,294
	TOTAL OPERATING EXPENSES	44,106	46,052	1,947	109,927	126,251	16,327	484,236
	NET REVENUE & EXPENSE	(57,426)	(59,032)	1,607	(149,135)	(165,217)	16,083	(638,226)

**Heather Gardens Metropolitan District
Restaurant P&L
3/31/2022**

4/7/2022
4:25 PM

		CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET		
SUMMARY										
Sales		48,465	45,731	2,734	93,983	127,837	(33,854)	603,015		
Cost of Goods Sold		16,226	14,676	(1,551)	30,719	41,049	10,331	193,106		
Gross Profit		32,239	31,055	1,184	63,264	86,788	(23,524)	409,909		
Wages & Benefits		28,800	30,416	1,615	78,091	87,962	9,871	375,186		
Operating Expense		12,324	10,228	(2,096)	26,523	31,106	4,583	122,919		
Net Income/(Loss)		(8,885)	(9,589)	704	(41,350)	(32,280)	(9,070)	(88,196)		
SALES										
D506	Restaurant Food	40,108	38,802	1,307	76,553	109,610	(33,057)	511,205		
D506.1	Restaurant Beer	3,265	2,158	1,106	6,445	4,657	1,788	25,580		
D506.2	Restaurant Wine	2,788	2,379	409	6,079	6,974	(895)	33,752		
D506.3	Restaurant Liquor	2,304	2,392	(88)	4,906	6,596	(1,690)	32,478		
	TOTAL SALES	48,465	45,731	2,734	93,983	127,837	(33,854)	603,015		
COST OF GOODS SOLD										
H450	COGS - Food	14,629	13,193	(1,436)	27,224	37,268	10,044	173,810	<u>COGS Percentages</u>	
H455	COGS - Beer	744	648	(96)	1,638	1,397	(241)	7,674	<u>Current</u>	<u>YTD</u>
H455.1	COGS - Wine	539	476	(64)	1,266	1,395	129	6,750	36.5%	35.6%
H455.2	COGS - Liquor	314	359	45	591	989	399	4,872	22.8%	25.4%
	TOTAL COST OF GOODS	16,226	14,676	(1,551)	30,719	41,049	10,331	193,106	19.3%	20.8%
									13.6%	12.0%
									33.5%	32.7%
	GROSS PROFIT	32,239	31,055	1,184	63,264	86,788	(23,524)	409,909		
		67%	68%		67%	68%				
WAGES/BENEFITS										
H500	Salaries - Full Time	18,615	13,953	(4,662)	51,702	40,509	(11,194)	165,849		
H510	Salaries - Part Time	4,136	10,518	6,382	9,690	29,403	19,713	138,694		
H520	Salaries - Overtime	213	0	(213)	244	0	(244)	0		
H540	Taxes - Payroll	3,018	2,894	(124)	7,882	8,567	685	31,329		
H550	Retirement Expense	292	698	406	876	2,025	1,150	8,214		
H553	Insurance Emp Health	2,186	1,808	(379)	6,522	5,423	(1,099)	22,776		
H574	Recruiting/Training	106	265	159	320	795	475	3,280		
H575	Employee Incentive	0	0	0	0	400	400	1,600		
H588	Workers Com Insurance	234	280	46	855	840	(15)	3,444		
	TOTAL WAGES/BENEFITS	28,800	30,416	1,615	78,091	87,962	9,871	375,186		
OPERATING EXPENSES										
H673	Maintenance Hours	362	335	(27)	836	530	(306)	2,551		
H674	Custodial Hours	161	525	364	441	1,575	1,134	6,300		
	CHARGE-OUTS SUBTOTAL	523	860	337	1,277	2,105	828	8,851		

**Heather Gardens Metropolitan District
Restaurant P&L
3/31/2022**

4/7/2022
4:25 PM

	CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET
H639 Software & IT	97	500	403	292	1,500	1,208	6,000
H640 Electric	1,801	1,882	81	6,020	6,019	(1)	23,315
H643 Gas	28	378	350	1,343	1,673	330	5,019
H644 Water	87	85	(2)	256	290	34	1,858
H645 Phone & TV	330	300	(30)	972	900	(72)	3,600
H646 Trash Removal	400	400	0	1,163	1,200	37	4,800
H651 Uniforms	0	150	150	82	300	218	900
H652 Discounts & Comps	487	500	13	1,131	1,500	369	6,000
H662 Office Supplies	0	0	0	114	100	(14)	500
H671 Outside Contractors	1,495	500	(995)	1,705	1,500	(205)	6,000
H681 Credit Card Fees	1,273	1,100	(173)	4,020	3,300	(720)	13,200
H683 Repairs - Equipment	180	300	120	461	900	439	3,600
H684 China/Glass/Flatware	0	200	200	53	600	547	2,400
H684.1 Kitchen Supplies	920	1,500	580	1,901	4,500	2,599	18,000
H685 Cleaning Supplies	525	300	(225)	1,455	900	(555)	3,600
H688 Non Capital Equipment	4,128	500	(3,628)	4,128	1,500	(2,628)	6,000
H689 Marketing	50	500	450	150	1,500	1,350	6,000
H690 Licenses	0	273	273	0	819	819	3,276
TOTAL OPERATING EXPENSES	12,324	10,228	(2,096)	26,523	31,106	4,583	122,919
NET REVENUE & EXPENSE	(8,885)	(9,589)	703	(41,350)	(32,280)	(9,070)	(88,196)