

**NOTICE OF PUBLIC MEETING OF THE HGMD CLUBHOUSE/RESTAURANT
COMMITTEE
July 13, 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 July 13, 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.

THIS MEETING WILL BE AVAILABLE BY VIDEOCONFERENCE TO PRESERVE THE HEALTH, SAFETY, AND WELFARE OF THE PUBLIC IN LIGHT OF THE IMMINENT THREAT CAUSED BY THE COVID-19 PANDEMIC.

Join Zoom Meeting

<https://zoom.us/j/99837989982?pwd=VlpGSVlqdUt5blVsQVNFWUVtZlc1Zz09>

Meeting ID: 998 3798 9982

Password: 268489

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: Linda Aluise (Clubhouse Manager), Cormac Ronan (Restaurant Manager),

- 1) Determine Quorum Present
- 2) Call meeting to order
- 3) Chair Comments
 - a. Introduction of new members
- 4) Review/Approval Report
- 5) Review of Financial Reports – June 2021
- 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: Clubhouse/Restaurant Committee meetings, when held, are on the second Tuesday of each month at 3:00 PM.

The next Clubhouse/Restaurant Committee meeting on August 10, 2021 at 3:00 PM.

**Heather Gardens Metropolitan District
Club House P&L
06/30/2021**

7/8/2021
1:08 PM

	CURRENT ACTUAL	CURRENT BUDGET	CURRENT VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET	
REVENUE								
D512	CH Building Rentals	2,100	1,425	675	4,445	8,550	(4,105)	17,100
D515	Classes	15,950	9,920	6,030	33,153	26,116	7,037	43,438
D513	Events	(10)	2,270	(2,280)	1,075	13,620	(12,545)	27,245
D516	Miscellaneous Revenue	1,196	0	1,196	2,782	0	2,782	0
D516.1	Coffee Revenue	230	439	(209)	812	2,634	(1,822)	5,265
D513.1	Trips Revenue	1,946	1,333	613	3,262	7,998	(4,736)	15,996
	TOTAL REVENUE	21,412	15,387	6,025	45,529	58,918	(13,389)	109,044
WAGES/BENEFITS								
C500	Salaries - FTP	11,378	8,854	(2,524)	42,958	53,124	10,166	107,607
C510	Salaries - Part Time	6,559	6,808	249	49,148	40,848	(8,300)	81,691
C520	Salaries - Overtime	10	0	(10)	15	0	(15)	0
C530	Salaries - Teachers	8,660	4,090	(4,570)	25,273	24,761	(512)	49,003
C540	Taxes - Payroll	2,513	1,580	(933)	11,609	10,789	(820)	20,249
C550	Retirement Expense	157	170	13	941	1,020	79	2,045
C553	Insurance - Personnel	601	1,096	495	3,551	6,576	3,025	13,810
C574	Recruit/Train/Services	0	363	363	741	1,263	522	2,295
C575	Employee Incentive	0	0	0	50	0	(50)	0
C588	Workers Comp Insurance	212	212	0	1,507	1,272	(235)	3,608
	TOTAL WAGES/BENEFITS	30,090	23,173	(6,917)	135,793	139,653	3,860	280,308
OPERATING EXPENSES								
C675.2	Salaries-Charge Out	0	(600)	(600)	0	(600)	(600)	(1,800)
C673	Maintenance Hours	4,849	6,607	1,758	13,338	37,652	24,314	76,077
C676	Golf Hours	0	0	0	0	3,064	3,064	4,598
C677	R & G Hours	0	785	785	263	7,330	7,068	13,393
C678	Custodial Hours	7,367	11,368	4,001	47,048	68,208	21,160	136,419
	CHARGE-OUT SUBTOTALS	12,216	18,160	5,944	60,649	115,654	55,006	228,687
C621.1	Mileage Reimbursement	0	8	8	0	48	48	96
C627	Pool Care & Supplies	847	1,089	242	6,056	9,579	3,523	19,138
C639	Software & IT	428	340	(88)	3,945	2,040	(1,905)	4,080
C640	Electric	6,667	6,417	(250)	42,958	44,269	1,311	85,551
C643	Gas	1,301	1,279	(22)	9,730	9,085	(645)	17,617
C662	Office Supplies & Postage	739	750	11	2,714	4,260	1,546	8,520
C662.1	CC & ActiveNet	1,244	1,080	(164)	2,655	4,560	1,905	8,520
C671	Outside Contractors	3,912	1,578	(2,334)	8,514	9,341	827	19,980
C683	Repairs - Equipment	484	734	250	3,011	4,611	1,600	9,015
C684	Supplies	1,029	1,506	477	5,410	15,211	9,801	22,875
C684.1	Custodial Supplies	1,557	2,000	443	8,744	12,000	3,256	24,000
C684.2	Coffee Supplies	33	563	530	734	3,378	2,644	6,750
C686.1	Special Event Supplies	1,078	230	(848)	2,488	5,360	2,872	9,063
C686.2	Special Event Contractors	75	625	550	220	3,450	3,230	7,225
C687	Trips Expense	1,383	1,150	(233)	1,383	6,900	5,517	13,800
C688	Non Capital Equipment	0	3,125	3,125	1,600	7,820	6,220	8,870
C689	Phone & Internet	383	370	(13)	2,013	2,220	207	4,440
C698	Water & Sewer	1,542	2,524	982	7,550	10,400	2,850	23,798
	TOTAL OPERATING EXPENSES	34,918	43,528	8,610	170,374	270,186	99,813	522,025
	NET REVENUE & EXPENSE	(43,596)	(51,314)	7,718	(260,638)	(350,921)	90,284	(693,289)

**Heather Gardens Metropolitan District
Restaurant P&L
06/30/2021**

7/9/2021
9:23 AM

	CURR MONTH ACTUAL	CURR MONTH BUDGET	CURR MONTH VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	ANNUAL BUDGET		
SUMMARY									
Sales	38,093	53,888	(15,795)	164,121	324,436	(160,315)	658,492		
Cost of Goods Sold	11,197	17,331	6,134	53,356	104,341	50,985	211,773		
Gross Profit	26,896	36,557	(9,661)	110,765	220,095	(109,330)	446,719		
Wages & Benefits	29,322	29,455	133	126,761	177,921	51,161	360,832		
Operating Expense	9,159	12,008	2,849	44,905	76,208	31,305	152,291		
Net Income/(Loss)	(11,585)	(4,906)	(6,679)	(60,901)	(34,034)	(26,867)	(66,404)		
SALES									
D506 Restaurant Food	30,249	45,625	(15,376)	136,821	274,691	(137,870)	557,534		
D506.1 Restaurant Beer	2,755	2,673	82	9,189	16,092	(6,903)	32,658		
D506.2 Restaurant Wine	2,360	2,917	(557)	9,388	17,561	(8,173)	35,642		
D506.3 Restaurant Liquor	2,729	2,673	56	8,723	16,092	(7,369)	32,658		
TOTAL SALES	38,093	53,888	(15,795)	164,121	324,436	(160,315)	658,492		
COST OF GOODS SOLD									
H450 COGS - Food	9,806	15,513	5,707	47,299	93,396	46,097	189,562	COGS Percentages	
H455 COGS - Beer	882	588	(294)	2,675	3,540	865	7,185	Current	YTD
H455.1 COGS - Wine	252	642	390	2,057	3,865	1,808	7,841	32.4%	34.6%
H455.2 COGS - Liquor	257	588	331	1,325	3,540	2,215	7,185	32.0%	29.1%
TOTAL COST OF GOODS	11,197	17,331	6,134	53,356	104,341	50,985	211,773	10.7%	21.9%
								9.4%	15.2%
GROSS PROFIT	26,896	36,557	(9,661)	110,765	220,095	(109,330)	446,719	29.4%	32.5%
	71%	68%		67%	68%				
WAGES/BENEFITS									
H500 Salaries - Full Time	15,981	11,715	(4,266)	74,590	70,290	(4,300)	142,069		
H510 Salaries - Part Time	8,837	13,472	4,635	31,007	81,109	50,102	164,623		
H520 Salaries - Overtime	0	378	378	0	1,448	1,448	4,151		
H540 Taxes - Payroll	2,462	2,173	(289)	12,061	14,772	2,711	27,544		
H550 Retirement Expense	442	227	(215)	2,652	1,362	(1,290)	2,729		
H553 Insurance Emp Health	601	1,096	495	3,727	6,576	2,850	13,810		
H574 Recruiting/Training	740	135	(605)	785	810	25	1,720		
H575 Employee Incentive	0	0	0	100	0	(100)	0		
H588 Workers Com Insurance	259	259	0	1,839	1,554	(285)	4,186		
TOTAL WAGES/BENEFITS	29,322	29,455	133	126,761	177,921	51,161	360,832		
OPERATING EXPENSES									
H673 Maintenance Hours	613	1,203	590	1,485	4,712	3,227	10,234		
H674 Custodial Hours	175	630	455	1,774	3,780	2,006	7,560		
CHARGE-OUTS SUBTOTAL	788	1,833	1,045	3,259	8,492	5,233	17,794		
H639 Software & IT	1,174	300	(874)	2,109	1,800	(309)	3,600		
H640 Electric	1,667	1,769	102	10,749	10,679	(70)	22,167		
H643 Gas	325	320	(5)	2,956	2,272	(684)	4,404		
H644 Water	146	256	110	820	1,024	204	2,367		
H645 Phone & TV	310	300	(10)	1,538	1,800	262	3,600		
H646 Trash Removal	400	425	25	2,402	2,550	148	5,100		
H651 Uniforms	258	80	(178)	258	480	222	960		
H652 Discounts & Comps	555	539	(16)	2,909	3,245	336	6,585		
H655 Linen Service	0	392	392	0	2,352	2,352	4,704		
H662 Office Supplies	12	55	43	(47)	330	377	660		
H671 Outside Contractors	20	695	675	1,765	3,366	1,601	6,730		
H681 Credit Card Fees	1,671	1,617	(54)	6,739	9,734	2,996	19,755		
H683 Repairs - Equipment	1	410	409	26	2,450	2,424	4,910		
H684 China/Glass/Flatware	692	250	(442)	811	1,500	690	3,000		
H684.1 Kitchen Supplies	833	1,617	784	5,546	9,734	4,188	19,755		
H685 Cleaning Supplies	307	1,050	743	1,289	6,300	5,011	12,600		
H688 Non Capital Equipment	0	0	0	0	3,000	3,000	3,000		
H689 Marketing	0	0	0	410	3,000	2,590	6,000		
H690 Licenses	0	100	100	1,366	2,100	734	4,600		
TOTAL OPERATING EXPENSES	9,159	12,008	2,849	44,905	76,208	31,305	152,291		
NET REVENUE & EXPENSE	(11,585)	(4,906)	(6,679)	(60,901)	(34,034)	(26,864)	(66,404)		