

Heather Gardens Metropolitan District
Clubhouse/Restaurant Committee Report
May 10, 2018

To: HGMD Board of Directors, HGA Board of Directors and General Manager
From: Sandra Rosenberg
Subject: Report of May 10, 2018 Clubhouse/Restaurant Committee Meeting
Committee: Sandra Rosenberg Barbara Brown
Jill Bacon Barbara Schneller
Jerry Brewster Christa Boehmer
Tom Merges

Excused Absent – JoAnn Fitch

Staff: Linda Aluise (Clubhouse Manager) and Kevin Olson (Restaurant Manager)
Kevin Olson was absent due to two large parties in the Restaurant

Guests: 2 Guests were present

Chairman Sandra Rosenberg welcomed members and guests.

The April 12, 2018 Report was approved as written.

Committee Chair Report: Sandra Rosenberg

The HGMD Board met on April 19, 2018, where we ratified the Clubhouse HVAC System repairs and the Restaurant Garbage Disposal replacement. We also moved to approve some minor changes to the Property Policy Committee PM and the Golf Committee PM.

The HGMD Board of Directors scheduled election date was May 8th, last Tuesday. There were two candidates for three positions (Sandra Rosenberg and Bonnie McMullen). Because there were only two candidates the election was canceled and the two applicants were elected by acclamation for a 4-year term. That leaves one opening on the HGMD Board. Applications will be taken until May 16th and the current board members will appoint a fifth board member at our May 24th meeting.

The Arapahoe County Election Box has been installed, and the County is working with Maintenance on where to install the camera. Camera installation will be at the expense of the County and may need to be wired from the Tennis Court electrical outlet.

Clubhouse Manager Activities Report: Linda Aluise (Attached)

Linda stated that April was very busy with the 9-Health Fair. We had 389 participants, which was less than last year. But, last year's fair was the last one scheduled. She suggested that more people may be needed next year to help coordinate the activities. It was very time consuming and left her with little time to meet her other demands. Spring Classes have started with several new classes being added.

Clubhouse Staff helped with the Optimist Club's "Night at the Race". The Frolics Club held their annual performances. And, the Woodshop was thoroughly cleaned. The Clubhouse staff is working on Memorial Day activities, a Fitness Fair for June, opening the outdoor swimming pool and closing the indoor pool for cleaning.

Report from Lewis Boeve - Lewis wrote 8 Rental Contracts, 5 of which are happening this weekend. He worked with Xfinity on events, sent out 19 email announcements and blasts, and prepared flyers for Clubhouse and Restaurant. He is working on the Volunteer appreciation event, and the HG logo project.

Restaurant Activity Report: Sandra Rosenberg

Kevin has hired an Assistant Manager, Sean Olson, Kevin's nephew. He will be working afternoons to closing Tuesday through Saturday. The Restaurant is hosting two large groups this afternoon and is pretty much booked for Mother's Day.

Financial Report update: Sandra Rosenberg

The Clubhouse is \$50k under budget YTD, meaning the net subsidy needed to meet our budget needs is \$50,347 under the projected amount. Revenue is up by \$30,209 and expenses are under budget by \$20,138. Additional classes and events contributed to an increase in revenue. There is also an increase in participation with trips selling out. The Restaurant's gross profits are \$6,294 over budget. Expenses in April were close to being on budget while payroll was over budget by \$2200, most of which is coming from PT staff. YTD net income is \$7814 over budget. So, both departments are showing positive results.

Unfinished Business:

- a. **Security Camera status:** Most of the cameras have been installed. Still waiting on a few for the outdoor area and the Aspen/Blue Spruce Room. The Clubhouse and Restaurant Manager now have computer access to view the activity, as well as Security
- b. **Tennis ball machine use fee for non-residents:** Sandra Rosenberg mentioned that she had called Gates Tennis Center and their rates are \$12 non-prime time and \$14 prime time to use their Tennis Ball Machine. Our current list of fees does not include a fee for the use of the Tennis Ball Machine. Chairman Rosenberg mentioned we also need to discuss non-resident Tennis Club Members use of the Tennis Court when not playing with the Tennis Club and/or other Residents. The Tennis Club President and some of the other club members believe they can play for free. The Tennis Club has also been setting up play with other communities, bringing many guests here for play, and has a DU Exhibition tentatively planned for May 20th. After a discussion the Committee members asked for more information about the number of club members and events; and suggested the Clubhouse Manager meet with the Tennis Club Officers. She will report back her findings at our next meeting.
- c. **Fitness Equipment:** The Clubhouse Manager shared a fitness equipment quote from Commercial Fitness Solutions Inc for a Cybex V Series Light Commercial ARC Trainer for approximately \$6,000, and Concept2 Rower for \$1,100. She is also still pricing Stair Steppers, as that is an item being requested by some fitness room users. Committee members discussed the possibility of renting a machine for a month or two, or having a machine loaned to us for a short period, to determine how much the different machines

might get used and which one might be more popular. Linda mentioned remanufactured equipment is also an option but is hesitant to go that route. She will continue with her research and hopefully have a final decision next month.

- d. **Patio furniture + 2 umbrellas for Rendezvous:** The Clubhouse Manager has found Patio Chaise Lounge Chairs and Straight Back Chairs for the Outdoor Swimming Pool area. The Lounge Chairs are 16" high and costs \$145 each. The Straight Back Chairs are \$81.00 each. They are similar to our current furniture, with the Lounge Chair being slightly high. She estimates we need 14 Lounge Chairs and 24 Straight Back Chairs. Cost before shipping and delivery is \$3,974. The Restaurant Manager is also in need to two Umbrellas for the outdoor Patio area, at a cost not to exceed \$300. Barbara Schneller made a motion that the Clubhouse/Restaurant Committee recommend to the HGMD Board that the Board of Directors approve the purchase of 14 Patio Chaise Lounge Chairs, 24 Straight Back Chairs, and two Umbrellas from Lottery Funds for a total cost not to exceed \$5,000. Christa Boehmer seconded the motion. After a short discussion the full committee approved the motion. Linda Aluise will obtain a quote prior to the next HGMD Regular meeting for the chairs.

New Business:

Additional Security Officer for Clubhouse; small fee for rentals: At the April 25th Heather Gardens Association work session the HGA Board of Directors approved a recommendation from their Security Committee to hire an additional security officer with the primary task of protecting residents and guests in the Clubhouse. To recover some of this added expense, it was suggested a small fee be added to all room rentals. This Committee needs to discuss this request, and if we agree, recommend a fee amount to be added to the rental costs. Jill Bacon added that currently there are times when only one security officer is on duty. The goal is to have two officers on duty at all times, with one focused on the Clubhouse during high levels of activity (weekends and evenings). Some committee members were concerned about adding more cost to clubs and residents renting the Clubhouse. Members were also concerned with how to price the service as the number of participants vary depending on the event. Craig Baldwin said he calculated the additional expense, if paid by residents in their monthly assessment, to be approximately \$0.75 per month. The Clubhouse/Restaurant Committee believes this is a cost that the Community as a whole should cover, as we all benefit from the additional security.

Other Business:

Reserve Subcommittee: Sandra Rosenberg

Today I received an updated copy of the HGMD Capital Reserve Component List, sorted by Committee. Our next meeting is May 16, 2018 and Christa Boehmer will be attending in my place. At that meeting we hope to learn what our "next step" should be. In the meantime, if we could all take a look at this Component List and be prepared to offer any suggestions on missing items, or changes that would be helpful.

Barbara Schneller passed out a brochure on the Aurora Bike Sharing program. Tom Merges mentioned a sign he saw outside a Goodwill that indicated only "service dogs" were permitted inside. The Clubhouse Manager had been asked if a "Comfort Dog" could travel with one of our residents on a recent trip and also wanted to take the dog into the indoor pool area. We may want to consider some similar signs if

the request continues. And, the Clubhouse Manager mentioned the business providing fruit truck services on Saturday and Sunday asked if they could add Wednesday to their agreement. After some discussion about how busy the parking lot is on Wednesday, it was suggested she tell them it was okay to try and see if the amount of sales is worth their time. A question was asked about the status of the "Smart Car" services. The Clubhouse Manager said they were still looking for sponsor and have an upcoming meeting with the City of Aurora. Craig Baldwin mentioned that we looked at the cost to sponsor and believe it is too high.

Sandra Rosenberg mentioned that five Committee Member terms will be expiring in September (Jill Bacon, Christa Boehmer, Barbara Brown, JoAnn Fitch and Barbara Schneller), and asked for all of them to consider extending their term for one year. The four present at the meeting indicated that would like to remain on the Committee.

With no further business, the meeting adjourned at 2:20 pm.

**NEXT MEETING: 2nd Thursday of the month, at 1:00 pm
June 14, 2018**