

Heather Gardens Metropolitan District
Clubhouse/Restaurant Committee Report
July 11, 2019

To: HGMD Board of Directors, HGA Board of Directors and General Manager
From: Craig Baldwin
Subject: Report of July 11, 2019 Clubhouse/Restaurant Committee Meeting
Committee: Craig Baldwin Barbara Brown
Jill Bacon Barbara Schneller(Excused)
Christa Boehmer JoAnn Fitch
Tom Merges (Excused) Jerry Brewster (Excused)
Staff: Linda Aluise (Clubhouse Manager), Courtney Haynes (Assistant Restaurant Manager)
Guests: 5 guests were present

Chairman Craig Baldwin welcomed members and guests. We do have a quorum.

The May 9, 2019 Report was approved as written.

Committee Chair Report: Craig Baldwin

The HGMD Board met only once since our May 9 committee meeting. At that meeting, which is the beginning of our fiscal year the election of officers were held with Sandra Rosenberg elected as President and Bill Archambault as Treasurer. The revised HGMD Bylaws established a new office of Vice President. That person will be chosen upon approval of the new Bylaws at a later meeting. I have replaced Sandra as Clubhouse/Restaurant Committee Chair.

Special Committee Chair Gary Ford presented his findings regarding the proposal of the HGMD installing electric vehicle charging stations. The Board accepted that committee's recommendation not to make the installations at this time.

The Capital Reserve Study Committee, with Christa Boehmer and Sandra Rosenberg representing the HGMD, is working on providing a component list and a recommendation to the HGMD Board on a long range plan to finance that project. At present we have a 40-year plan on replacing large facilities such as the clubhouse, maintenance building, etc. This addition will now include smaller items, such as faucets, motors, etc.

Tom Merges and I are putting together a more inclusive financial report for this committee. That is one reason for changing the committee meeting date to the afternoon after the Budget & Finance Committee meets.

The most recent figures available are:

Clubhouse subsidies through May 31, 2019: \$256,568 vs. Budget \$290,867 which is a \$25,000 positive position.

Restaurant figures through May 31, 2019: \$56,600 vs. Budget \$61,523 which is about a \$5,000 positive position.

HGMD Board member, Bonnie McMullen, has resigned so the Board is taking applications to fill that position. The deadline is August 9th. A new Director will be appointed at the August meeting.

HGMD is working with the Property Committee to find relief for clubhouse parking.

One change on today's agenda is the discussion and approval of the Clubhouse/Restaurant Procedure Memorandum. The Fee Schedule, Catering and Facilities Rental agreements will be taken up at next month's meeting. The committee has copies so please look them over and bring your comments to the next meeting.

Clubhouse Manager Activities Report: Linda Aluise

The Clubhouse Manager and Assistant Manager's report of accomplishments for June 2019 is included in your material. Linda reported that June was a very busy month. Programs & Events included Friday movies, Saturday Night Dance, Active Minds, Denver Jazz, Swing Time and Beer Tasting. All were well attended. We have movies two times a month with both a matinee and evening show. The Movie License is going up so we may have to look at raising ticket prices. The first 43 tickets sold for each performance covers the license. We'll also look at getting some new sponsors for the refreshments. Lewis does a great job of selecting the movies and generally they are well attended. The summer classes are in full swing and we're doing better than normal. The computer classes by GroovyTek covered "How to Cut the Cable" and were well attended with good feedback. The trips are doing well and the Green Team Shred Event and Alzheimer's Lunch both had a great turnout. During the classes break, we were able to do a thorough cleaning of the locker rooms and wood shop. We're working on the Employee Handbook and special events. Lewis arranged 5 rental contracts, helped with our special events, helped cover front desk as well as hiring and training new front desk volunteer. He also sent out 16 Constant Contact emails and posted news articles and meeting minutes, etc. on the website and bulletin board. He's working on the flea market as well.

Restaurant Manager Report: Courtney Haynes

Assistant Restaurant Manager Courtney Haynes reported the restaurant is doing well. The Saturday morning breakfasts have been well attended. The evening Happy Hours from 7-9 PM haven't been terrible successful so far. We're constantly trying to improve. We're still working on the electrical for the Buffet Table. The Herb Garden is in place. Our three volunteer hosts are working out nicely. Having the pool gate open has resulted in lots of positive comments. Courtney is working with Lewis on the web page. We're offering special deals for Windsor Gardens and also trying a Monday Madness special. Lots of events are scheduled in the coming months. We need to hire three new servers – people set up interviews and then don't show up. The restaurant has been staying open until 9:00 PM but we do have a rule that if no one comes in for an hour, we'll close a little earlier. We've put the new hours on our menus but haven't put it on the doors because this is an experiment.

New Business:

- a. **Chair Proposal:** The HGMD Request for Capital Expenditure for new chairs was reviewed. The current chairs are 7 years old. They are used on a daily basis for fitness classes, worship services, presentations and concerts and are starting to show wear and tear. We are now removing chairs daily that need to be fixed or cleaned.

A motion was made by Christa Boehmer, seconded by Jill Bacon, that the Clubhouse/Restaurant Committee recommend that the Heather Gardens Board of Directors approve the purchase of 350 stackable chairs from Church Partners at a cost of \$13,720 and 50 chairs with arms from Shamrock Foods at a cost of \$4,308 plus an estimated freight charge of \$2,462 for a total price of \$20,490. This is \$8,310 below budget. The motion passed unanimously.

- b. Committee member term limits:** Five committee member's terms expire in October. If you are interested in staying on the committee, let the Chair know as soon as possible.

Unfinished Business:

- a. Approve Clubhouse/Restaurant Procedure Memorandum:** The HGMD Clubhouse/Rendezvous Restaurant Procedure Memorandum draft, dated July 7, 2019 was discussed for approval. The Clubhouse/Restaurant Fee Schedule and the Clubhouse/Restaurant Facilities Rental Agreement will be voted on after we look over the recommendations from our Lawyer, and make changes from committee members.

A Motion was made by Jill Bacon, seconded by Christa Boehmer that the Clubhouse/Restaurant Committee recommend that the Heather Gardens Board of Directors approve the attached Procedure Memorandum. The motion passed unanimously.

Residents wishing to address the Committee on non-agenda items

A resident mentioned that Blossoms at Windsor Gardens has closed. Channel 13 recently stated Blossoms had received an "F" rating. Courtney, our Assistant Restaurant Manager, commented that Kevin and our other staff members are very conscientious about cleanliness and food safety in our restaurant.

A resident suggested a promo idea that we work with Warren Byrne, who lives here at Heather Gardens, to do a promotion on his radio Restaurant show for the restaurant. He frequently mentions Rendezvous. We probably need to do better advertising for the restaurant.

There being no further business, the meeting adjourned at 1:40 pm.

**NEXT MEETING: 3rd Monday of the month at 1:00 pm
August 19, 2019**