



Heather Gardens Metropolitan District

Clubhouse/Restaurant Committee Report September 20, 2016

To: HGMD Board of Directors, HGA Board of Directors and General Manager

From: Craig Baldwin (HGMD)

Subject: Report of August 16, 2016 Clubhouse/Restaurant Committee Meeting

Committee: Craig Baldwin Barbara Brown
JoAnn Fitch (excused) Barbara Schneller
Jill Bacon Jerry Brewster
Cherryl Greenman Christa Boehmer

Staff: Linda Aluise (Clubhouse Manager), Kevin Olson (Restaurant Manager)
and Su Chae (Controller)

Guests: Approximately 6 guests were present

Call to Order:

Committee Chair Craig Baldwin called the meeting to order at 9:00 am and welcomed the members and guests.

The August 16, 2016 Clubhouse/Restaurant Committee Report was approved as written.

Chairman's Comments:

- At the HGMD monthly meeting the board took up 2 subjects that originated with this committee.
 1. The first action was a proposed change in the CRC Procedure Memorandum addressing "Code of Conduct." I removed my motion asking for approval when the members voiced disapproval of some of the wording, commenting that it was too vague. They also thought the "code" did not spell out what authority would be designated to carry out a removal. – To be addressed by CRC under Unfinished Business.
 2. The second action by the HGMD board of directors was approval of the 2017 increase in classroom fees recommended by this committee. These increased rates will be considered for the 2017 budget and will be discussed and acted upon during the budget hearings being held on October 17, 19 and 20 in the board room. Committee members are encouraged to attend these meetings.
- The HGMD board of directors will also take up the budget recommendations discussed today by this committee.



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Clubhouse Manager's Report: Submitted by Linda Aluise – attached.

- Clubhouse very busy in month of September.
 1. Recent Car Show was well attended by residents as well as car owners showing their cars, many requested to be included in next car show.
 2. Fashion Show also well attended
 3. Registration for Fall classes began on September 19 and had over 70 walk-in registrations first hour, there were also several on-line registrations

Restaurant Manager's Report: Submitted by Kevin Olsen attached.

- Again, the best month for the restaurant compared to last year.
- Kevin raised the question about charging for ice, both to clubs and outside groups. He noted that ice is expensive both for using the ice machine and maintenance of machine.
Christa Boehmer made a motion, which was seconded by Jill Bacon
"There will be a charge of a minimum of \$10 per cooler for any sale of ice per transaction from the restaurant."
- Kevin also commented when the restaurant held a buffet and individuals wanted a "to go" box. It was discussed and Kevin will not distribute "to go" boxes during buffets except for made to order omelets on Sunday brunch.

Report by Controller – August MOA Summary – attached.

- Sue noted that the Clubhouse is definitely doing well with revenue and expenses. There will be a catch up of expenses toward the end of the year.
- Restaurant also had positive sales during month and on target with budgeted sales. Expenses lower than budget which will help on the subsidy year-to-date of the restaurant.
- The cooler months may reflect a decrease in sales but the added increase of sales during the month of December with parties at the restaurant an increase should be anticipated.

Residents wishing to address the Committee on agenda items:

There were none.

Unfinished Business

- Code of Conduct – Su Chae recommended that Kevin Olson, Linda Aluise and Su Chae meet to discuss this issue and bring recommendations back to the committee at the next scheduled meeting.

New Business – 2017 Budget

- Su Chae reviewed the proposed 2017 Budget with Committee
 1. Clubhouse proposed budget question – Maintenance Hours increase. This was increased because of planned repainting of clubhouse next year.



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2. Restaurant – it is planned to slowly decrease the subsidy of the restaurant with increase in sales. Cost of goods and sales was calculated based on current sales and in trends forecasting.

The 2017 proposed budget will be presented to the HGMD board at its annual budget hearing October 17.

The question was raised where was the increase in class fees – and it was noted that this report does not show any revenue only expenses.

- ATM machine at clubhouse
Linda Aluise noted that an ATM company asked if they could place a machine in the clubhouse. The machine would be placed in the vestibule before entering the restaurant. The clubhouse would not receive any funds for the machine from the company providing the machine, nor incur any expense for the machine. It was brought to the attention of the Committee that perhaps if one company was interested in placing a machine with no profit to the clubhouse perhaps another company or bank would be interested and would offer the clubhouse a dividend for the use of the machine. This idea has been tabled until Linda has an opportunity to talk with other banks/ATM companies.

Residents who wished to address the committee on non-agenda items.

Deb Smith asked if there was a way to use the patio outside of the restaurant even when the restaurant was not opened. It was brought to her attention that yes, the patio is open for residents all the time.

Comments from the Committee

None

Craig adjourned the meeting.

The next meeting will be held on Tuesday, October 18, 2016

Cherryl Greenman, Secretary