

Heather Gardens Metropolitan District

Clubhouse/Restaurant Committee Report

March 14, 2019

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

From: Sandra Rosenberg

Subject: Report of March 14, 2019 Clubhouse/Restaurant Committee Meeting

Committee: Sandra Rosenberg Barbara Brown  
Jill Bacon Barbara Schneller  
Christa Boehmer JoAnn Fitch  
Tom Merges Jerry Brewster - Excused

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

Guests: 4 Guests were present

Chairman Sandra Rosenberg welcomed members and guests. We do have a quorum.

The February 14, 2019 Report was approved as written with one correction.

**Committee Chair Report: Sandra Rosenberg**

The HGMD Board held a work session on February 21, 2019 at 10:00 for the purposes of reviewing a proposed Policy Manual including changes to the District Bylaws, Rules and Regulations, Fee Schedule, and Committee Procedure Memorandums. It's a daunting task that we did not complete. We will be holding our second work session tomorrow morning at 9:00 in the board room to continue our review. Our regular HGMD Board Meeting was held the afternoon of February 21, 2019. The HGMD Board approved a motion to create a "Special Committee" to study the feasibility and desirability of installing electric vehicle charging stations on HGMD property. The Board approved a motion to accept use of volunteer marshals for the golf course in return for one free round of golf, and a second motion to purchase the Fore UP POS software package. The Board moved to approve the Frolics Rental Contract discussed at our last Committee meeting. And, the Board approved a motion from the Foundation Committee to use foundation funds to purchase bins, labels and cable locks for the use of collecting and recycling dog waste.

The Board discussed with management the need to clean up the area around the trash receptacles, look into restoring the gate and moving the trash containers inside the fence. Management asked for some time to look into their options before entertaining a motion from the Board. So, we are giving them some time to resolve this issue. It is my understanding that maintenance has contacted Waste Management about getting bigger containers with lids. They will have side shoots for disposal of garbage. They believe two containers would be needed instead of three, and they are looking at reconfiguring the fence and gate. This plan may actually lead to a lower cost, as we are currently getting charged extra when the cans are overflowing. So, I think we are moving in the right direction.

We are continuing to have some issues with scheduling of happy hours and group events. Recently the restaurant staff was notified of a happy hour gathering in which attendance would range from 15 to 30 guest. Multiple people were updating them on numbers, including the possibility there could be as many as 50 guests. The final count was over 50. No one is complaining about the number of attendees, we love that our numbers are up. The Restaurant is just having trouble scheduling staff and setting-up tables with such a large variance of possible attendees. This prompted me to write a Community letter asking for help in solving this problem. A copy of the

letter is in your packet for today's meeting. I am also looking at publishing an article in the Heather 'n Yon, which we discussed doing last month.

The Reserves Subcommittee did meet on Wednesday, February 20, 2019 at 10:00 am. The Subcommittee discussed the new HGMD Component list, which I shared with this Committee last month. The Chair is asking for the Subcommittee members to review the various categories and life cycles, and report back. Our next Reserves Subcommittee is scheduled for March 27, 2019 at 2:30. If any of you notice missing items or categories that should be brought to the Subcommittee's attention, please send me a quick email prior to the next meeting. One Component list concern is many items have the same life span, as the items were purchased during the rebuilding of the Clubhouse.

#### **Clubhouse Manager Activities Report: Linda Aluise**

The Clubhouse Manager provided a report of accomplishments for February 2019 (See attached report). The Clubhouse Manager reported staff is gearing up for the Resource Fair, March 29<sup>th</sup> (Lewis is coordinating that), the Craft Fair, March 30<sup>th</sup> and the 9 News Health Fair, April 11th. New equipment was purchased for the Woodshop, which prompted another cleaning and removal of wood scraps. Next week the auditorium floors are being redone, auditorium shades will be fixed and repair work is scheduled for the locker rooms, re-caulking tiles and showers. The locker room will be closed while this work is underway.

The Clubhouse Assistant Manager's report is on the back of the Activities' report. The Assistant Manager, Lewis Boeve, handled 11 rental contracts, worked on special events and helped redesigned the Class Brochure. He is helping with the upcoming Resource Fair and 9 News Health Fair. He sent out 12 Constant Contact Emails (4 for the restaurant and 8 for the clubhouse), and posted 7 News articles on the website. New to the HG website is a section called "News", which we hope you will check out.

The Clubhouse is working on the new Logo Project. There will be a meeting on Monday, March 25<sup>th</sup> at 10:00 am to present the new Logo to the residents and discuss why, when and how any change would take place. More publication was suggested by a Committee member to attract residents to the Monday meeting.

The Clubhouse Manager is in the process of getting bids for the auditorium chairs from three different local companies. The chairs we currently have are still being manufactured so we could simply replace worn out chairs. They are also the most economical choice. Residents have complained that the current chairs are too heavy and not comfortable for long durations, such as a movie. Linda stated the chairs can be purchased with a thicker cushion. She added, consideration must be given to the weight of the chairs, as staff may have to set up and breakdown the auditorium several times in a given day. The Clubhouse Manager has requested bids for the stage flooring and is still awaiting replies. The same can be said for the stage curtain. Scheduling repairs in the auditorium is difficult because of the constant use, but hopefully all concerns will be addressed during our two week class break.

#### **Restaurant Manager's Report: Cormack Ronan**

The Restaurant Manager reported they have launched a new menu. Old favorites are still available, with a few new items. Menu computer changes will make it easier to adjust the menu seasonally. The menu states a gratuity of 20% will be added to the bill on tables of 6 or more guests. The restaurant held a couple of St. Patrick's Day dinners which were well attended. This coming Sunday they will have an Irish Brunch. The restaurant staff is working with Linda, the Clubhouse Manager, and Greg, the Golf Pro, on summer plans and joint events. In May the restaurant is planning to stay open until 9:00 pm, most weekdays, with a 7:00 to 9:00 pm Happy Hour. There is also a plan to open on Mondays, so the chef will be looking to add staff to help with the extra hours.

The Committee members discussed the parking problem when multiple events are happening on the same night. Event attendance is causing a shortage of parking. This happens a lot on Friday nights when a popular movie is playing at or about the same time as another event. HGMD and other committees have discussed the problem, but have not come up with an inexpensive solution. A Committee member suggested we should look into having a

shuttle throughout the community. Other suggestions included rescheduling activities, or carpooling. When the weather gets warmer more people will walk to the clubhouse.

The Restaurant Manager reported several groups are combining their meeting/happy hour in order to utilize the banquet room. The restaurant is planning a Community Holiday party in the auditorium. Plans are to have entertainment and a buffet dinner. This idea would allow multiple groups to reserve one or more tables of 10 for their annual holiday party. In making December holiday plans, we are finding the first Saturday in December happens too soon after Thanksgiving, and many people do not want to schedule that day. Others have said the third Saturday is too close to Christmas. So, the second weekend is the most popular selection (December 14<sup>th</sup> and 15<sup>th</sup>). By holding a community holiday party, many groups could be accommodated at the same time. The Committee Members agreed it was a good idea. More information will be available as we move forward. Another suggestion for the holidays included family events such as a simple pancake breakfast. The restaurant did hold a Customer Appreciation Day with Santa last year, which was well received and free of charge, excluding drinks.

**Financial Information:** Heather Gardens has hired a new Controller (Brett Miller). He started two weeks ago, so hopefully we will start receiving financial reports prior to the Clubhouse and Restaurant Committee meeting in the near future.

**Unfinished Business:**

**Restaurant Rental Fees:** The HGMD Board members are still working on rewriting Bylaws, rules, regulations, procedures, and fee structures, but the recommended sales revenue amounts discussed in previous Committee meetings are currently in use by the Restaurant staff.

**Room Divider for the Rendezvous:** The Clubhouse Chairman passed around a sample of a proposed room divider (See attached). For safety reasons, the Restaurant Manager is suggesting a permanent half wall (about 3 to 4 ft. high) with decorative glass on the top and three openings. It would give some privacy but still allow visibility. The area would accommodate groups of 30 or less, and cost to build the half wall will be around \$3,000. Tom Merges made a motion to recommend to the HGMD Board that we proceed with purchasing the room partition. The motion was seconded by Barbara Schneller and approved unanimously.

**New Business:**

**New Menu for Rendezvous:** Under Restaurant Manager's Report (See menu attached)

**Green Team Proposal for Neighborhood Grant:**

Ginny Anthony, Co-President of the Green Team, gave a presentation on their request for a grant for recycling bins. They are applying for their 4<sup>th</sup> city grant. The grant request is for recycling bins in 13 Clubhouse rooms that do not currently have bins, as well as bins for the tennis courts and picnic pavilion. The color will be blue with the recycling arrows, and the size will range from 13 quarts to 28 quarts. Bin sizes added to each area will match the current waste can size. The grant request will also include signs to add to the unmarked side of the bin, as well as signs saying "Trash" for non-recycling trash cans. The grant request is due by Friday of next week and the request must include authorization from our HGMD president. Hopefully, we'll know the results by June 1<sup>st</sup>. The Green Team will put the signs on the bins. A motion was made by JoAnn Fitch to recommend approval of the grant application to the HGMD. The motion was seconded by Tom Merges and was approved unanimously by the Committee.

There being no further business, the meeting was adjourned at 2:00 pm.

**NEXT MEETING: 2<sup>nd</sup> Thursday of the month, at 1:00 pm  
April 11, 2019**