



# Heather Gardens Metropolitan District

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Clubhouse/Restaurant Committee Report  
January 11, 2018

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

From: Sandra Rosenberg

Subject: Report of January 11, 2018 Clubhouse/Restaurant Committee Meeting

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

Staff: Linda Aluise (Clubhouse Manager) and Kevin Olson (Restaurant Manager)

Guests: 8 Guests were present

Chairman Sandra Rosenberg welcomed members and guests.

We do have a Special Guest with us today from Arapahoe County Clerk and Recorder's Office, Todd Davidson, Elections Manager.

HGMD has been asked by the County to consider adding a permanent 24-hour Election Box on our premises. As many of you know, in even Election years we have a temporary box available in the Clubhouse, which makes dropping off your Ballots quick and easy. However, the box is not securely attached and considered unsafe by some residents. Also, in odd years, like last November, no box was available, and residents had to either mail their ballots or find another drop off location.

Mr. Davidson is here today to present some information about the box and how having a permanent box would be beneficial to the community. So, I would like to move him up on the agenda, if that's acceptable to the Committee.

Also, Barbara Schneller has to leave the meeting at 1:30 pm and would like to present a couple of problems the Frolics have encountered regarding the auditorium before she leaves. Hopefully, these problems could be addressed before we sign a new Rental Agreement with the Frolics.

Todd Davidson provided a handout (attached) with pictures of the Arapahoe County Election Ballot Drop-Off Box. He explained that they would like to put a box on HGMD property near the SW end of the tennis courts and north of the paved area that is between the tennis courts and the Clubhouse. The boxes are like "tanks" and very safe and hardy and nearly fire proof. Linda Aluise went outside and stood on the spot so we could see the exact site. It will not be a drive thru box. You will need to get out of the



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car to drop off the ballot. They would also install a surveillance camera and they keep the video for 25 months. This will be the 25th box in the county.

Committee questions included:

- What will it cost HG? There will be no cost to HG and Arapahoe County will do the upkeep.
- How often do they pick up the ballots? During the election, they pick up daily and three times on Election Day. On odd years, there is no pickup on weekends.
- What about liability if someone backed into it? For someone to back into it they would have to go over the curb. He felt there would not be any liability to HG. Perhaps we should double check with our lawyer.
- Have they had vandalism? He was only aware of one area that had vandalism and that was on Colfax.
- Is the box locked? When it's not being used the box is always locked shut so nothing can be put into it.
- What is our commitment, and can we decide to have it removed? It's a 5-year commitment but he felt we could probably get rid of it sooner if it presented a problem.

A motion was made by Jill Bacon that we accept the proposal to install the Arapahoe County Election Ballet Drop-Off Box and security camera and seconded by Christa Boehmer. With no more discussion, the motion was approved.

**Frolics Contract:** Sheila would like a change in the Frolics contract regarding the lights and sound system. Sheila could not be here today. Barbara Schneller, on behalf of the Frolics, pointed out that there is a problem with the stage lights in the auditorium, which is a big distraction during their presentations. It's also a problem when we have movies in the auditorium. The lights cannot be turned off when not needed. HG maintenance has looked at them and there seems to be no way to turn them off. One of the lights blinks off and on. In another area, the bulbs in the light fixtures have been discontinued, so when bulbs go out they cannot be replaced. The lights in the hallway between the restaurant and the clubhouse over the paintings also have bulbs that have been discontinued. We have budgeted to replace the hallway lights, but not the auditorium lights.

The committee asked Linda Aluisse to have an electrician give us an estimate on repairs or changing out the lights to a newer system.

Regarding the sound system, it seems not many people know how to work the system. Different people go up and change the settings on the sound system for their needs and many of them are not trained to work the system. Perhaps the settings could be better marked for the different users and try to have the users get some better training on the system. The Frolics use different microphones which need adjustments, so users need to be trained on that process as well.



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We will discuss the Frolics Rental Agreement more at our next meeting. We may not need to make any changes to the contract if we can solve the problems.

**Review of November 9, 2017 report:** With no corrections or additions, the November 9, 2017 report was approved.

## **Committee Chair Report: Sandra Rosenberg**

The HGMD Board met on November 16, 2017 and approved the purchase of a new Tennis Ball Machine from the Conservation Fund (Lottery Funds) account. The HGMD Board also approved the purchase and replacement of Security Cameras in the Clubhouse.

Special Meeting of the HGMD Board was held on December 7, 2017. This was a Public hearing on the proposed 2018 HGMD Budget. The HGMD Board approved the Budget and Appropriation of Funds, and set the Mill Levy for 2018.

Our last Regular HGMD Board meeting of the year was held on December 21, 2017. That meeting included a Public Hearing on Amendments to the 2017 Budget, as our expenditures last year exceeded expectations primarily with regards to Audit, Professional Services, and the Recall Election. Also at that meeting some General Rules on District Facility conduct was introduced and referred for final passage at the January HGMD Board Meeting. I have asked the Clubhouse Manager to send a copy of those Rules to each of you, so we can discuss them later in this meeting.

Financials as of the end of November:

Restaurant revenue through November is approximately \$53,800 more than anticipated and expenses, including the cost of goods, is about \$10,500 more than anticipated. The Restaurant subsidy through November of \$42,000 is approximately \$43,200 less than anticipated. The anticipated subsidy through November was \$85,200. The Restaurant held 15 parties in November, had 365 guests for the Thanksgiving Brunch, held 37 December Holiday Parties, and had 140 guests for the New Year's Eve Brunch. So, we are anxious to see the end of the year totals.

The Clubhouse revenue through November is about \$14,300 more than anticipated and Clubhouse expenditures are \$3,500 less than anticipated. The Clubhouse subsidy is about \$17,800 less than anticipated through November.

## **Clubhouse Manager Activities Report: Linda Aluise (Attached)**

Linda presented the committee with a copy of her Activities Report which includes Lewis Boeve's Activities Report. She commented that it was a busy month with trips and three Holiday Lights trips each having about 30 participants. We got the new furniture for the front desk which was budgeted last year. The Winter Class brochure for 2018 was



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published with Registration for classes beginning on Dec. 18<sup>th</sup>. Received \$30,000 in revenue from classes. We closed the pool early and shortened some of the fall classes to clean the pool and reopened during the Holidays so visiting family members could use the pool. We also offered some free one time only classes. So far, we've had a 50 – 50 responses from those who liked the idea and those who didn't. We'll continue to tally up the responses on this. We've started planning for 9 Health Fair which will be April 30<sup>th</sup>. We'll need a lot of volunteers to help. Lewis continues to do Rental Contracts, Flyers for the clubhouse and restaurant, event sheets and movie matinees. He is working with Front Steps for a new website design with better functionality so check it out and let us know if you have any comments. He's also working on the Resource Fair for March 23<sup>rd</sup> and the 9 Health Fair.

## **Restaurant Manager's Report: Kevin Olson**

We had 41 Christmas parties. Last year we had 48. After December 15<sup>th</sup> things slowed down. We closed for four days in December. Restaurant subsidy was about \$45,000 less than anticipated for the year. We're going to have another special "Table for Four" prime dining event in February. We'll take 50 reservations and the cost will be \$35 per person, which includes a glass of wine and four course meal. Lewis is working on the email list. We're working on a new restaurant menu and will add some new things and take off a few old things. Debbie Madril, from the golf shop, has visited the new development across Yale to promote the golf course and Kevin will work with her on getting information on the restaurant included.

## **Unfinished Business:**

- Security Camera Status: The bid was approved by HGMD and HGA Maintenance will be doing the wiring, which was missed in the contract so there is a bit of a delay. They are in the process of working out the details.
- PM on acceptance of non-cash donations (Attached): Everyone has a copy of the suggested changes, which we reviewed. We need better guidelines. One suggested change under Donations (d) on Page 3 of 5, was to delete the words "For unspecified donations". Linda can bring it up with this committee if an item is questionable. Sandra asked that we each look them over and we'll review them for any other changes at the next meeting.
- Tennis Ball Machine update: The new tennis ball machine has arrived and is in the basement. Some members of the tennis club think they need a new shed for the ball machine. The old shed is still functioning and no water is getting into it even though it's a little warped from the weather. A new shed exactly like the old one is \$239 at Home Depot. The Tennis Club is looking at more expensive sheds. HGMD might want to try to sell the old ball machine and the shed. We



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will have a training program before members can use the ball machine and we'll give those people who have been trained a card granting them permission to use the machine. There will be a fee for non-residents who want to use the ball machine. Non-resident tennis court fees are \$16/Hr. and we'll charge more if they want to use the ball machine.

## **New Business:**

- Arapahoe County Election Box (Moved to first place on this agenda)
- Electronic Key System discussion: Linda advised that the Campus Technology Committee has looked into this. It would be pretty expensive. The main areas of use would be for entrance to the pool and the athletic equipment room. The front desk is going to start tracking guests that use our facilities by requiring them to sign. The key pad system we now use works pretty well. If we are only talking about a small number of people, it would not be worth the expense to change the system.

## **Other Business:**

- Carpet for Rendezvous: Kevin reported that the budget for the carpet and wood (wood will be in the buffet area) was \$21,386. He had several bids and has decided on the 2<sup>nd</sup> lowest bid of \$13,156 plus a change order of \$2,000 would total \$15,156. This is \$6,000 below budget. Barbara Brown made a motion to recommend to HGA to approve the carpet expenditure, seconded by Jill Bacon. The motion passed.
- HGMD Facilities Policies (Attached): Sandra reviewed the Facilities Policies and asked the Committee for any comments or concerns they may have so she can review their concerns at the upcoming HGMD Board meeting. They look very adequate and no action is required from us.

The meeting adjourned at 2:20. The next meeting will be February 8, 2018.