

**CLEARWOOD COMMUNITY ASSOCIATION  
FINANCE COMMITTEE MEETING MINUTES  
October 26, 2017 AT 5:30PM**

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**Attendees:** Syndi Martin Richard Kendell (RK)) Heather Aschenbrenner (HA), Linda Azzarella (LA)

**Absent:**, Christine Audley (CA), John Moore (JM),

**Call to order:** Meeting was called to order at 5:40

**Approve Agenda:** Motion LA/Seconded RK - Unanimous

**Approve Previous Minutes:** Previous minutes were not provided

**1. Misc**

- a. Introduction of new members** – Linda Azzarella was introduced. Heather was later introduced when she arrived at 6:15 p.m. SM announced that Doug and Cookie Skelly would be joining the Finance Committee but unfortunately could not meet on Thursday evenings due to a prior commitment. They are willing to assist on projects that can be done outside of the committee meeting. They will be seated at the November board meeting.

**2. Old Business**

- a. Purchasing Policies** - Mr. Skelly has extensive experience with purchasing policies and is willing to work on these. SM will coordinate with them and be available and RK would like to assist, as well.
- b. Assessment Increase Presentation** - SM informed committee she would be giving a brief presentation at the Saturday meeting on the assessment increase and asked if committee had any ideas on what she should present. LA and RK both recommended rather than give a presentation, be open for questions and answers. SK agreed.

**3. New Business**

- a. Open Secretary Position** – SM announced that the Finance Committee needs a secretary to take notes at the meeting. HA expressed interest but she can't arrive until 6:30. LA agreed to give it a try
- b. Email Notices** – SM will create a finance group in Outlook with everyone's email address so they can collaborate and send group emails
- c. Draft September Financials** – Documents were handed out and will be emailed.

- 4. Adjournment** – members began arriving to have their proxies notarized for Saturday's meeting, and it was a bit too chaotic to continue meeting so the finance committee adjourned at 6:32 p.m.