

**CLEARWOOD COMMUNITY ASSOCIATION  
FINANCE COMMITTEE MEETING MINUTES  
FEBRUARY 07, 2018 AT 1:00PM  
\*\* APPROVED \*\***

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**Attendees:** Wendi Broden (Acting Chairman), Linda Azzarella (Treasurer), Yvonne Moore (Board Liaison), John Moore, Bob Owen, Robert Hung

**Absent:** Deborah Baker

**Guests:** Laura Drybread, Albert Darrow

**Call to order:** LA at 1:12pm

**Approve Agenda:** JM/WB - approved

**Approve Previous Minutes:** n/a

**New Business**

1. Nominate Chair for Finance
  - a. JM nominated BO – BO declined
  - b. YM nominated WB – WB accepted – RH seconded
    - i. 4 yay, 0 nay – WB seated as Chair of Finance Committee
  - c. Secretary to be addressed at next meeting.
2. Setting of Meeting Dates
  - a. 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month at 1:00pm
    - i. 5 yay, 0 nay – meetings dates/times set
3. Treasurer Comments
  - a. None
4. Discussion on Top Priorities
  - a. 2019 Budget
    - i. WB will make a 2019 Budget Worksheet for committee to use to prepare budget
    - ii. Bottom line skeleton budget with reserve projects will be presented for March Board meeting.
  - b. 2019 Resolution
    - i. WB will get a resolution title drawn up for March Board meeting
  - c. 2017 Audit Preparation
    - i. Top priority given to this task
    - ii. JM/WB tasked with finding auditors to recommend to the Board.
  - d. 2017 Outstanding Reserve Projects
    - i. Meadow Road project overdue
    - ii. Albert to get bids for Finance to recommend to the Board that this be done this year.
  - e. 2018 Reserve Projects
    - i. Albert advised Committee on projects that need done and those that can wait.
    - ii. WB will put together Reserve Projects List and will distribute after Albert agrees.
    - iii. Will make recommendations to board on Reserve Projects once completed.

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- f. Funding for New Position – Community Operations Manager
  - i. Additional funding needed possibly from budget, Committee to work with board in finding funding.
- g. Funding for Gates Project
  - i. Committee reached a consensus that \$120,000 be the maximum amount for the gates project.
  - ii. Gate sub-committee and Board will get plans and bids to bring back to Finance at or below this amount.
- h. Computers for Office
  - i. YM to get bids for server and 2 office computers that are currently not working.

**Old Business**

- 1. No old business

**Secretary:** None – minutes prepared by WB

**Next Meeting:** 02.14.2018 @ 12:00pm

**Meeting Adjourned:** 3:00pm