

Clearwood Community Association
Finance Committee Meeting Minutes
November 26th, 2018 @ 6:30pm
Recommendations to the Board are in bold italics.
Unless otherwise noted Board Directors do not vote.

- **Called to order** at 6:30 by Linda Azzarella
- **In Attendance:** John Moore, Deborah Baker, Alexa Burns, Linda Azzarella, Soozie Fitsik, Stacy Beggarly, Syndi Martin
- **Guests:** Rachel Paige , Laura Drybread
- **Agenda:** approved DB AB
- **Minutes:** approved minutes for 11-13- 2018. DB AB
- **Liaison Report:** RV Dump was never added as a component to Reserve Study

Business:

1. Seat: Laura Drybread, Yvonne Moore and Rachel Paige to Finance Committee.
2. Discussion on Accounts Receivables, and bringing General Ledger to current
3. Allie Weitzel of Summit Business Team needs to give more detailed information to the why and how she is billing . More specifics, show work product and delieverbales.
4. Finance would like a review of procedure developed to date.

Action Items:

1. President Andrew Eubanks needs to inform Allie Weitzel that she has exhausted the \$5000.00 additional funds earmarked for developing office procedures.
2. Inform Maintenance Manager Albert Darrow that he needs to keep track of expenses for 2019.
3. BoD will inform Reserve Specialist that Deborah Baker will be point of contact for CCA going forward.
4. Deborah Baker will confer with Summit Management Team to ensure that CCA Reserve Accounts are adequately accounted.

Future Agenda Items:

1. Need year end reports to begin 2020 budget.
2. Review Well Five expenses to date.
3. Review cancelled checks
4. More to added as needed.

Next meeting: Monday December 10 @ 6:30 pm

Meeting adjourned: 8:50 pm

Respectfully submitted by Linda Azzarella