

Clearwood Community Association

Finance Committee Meeting

May 15, 2023 – 5:30 pm via Zoom

MINUTES

- a. **Meeting Called to Order:** 5:32 pm
- b. **Committee Members Present:** Phillip Holzinger, Chair (PH); Alexa Burns, Secretary (AB); Jeff Thomas (JT); Walter White (WW); Tim Kramer, Treasurer and Board Liaison (TK); Jackie Lambert (JL)
Absent: Jeremy Sendall (JS)
- c. **Staff:** Jennifer Spidle, Accounting Manager (JS)
- d. **Guests:** John
- e. **Approve Agenda:** *Motion by WW with second by PH to approve the agenda with the addition of Item i.d transfer fee discussion for the May 15, 2023, Finance Committee Meeting. Motion carries.*
- f. **Approve Minutes of previous meeting:** *Motion by PH with second by WW to approve the Minutes of the May 1, 2023, Finance Committee Meeting. Motion carries.*
- g. **Treasurer Report:** Nothing tonight.
- h. **Accounting Manager's Report:** Working on the budget for Salary/wages for Maintenance and the pool. Pool: 5 returning from last year. Looking at hiring another maintenance person. Insurance: \$104,000 - 17% increase over last year. Meeting with insurance rep. Ready to do capital planning. Full report will be posted on website.
- i. **Committee Business:**
 - a. April Financial Reports – *Motion by PH with second by TK to recommend the Board accept the Unaudited Financial Report as of April 30, 2023, and the 2023 04 Reserve Reconciliation and approve Transfer Resolution 2023 05 01. Motion carries.*
 - i. 2023 04 Unaudited Financial Report as of April 30, 2023
 - ii. 2023 04 Reserve Reconciliation
 - iii. 2023 05 01 Transfer Resolution Ratification
 - Motion by PH with second by WW to suspend the rule requiring a motion before discussion. Motion carries.*
 - b. Budget Assumptions – Reviewed previous year's budget assumptions, made note of items that need review and discussion by the Board.
 - c. Vandalism – AB proposing immediate payment of reward. There is a history of why it is written as it is. Check with Legal.
 - d. Transfer fee discussion - \$250 is current amount. Do a flat rate instead of a percentage (e.g., \$750, with \$250 for paperwork and \$500 for roads/water).
Motion by PH with second by WW to reinstate the rule requiring a motion before discussion. Motion carries
- j. **Member Questions and Comments** – none
- k. **Adjourn:** *Motion by PH with second by AB to adjourn at 6:59 pm. Motion carries.* Meeting adjourned at 6:59 pm.
- l. **Future Agenda Items**
- m. **Next Meeting:**
 - a. June 5, 2023, at 5:30 pm via Zoom