

Clearwood Community Association

Finance Committee Meeting

April 18, 2022 – 5:30 pm via Zoom

MINUTES DRAFT

- a. **Meeting Called to Order:** 5:30 pm
- b. **Committee Members:** Phillip Holzinger, Chair (PH); Walter White, Vice Chair (WW); Alexa Burns, Secretary (AB); Tim Kramer, Treasurer and Board Liaison (TimK); Jackie Lambert (JL); Jeff Thomas (JT); Ted Krembs (TedK)
- c. **Staff:** Racheal Paige, General Manager (GM); Jennifer Spidle, Accounting Manager (JS); Mitch Waterman, Owner's Representative (MW)
- d. **Guests:** Nate Karnes; Richard Houghton
- e. **Approve Agenda:** *Motion by PH with second by JT to approve the Agenda for the April 18 Finance Committee meeting. Agenda amendment by AB with second by WW to add to the agenda recommendation to the Board to seat Nate Karnes on the Finance Committee. Amendment passes. Main motion passes.*
- f. **Approve Minutes of March 21, 2022:** *Motion by PH with second by WW to approve the Minutes of the March 21 Finance Committee meeting. Motion passes.*
- g. **Treasurer Report:** TK updated the Finance Committee regarding the Board decision to change plan for Longmire tennis courts, doing two pickleball courts instead.
- h. **Accounting Manager's Report:** JS said she is currently focusing on capital planning and reserve funds.
- i. **Committee Business**
 - a. *Motion by PH with second by TK to suspend the rule requiring a motion before discussion. Motion passes.*
 - b. 90% Design Review Discussion – MW reported that KPFF has come up with an estimate of \$1,459,650 million for Project 1A. The cost of asphalt is directly tied to the cost of oil, which is affecting the project cost. CCA will end up with new road and 3-foot walkway from the bridge at Brookside to the end of E Clear Lake Blvd, along one side. The good news is it should only take 10-weeks of construction. Has 2 bidders interested, is looking for more. Well 5 is on schedule and on budget. MW left at 6:02 pm. *Motion by PH with second by TK to reinstate the rule requiring a motion before discussion. Motion passes.*
 - c. March 2022 Unaudited Financial Report – *Motion by PH with second by TK to recommend that the Board approve the Unaudited Financial Report for March 2022. Motion passes.*
 - d. March 2022 Reserve Reconciliation - *Motion by PH with second by WW to recommend that the Board approve the reserve reconciliation report. Motion passes.*
 - e. 2022 04 01 Transfer Reserve Activity – *Motion by PH with second by JT to Approve Financial Resolution 2022 04 01. Motion passes.*
 - f. 2021 Audit – Letter of Engagement – *Motion by PH with second by WW to recommend that the Board agree to continue the current auditors to complete the 2021 audit. Motion passes.*
 - g. *Motion by WW with second by PH that the rule requiring a motion before discussion be suspended. Motion passes.*

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- h. Water System Checking Account – RP and JS recommend closing this account and rolling the funds into Operations Checking. A separate account was opened by the previous accountant and is superfluous.
- i. Operations Contingency Bank Account – There is a contingency bank account where Past due assessments from previous years can be kept separate to be able to fund “acts of God”. Was authorized by Operating Resolution in 2010. Continue discussion later.
- j. Preliminary Discussion of Budget Assumptions – Examples by JS: 30% of staff time is for garbage pickup and vandalism. Assessments will only increase for inflation. Get a water usage rates study (it’s in the Operations budget). Salary increases based on merit and inflation. For Board Discussion: What are we going to do on security – what can we get for what we have to spend? Check with CPC, MAC, other committees that get funds.
- k. Bank Reconciliations – WW going in tomorrow to do reconciliations. TK later in the month.
- l. CCA Reserves 10 Year Plan – Reserve Committee recommendations, still working on this.
- m. Impact of cost increases on Reserve Project Planning – no longer relevant
- n. Volunteer Spotlight Nomination – table for now
- o. Monthly “Finance Matters” for eNewsletter – consider using it to lay out the way the committee functions.
- p. Need for two meetings a month – keep two during budget season. (May, June, July, August) After budget gets handed off to the Board, reduce to one meeting a month.
- q. *Motion by PH with second by WW to reinstate the rule requiring a motion before discussion. Motion passes.*
- r. *Motion from discussion in h. above: Motion by AB with second by TK to close the water system checking account and transfer the funds to the Operations Checking account. Motion passes.*
- j. *Motion to adjourn by PH with second by WW. Motion passes.*
- k. **Adjourn** at 7:51 pm.
- l. **Future Agenda Items**
 - a. Budget assumptions for 2023
- m. **Next Meeting:** May 2, 2022, at 5:30 pm via Zoom