



**MEMBERS PRESENT:** Ray Lee, Ryan Burns, Joe Fadrowsky (via teleconference) & Maryann McKinley, Matt Rasmussen

**HOMEOWNERS PRESENT:** Glenda Powell, Joe Lasby, Jason Roland, & Tiffany Roland

**MANAGEMENT PRESENT:** Tracy Carter, & Bernadette Rodas

**1. Call to Order and Introductions for the Monthly Finance**

Ray Lee called the meeting to order at 4:00pm.

**2. Approval of the March 28, 2018 Meeting Recap**

Committee had the following changes: 6a: should state Nason’s Scanning has completed a “scan” not “can”. Joe F. would like to see more detail verbiage on item 6b does not specify loan type or operating/reserves, etc. ultimately needs more details.

**MOTION: Ryan B. made a motion to approve the March 28, 2018 Finance Committee Meeting Recap with proposed changes. Maryann M. seconded. Motion carried unanimously.**

**3. Homeowner Comments for Items on the Agenda: In accordance with the Associations Parliamentary Procedures, please limit comments to a maximum of 3 minutes per unit.**

- Glenda P. was present and noted that at the last finance meeting, the committee decided to hold off on two landscape projects; however, these items can be paid out of Reserves. She would like the committee to reconsider these two projects be taken off hold.
- Tiffany R. thanked the committee for posting finance packet on website, and noted that the budget # on the gates is not was approved in the 2018 budget and inquired on the excess transfer.
- Jason R. wanted clarification on how the committee and/or management determines how reserve items are handled on a yearly basis i.e. who makes the decisions to determine if the project needs to be done or not. Committee explained that the committee reviews the Reserve Study on a yearly basis, typically during budget season to determine what items can be addressed in later years vs. upcoming years. Management then reviews and obtains proposals on projects that may need to be addressed in, which finance also reviews to ensure that the projects meeting the budget and/or if funds are available. Jason also inquired on prepaid amounts of \$200-\$1999 and status. Management is still working on project and will have an update by next meeting.

**4. Overview of January 2018 financials**

**a. Manager’s Report and response to previously provided questions of committee members variances from budget –**

Committee went through each cost center and had concerns on the following areas.  
General Common Operating: why there was an excess transfer, P/R administrative is under budget, committee wants to ensure that accounting is accruing #'s correctly and pay periods within that month are being allocated properly. Committee would like to see monthly budget allocation changed for C9 Operations, GL 72440 is missing and common area rev/exp is not adding up properly.

TCTC Operating: Again, ensure that payroll allocation is being allocated properly

Gates Operating: Assessments budgeted number is incorrect



Committee would like management to provide response via email to the above questions no later than Friday, April 13, 2018.

Management noted that the proposed unit count that were provided during budget season last year, were incorrect and ultimately the total # of units to be charged is 18, plus 4 merged lots less than anticipated. In the end, the current/correct unit count each monthly will be lower than what was budgeted. In addition, during the course of figuring out the correct unit count, accounting sent out coupons for commercial lots that included 2017 assessments and not the increase 2018 assessments. However, management did properly notify the commercial units of the 2018 assessments. Management is contacting legal to ensure that FSR can back charge them for the correct 2018 assessment amounts.

b. **Approve January 2018 Financials – subject to audit**

**MOTION: Ryan B. made a motion to recommend board approval of January financials as revised on 4.6.18, with above questions provided to finance. Maryann M. seconded. Motion carried unanimously.**

5. **Contracts & Special Project Overview**

Committee completed an overview 2018/2019 contract list/calendar and had some recommend changes. Joe F. asked management to add tree & irrigation mapping to project tracker, along with MEA LS improvements and cost center to report. Management will make changes and provide update at next meeting. Committee also requested status on tree & irrigation system mapping. Management will find out status from Reno Green.

6. **Old Business-“Business that has been approved and requires discussion”**

a. **Swimming pool slide initiative update**

Seth P. plans to send out to RFP’s in April to have bids for review at May’s Board meeting.

b. **Status of Loan Consolidation Initiative**

Additional invoice from Granite was received and paid, along with sending to Walter Block at Pacific Western Bank (PWB) to transfer funds to the operating account. Committee would like a schedule of invoices on what had been sent to PWB vs. invoices paid to date.

c. **Status of Rockwall repairs**

All repairs are completed. Reno Green has prepared homeowner landscape plans. We have met with the homeowner and subsequently revised and resent to the plan to the homeowner. The installation has been delayed by weather, but will start as soon as weather permits.

d. **Status of pond cleaning**

Both ponds are completed. A bid from Soil Tech has been received to hydro seed the disturbed areas at the upper and lower pond for \$8214.

e. **Review Spreadsheet on YTD Cost for Rockery Wall Repairs & Legal Expenses**

Committee reviewed report.



**7. New Business - “Business that needs approval or consideration for future implementation”**

**a. Overview of Current Investments/CD’s**

Committee recommended inviting Banker Paul Cutter from USB to provide updates/discussion on current accounts. However, committee will wait until all rockery wall payments have been reconciled.

**b. Review RFP for Slurry Seal and Budget Comparison**

Committee reviewed RFP and budget comparison. Ryan B. had a concern about the proposed golf cart paths as work was completed about 2 years ago. Committee inquired if all areas have been walked/assessed. They also had a concern about completing slurry seal along Back Nine (south) as construction is still in progress. Recommend that these questions are addressed with Seth P. before presenting to the Board. Discussion ensued regarding finding another asphalt consultant to provide proposals.

**c. Review/Update Investment Policy and Expense Delegation of Authority**

Joe F. noted that there was a newer version of the investment policy than 2011. Management was unable to locate updated version. Ray Lee will provide to management.

Committee reviewed Expense policy and had the following changes:

Reserve Expenses: 1) change \$10,000 to \$12,000 so there is not gap on going out to bid vs. approving. 2) Change Encumbering Common Elements: add mortgage to “take out a loan”.

**MOTION: Joe F. made a motion to recommend board approval of the Expense Policy with the proposed changes. Maryann M. seconded. Motion carried unanimously.**

**8. Committee Member Comments, Questions, and Items for Next Meeting Agenda:**

No comments at this time.

**9. Homeowner Comments: In accordance with the Association’s Parliamentary Procedures, please limit comments to a maximum of 3 minutes per unit.**

Glenda inquired if Committee would move forward with allowing management to schedule the work to be completed on the two MEA landscape projects. Committee noted that as long as they are not paid out of Operating and were approved last year, management could schedule the work to be completed.

**10. NEXT FINANCE MEETING – May 7, 2018 at 4:00pm**

**11. Adjourn Finance Committee Meeting:**

Ray Lee made a motion to adjourn the meeting at 5:30pm. Maryann M. seconded. Motion carried unanimously.