

Approved Minutes Finance Committee Meeting Monday 1/16/17
9:30 AM Conference Room

Attendees: Dan Drobnis, Chair; Sal Monaco, Gale Oppenheim, Marti Zieg, Members; Dag Ryan, Board President, Todd Handy, Treasurer and Liaison; Isabel Ugarte, ECIA GM; Absent: Sandy MacGregor, Joseph Guitierrez,.

1. Meeting was called to order at 9:30 AM. There was no public comment.
2. Agenda was adopted as distributed.
3. Minutes of the 12/12 Meeting were approved.

4. General Manager's Report

Stable Security Cameras – the GM reported everything is now in place and remaining work will be finalized by the end of the week.

Pool inspection and plan – in the Spring (late February or early March) a schedule for an inspection will be established as well as a review of staffing requirements. Any deck work will not occur until after the pool season. FC Chair mentioned we need to see early information on the cost and timing of any pool replacement work since it is a large component of R&R that will drive budget and, possibly, assessments for 2018.

Hike/Bike Trail PASER review plan – County review/inspection was on Dec 14. A map of the trails with ratings is to be finalized in January. Dag reported that the County would prefer to perform any work out of maintenance funds.

2017 Assessment Invoices and letters were sent out in December. Some homeowners complained about the timing – just before the holidays.

Document Retention – the Board needs to decide what is to be retained long-term. Cmte recommended that Isabel review and refine the original FC recommendations with regard to current industry standards and present this to the FC and then the Board.

5. Board Liaison Report

Legal activity – ruling was obtained on behalf of the ECIA regarding solar structures.

Proposed Capital item – Board advice on Breezeway Planter/Walks – Board liked the product, but not the cost and wants additional bids.

Board Appointments – brief bios will be provided.

Reported on a likely Board vacancy due to recent EASWD elections.

6. Financial Reports

Jan 2017 Report – continued frustration over incorrect or inappropriate coding of entries.

Accounts Receivable Summary - continued frustration for AR Reports separating short and long term receivables - these have been requested for months.

Still lacking reconciliation of charges for which HOAMCO reimburses itself from ECIA funds despite promises from HOAMCO's Michael Franciosi.

7. Budget Final 2017 Draft Review -- GM to finalize budget and seasonalize monthly entries (based on December Financial report) to allow more realistic monthly tracking of actual expenses and receipts vs. budget. GM will provide results to FC and Board.

8. Annual Calendar Check

Previous year replacement reserves expenditures appear current on December financials
It appears about \$428K will be available to transfer at year end to combined Capital/Replacement reserves.

Annual Report Contents Selection – should be same as last year to include a statement regarding the reserve fund.

Procurement Procedure Review – HOAMCO has no standard procurement policies/procedures; GM will look for what ECIA previously used, review and revise it based on best practices and what is feasible and present to the FC.

Committee Charter Review – Chair asked committee members to review and provide comments.

Annual Calendar Review – Treasurer had several suggestion to add clarification to the calendar

9. Action items for Treasurer with Bookkeeper and Auditor

Better separation of legal epenses.

Determination whether Depreciation and Replacement items are double-counted.

Determination of 2016 Allowance for Doubtful Accounts.

Committee concern to Auditor regarding reconciliation of HOAMCO charges.

10. Next Meetings

Monday Feb 13, 2017, 9:30 AM Regular Finance Committee meeting

Monday Feb 27, 2017, 9:30 AM Special: Audit review and debriefing

11. Adjourn

SM, DD