

**Preliminary Agenda  
Finance Committee Meeting  
Tuesday, January 19, 2016  
9:30 AM Conference Room**

- 1. Public Comment**
- 2. Modifications/Adoption of Agenda**
- 3. Approval of Minutes from previous meetings:  
12/14/15**
- 4. General Manager's Report**
  - Security Camera Installation Status**
  - Invoice Status**
  - Audit/Tax Status**
  - Hike/Bike Maintenance Status**
  - IT issues**
    - Desktop and Server Backup Tests**
    - Server E-mail backups**
    - Windows 10 Upgrade recommendation**
- Other Info from GM**
- 5. Treasurer/Board Liaison Report**
  - Capital Request for Dog Pet Stations on Hike/Bike paths**
  - Stables billing for 2016**
  - Insurance for Solar Litigation**
- 6. Financial Report**
- 7. Audit/Annual Report Milestones**
- 8. Annual Calendar Review**
- 9. Annual Calendar Check**
  - January**
    - Previous Year Replacement Reserve adjust to Actuals**
    - Annual Report Contents Selection**
    - Procurement Procedure Review**
    - Preferred Providers Review**
    - Committee Charter Review**
    - Annual Calendar Review**
  - February**
    - Audit Review**
    - Recommended Insurance Adjustments/Rebid**

**10. Next Meetings**

**Wednesday, Feb. 3, Review of Draft Audit with Auditor and Finance Committee-9:30 AM**

**Tuesday, Feb. 16, Regular Finance Committee Meeting-9:30 AM**

**11. Adjourn**

**Finance Committee Meeting**  
**Rev B Draft Minutes of January 19, 2016**

Committee Chair Dan Drobnis called the meeting to order at 9:32 AM  
Committee Member Attending: Gale Oppenheim-Pietrzak, and John Calzada  
Board Liaison/Treasurer: Todd Handy  
Board Alternate Liaison Absent: Greg Colello  
General Manager: Brenda Leonard  
Committee Members Absent: Sandy MacGregor and Tom Willmott

1. **Public Comment:** None
2. **Adoption of Agenda:** Adopted
3. **Approval of Minutes from the Meeting of December 14, 2015:** Approved
4. **General Manager's Report:** Brenda told the committee that the camera at Compadres Park should be installed on Friday. Kirk will be at the ECIA between 9-10 AM to give a tutorial on the security system and use of the cameras. Assessment invoices have been mailed. There was a delay because a problem with addresses was discovered and corrected before allowing the mailing to be done. Brenda is looking into the possibility of ECIA Board and staff having HOAMCO supplied email addresses. If this is possible it will save the ECIA money. Brenda recommended that a conference call be set up for the next finance committee meeting with IT Merit, so questions and concerns about various network issues can be asked directly with the vendor.

The committee agreed with Brenda that we should move forward with the hiring of Associated Resources to do the reserve study.

**Motion: Gale made the motion that the Finance Committee endorse the GM's recommendation to hire AR to do the reserve study on their 10-week economy schedule (\$4K) together with the proposed Loyalty Plan yearly update for three years (\$1,670). The motion was seconded by John and passed 3-0.**

There was a short discussion of the procurement policy and preferred providers. It was ~~resolved~~ advised that Brenda would add language to the procurement policy that requires contracts from vendors who provide ECIA with ongoing services and present a proposed draft at the next FC meeting.

5. **Board Liaison/Treasurer Report:** Todd mentioned the Capital Request for the Doggie Pet Stations and the Boards request for further information. Brenda told the committee that she had managed to find a vendor who would supply the replacement bags for .6 cents each and ship them free of charge. Todd said that he would relate that information on to the Board. A short discussion was held on the stable billing. A bill for the water and taxes will be mailed out this week. ~~It is suggested that the bill for the manure and fly predator program be mailed out next month.~~ It was suggested that no more than two invoices be sent to barn owners, to incorporate the January and July horse census for manure and fly predator pro-rating, and January and July water meter readings for actual water.

Todd told the committee that our insurance company is reviewing the bills generated by the solar lawsuit. He anticipates that they will be reimbursing ECIA for expenses related to that suit.

**6. Monthly Financials:** Todd led the committee through a review of the December financials. We did much better than anticipated in our A/R and there were some minor issues with the income/expense report.

**7. Auditor/Annual Report Milestones:** Brenda told the committee that the auditor has all the information that he has requested. She has communicated with him via email and asked him to let her know if any other information is needed.

**8. Annual Calendar Review:** No changes needed

**9. Annual Calendar Check:**

January:

Procurement Procedure will be updated

Other calendar items completed

February:

Audit Review

Recommended Insurance Adjustments/Rebid

**10. Next Meetings:**

Regular Meeting Tuesday, February 16<sup>th</sup> at 9:30 AM

Auditor Debriefing with FC Monday, February 29<sup>th</sup>, time to be determined

Respectfully Submitted,

John Calzada