

## ECIA FINANCE COMMITTEE MEETING MINUTES

December 8, 2010

The meeting was called to order by committee chair, Dan Drobnis at 9:30 am.

--Committee attendees: Dan Drobnis, Gisela Knight, Bob Gaines, Nolan Zisman

--Absent committee members: Pat Bell, excused.

--Others Present: GM Bill Donohue, Board Liaison Todd Handy

The proposed agenda was adopted as submitted.

Public Forum: No one appeared for the public forum.

The minutes of the November 6, 2010 meeting were approved as distributed.

GM Report:

--Bill reported the tractor has been repaired at a cost of \$6,700. The money will be taken out of the replacement reserve and the tractor life extended from 2017 to 2020.

--training on financial procedures is underway. Diana is now making all QuikBooks entries.

--The Board decided not to allow credit card payments for this next year; it is too late to get this set up as the invoices are nearly ready to be mailed. Dan reiterated his thought that we still need to offer the credit card option to allow delinquent lot owners to pay past due obligations.

--Status of Assessment Collections is as follows:

- a letter went out at the end of November to 60 residents offering amnesty on late fees and advising that there will be a 15% interest charge on all previous balances. These represent first time late in payment of assessment.
  - There are a total of 124 outstanding accounts;
    - 43 owe for two or more years;
    - 26 have made partial payments;
    - 55 have not been heard from.
  - The number of "first-timers" is double the count of last year; these people owe over \$56,000.
  - of the 124 outstanding accounts, an estimated 17 to 20 are in foreclosure.
- The volunteer appreciation party will be held in April, rather than December.

Board Liaison Report:

--Todd reported that the Board had directed Bill to get bids on repairing the rental house.

--The Stable owners have agreed to share the cost of a new water system. Costs will be for a new meter, shutoff, hydrant and box. They will pay of their obligations in two years - - one-half each year. Bill estimates they will cover about 40% of the total cost. A 2nd and 3rd plumber are looking at the problem and are expected to submit bids. We don't yet know how we'll

handle the accounting for the stable owners' reimbursement.

--The Board is unclear on how we can reasonably institute user fees for any amenity other than the pool. There is still the issue of how to keep unauthorized users off our amenities. This question will be referred to F&G for possible recommended guidelines.

Financial Reports:

--Finance has requested a report on changes during the year to the Balance Sheet Reserve accounts. This will have to be done manually.

Audit RFP:

--Bill plans to send a copy of the expected duties to our current auditors as a checklist for what we expect in the 2010 audit report.

--We will put the new RFP on the agenda for the June 2011 meeting to finalize it and send it to candidates by mid-year.

Replacement Reserve:

--It was proposed and unanimously endorsed that we should periodically develop and update estimates of costs for replacing any amenity worth \$50,000 or more or having an expected life of 15 years or more. This will help improve the reliability of the RR schedule as a basis for establishing future assessment levels. A list of these is attached. As each is estimated, the date of the estimate should be added to a new column in the RR Schedule.

The meeting was adjourned at 11:10 AM

The next regular committee meeting is scheduled for Wednesday, January 12 at 9:30am.

Submitted by Nolan Zisman