

## Approved Finance Committee Minutes June 9, 2020

**CALL TO ORDER:** By Chair Dan Drobnis at 9:30 AM.

**ATTENDANCE: Committee Members** - Dan Drobnis, Nolan Zisman, Marti Zieg, Amelia Adair

**HOAMCO Staff** - Julie Navarro, Mike Rogers, Kristen Kipp

**BOD Members:** Sal Monaco (Liaison), Nancy Sulzberg, Mel D'Amore

**Guest:** Kathy Ritschel

1. **1. Public Comment** - None.
2. **2. Adoption/Modification of Agenda** - Adopted as Drafted.
3. **3. Approval of Minutes of May 12, 2020** - One minor modification - change on p. 2 - Change "Water Mgt." to "Waste Mgt.". Approved as modified. ***Nolan to correct and send to Dan for posting.***
4. **4. General Manager's Report**
  - Pool Budget and Schedule status
    - Pool Ready for Use? - Covid 19 restrictions require an outdoor shower. Ordered and due by Thursday. Inspection should take place sometime next week.
    - Any Additional Expenditures for 2020? - Waiting for pool tarps and invoice. Remaining pool (Phase 3) items should not require expenditures in 2020.
  - Parking lot lighting Budget and Schedule status-Scheduled to completed end of June.
  - Inspection of near-term Replacement/Repair items- Mike to get to Dan by June 23 so can be discussed at special R&R review meeting.
  - Pool Water Softener installation - installed.
  - Transfer of ECIA property near stables to EAWSD- Julie has not yet drafted letter to County asking for lot separation. ***Julie will do so.***
  - Response to late notices for assessments - There have been some responses to 2<sup>nd</sup> notices; some have asked to be put on short-term payment plan (to complete payment by August).
  - Office Procedures development - expect to complete defined process by end of month.
  - CAI Training completion - Julie has completed on-line portion of her course. Awaiting scheduling of class portion. It was suggested she go on to take "large-scale property" training.
  - Hike/Bike 2020 - One of maintenance crew to inspect all segments to determine which should be repaired in 2020. Dan suggested idea of doing entire network at same time to avoid annual inspections and "piece-mealing".
  - Basketball Resurface- in progress. To be complete by 6/12.
  - Generic E-Mail Addresses for Tasks such as Web Postings - Dan suggested generic address "webposter" so that whomever is posting items on the web site can access these requests. Julie says that person is Sarah Skagen.
  - 2021 Budget Development - ***Julie to have first draft prior to July F/C meeting.***
5. **5. Board Liaison's Report**
  - Late penalties and collection referrals - process has been 'tweaked by Sal and Julie, such that if a barn owner is both 3 mos. In arrears on fees and their value is \$200 or greater, the second notice is sent and a lien applied.

- Review process for HOA Management proposals - Bids due 6/12; BOD to meet in PM to develop process for evaluation.
- Board actions on Finance Committee recommended motions from 5/12
  - **Motion 1** Recommend Board approval of \$2,000 for Stables Arroyo Field - - BOD has approved this request.
- Waste Mgt. Service Agreement has been ratified and is in effect.
- 6. **6. Financial Reports—15 minutes TOTAL** (for Committee questions sent in prior to meeting) - questions answered by Kristen and Julie.
- 7. **7. Revised Procurement Policy** - Courteney (pool architect) is reviewing the existing policy against the many he works with and will offer suggestions. ***F/C members asked to also review and be prepared to discuss at July F/C meeting.***
  
- 8. **8. Security Camera Capital Project Request** - F/C approved recommending to BOD. ***Julie will prepare motion.***
- 8. **9. Replacement Reserve Review** - discussion deferred to June 23 special meeting to be held in Classroom at 10 PM with Covid-19 condition in effect.
  
- 10. **10. Committee Budget Requests—Committees seeking budget funds should submit their requests to Julie so she can include in her first draft budget for 2021.**
  
- 11. **Other Business -**
  - F/C recommending Kathy Ritschel for membership. ***Julie will prepare motion.***
  - ***Mike to contact Zack Armijo of Association Reserves to get information about their software used to manage assets.***
  
- 12. **Next Meeting**
  - July 14, 9:30 AM, Regular Finance Committee Meeting
  - Special Meeting on Replacement Reserve June 23, 10:AM in the Classroom.
- 13. **13. Adjourn** - 11:08 AM
  
- 14. **14. Tutorial discussion of Replacement Reserve spreadsheet** - held after adjournment.