

**Minutes Rev A dtd 7/10/19**  
**Finance Committee Meeting Tuesday July 9, 2019**  
**9:30 AM Conference Room**

**Prior Distributions: Previous Minutes, Financial Report, Agenda**

**Distributed at Meeting: Redacted Accounts Receivable, Pool Project financial report and Gantt chart, proposed ByLaws amendment regarding fees as “Assessments.”**

**Attendees: Fred Miller, Nolan Zisman, Sal Monaco (Chair), Dan Drobnis; HOAMCO Staff: Mike Rogers (Operations Manager), Anna Hansen (Executive Assistant), Michael Franciosi (Vice President), Doug Langston (Controller); ECIA Board: Joseph Guterrez (Treasurer/Committee Liaison), Todd Handy; Guest: Bette Huston**

1. **Public Comment**--None
1. **Additions to/Adoption of Agenda**—Adopted as distributed
1. **Approval of Minutes**
  - June 11, 2019 Approved as distributed
  - July 2, 2019 Approved as distributed
4. **General Manager’s Report**—Julie on vacation, Anna standing in.
  - Report on Status of R&R 2019 Projects—Not available.
  - Pool Update – Mike Rogers provided the following:
    - Phase I Budget is holding at \$824K
    - Connection to Front Island watering from backwash system has been tested
    - Pool House Men’s and Women’s tiling completing this week
    - Deck pouring in 3 stages Thurs-Mon 7/11-15
    - Pool acid wash and begin fill next week
    - Fill will take 9 days because of well limitations
    - Electrical/Mechanical checks could begin week of 7/22
    - Final inspection not yet scheduled
    - Some vandalism occurred. Teenagers identified. May require restucco of some walls—about \$6K cost. ECIA insurance should be notified.
    - Shade will initially consist of tables and umbrellas; Phase II in 2020 will add permanent shade structures
    - Phase II/2020 estimate is roughly \$165K
  - Stable water contract is \$127K; no start date provided

## **R&R Projections Update**

- Nolan has made updates to the version available online, but the substance has not changed significantly since the 7/2/19 review.
- Nolan and Lee Onstott have reviewed the needs of the Hike/Bike paving for the next several years and established that only seal-coating of certain sections is needed for 2019. A specification is being developed to put out to bid.
- There are significant Expense budget underruns. Julie is requested to have a budget projection for the August FC meeting.

5. **Board Liaison's Report**

- Progress is being made on recovering some legal expenses, but apparently cannot yet be divulged. (See Motion 3, Minutes of 6/13/19)
- Tentative schedule for Office Financial Procedures review on July 23 or 30 at Julie's convenience.

6. **Financial Reports**

- Some strange adjustments on Allowance for Bad Debt may now leave an insufficient allowance. HOAMCO investigating.
- Collection efforts appear to be making progress, but delaying notification for two months after the March 1 assessment due date may be hindering settlement with owners of newly overdue accounts. The FC recommends filing collection suits more aggressively on long overdue accounts (**Motion 1 below**) and moving up all notification and action dates on newly overdue accounts by one month (**Motion 2 below**).

1. **Other Business**

- Treatment of Special Fees and Charges as "Assessments". Nolan presented a proposed ByLaws change. This would allow them to be liened and collected like annual assessments.

1. **Next Meeting**

Finance Committee Regular Meeting Tuesday, August 13, 2019 at 9:30 AM.

1. **Adjourn**

---

Motion 1: The Finance Committee recommends that the Board proceed immediately to file suit against owners of all accounts that have been referred to collection and are not responding. (4-0-0)

**Motion 2: The Finance Committee recommends that the Board update the current Collection Policy to establish the following dates:**

- a. a. First Notice of Delinquency and late fee: April 2 or first business day thereafter (FBDT).
  - b. **b. Second Letter and Notice of Lien Intent: May 1 or FBDT.**
  - c. **c. Third Letter and Filing of Lien, Notice of Collection: June 1 or FBDT.**
- (3-1-0, Zisman voted Nay because not sufficiently stringent)**