

Minutes Rev B dtd 8/13/2020

Finance Committee Meeting Tuesday, August 11, 2020

9:30 AM Electronic Zoom Format

Attendees: Committee: Dan Drobnis (Chair), Marti Zieg, Amelia Adair, Kathy Ritschel;

Board: Sal Monaco (Treasurer), David Sorkin,

Staff: Kristen Kipp (Portfolio Manager), Julie Navarro (General Manager), Mike Rogers (Facilities Manager)

Guest: Paul Butt (Conservation Committee Chair)

Distributions: Previous Minutes, Financial Reports, Agenda, Revised Procurement Policy, Revised 2021 Budget, Revised Replacement Reserve

- 1. 1. Public Comment - None**
- 2. 2. Adoption/Modification of Agenda - as distributed**
- 3. 3. Approval of Minutes**

July 14, 2020 Regular Meeting—Approved as distributed

4. 4. General Manager's Report

- Pool Budget and Schedule status
- RFP expected ready to send out by Thursday 8/20/20 for changing room
- Mike to furnish Board and Finance Committee with schedule
 - Parking lot lighting Budget and Schedule status—still problems with Island lights, vendor responding.

Should be done by week end.

- Inspection of near-term Replacement/Repair items report sent
- Committee received updated report from Mike
 - Transfer of ECIA property near stables to EAWSD
- Still pending. Amelia to contact SF County
 - Collection actions on late assessments
- Julie made phone contact with homeowners with good response and able to release 6-7 liens
 - Office Procedures development
- Overview of draft changes. Still in progress.
 - CAI Training completion
- Mike has completed all CAI training. Julie still needs to do in-person testing - delayed due to Covid.
 - Hike/Bike 2020
- Mike and Kathy inspected the work done with County reps for PASER review. Getting with contractor for minor repairs.
 - Security Camera Installation

- Still working with La Canada Wireless for communications from Compadres park.

5. 5. Board Liaison's Report

- Milestone dates for 2021 Budget items—Sal and Dan will update and distribute
- Board Actions

- Treasurer moved funds to a CD per motion.
- Approved Records & Review Plan
- Will approve Record Retention Policy
- Defined Committee Liaison
- HOAMCO draft contract expected next week

6. 6. Improved Assessment Processing

- Change in Due Date?

- Still in process
 - In-Office Payment acceptance
- Still working on procedure to assure no theft possibility.
- Finance Committee to review assessment letter before mailing.

7. 7. Financial Reports—15 minutes TOTAL for Committee questions prior to meeting

- Review of July, 2020 Balance, Income and Bank Statements

- Kristen answered questions submitted previously

8. 8. Second Draft 2021 Budget--Julie

- Finance Committee requested updated budget drafts to be sent to the committee the Friday before Tuesday meeting.
- Reviewed and made appropriate changes

9. 9. Revised Procurement Policy for Recommendation to Board

- Revised policy copy sent to Committee and Board members 8/12/20.

10. 10. Replacement Reserve Review—Information

- Dan will update existing spreadsheet with revised budget numbers
- Asset Panda testing—discussion postponed

11. 11. Budget Requests--Information

- Have received all requests. Conservation Committee Chair to get with Board on details.
- Capital Project Requests
 - Roads Survey Equipment
 - Stable Shed
 - Facilities & Grounds list
- Committee Operating Budget Requests
 - Stable Operating Request
 - Conservation Operating Request

13. 13. Next Meeting

Sep. 8th, 9:30 AM, Regular Finance Committee Meeting

14. 14. Adjourn