

ECIA FINANCE COMMITTEE MEETING
September 8, 2010 ECIA CONFERENCE ROOM

The meeting was called to order by committee chair, Dan Drobnis at 9:33 am.

--Committee attendees: Dan Drobnis, Gisela Knight, Bob Gaines, Pat Bell.

--Absent committee members: Nolan Zisman (excused).

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

The proposed agenda was adopted without change.

The minutes of the August 11, 2010 meeting were approved as submitted.

Public Forum:

--No one appeared for the public forum.

GM Report:

--A review of the collection policy shows that we can charge up to 15%, which our attorney has recently reconfirmed. The document also requires the board to approve negotiated settlements. Bill and Todd will review the document for possible revision to work better with Quickbooks procedures and to adjust dates as necessary to improve processes.

--We are still awaiting bids from contractors on the stable plumbing project.

--The office how-to manual is almost complete.

Board Liaison Report:

--Accounts Payable: One vendor is billing us late, so we are working with them to bill us in a more timely manner. One vendor is consistently presenting incorrect bills which take a lot of office time to reconcile. We are looking at options to improve the billing accuracy or to help with reconciliations.

--Board Retreat: Scheduled for September 18th. Dan urged FC members to attend to hear project proposals related to the 2011 budget.

--Banking and Investments: Bank signature cards need to be updated and the board needs to pass a resolution authorizing the signatures. Bill will add to the upcoming board agenda the proposal to change the Bank investment limit from "\$100K" to the "FDIC insured limit".

--Collections: The staff is getting special training in how to accurately document payments and also in making phone calls for late payments. Bill will follow up on the possibility of allowing 3rd party credit card payments. We may in the future consider the use of collection agencies. For now, Bill and Todd will investigate the option of obtaining judgments against owners with overdue payments. Bill will place an item on the Board Retreat Agenda to discuss the use of Neighborhood Watch information for identifying empty houses and vacation homes for which we may have incorrect billing addresses.

--Workmen's Compensation: During a recent workmen's comp audit, we were required to pay the insurance premium for 2 contractors who last year did not provide proof of insurance. Bill is following up with contractors this year to insure that they provide appropriate documentation and Todd will withhold payments until the documentation is provided.

--Financials: In reviewing the financials, the committee requested expanded reporting of the capital and replacement reserve budget items. Bill will begin providing these next month.

Operating Budget. The group discussed the following changes to the draft budget:

--Account numbers will be added to the budget at some time in the future.

--Under Revenues, the 2010 General Assessments projection should be \$830K and the 2010 Allowance should be (\$27K) instead of (\$12K). The 2011 Allowance should be (\$27K) instead of (\$18K).

--Under Revenues, an additional line for Allowances collected from prior years will be

added for \$9K.

--Under Expenses, the word "new" will be removed from the description of the community service manager (I36).

--Under Expenses, a comment will be added to describe the increased wilderness expenses related to additional signage.

--Under Expenses, a comment will be added to explain the increase for the information committee.

--Coke machines expenses will be added after investigation.

--Repair and Replacement: decided to leave the transfer amount at \$60K and the group discussed the need to continue to improve and refine the list of items.

--The group noted that the 2011 budget is very tight, with little or no money to increase the capital improvement fund.

Draft Charter:

The group discussed changes to the committee's charter. Dan took notes and will present the updated draft to the group.

Financial Controls:

A subset of the group will meet with Bill on Wednesday, September 15 at 10:00am to monitor some of the financial controls.

The meeting was adjourned at 11:27am.

The Board Retreat is scheduled for Saturday, September 18 at 9:00am.

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

Submitted by Pat Bell