



## Finance Committee Meeting Minutes – Tuesday, June 21, 2022

### Via Zoom Platform

**Committee Members Present:** David Light (Treasurer/Chair), Tracy Anne Phillips, Sherry Patterson, Paige Shockley, Barbara Stough and Joan Sauer

**Absent:** David Johnson

**First Service Residential Staff:** Barbara Daoust and Veronica Alvarez

**Guest:** Carl Buchwald, Dan Sturmon and Susan Wood

**I. Call to Order:** The meeting was called to order at 3:01pm.

**II. Chair's Opening Remarks**

David Light mentioned that this agenda contains a lot of important issues for the committee to go over. He will try to adjourn the meeting at 4:50pm since Paige Shockley has another engagement to attend.

**III. Agenda**

**A motion was made by David Light and seconded by Joan Sauer to accept the agenda as amended. Motion was passed unanimously.**

**IV. Approval of May 17, 2022, Minutes**

**A motion was made by David Light and seconded by Joan Sauer to approve the May 17, 2022 minutes as amended. Motion passed unanimously. The following items were noted:**

**(1) Under New Business, c. Review Siena's Reserve Fund and Reserve Study. Motion was approved with five in favor and one opposing vote casted by Joan Sauer.**

**(2) Under New Business E. Review of Investment Policy change word from "conservation" to "conservative" and change the last two words in the paragraph from "suggestive changes" to "suggestions".**

**(3) Under New Business, I. Removal & Replace Trees at Hohokam Park Proposal change the words "Landscape & Parks" to "Parks & Landscape Committee".**

**VI. Review 2022 Financials:**

The committee was provided the May 2022 financial report by email. The following points were discussed.

- Rates for Metropolitan Bank was discussed. Veronica Alvarez will check with Karla Chung from FirstService Financial to see what other options are available to the association.
- It was pointed out that the US Bank Money Market account was above the insurance limits. Veronica Alvarez clarified that FSR has additional protection.
- The unclaimed properties under liabilities on the balance sheet was inherited from the previous management company. It was suggested to advertise the amount and make a recommendation to the board to move to income. The association auditor advised that this needs to be posted as a liability. This could represent refunds due to homeowners. Both Tracy Phillips and Joan Sauer volunteer to review old financial records to try to resolve this issue.
- The committee reviewed and discussed the different printing GL line items 5040, 5052 and 5059 in the report.
- Discussion ensued about the Landscape Contract GL line item 5200 expenses. The new amount was effective March 1, 2022, per the contract. The amount is being allocated between the Master Association and Siena. The new contract amount is over the approved budget amount. The finance committee discussed creating a process or protocol to recommend to the board to avoid this from happening in the future.

***A motion was made by Joan Sauer and seconded by Sherry Patterson to defer discussion until the July meeting. Motion was unanimously approved.***

- Management was requested to review the expenses and allocate the appropriate costs to the Reserve Fund if related to Capital Projects.
- TreeTrimming/Removal GL line item 5240 was discussed. Tracy Phillips has requested a copy of breakdown for an invoice that included tree trimming that has been already paid. She believes that tree trimming up to 12 feet or higher is included in the contract.
- Janitorial Services GL line item 5769A is over budget as a result of the board decision to increase the park restrooms cleaning to once per day.
- Exterminating GL line items 5250 and 5850 were discussed. Since the IPM has been included in the Landscape Maintenance contract there is no need for GL 5250.
- Discussion ensued in moving the Reserve Fund bank/investment charges to income.

***A motion was made by David Light and seconded by Tracy Phillips to return the reserve fund bank/investment charges to reserve income from the expenditure section. The motion unanimously passed.***

***A motion was made by Joan Sauer and seconded by Tracy Phillips to move \$2,500 from GL line item 5250 Extermination to GL line item 5200 Landscape Contract. The motion was unanimously approved.***

- It was noted that Siena's cash position was healthy. Assets total \$187,312. The reserves are 80% funded.

Note: Paige Shockley left the meeting at 4:55pm.

## **VII. Old Business**

### **B. 2018 Tax Return**

Veronica Alvarez reported that the tax return was never received. The previous CPA did forward another copy. Once a new copy is prepared the board treasurer will sign and will be submitted.

### **A. Capital Reserve Tracking Tool**

David Light requested that component numbers be placed on RFPs that go out and to require contractors to submit proposals and invoices with the component numbers. Also, to request a breakdown of the Project Administrators time on capital projects that are bid together.

The committee agreed to defer discussion on the rest of the agenda items until the next meeting. The committee discussed possibly meeting the second week in July to discuss two topics: Investment Policy and Reserve Fund Investment Portfolio & Advisor.

## **IX. Adjournment**

The date and time of the next meeting is July 19, 2022, at 3:00pm.

The meeting was adjourned at 5:40pm.