



Finance Committee Meeting Minutes

Tuesday, January 16, 2024

Via Zoom Platform or In Person at 1171 E Rancho Vistoso Blvd., Suite 103,
Oro Valley, AZ 85755

Committee Members Present: Ted Dann (Treasurer/Chair), Linda Corsey, Joan Sauer, Paige Shockley, and Barbara Stough

First Service Residential Staff: Barbara Daoust, and Colin Rinne

Guest: Matt Wood

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

II. **Chair's Opening Remarks**

III. **Agenda**

Correction to the date was pointed out.

A motion was made by Paige Shockley and seconded by Joan Sauer to approve the agenda as amended. Motion was approved unanimously.

IV. **Review the Minutes from December 19, 2023**

One correction was noted under New Business, A. 2021 Audit, change wording to "marked to market".

A motion was made by Paige Shockley and seconded by Joan Sauer to approve the December 19, 2023, minutes as amended. Motion unanimously passed.

V. **Review of December 2023 Financials**

The committee reviewed and discussed the Treasurer's report and the December financial reports.

- The VCA Operating Fund balance as of December 31, 2023, is \$596,729. This is sufficient to cover current and foreseen cash needs of the association.
- The Reserve Fund balance is \$4,017,191.
- The liquidity of the association is very strong to meet the association's needs.
- The account receivable balance is \$186,280 and total operating liabilities balance is \$622,650 which is made up of prepaid assessments, unearned income and accrued expenses.
- Total income for the month of December is \$159,949 which is \$32,437 under budget because of lower revenues from residential and commercial assessments.
- Total expenses for December are \$200,447 which is \$20,789 under budget for the month and year to date \$166,711 under budget.
- The monthly contribution of \$79,167 was made to the reserve fund. Total year to date contribution is \$950,000.
- A total of \$11,500 was spent out of the reserve fund in December with a total of \$139,743 year to date.
- Reserve Investments managed by Morgan Stanley as of December 31:

Cash and Equivalents	\$ 12,507
Savings & Time Deposits	\$ 38,019
ETFs and CEFs	\$ 22,882
Municipal Bonds	\$ 39,453
Corporate Fixed Income	\$ 194,844
Government Securities	\$ 1,552,105
Certificates of Deposit	\$ 1,795,302

Mutal Funds	\$ 107,931
Net Unsettled Purchases/Sales	\$ (241,279)
Total	\$ 3,521,766

- Siena's operating fund balance year to date is \$1,642 and the reserve fund year to date is \$234,124.
- It was noted date correction and a change in bullet point under Balance Sheet, Reserve Fund Balance, second line parathesis to "including accrued interest and unrealized gains/losses".
- The board treasurer invited the finance committee to join the meeting with Morgan Stanley every two months to discuss the investment portfolio. Any questions the members have should be submitted to the General Manager by the Friday prior to the meeting date. The next meeting is scheduled for February 1, 2024, at 9:00 am.

A motion was made by Paige Shockley and seconded by Joan Sauer to accept the 2023 December Financial Report, Morgan Stanley and amended Treasurer's Report. Motion was unanimously approved.

VI. Old Business

A. Capital Reserve Tracking Tool

Expenses were reconciled to the December 2024 financials.

VII. New Business

A. 2022 Audit

The draft audit report should be received by the beginning of February.

VIII. Adjournment

Next meeting is tentatively scheduled for Tuesday, February 20, 2024, at 3:00pm.

The meeting was adjourned at 3:26pm.