

FINANCE COMMITTEE MEETING MINUTES

September 20, 2016

Attendees: Brandon Miller, Carol & Steve Steinbrecher, Dan Christopherson

2017 Proposed Budget

We reviewed each income and expense line item. We discussed staff wages and made recommendations to keep Jeff and pool attendants at the current rate of \$13 and \$10/hr. respectively (there is no min. wage increase for 2017).

Our recommendation is to give Karen Grabowski, our office manager a 1.5% increase from \$33635 to \$34140 and annual increase of \$505 due to the fact that she has not had an increase in 2 years and does a good job supporting the board.

The committee also recommended that Karen and her direct supervisor (at this time, the incumbent President) meet and develop a written job description for Karen as either:

1. GRFPOA Office Manager
2. Office Clerical

Future employee performance reviews and salary adjustments would be predicated on this job description.

We discussed giving Jeff the option to work on the pool, projects and repairs and leave the grounds clean up to another staff member. This could reduce his overall hours.

The same recommendation was made for our incumbent Pool Manager.

Rationale: The Board of Directors needs to begin tying our employee's salaries directly to both their job performance levels, as well as community salary parity.

We recommended increasing the greenbelt budget from \$32,346 to \$46,727. Any funds not spent in 2016, could be appropriated to 2017 greenbelt budget.

We discussed the possibility of having a snack bar next season, depending on costs of operation.

Delinquency Policy

We suggested the following changes:

Line 2, from monthly to quarterly.

Line 8, from 15 days to 90 days.

Line 9, change wording from “the Association will authorize” to “the Association reserves the right to authorize”.

Carol Steinbrecher brought up a legal case, Huntington vs Miner, whereby an association had to refund collection, late fees and interest charged to the property owner. We had a similar incident a few years ago.

Pat Schoggins will email Andrea Wilson, the account representative with Allied Trustee Service, who presented their collection services back in August, to ask for clarification regarding the above case and how it affects accounts we may want to send to collections. In addition, she was asked if she would agree with the above suggested changes and if anything else in our policy should be updated

Financial Policy

As there is no policy regarding purchases. Carol Steinbrecher has volunteered to research and write a Purchasing and Reimbursement Policy. She will have this policy available for the next Finance Committee Meeting.

Finance Authorized Quotes

The Finance Committee authorized the Finance Director to get quotes for the following items:

1. Cameras
2. Painting vs. Pressure Washing for the Lodge

Reserve Purchases

The Finance Director provided the Finance Committee with requests for two items:

1. Umbrellas for the fixed umbrellas we currently have: 2 Tommy Bahama Umbrellas totaling \$130.00 plus tax and shipping.
2. Six lounge chairs to replace the seven broken lounge chairs we currently have. The cost for this was \$617.64 including tax and shipping.

It was decided that once the Reserve Study comes back from Browning Reserve Company, if the suggested amount is lower than what is currently being proposed in the budget that money will go directly to the Greenbelt as a board allocation.

Meeting adjourned at 8:40pm.