

# MINUTES

DATE APR 4, 2018

TIME 7:00PM

LOCATION DMR

<b>MEETING CALLED BY</b>	Deb Stearn
<b>TYPE OF MEETING</b>	Financial Management Committee
<b>NOTE TAKER</b>	Deb Stearn
<b>MEMBERS PRESENT</b>	Kari Wallace, , Lydia Ramos, Lorene Sarne (Lorene joined the meeting during the February Financial discussion) and Deb Stearn.
	Also present the GM Frances-Marie Puente
<b>MEMBERS ABSENT</b>	Shashi Koduru

## Agenda topic: Agenda Approval/Changes

MOTION MADE BY LYDIA

MOTION 2<sup>ND</sup> BY KARI

<b>MOTION</b>	Approve the Agenda	
	Result of vote on motion: the motion was unanimously approved	
<b>DISCUSSION</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
n/a		

## Agenda topic: Approve minutes from the 3/7/2018 meeting

MOTION MADE BY KARI

MOTION 2<sup>ND</sup> BY LYDIA

<b>MOTION</b>	Approve the minutes of the March 7, 2018 meeting	
	Result of vote on motion: the motion was unanimously approved.	
<b>DISCUSSION</b>	none	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Circulate Approved March Minutes and Draft April 7 Minutes	Deb	For inclusion in Board package for next mtg

# Agenda topic: February 2018 Financials

MOTION MADE BY N/A

MOTION 2<sup>ND</sup> BY N/A

<b>MOTION</b>		
Result of vote on motion: N/A		
<b>DISCUSSION</b>	Monthly metics:	
<ul style="list-style-type: none"> <li>Delinquency rate: 2.7, within industry standards of less than 3%.</li> <li>Operating Excess/Deficit is a deficit of (\$178,193.80 )</li> <li>The available Replacement Reserves are \$1,519,523</li> </ul>		
The Operating Deficits were reviewed in detail:		
<ul style="list-style-type: none"> <li>Reserve transfers for Capital Improvements need to be made for laundry equipment, cooling tower pedestals and the last payment for last season’s portion of the façade &amp; balcony project. This was also an issue for the January Financials. Frances will review the process for initiating transfers to ensure they’re timely.</li> <li>6245-000 Legal \$34,337 represents the fine incurred for a MD class action lawsuit on towing cars in community associations. Many communities were affected, regardless of whether or not the property improperly towed. Although covered by Travelers insurance, Travels had to cover many properties and is only reimbursing a portion of the loss. Travels will reimburse Americana approximately \$12,000 so the net loss will be around \$22,000. The reimbursement will be on 5844 in the March financials.</li> <li>2100-018 Accts Payable – Gas \$57,950.16 represents the penalty by Washington Gas for failing to switch over from gas to oil on the correct date. Although the office received an automated call notifying the property of the required switch over, the property made the change a day late. The call was received by Office Staff and communicated to Engineering via a post-it note without written documentation, a log in BuildingLink, follow-up or confirmation that the change was done on the correct date. The GM became aware of the situation when the bill was received. Our attorney is investigating if the Association has any recourse with Washington Gas to recoup some or all of the penalty. In the meantime, we’ve negotiated a \$4,000 monthly payment plan to reduce the impact to cash flow.</li> <li>The FMC will send a memo to the BoD regarding the gas penalty with suggestions for communications and process improvements. The memo will also suggest reaching out to other communities and contacting our elected elected officials regarding the MD towing law.</li> </ul>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Follow-up regarding bank transfer process to insure transfers are done in a timely manner	Frances	Next meeting
Develop and implement procedures to address utility penalty	Frances	As soon as possible

Send memo to the BoD regarding the need for 1) improved procedures.communication and follow-up to avoid future utility penalties and 2) for suggestions regarding the MD towing law	FMC	As soon as possible

### Agenda topic: Utility Data Year over Year Trend Analysis

MOTION MADE BY N/A

MOTION 2<sup>ND</sup> BY N/A

<b>MOTION</b>	none	
	Result of vote on motion: n/a	
<b>DISCUSSION</b>	Lydia shared prototype bar graph analysis for 2015 – 2017 water usage and cost. She has a meeting scheduled with Reena to review the electrical data. The trend analysis will be ongoing and the graphs annotated to highlight significant events such as January’s water main break.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Meet with Reena to clarify electric data	Lydia	Next meeting
Review utility data on a year over year trend, annotated	Lydia	Ongoing

### Agenda topic: Potential New Loan

MOTION MADE BY N/A

MOTION 2<sup>ND</sup> N/A

<b>MOTION</b>		
	Result of vote on motion: N/A	
<b>DISCUSSION</b>	As previously discussed, the BoD requested 3 PM and 3 Equity/Broker proposals to choose from. Frances met recently with the 3 <sup>rd</sup> PM and with First Service Residential (the firm which recently purchased Zalco). As soon as all of the proposals are received, it is anticipated they will be a joint meeting of the BoD and FMC to review the proposals.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Publish proposals for review	GM	When available

## Agenda topic: 2019 Budget Schedule

MOTION MADE BY N/A

MOTION 2<sup>ND</sup> BY N/A

<b>MOTION</b>	none	
Result of vote on motion:		
<b>DISCUSSION</b>	The Committee owes the BoD a budget recommendation prior to the October BoD meeting in order to allow for the 30 day review period prior to budget adoption and the creation of the 2019 assessment coupons.	
Therefore, the following budget schedule was developed:		
<ul style="list-style-type: none"> <li>• Wednesday June 6: review the first draft of the 2019 budget</li> <li>• Wednesday July 11: review revisions/updates</li> <li>• Wednesday July 25: review revisions/updates</li> <li>• Wednesday August 8: review revisions/updates</li> <li>• Wednesday August 22: if needed</li> <li>• Wednesday September 5: wrap up the final draft 2019 budget and Committee recommendation</li> <li>• Any loose ends must be resolved between September 5 and September 11 as Frances is on vacation starting September 12</li> </ul>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Inform BoD of Budget schedule	Deb	As soon as possible

Next Meeting: Wednesday June 6 at 7:00 pm

General Notes: Open Forum

- No attendees