

Financial Committee Meeting: with Expert HOA Summary
June 20th 2017
DRAFT

Present: Committee Members: Board Members: Susan Knowles, Nadia Kronfli, and Jeff Brammer by teleconference.

Expert HOA: Carmine and Anita Carriero

Board members present to observed only: Eilene Johnson and Pat Levitsis

Absent: Board Members: John Kelly, Pat Sainz

After a long discussion primarily lead by Nadia with input from both Jeff and Susan the following directives were requested of Expert HOA.

Financial

1. Financial reporting for the association will be reported and maintained on an accrual basis.
2. The P & L and BS match & the accounts are consistent.
3. A cash flow is available from QuickBooks at the click of a button will be added to the current reporting.
4. Add onto the balance sheet a liability account Prepaid Dues to separate the dues paid in advance from accounts receivable as they are currently lumped together. A list of both prepaid homeowners and late homeowners will be included in the accounts.
5. The breakdown on the BS of the money market account will be removed and if we require a breakdown of reserves they will be listed on a memo sheet.
6. Pool expenses will be simplified into two accounts on the P&L.
7. Close one bank account at Chase (already done) and keep a checking account and our pot of gold account.
8. All dues will be deposited in the checking account.
9. Make two transfers a year of \$750 each into the Pot of Gold to build up our reserves. The board will make a decision at the February 2017 board meeting regarding the amount of funds to transfer into the reserved account based on available funds.
10. All vendors will include the name of our specific HOA on this request for payment. While Expert HOA will make these corrections by hand the Board requests that these be made by the vendor.
11. Expert HOA will invoice their management fees separate from their copying costs.

2016 YTD

1. Will be **redone** on accrual basis so that the full year is consistent.
2. This needs to be completed no later than July 7th.
3. Report the amount of prepaid HOA.

Invoicing for HOA Dues:

1. Expert HOA (Carmine) advised us that new legislation requires that we advise the homeowners of their annual dues and we discussed that the invoice will reflect the cutoff date for payment before a late charge is imposed. Request for a copy of homeowner property insurance is to be sent with payment. We will continue to allow grace to the end of January & July.

Accountability:

1. We all agree that Expert HOA is responsible not just for hiring cleaners, workers, contractors, electricians etc. Expert HOA is also responsible for insuring that the work they have been hired to do has been done properly. He reported that he has not been doing this.
2. Expert HOA agreed to report the last time the HOA insurance was sent out for a quote.
3. Expert HOA will get quotes to see if we can get a better premium than our current policy.