

MEETING MINUTES
MEETING OF SVCA FINANCE COMMITTEE
WEDNESDAY, August 15TH 2018, 6:30 PM
MULTI-PURPOSE ROOM

I. CALL TO ORDER

- a. The meeting was called to order at 6:32 p.m.

II. ROLL CALL

Finance Committee: Carol Houlton, Chair; Eric Trower, Board Member; Rick Gray, Tony Louzao, Paula Birchler, Collin Morrow, and Penny Carter. Collin Morrow had an excused absence.

Sudden Valley Staff: Mitch Waterman, *General Manager*; Jennifer Spidle, *Accounting Manager*; Ashley Neuman, *Admin Specialist*.

Community Members: 2

III. ADOPTION OF AGENDA

- a. The agenda was adopted as submitted by acclamation.

IV. APPROVAL OF MINUTES

- a. 7.11.18 Minutes
- b. 7.18.18 Minutes
- c. The minutes were adopted as submitted by acclamation.

V. CAPITAL REQUESTS

- a. CRRRF Request –Golf Course Bunker Renovation
 - i. The Finance Committee agreed that renovating the two suggested bunkers while the retaining wall went under construction would be the best timing and prevent the Association from having to shut the 18th hole down twice.
 - ii. Paula Birchler inquired if this would be a cost savings doing the renovation now rather than later.
 - 1. Jennifer stated that Jacob noted it would be a significant savings as the project would not be contracted out, it would be done in house.

- a. Generally, these projects are contracted, however, our staff has the ability to do the work now.

MOTION: Rick Gray moved that the Finance committee approve and recommend the Board of Directors approve a CRRRF allocation not to exceed \$13,530 to renovate two (2) Bunkers on the Golf Course in coordination with the Clubhouse Retaining Wall replacement. Tony Louzao seconded the motion and it passed unanimously.

VI. CONTINUING BUSINESS

- a. No continuing business.

VII. NEW BUSINESS

- a. 2019 Draft Budget Discussion – Handout
 - i. Director Houlton stated no decisions nor voting would be made/conducted. An additional meeting would be scheduled next week to have a more in-depth discussion after further review.
 - ii. Jennifer stated the budget is based on baseline funding to meet the requirements of the Reserve Study. (See Attachment)
 1. She felt the baseline budget was more affordable and looking at a shorter time-period would be more beneficial.
 - iii. Jennifer asked that the committee allow her to present the budget as it had been asked for and allow them to digest the information until the next meeting.
 - iv. Jennifer stated the way the dues are split between undeveloped lots versus developed lots needs to be reviewed by the attorney, so it could be subject to change.
 - v. Penny Carter recommended, in regard to the cover page provided, when noting on public documentation that things are out of compliance we provide an explanation as to why.
 - vi. Jennifer noted that pages 4-9 of the handout presented the CRRRF plan in a 10-year format as requested by the Finance Committee.
 1. The current CRRRF budget for 2019 would be funded by an increased CRRRF Assessment of \$45.81/month.
 2. Tony Louzao and Rick Gray commented and agreed it was critical the membership understand that because of the new law we are required to

provide this document (2019 CRRRF Budget) and that we are also taking a holistic approach going forward as to how to best resource our funds for the future.

- vii. The Roads plan does include a potential Roads loan as well as an increased Roads assessment to \$47/month.
- viii. Tony Louzao stated that under the Operations budget the significant increase under Maintenance Salaries needed to be effectively communicated.
 - 1. The increase was due to the inclusion of Firewise at \$50,000 and the inclusion of 1 additional maintenance staff member at \$45,000 which included taxes.

Personal privilege was requested at 7:59 p.m.

The meeting returned to order at 8:03 p.m.

- ix. Director Houlton proposed to hold a meeting next Wednesday 8/22/18.
- x. Tony Louzao stated four collections percentages for assessments were presented and requested staff input on which they felt would be the best option.
 - 1. GM stated he would like to confer with Jennifer over the next week and give input at the next Finance Meeting.
- xi. Jennifer would email the provided and corrected handout to all the Finance Members.
 - 1. It was requested that a DRAFT watermark be placed on the budget handout and be placed on the website in tandem with the video.
 - 2. Paula Birchler would assist Carol Houlton in creating a message to explain the contents of the drafted budget that would be better suited for public consumption.
- xii. Penny Carter suggested the Sudden Valley Business Mission statement be included within the next Agenda packet, so the Finance Committee and Board can represent the Community and Business goal moving forward.

VIII. FINANCIAL STATEMENTS

- a. No financial statements provided at this meeting.

IX. MEMBER QUESTIONS AND COMMENTS

- a. There were no member comments.

X. CLOSE

- a. The meeting adjourned at 8:42 p.m.

Action Item List

Task	Assignee	Date Assigned	Due Date	Completion Date	Comments
Correct OPS SA row on first page of draft budget.	Jennifer	8/15/18	N/A	N/A	
Correct the 2019 Common Costs Budget % Change	Jennifer	8/15/18	N/A	N/A	
Correct the 2019 All Department Summary column under Dues and Assessments Income	Jennifer	8/15/18	N/A	N/A	
Email the corrected draft 2019 budget to all Finance Members	Jennifer	8/15/18	N/A	N/A	
Place SVCA Business statement in the next agenda packet and post to the website	Ashley	8/15/18	N/A	N/A	