



## **SPECIAL FINANCE COMMITTEE MINUTES**

### **July 6, 2015**

The special meeting of the Finance Committee held on Monday, July 6, 2015 at 1:00 was called to order by Chair Stone at 1:00 p.m., in the Administration Conference Room. The Pledge of Allegiance was led by Mrs. Carole Damoci, GRF Representative for Mutual Twelve.

#### **ROLL CALL**

Present:	Mrs. C. Damoci	Ms. L. Stone, Chair
	Mrs. M. Dodero	Ms. P. Snowden
	Mr. P. Friedman	Mr. R. Stone
	Mr. P. Hood	Ms. R. Winkler, Ex-Officio

Also Present: Mr. R. Ankeny, Executive Director  
Ms. B. Shuler, Finance Supervisor  
Ms. L. Lubin, Recording Secretary  
Mrs. J. Reed, GRF Representative, Mutual Four  
Mr. Scott Clements, CEO/Managing Partner - Reserve Studies, Inc.  
Eight Foundation Members

#### **CHAIR'S ANNOUNCEMENTS**

The Chair welcomed the Committee members, guests and staff to today's meeting.

#### **Shareholder Comments (Agenda Items Only):**

Three Shareholders spoke to various items on the agenda.

#### **UNFINISHED BUSINESS**

##### Organization of the Reserve Study

The Finance Supervisor presented an example of the budget data in an Excel spreadsheet similar to those compiled for the Mutuals. She explained that data broken down into specific cost centers would make the spreadsheet a workable document.

Mr. Clements of Reserve Studies, Inc. (RSI) stated that the data can be broken down into areas, such as buildings, and the raw data presented in columns is available to manipulate as needed. He stated that any further parsing of the data, pivot tables to provide summaries within cost centers, or calculations would need to be done on the client end.

The Executive Director reported that for the program management part of the budget he has directed the Facilities Director to approach Committees and the Mutuals regarding planned projects such as re-roofing, re-piping, or painting in order to plan for staffing needs in 2016.

In response to Committee members, Chair Stone requested hard copies of the full reserve study be distributed to all committee members. The Executive Director reported that the study is available online and has been placed on the Board Portal.

In response to Committee members, Mr. Clements clarified that a revised reserve study can be ordered for the following year that would consist of an update of data without a site visit or photos, and no assessment, in the electronic format that is requested.

A committee member stated that the Committee should carefully compare assessment income with the funding needed in the final budget numbers that are decided upon.

Committee members discussed the need for proper information to make informed decisions, 2016 scheduled replacements, staying compliant with the Davis-Stirling Act, Policy 5520 - Reserves, accelerated funding for unplanned expenses, funding scenarios, and Capital versus Reserve expenses.

Following discussion, the Finance Supervisor confirmed that the information received from RSI is sufficient to break down into cost centers and for data manipulation to use for the reports generated during the budgeting purposes.

Chair Stone stated she is glad that this matter has been clarified, the Finance Department has the information that they need, and that this was not known at the time the agenda was compiled.

The Executive Director reported that one large project remains due for completion by the end of the year for the St. Andrews Drive/St. Andrews Gate re-paving and re-striping.

Chair Stone reported that the Finance Committee will meet twice monthly until the budget process has been completed and that the goal is to finalize budgets at the September 22<sup>nd</sup> GRF Board meeting.

### **President's Comments**

President Winkler stated that the learning curve for the reserve study and budgeting process is steep and obvious to all. She reported that there was no reserve study conducted for the last budget cycle and that this reserve study has provided a new way of looking at the Finance function. She stated that the study will provide support for all financial decisions the Committee and Board makes.

### **Shareholder Member Comments**

Three spoke on various matters concerning the activities and operations of the Community.

**Committee Member Comments**

Committee members commented on the reserve study and complimented RSI for the thorough reserve study.

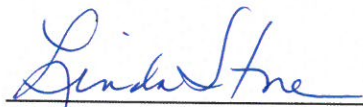
**Chair's Comments**

Chair Stone thanked Mr. Clements for his attendance and answering questions, shareholders who attended for their interest and participation, Committee members for their diligence, and the recording secretary for filling in for another staff member.

Next meeting: Tuesday, July 21, 2015 at 9:30 a.m. in the Administration Conference Room.

**ADJOURNMENT**

Chair Stone adjourned the meeting at 2:10 p.m.



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Linda Stone, Chair  
FINANCE COMMITTEE

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