

**CONTINENTAL RANCH COMMUNITY ASSOCIATION
FINANCE COMMITTEE
MINUTES April 13, 2011**

The Finance Committee Meeting was called to order by Carol Altmann, Chairperson, at 6:30 P.M. Wednesday, April 13, 2011 at the Windmill Park Office. In attendance, Carol Altmann, Dale Henson, Sandy Padilla, and Lucas Baer. Richard Roberts and Harlan Quinn were absent. Dale De Men, Manager and Aime Salinas, Accounting represented the Management Company. Larry Lemieux, BOD Treasurer. John Lambert, BOD President and Finance Committee Liaison was absent. A quorum was reached. There were no guests.

Action: approval of April 13, 2011 Agenda. Motion by Sandy Padilla, seconded by Lucas Baer, AIF

Minutes from the meeting of March 9, 2011 were reviewed, correction for the dates of the Budget Study Session were corrected to Wednesday, May 25, 2011 and Wednesday, June 22, 2011.

Action: approval of minutes from the March 9, 2011 with correction. Motion by Lucas Baer, seconded by Sandy Padilla. AIF

Review of March 31, 2011 Financial Reports. Balance Sheet: Transfer of \$150,000.00 from Canyon operating fund to Mutual of Omaha operating fund was noted. Discussion followed regarding the new reserve fund account #10020 (Canyon Bank) was set up to receive monthly transfer funds from the operating fund to the reserve funds. Current month's reimbursements of Capital improvement items were deducted from this account.

Action: Carol Altmann made a motion to not use this account to reimburse the operating fund for paid Capital expenses, seconded by Sandy Padilla. AIF.

Action: Carol Altmann made a motion to transfer funds from Alliance Money Market Account #10010 to Account #10020 to bring balance to \$37,500.00.(5 months times \$7,500.00), seconded by Lucas Baer.

Action: approval of rolling over Washington Federal CD # 10017 maturing on 4/28/11 for one year. Motion by Dale Henson, seconded by Sandy Padilla AIF. The amount is \$110,377.59.

Vantage West #10006 has informed us that the \$100 balance will be subjected to an \$8 monthly carrying charge.

Action: Carol Altmann made a motion that unless the fee is canceled for the Vantage West # 10006 account, we close the account and transfer the \$100 into Compass Bank Reserve Checking acct #10225, seconded by Sandy Padilla, AIF.

The Balance Sheet Report for March 31, 2011.

Operating Cash	\$ 228,192.82
Total Cash Reserve	1,043,046.33
Restricted Sunflower Mitigation Fund	13,647.32
Accounts Receivable	117,115.60
Other Assets	187,255.96
Prepaid Insurance	13,591.00
Prepaid Income Tax	<u>6,614.00</u>
March 31, 2011 Total Assets	\$ 1,609,463.03

Bank Reconciliation's were reviewed. A/p Expense Register was reviewed. Budget Comparison W/Code was reviewed, Dale Henson questioned the Legal Consulting Fees , Year to date is \$ 40,550.00 versus budgeted figure of \$10,415.00. Answer, timing makes it difficult to estimate. Just listed accounts with legal for collection. In addition legal fees still being paid in regards to prior Collection Company Suit.

Carol Altmann presented a worksheet to Compare Expenses, Current Month and Expenses, Year to Date, net of Capital Reserve item expenses for same periods. Compared to 1/12th of actual total budget net of reserve items (current month) and 5/12ths of total operating budget net of reserve items (5 months year to date) these figures were then subtracted from the Revenue for March 2011. (Current Month.) and five months (November 1, 2010 to March 31, 2011) year to date For the five month period ending March 31,2011 variances were good for both Revenue and Expenses Staff's monthly report of Expenses minus other expenses was reviewed for third month. It was decided to continue a review of both reports for several more months. The information will be used not only for management and monitoring of financial status but to determine some modifications of the current Budget Comparison Report W/Code. Dale Henson, Vice Chairperson, also presented a Report further clarifying the Budget Comparison Report w/Code. The Committee is very fortunate in the amount of clarifying information being presented by both staff and members. A simplified new report will be the result and a very comprehensive management tool is to be the result of these efforts on the part of both staff and members.

Delinquency Rates of Active Accounts, \$100.00 and over is another new report prepared by staff and very helpful to the Committee. The trend is 16% from November to 7% for March. Staff was congratulated on the management of collection of these accounts.

Expense / Category/Budget Comparison Report was reviewed. This is another new report which gives us information Comparing Actual expenses to the Total budget amounts for the year. For the five month period we should be at 42% of total budget.

All of these reports give us the ability to judge where we are year to date.

Several referrals to upcoming budget process and Larry Lemieux's recap from the Reserve Study of assets with zero year life expectancy will be very helpful as a starting place for this committee and the other involved committees to use as we start this annual process of The Budget.

Staff and The BOD were complimented on their excellent management of expenses through the first five months of our current fiscal period.

Next Meeting: Wednesday, May 11, 2011 6:30 PM

Budget Study Session: Wednesday, May 25, 2011 6:30 PM

Adjourned at 7:40 P.M. motion by Sandy Padilla, seconded by Lucas Baer. AIF

Submitted, Carol Altmann
Chairman