

**Continental Ranch Community Association**  
**Finance Committee Meeting Minutes**  
**At the Windmill Park**  
**June 12, 2012 at 6:30 pm**

**I. Call to Order** - By Carol Altman at 6:30 pm. A quorum was present for the meeting held at the Windmill Park.

<b>II. Roll Call</b>	<b>Chairman</b>	Carol Altmann
	<b>Vice-Chairman</b>	Dale Henson
		Sandy Padilla
	<b>Secretary</b>	Lucas Baer
		Joyce Grosso
		Dorothy Bruce
	<b>Liaison</b>	Roxanne Ziegler
	<b>Management</b>	Aime Salinas
	<b>Excused Absence</b>	Richard Roberts

**III. Guests:** None

**IV. Approval of the June 12, 2012 Agenda as amended:** (Motion- Bruce/Grosso – AIF)

**Added agenda item VII d. (Old Business) – Meeting Days**

**V. Approval of Minutes:** May 8, 2012 Finance Committee Meeting Minutes (Motion - Padilla / Bruce – AIF)

**VI. Review of Financials:**

a. Balance Sheet Report for May 31, 2012:

Operating Cash	643,424.48
Total Cash Reserve	940,156.95
Restricted Sunflower Mitigation Fund	13,677.61
Accounts Receivable	157,680.12
Other Assets	181,239.96
Pre-Paid Income Tax	6,569.00

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May 31, 2012 Total Assets	\$1,942,748.12
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b. **Approval of May 2012 Financials** (Motion - Henson / Grosso – AIF)

**VII. Old Business:**

a. The Management/Accounting Procedure Manual outline was discussed. Joyce Grosso handed out a rough draft to every Committee Member to take home, review and add or remove any ideas they may have.

- b. Aime Salinas handed out the Collection Process Flow Chart to committee members. Committee Members would like to discuss it in the next Finance Meeting.
- c. Discussion on cleanliness of rental rooms after use. **Motion** (Bruce / Padilla - AIF) Recommend to the board to ask the management company to verify cleanliness of rooms after rental before the deposit is returned.
- d. Discussion of janitorial contract. Latest contract on file may be outdated. **Motion** (Baer / Padilla – AIF) Recommend to the board to review the janitorial contract.
- e. Discussion of meeting date and time. **Motion** (Padilla / Bruce – AIF) Move regular meeting time to the 2<sup>nd</sup> Wednesday of every month. Next meeting will be Wednesday July 11<sup>th</sup>.

**VIII. New Business:**

- a. 2012/2013 Harlan Quinn submitted his resignation from the finance committee. The committee regretfully accepts his resignation and thanks him for his service. Thanks Harlan!

**IX. Next meeting Scheduled – July 11, 2012- 6:30pm at Windmill Park Office**

**X. Adjournment: 8:21 pm by Motion (Padilla / Baer - AIF)**