

# NISQUALLY PINES COMMUNITY CLUB

## Minutes of the Finance Committee Meeting of April 16, 2019

THESE MINUTES HAVE BEEN WRITTEN FROM MEMORY BY THE CHAIRMAN BETWEEN APRIL 18, 2019 AND APRIL 22, 2019. THE MEETING, UNFORTUNATELY, WAS NOT RECORDED DUE TO A LOW BATTERY IN THE RECORDING DEVICE. THIS WAS DISCOVERED BY THE OFFICE MANAGER UPON CONVERTING THE TAPE TO A CD FOR USE IN PREPARING THE MINUTES. PERHAPS A NEW BATTERY SHOULD BE PLACED IN THE RECORDER FOR EACH MEETING TO ENSURE THIS DOES NOT HAPPEN IN THE FUTURE.

- **Meeting was opened by the chairman, Connie Ihringer, at 6:30 pm.** An announcement was made by the chairman that Luke Clark had resigned from the Finance Committee effective 4/16/2019. A copy of his brief statement of resignation was provided to each committee member, and also read aloud for the benefit of all in attendance. Rick Mason was welcomed as a new committee member and spoke briefly about his prior budget experience.
- **Roll call of members:** Connie Ihringer, Mary Serna, Rick Mason  
Also in attendance was Kara Rickman (Board Director & committee contact)
- **Agenda for the April 19th meeting was approved** and a packet of documents was provided to Rick Mason to follow and join in as a new member.
- **Approval of minutes for the March 16th meeting** was moved to the committee meeting in May. Mr. Clark had not prepared the minutes (a task he accepted at the close of that meeting) and a CD of the recording was provided to the chairman, along with his resignation statement, earlier on this meeting day by the office manager. Mary Serna agreed to prepare these minutes from the CD.
- **Public Comment** - There were no members who chose to speak during the public comment period.
- **Discussion of letter to transmit financial statements:** Committee members were provided a copy of a letter prepared by the chairman for the NPCC Board president's signature. The drafted letter is intended to accompany selected pages from the current audit report. The attachments would provide a partial rendering of the financial statements for fiscal year ending September 30, 2018. After a discussion of how best to reach all members the Finance Committee concluded and recommended that the letter, along with selected pages from the current audit report, should be mailed out to all property owners.

- **Audit Report for Fiscal Year 2017-2018:** Committee members and the Board contact were provided with a copy of page 5 from the audit report, along with page 1 of the last three years of NPCC federal tax returns. A discussion followed regarding the return of tax payments in the amount of \$164,832 shown on the audit page as an (Increase) in Income Tax Receivable. This increase is the direct result of amended tax returns for years ending 2016 (refund of \$33,795) & 2017 (refund of \$65,437); also included in the \$164,832 figure is a refund of advance tax payments made to the IRS during fiscal year 2017-2018 which total \$65,600. The chairman stated that these anticipated refunds are the result of much research and two meetings she had with the CPA (David Stock) last summer.

The chairman further stated that she addressed the Board of Directors (BOD) at the open meeting on April 10th during public comment period, to inquire where those funds would be placed upon receipt. The president, Dayna Brown, responded saying that the Finance Committee should make a recommendation to the BOD.

After further discussion, the committee as a whole agreed that the returned funds should be placed in the Long Range Plan account at Timberland Bank for future capital improvements. The chairman would like to see these funds used in the near future for an asphalt pedestrian/bicycle pathway in the greenbelt areas along Port Orford Blvd. This idea would require a vote by the membership as pointed out by Kara Rickman, Finance Committee contact for the BOD. The chairman informed the committee that she walked the greenbelt area with an asphalt company in the past to obtain an estimate for such a project. Any future vote to complete such a project would of course require three bids for review.

- **Discussion of the quarterly “General Checking Detail” ending 12/31/18:** Rick Mason, our new committee member, did not have this report which was handed out at the Mar 26th meeting. A copy was provided by the chairman from her binder for him to follow in the discussion. An area of concern on this report has been noted by both Connie Ihringer and Kara Rickman after a review of the report last month. There was an error noted in regards to the transfer of funds from the general account at Timberland Bank to the USDA water loan repayment account at Key Bank. It appears that the bookkeeper used an old monthly assessment figure of \$1.49/owner from 2016-17, rather than the current monthly figure of \$3.48. This has resulted in a transfer discrepancy of nearly \$10,000 under the amount of budgeted revenue over the past 6 months. The bookkeeper has made an adjustment in the amount of \$9,862.44 as of accounting period ending March 31, 2019 to transfer these missing funds from the general account to the USDA payment account at Key Bank.

Mary Serna expressed a concern regarding use of money from the Long Range Plan during December 2018 that shows costs associated with well #4. Mary was able to provide everyone with a copy of our "Individual System View" from the Washington State Department of Health website. This information page clearly indicates that well #4 has been decommissioned and inactive since 3/08/2018. Mary would like to know why charges are being paid relevant to an inactive well. The chairman asked Kara Rickman to request a copy of the billing for the charges in question from the bookkeeper. The committee will review this issue after examining the invoice at the next finance meeting on May 21st.

- **General Checking Detail & Treasurer Rpt for month ending March 31, 2019:**  
The committee briefly reviewed a report that was provided by the office manager to the chairman, however the scale of print was too small to be easily read at the meeting by most people on the committee and other members in attendance. Kara Rickman did comment that the bottom line total of deposits (\$99,062.85) on the checking detail did not appear to balance with the deposits shown on the Treasurer's Report (\$98,988.28). I explained to her that the checking detail included \$74.57 in monthly bank interest, and the Treasurer's Report has this broken out as a separate entry. When added together (\$98,988.25 + \$74.57), the two reports do balance.

AS A SIDE NOTE TO THIS SECTION OF THE MINUTES, THE CHAIRMAN WILL REQUEST THAT THE MONTHLY CHECKING DETAIL REPORT BE PRINTED IN LANDSCAPE FORMAT AND LARGER PRINT TO ALLOW FOR EASIER REVIEW OF THE APRIL TRANSACTIONS AT NEXT MONTH'S MEETING.

- The meeting was adjourned by the chairman at 8:00 pm.

<u>Connie Ihringer</u>	<u>4/23/2019</u>
Connie Ihringer, Chairman	Date Signed