

\*\*\*\*\***MEETING MINUTES**\*\*\*\*\*

**HPPOA Finance Committee Meeting NOTES 4/10/2024**

**APPROVED**

1. Roll Call

- Jeanette Baysa
- Bruce Derrick ABSENT
- Alissa Hanshew - D3, Treasurer  
ABSENT
- Kari Hoffman - D5, President
- Kristen Peters - secretary
- Julie Rice
- Patricia Ruppert ABSENT
- Debbie Skaggs - vice chair
- Mayelin Stillwell ABSENT
- Larry Torres (nonvoting)
- Ted Wackerly - HPPOA accountant  
(non-voting guest) NO LONGER  
WITH HPPOA

2. Approve Agenda

3. Review and approval of previous meeting minutes - DEFERRED TO NEXT MEETING

- 3/25/24

4. FY 2024-2025 Budget Planning

- Started at line: 5545
- These line items need to be increased: 5545, 5555, 5370, 6300, 6200, 6130 (porta potty, needs a budget) - DIDN'T SPECIFICALLY ADDRESS THESE SO NEEDS REVIEWED

5. May and June meeting schedule - DEFERRED TO NEXT MEETING

**Currently scheduled meetings:** Activity Center Library; 12:30 - 2:00 pm  
4/29 - KRISTEN WILL NOT BE HERE, NEED SOMEONE TO TAKE NOTES

**Future work:**

- 2024-2025 budget done by June 1
- Apr 29th meeting - Patricia's questions from 3/25 email

**Remaining questions/issues:**

- 4620 - shouldn't this have NW rental? Yes?
- Line 5020 - contract work, what really is/was this?
- Accounts 2012 and 2013 - holding accounts - shouldn't these be assets? And 2012 is likely a keying error?
- 5354 - hydraulic oil and grease - Larry and Bonnie worked to fix along with 5420, miskeyed
- For April BOD and FC meetings - revalidate entire year P&L
- Consider FC recommendation to BOD: larger events in the Activity Center should have larger deposits - rational is that they may leave larger messes to be cleaned up

## Article X - Committees

2. Finance Committee. There shall be a Finance Committee consisting of the current treasurer, a current director appointed by the board, and at least two Association members in good standing, who preferably have finance or accounting experience, and who shall be elected by the membership at the June membership meeting. The general manager shall serve as an *ex officio* member. The Finance Committee shall:

- a. Meet at least three times a year, and as needed.
- b. Monitor investments, revenues and expenses periodically against budget expectations and make recommendations of needed adjustment to the Board of Directors.
- c. Prepare annual roads and non-roads budgets for submission to the Board of Directors and recommend a percentage for compensation for use of Non-roads maintenance assets, as per Article XI. The budget shall include operating expenses for the succeeding fiscal year, expenses for a special membership meeting, and reflect a separate accounting for road maintenance funds and expenses.
- d. Prepare a Capital Improvement Plan with a minimum three-year horizon to support Article IV, Objects and Purposes, and a long range financial plan document for projects approved or requested by the Board of Directors.
- e. Monitor compliance with long term bond debt obligations.
- f. Review and recommend accounting and collection practices as needed and monitor that checks and balances are maintained.
- g. Evaluate performance of long-term contractors, six months or more, no less than at mid-contract and before renewing any contract and make a recommendation or report to the full board for its review and approval.