

Rotonda West Association
Budget & Finance Committee Meeting Minutes
Monday, July 12, 2021

Attendees Present: Wayne Legris Sam Besase Treasurer and BOD Liaison, Gwen Grace, RoseAnne Woodliff, Tom D'Abrosca, & Derrick Hedges

Zoom & Owners Present: Patricia Aho, Jerry Eldred, Diane Shaw, Claudine H., Tom Rocque, A DiMattia

1. **Meeting was called to order** by Chairman Wayne Legris at 1:00pm.
2. **Roll Call** noted all committee members were present. Zoom connection was operational for any interested public attendees, attendees noted above.
3. **Approval of old minutes:** Motion to approve made by Sam Besase, second by Tom D'Abrosca. Minutes were approved as written.
4. **Owner Input** – No individuals requested to provide any questions or input
5. **REGULAR BUSINESS**
 - a. **Treasurer Report** – S. Besase presented the June 2021 monthly financial report. Noted Total Cash \$2.8million of which \$142.6K is residential construction deposits to be returned upon completion. YTD Expenses note positive balance of \$51,118.50.
 - b. **Income Analysis** – June 2021 Financials were reviewed by committee members. Sam Besase 95.5% of owners have paid annual assessment fees. YTD Estoppel & Transfer fee income has exceeded yearly budget projections by approximately \$52.1K. S. Besase and Manager to meet to detail reason for two clean site escrow accounts #1102 and #2490.
 - c. **Expense Analysis** Treasurer Besase noted YTD expenses are overall under budget at this time although some line items are over budgeted amounts. Committee members raised questions regarding certain line-item expenses. S. Besase to get with Manager to provide details Negative amounts in Total Community Center Expenses of \$14K.
 - d. **Reserve Analysis 2020** –Roughly 50% or \$70,000 of 2021 Reserve funding was transferred from Operations to Reserve accounts in May 2021. Treasurer Besase notes and additional \$100K shall take place in 3Q 2021.
 - e. **Delinquent Property Status Update** – Second notices have been sent out to 4.5% of property owners. If no payment received, those accounts will be suspended and become ineligible to vote at the annual meeting.
 - f. **CDARS Spreadsheet Analysis** - All CDR's maturing this month will be rolled over for 13 weeks at prevailing rates. All CDR's are allocated by our banking institute to other institutes keeping all funds FDIC insured
6. **OLD BUSINESS**
 - a. **Lien & Foreclosure Status** – Phase I and Phase II properties are with our attorney for processing once foreclosure moratorium lifted. Some are already in a bank foreclosure process per Manager. One of the properties is not worth pursuing, some have been left to long without action and require refiling liens. The committee felt it is important to keep a consistent process moving forward with perhaps subcommittee review every 2-3 months. *A motion recommending the subcommittee use the criteria of \$750.00 in arrears to begin lien and foreclosure processing by attorney was made by R.Woodliff, seconded by G.Grace. The motions passed unanimously.*

- b. **2022 Budget Preparations** 4th Draft Budget was presented. All expense items, except committee budgets, were reviewed in detail with Manager Hedges. A duplicate line items was noticed and will be corrected. The committee recommended the draft budget be updated by S. Besase along with Manager Hedges before additional review.
- c. **Recommendations to BOD regarding Charter & Policy for Audit Committee** – G. Grace will bring draft recommendations to next meeting.

7. **NEW BUSINESS**

- a. Funding Reserves - Reconciliation of accounts 1106 and 2490 noted \$70K in funds no longer eligible to be refunded for variety of reasons. Treasurer Besase recommended a transfer of \$130,000 from operations to reserve be presented to board for action. Motion was made by Sam Besase and seconded by Gwen Grace. Motion passed unanimously.
8. **RWA B&F Committee member** input – Committee had no further input at this time.
9. **Motion to adjourn** made by Gwen Grace and seconded by Tom D’Abrosca. Meeting adjourned at 2:30 pm. Next meeting will take place on August 9 at 9:30am

Submitted by: RoseAnne Woodliff
Budget & Finance Committee Secretary