

FOREST HEIGHTS HOMEOWNERS ASSOCIATION
Budget and Finance Committee

Meeting Minutes –June 15, 2009 – 6PM in the Conference Room

Attendees: Stephen Herr, Bud Caro, Mary Shuhert, Chair Don Bielen, Pam Cavagnaro, Sherrill Corbett and Deniz Mamakli.

Unable to Attend: Marcia Stillwell and Bill Amadon.

Preliminary

Don opened the meeting at 6 PM and welcomed Deniz Mamakli as a new member of the Committee.

Minutes

The minutes of the May 2009 meeting were approved for posting on the website.

Manager's Report

Steve presented his report which spoke to the recent FHHOA Board meeting. More than 30 homeowners attended and expressed their views on a number of issues – all related to how homeowner dues are being spent. There was concern about the community center project, maintaining the current Miller Pond & Park setting, donations to the school and maintaining the current dues level, to name a few. Again, the sentiment seemed to be for more communication and for more transparency in the actions taken by the Board. The Board will hold future town hall meetings at the school facilities.

Accounts Receivable

As of June 15th, the balance is as follows:

3 accounts under payment plans	\$ 1,258
35 accounts in collection	54,751
7 accounts in foreclosure	3,319
9 accounts going to foreclosure	4,224

The committee is considering writing some of these accounts off to Bad Debt Expense. A final decision will be made in the future.

Office Computer Software Replacement

Steve reviewed the deficiencies and inefficiencies of the current Spectra Accounting System. It is not designed to support homeowner associations and requires unacceptable manipulations to get the necessary reports and analyses, including producing information necessary to support fund accounting. It also does not integrate with the HOA's bank accounts, does not provide internal controls and does not provide functions which would allow dues payments by credit card. He and the staff are evaluating at a number of alternate systems. The Committee asked Steve to make a recommendation for a choice of software and prepare a cost/benefit analysis for presentation to the Committee and the Board.

2010 Budget

The Committee discussed the calendar and the process for preparing the 2010 Budget. Last year's calendar called for a preliminary budget by mid-September and a final one presented to the Board by mid-November. The goal is to have a budget posted on the website by the end of December. The budget for ongoing operating activities will be prepared by the manager & staff. Necessary committee input will come from Committee Chairs. Special Projects/Neighborhood Improvement Projects requests will be submitted directly to the Board for consideration. The Board will determine whether to approve such requests. Generally these projects are funded from prior years' surplus, not current year's dues. Specific procedures will be prepared for the July meeting.

Other Business

Steve informed the committee that the Board had approved the DHM Focus Group proposal. Tentative dates were scheduled for Focus Groups starting July 20th through 30th. Two meetings will be held each night with 8 members represented for a total of 96 residents. A special presentation will be made to the community summarizing the Focus Group results.

Next Meeting

The next Committee meeting is scheduled for July 13th at 6 PM in the conference room. The meeting closed at 8:15 PM.

Bud Caro

B&F Secretary

September 21, 2009 (amended)