

Minutes

Finance Committee

August 23, 2018

4 pm

Valhalla Party Room

In attendance were Judy Ohly, committee chair, Wayne Jasperson, Pamela Dowd, Carol Sabatke, Dan Bredesen, Maintenance Supervisor, and Stacy Hrtanek, General Manager.

Collection Policy Review- the committee reviewed the current collection policy as it does not address maintenance supply charges, garages, or underground parking. Garages and underground parking agreements state that a \$10 late fee will be added to the ledger if unpaid by the 10th of the month. However, this is not reflected in the current policy. Additionally, the office has difficulty collecting on maintenance supply charges and recommends adding a \$10 late fee. After discussion, the committee recommends changing policy 1.15 to read:

1.15 Association fees are due on or before the 1st of each month. When association fees have not been received by the 10th day of the month, a late fee will automatically be debited on the owner’s ledger. On the next business day, a letter (or email) will go out to the property owner notifying them of the non-payment and late fee charge.

Late Fees

- *Monthly or Special Assessment.....\$35*
- *All other charges by Management.....\$10*

If no payment is received 45 days after the payment is due, a collection letter will be sent with promise of a lien filing in 30 days if an arrangement for payment is not made. If no payment is received 75 days after the payment is due, Management will refer the account of the Association’s attorney for legal action. Once an account is turned over to the Association’s legal counsel, Management will refer any and all communication and correspondence from an owner directly to the attorney. In the event an owner defaults their payment obligations, the owner is responsible to pay all cost and expenses of collection, including but not limited to, reasonable attorneys’ fees and expense. A hearing before the Master Board of Directors is the only avenue to waive or forgive any part of this process including fees or penalties.

Common Reserve Requirements for 2018- The committee reviewed the Recreational Building and Common Equipment reserves worksheets. No changes were noted for the upcoming budget. The committee supports the common equipment and building reserve requirements for 2019’s budget. Please see attached worksheet.

Review Additional Fees and Services – The committee reviewed the Additional Fees & Services. This is a listing of our current rates for all the buildings. During this review, many differences in pricing between the buildings were noted. It was discussed that individual buildings that wish to

change their rates should bring their recommendation to the Finance committee for an overall review of rates, as this committee supports consistency throughout the complex.

With nothing further to discuss, the meeting was adjured at 4:35 pm.

Respectfully submitted by Stacy Hrtanek

2018 REPLACEMENT RESERVES
RECREATIONAL BUILDING

	ITEM	YEAR PURCHASED	COST	LIFETIME YEARS	REMAINING LIFE-YEARS	ANNUAL RESERVE	RESERVE REQUIRED
1	PITCHED ROOF & MANSARD ROOF	2009	18,000	30	21	600	5,400
2	FLAT ROOF (800 SQ FT)	2009	18,000	20	11	900	8,100
3	MECHANICAL ABOVE POOL/DEHUMID/HT/CL	2008	85,000	30	20	2,833	28,333
4	PARTY ROOM HEAT/COOL	2008	6,000	15	5	400	4,000
5	EXERCISE ROOM HEAT/COOL	2001	6,000	15	0	0	6,000
6	FRONT UTILITY HEAT/COOL	2017	6,000	15	15	400	0
7	MEN'S DRESSING ROOM/SAUNA	1998	10,000	15	0	0	10,000
8	WOMEN'S DRESSING ROOM/SAUNA	2004	10,000	15	1	667	9,333
9	EXERCISE EQUIPMENT & ROOM	2008	15,000	10	0	0	0
10	PARTY ROOM	2011	20,000	15	8	1,333	9,333
11	STUCCO SEAL & PAINT (ext.)	1987	14,000	30	0	0	14,000
12	COMMON AREA GLASS	2008	50,000	30	20	1,667	16,667
13	INDOOR POOL GLASS	2001	47,250	40	23	1,181	20,081
14	CEMENT	1998	67,000	25	5	2,680	53,600
15	MAINTENANCE GARAGE	1990	94,500	100	72	945	26,460
16	INTERIOR PAINT OF INDOOR POOL ROOM	2009	10,500	10	1	1,050	9,450
17	OUTDOOR POOL FENCE & GATES	2003	34,000	30	15	1,133	17,000
18	PARKING LOT RETAINING WALL	1990	15,000	28	0	0	0
19	OFFICE RETAINING WALL	1996	25,000	20	0	0	25,000
20	OUTDOOR POOL RETAINING WALL	2003	17,500	30	15	583	8,750
21	PARKING LOT SEAL COAT	2009	5,000	5	0	0	0
22	PARKING LOT OVERLAY	2006	38,000	12	0	0	0
23	INDOOR POOL-Refurb	1996	20,000	21	0	0	20,000
24	OUTDOOR POOL- Refurb	2009	70,000	10	1	7,000	63,000
25	POOL ACCESS READER SYSTEM	2013	8,500	7	2	1,214	6,071
26	SECURITY SURVEILLANCE CAMERAS	2015	5,000	5	2	1,000	3,000
TOTALS			715,250			25,587	363,579

REQUIRED ANNUAL RESERVE \$ 25,587.20 DIVIDED BY 382 UNITS= \$ 66.98
 RESERVE REQUIRED \$ 363,579.35 DIVIDED BY 382 UNITS= \$ 951.78

2018 REPLACEMENT RESERVES

COMMON EQUIPMENT

	ITEM	YEAR PURCHASED	COST	LIFETIME YEARS	REMAINING LIFE-YEARS	ANNUAL RESERVE	RESERVE REQUIRED
1	X729 J. DEERE TRACTOR & EQUIP.	2008	\$ 20,000	12	2	\$ 1,667	\$ 16,667
2	BOBCAT	1994	40,000	20	0	0	40,000
3	SANDER	2011	6,000	20	13	300	2,100
4	PLOW	2012	7,000	15	9	467	2,800
5	TORO MOWER MODEL GTS	1999	578	5	0	0	578
6	ARIENS SNOWBLOWER	2016	1,300	5	3	260	520
7	GRAVELY 8HP SNOWBLOW/BRUSH	2005	3,255	5	0	0	3,255
8	POULAN SNOWBLOWER	2013	450	5	0	0	0
9	FORD RANGER 2009 PICKUP TRUCK	2015	10,000	10	7	1,000	3,000
10	CHEVY COLORADO 2010 PICKUP TRUCK	2009	20,000	12	3	1,667	15,000
11	CHEVY 3500 PLOW TRUCK	2012	35,000	12	6	2,917	17,500
12	4 COMPUTERS	2014	7,000	5	1	1,400	5,600
13	OFFICE PHONE SYSTEM	2016	4,500	7	5	643	1,286
TOTALS			\$ 155,083			\$ 10,320	\$ 108,305

REQUIRED ANNUAL RESERVE	\$ 10,319.52	DIVIDED BY 382 UNITS=	\$ 27.01
RESERVE REQUIRED	\$ 108,305.38	DIVIDED BY 382 UNITS=	\$ 283.52