



Finance Committee Minutes
January 11, 2022 5:30 pm – 6:30 pm
Zoom Meeting ID: 816 0031 9963

Item

Time

Members: Sanjay Mahajan, Jason Bone, Alex Garrard, Melody Greene, John Knappenberger, David Ngai, Ali Spietz
IHCA Staff: Sarah Hoey, Blair Krieg, Kristyn McKinnon, Barbara Uribe

Call to order 5:30pm

November 2021 Draft FC Meeting Minutes

A motion was made by John, seconded by Alex, to approve the November 2021 minutes, all present vote aye, motion carried.

November 2021 Draft BOD Meeting Minutes

Provided for informational purposes only.

October 2021 Financial Statements

- Variance favorable by \$120K. Variance is due to Westridge Block 4LEO House/Affordable base assessments beginning early (\$18K), favorable medical/401k expenses, down by one employee and lower benefits participation (\$94K), and favorable miscellaneous (\$8K).
- Accounts Receivable is at \$159K.
- Collections are down one to 5, totaling \$107K, which is 67% of total A/R.
- All bank deposits are under the \$250,000 FDIC limit.

November 2021 Financial Statements

- Variance favorable by \$107K. Variance is due to Westridge Block 4/LEO House/Affordable base assessments beginning early (\$18K), favorable medical/401k expenses, down by one employee and lower costs (\$93K), unfavorable garbage (\$12K) and favorable miscellaneous (\$8K).
- Accounts Receivable decreased to \$155K.
- Collections remain at 5, totaling \$107K, which is 69% of total A/R.
- All bank deposits are under the \$250,000 FDIC limit.

A motion was made by John, seconded by Alex, to approve the October and November financial reports as presented, all present vote aye, motion approved.

Memo – Pedestrian Safety Flag Upgrade

A motion was made by John, seconded by Alex, to approve the order of adding reflective strip to the existing flags for a total cost of \$2,315 to be paid out of the contingency GL as this is not a budgeted item for 21/22, all present vote aye, motion approved.

Memo – Snow Crew Expenses

A motion was made by John, seconded by Alex, to approve overtime and hotel expenses for the landscape crew during snow removal in the amount of \$5,859 from the Contingency line item 9770-00, all present vote aye, motion approved.

Memo – Concord Commons 2426 NE Julep – Window Leak

Window leak was reported that was determined to be a result of structural defect resulting in significant dry rot.

A motion was made by John, seconded by Alex, to approve the reserve expense of \$7,777.07 for the siding repairs at Concord Commons from Reserve Expense Item #527 Building Exteriors - Repairs, all present vote aye, motion approved

Memo – CVG 2368 NE Park Dr – Deck Repairs

Damage was reported to the front patio deck boards.

A motion was made by John, seconded by Jason, to approve the reserve expense of \$2,648.32 for the deck repairs at Crofton at Village Green 29/30/40 from Reserve Study Item #545 Composite Decks - Replace, all present vote aye, motion carried.

2022-23 IHCA Master Budget - Draft

Based on the 5-year budget analyses at full build out, the 22/23 Master Budget has included an increase in annual assessments to \$960 per year, which calculates at \$12 per lot or \$1 per month.

- Unit count for full development allowance: 4,711 (including rentals)
- Current build out as of 12.31.21: 3,609 billable units
- Full build out of 3,618 allowance will be met by the end of June 2023 with the completion of all Westridge neighborhoods.

Overall

22/23 overall budgeted income: \$3,777,001 increase, \$960 annually, \$1 per month, per home.

22/23 overall master budget expenses: \$3,777,001

22/23 contingency fund: \$76,108 adjusted to achieve zero net

22/23 reserve contribution: \$400,000 per 100% funding goal

22/23 reserve fund percent funded estimated at 95.7% starting July 1, 2022 with a \$2,550,451 starting balance (forecasted).

A motion was made by John, seconded by Alex, to approve the draft 2022-23 IHCA Master Budget, all present vote aye, motion approved.

5-Year Long-Term Planning Analysis

As IHCA approaches full build-out, staff began a 5-year long-term planning analysis that is updated annually.

Assumptions made in preparing the 5-year plan include looking at the economy and CPI projected increase, development (parcels left to be developed), staffing needs, Custom ARC administration, income (increase in assessments), review of past year-end surpluses and use of those funds, decrease in IHCA office rent due to office move, average increases in expenses, “going greener” in the coming years to reduce our carbon footprint (use of electric vehicles for maintenance services and alternative irrigation approaches).

The FC reviewed the draft, no action required.

Adjourned at 6:25pm.