

**HEATHER GARDENS BUDGET & FINANCE COMMITTEE
MARCH 14, 2022, MEETING REPORT
BOARD ROOM AND ZOOM MEETING**

TO: Members of the Heather Gardens Budget & Finance Committee,
HGA Board of Directors, HGMD Board of Directors, and Chief Executive Officer.

FROM: Terry Hostetler, HGA Treasurer, and Bill Archambault, HGMD Treasurer

Committee: Terry Hostetler, Co-Chair, Bill Archambault, Co-Chair, Craig Baldwin,
Harry Laubach, Ray Nash, Randy Lane, Linda Serio, and Richard Ferguson.
Committee members Ferguson and Serio were absent.

Staff: Jon Rae, CEO; Jerry Counts, CFO.

Audience: Approximately 20 residents, including HGA Board Members and HGMD Board Members

Welcome and Chair Comments: The B&F Committee meeting was called to order at 10:00 AM. A quorum was established. Co-Chair Hostetler welcomed all members and residents present.

The February 14, 2022, B&F Committee meeting report was accepted as presented.

Monthly Operating Analysis Review: Jerry Counts, CFO, reviewed the November financial statements for HGA and HGMD. All questions were answered. The CFO mentioned that the 2021 audits should be ready for review at the April Budget and Finance Committee meeting,

Subcommittee and Other Reports:

Audit Subcommittee: Report was reviewed.

Insurance Subcommittee: The committee will hold a workshop on Friday, March 18th.

Capital Projects Subcommittee: No meeting.

Investment Update: There is a motion regarding investments in annuities.

Unfinished Business: None

New Business:

- 1) Motion by Baldwin, seconded by Nash and passed unanimously to recommend that the HGA Board of Directors approve a total investment of \$1,000,000 by HGA into four

fixed annuity contracts at \$250,000 each for a 3-year period as recommended by the Nice Group of Raymond James, HGA's investment advisor.

- 2) Motion by Laubach, seconded by Lane and passed unanimously to recommend that the HGA Board of Directors approve the Carpet Replacement Project at a project cost of \$96,255,
- 3) Motion by Lane, seconded by Baldwin and passes unanimously to recommend that the HGA Board of Directors approve the contract for the Elevator Jack Replacement Project for Building 243, 244, and 250 at a project cost of \$264,000. This is \$94,000 more than the 2022 budget.
- 4) Motion by Baldwin, seconded by Laubach and passed unanimously to recommend that the HGA Board of Directors approve the Concrete Repairs Work project at a cost of \$196,920.
- 5) Motion by Laubach, seconded by Lane and passed unanimously to recommend that the HGA Board of Directors approve the Handrail Repair Project at a cost of \$27,718.
- 6) Motion by Lane, seconded by Baldwin and passed unanimously to recommend that the HGA Board of Directors approve Emergency Elevator Repairs in buildings 209 and 234 for a cost of \$17,297.97.
- 7) Motion by Baldwin, seconded by Laubach and passed unanimously to recommend that the HGMD Board of Directors approve carrying forward the 2021 budget to 2022 for the Maintenance Facility Parking Lot Asphalt Project for a cost of \$59,282.
- 8) Motion by Baldwin, seconded by Laubach and passed to recommend that the HGA Board of Directors increase the CEO's discretionary spending authority to \$25,000. After discussion, the maker of the motion and the second to the motion removed the motion and tabled the motion until the April committee meeting.
- 9) Motion by Lane, seconded by Baldwin and passed unanimously to recommend that the HGMD Board of Directors approve the use of Lottery Funds (Conservation Trust Funds) for the Golf Practice Cage improvement project at a cost of \$5,713.51.

Discussion of HOA assessment Accounts Receivable. Jerry Counts, CFO, reviewed a summary analysis of assessments receivable. The analysis covered month end assessments receivable from June 2021 through February 2022. Total assessments receivable have been reduced by approximately \$164,000 over that period. The committee and residents who made comments were highly complementary of the efforts by the CFO in collecting and reducing the assessments receivable.

Members of the audience wishing to speak on non-agenda items: None

The meeting was adjourned at 11:35 AM.
The next meeting will be on April 18, 2022.