

Minutes – Finance Committee Meeting, Emergency Budget Meeting

October 18, 2022, 4:30 pm

Present at meeting: Aubrey Lara (m), Susan Timmer (m), Will Vizzard (m), Tara Zimmerman (m), Jackie Grebitus (Board Liaison), Bettsi Ledesma, Observers: Markus Dascher, Margie Knauer, Carol Duke, Peter Pelkofer, Don Ellwanger, Nina White, Liza Tafoya, Ashley Tangeraas, Janine McNeely

- 1) Review of Operations Budget (Titled “Draft C Budget, 9/29/22) The Finance Committee (FC) members discussed all line items in the latest draft budget. Ms. Ledesma provided contextual information for allocation amounts. The line items listed below were those for which we had comments/recommendation for the Board.
 - a. Reserve budget contribution- The contribution was not escalated this year, remaining the same as last year’s contribution, at \$318. ***The FC recommended that the Board hold off on making a final decision about not increasing the reserve contribution until they hear back from Browning about the impact on the reserve.*
 - b. Property Tax- In the draft budgets provided, the property tax was zeroed out, likely due to refunds received. ***Because we have some income in the Operations Fund and taxes due, the FC recommended that this item be repopulated.*
 - c. Security- The security contractor, Securitas, currently conducts one daytime patrol and two nighttime patrols. ***The FC recommended considering adjusting this line item: 1) the scope of the contract could be reduced to two nighttime patrols; 2) the security contract could be eliminated altogether.*
 - d. Parking Boss- The online service for managing parking permits is currently eliminated from the budget. ***The FC noted that if daytime security patrols or all patrols are eliminated, there will be no rapid enforcement of parking violations, hence no need for Parking Boss. Parking will be on the “honor system” and flagrant violations will be dealt with by management. If security patrols are retained at the current level, the loss of Parking Boss may result in increased burden on management staff. The FC recommended considering the connection between decisions about security and implications for Parking Boss.*
 - e. Staffing Increases- Ms. Ledesma stated that the budget for onsite staff includes a part-time assistant and a part/full-time facilities technician replacing a part-time contract. The part-time assistant is in this year’s budget and the position needs to be backfilled as it is meant to cover Saturday hours (a reduction in service from covering Saturday and Sunday, 9 am-2 pm), with some overlap on weekdays to insure consistency of service. The full-time facilities technician would cover most of the repair and maintenance requests that are currently fulfilled by a contract handyman. Ms. Zimmerman noted that it would be useful to know how and where

the handyman's time would be spent. Mr. Vizzard said that in the current labor market it might be easier to hire a part-time staff person. Ms. Ledesma stated that she could be flexible about the FTE for this position but felt it would be best to budget for a full-time position. The FC agreed. *** The FC recommended that Ms. Ledesma provide the Board with a list of duties the Facilities Technician would fulfill (e.g., on the Position Description) and justification for shifting from part-time to full-time.*

f. Janitorial Service- Currently the janitorial contractors provide service 4 days a week. ***The FC recommended that the Board consider reducing the contract to 3 days/week, particularly if a Facilities Technician is hired. That person could assist with clean-up as needed in between days the janitorial service is on-site. As a note, the janitorial contractors would have to agree to come every other day, not 3 consecutive days. This would be a savings of \$700/month*

g. Repair and Maintenance- The previous allocation for this line was \$2600/month. With the hire of a full-time Facilities Technician, Draft C Budget allocated \$1,000/month. ***Upon reflection, Ms. Ledesma thought this allocation could be further reduced to \$500/month.*

2) Bottom line: For the Board members' information, the homeowners' monthly dues with these suggested reductions and limiting security patrols to nighttime only, would be **\$571/month per unit.**

3) Meeting adjourned at 5:37 pm

4) Attached: Revised budget per discussion 10/18/22 FC emergency budget meeting.