Cameron Station Community Association

Financial Advisory Committee Meeting

April 18, 2013

I. **Meeting Called To Order:** 7:08 pm by the FAC Chairman, Jeff Gathers. **Members Present:** Harry Glenos, Liz Johnson, Mahl Avila. **Members Absent:** Leonard Gooz, Andrew McDonald, Nader Tamadon.

II. **Approval of Agenda:** The motion passed unanimously.

III. **Approval of the March 21, 2013 Minutes:** The motion passed unanimously.

IV. **Resident Open Form:** Kyle McKuhen, a resident of the community’s Carlton Place, introduced himself and expressed his interest in joining the Financial Advisory Committee. Members voted unanimously to recommend Mr. McKuhen to the Board for appointment.

V. **Review of March 2013 Financial Report:** Of the items referenced in the community manager’s overview and variance report, only one attracted significant discussion: the virtually certain $13,000 excess over budget in the full-year cost of the shuttle bus service. Members understand the explanation in the report that the overage is solely due to the unanticipated need -- late in 2012, after the 2013 budget was approved -- to find and contract a new service provider after the default of the incumbent company. The committee’s discussion focused on whether this situation might have benefitted (or may still benefit) in any way from involvement of the FAC. Members acknowledge that time pressure in this case would have made “real time” participation by any additional parties difficult at best for the Board and management staff charged to make the decision. However, insofar as the Board values “transparency” in its decision-making process for the community, members asked if even a post facto review of the files on the case by the FAC would be helpful.

This discussion is actually part of a larger issue that the FAC intends to examine more thoroughly with the Board and management in the coming months. In light of the FAC’s charter and Board Administrative Resolution 2010-05 (Contract Procurement Policy), there appears to be a pattern of missed opportunities for the FAC to add value to any part of the procurement process – especially in regard to large contracts. Members believe it is important for the FAC to take the initiative in finding practical ways to seize such opportunities in the future.

One additional point was raised in discussion of the financial report. As comprehensive as the standard report is in identifying and explaining variances in budget expenditures and the status of the asset and liability accounts, there is rarely any reference to the equity accounts. In many
months, there are no significant changes in any of these three accounts. The early months of 2013, however, have included several such changes, including substantial inter-account transfers and significant renovation expenditures flowing from the Replacement Reserve. The chairman committed to ask the community manager to include explanatory comments about the equity accounts in the financial report when necessary.

VI. **Old Business**: See above discussion of the level of engagement of FAC with the Board and community management in regard to contract procurement.

VII. **New Business**:

   a. With expected addition of Kyle McKuhen to FAC, continuing membership will increase to five, leaving two vacancies. All who read this are encouraged to help in the recruiting process.
   
   b. The committee fully intends to invite Ted Hart to a meeting in the near future, but we are inclined to defer this invitation until at least one more of our open slots is filled.

VIII. **Meeting Adjournment**: 8:20 pm