

WLLA FINANCE COMMITTEE: February Report

Members: Carol Gillen (chair), Rich Pachler, Lena Fullem, Bill McCarthy, Janice Hahn, Mario Aieta, Rose Murphy, and Barbara Silver

February 2, 2019 Meeting

Members in Attendance: Carol Gillen (chair), Rose Murphy, Bill McCarthy, and Janice Hahn

Via conference line: Rich Pachler, Mario Aieta, and Lena Fullem

- 1) Petty Cash (transition to Quickbooks is still in progress/almost done). Accounts Receivable cleanup is next.
- 2) Pay increase request to \$15/hour – discussion was not in favor of increase or of minimum time thresholds.
- 3) Best committee meeting date/time – 1st Saturday of the month at 10:00am. Statements are not in hand that early in the month. As we resume internal auditing, our audit period at each meeting will be for the prior month (ie: the March 2 meeting will audit statements for January activity).
- 4) Debit/Credit card –
 - A. Carol researched and shared applications for several credit cards. The reliance upon the personal information of a cardholder even for corporate cards is clear and unanimously undesirable, with the potential to become a barrier between the association and its account.
 - B. The committee recommends to the BOD a debit card, issued to the treasurer, associated with our checking account with a \$500/day limit, no ATM privileges, and monthly review of the statements by the finance committee. Wayne Bank's fee associated with the card is \$15/year. The card should not be shared for accountability purposes. The few purchases expected to be made with the card should go through the treasurer.
- 5) Road assessment – this should be a topic carried over for several meetings. It is complicated, and a conversation that our association has battled over and debated for decades.
 - A. Prior assessment formula proposals were gathered & shared with the committee via email for a history.
 - B. Current documentation (red book references and assessment schedule) will be gathered next.
 - C. Definitions to be sought & topics to be included: who pays, “no developed road,” property owner puts in, association takes over as part of the building permit process.
 - D. Examples of specific property owners, more difficult to define were discussed.

- 6) Capital Improvement fees for undeveloped lots should be billed at ½ the prior year's assessments.
- 7) Local Small Games of Chance licensing – more information is necessary before the committee can make the recommendation to apply or not to the board. Carol will follow up with the County Treasurer's office.
- 8) Cleaning Culverts – many culverts in the community are clogged. Poor drainage impacts roads and the lake.
 - A. Culvert cleaning is a property owner responsibility as per the Red Book. There is no opportunity in the 2019 road budget for the association to absorb this responsibility.
 - B. Finance would need to work closely with Road to create and coordinate a billing system if the proposal to bill property owners who do not clean out themselves moves forward.
 - C. Rose suggests that culverts should be marked with some type of signage.
 - D. Opposition to Planning committee efforts toward composting culvert material is raised, citing concerns for neighboring property owners, wells, allowable use of Green Space, and composition. The map of WLLA owned lots from the Planning committee and the suggestion of a remote lot is shared. Janice recommends including hauling away in bid contract.
 - E. Who pays for cleaning out culverts for WLLA owned lots? The 275 property owners who contribute to road are not the property owners of these lots. These are different sets of people so clean up associated with these lots should not come from the road budget.
- 9) PA implemented a new 1099MISC withholding tax requirement for 2018 for non-resident contractors. This new regulation applies to only one of our 1099 contractors: Empire Excavating.
- 10) 2 payments were received via Attorney Farley from overdue accounts. Both were short due to continued accrual of interest since he was first given their statements. Finance committee recommends writing off that additional interest.

MEETING ADJOURNED. Next meeting, Saturday, March 2 at 10:00am