

The Finance Committee virtual meeting was held on Tuesday, February 15, 2022.

In attendance were Roddy Dean, Ash Dean, Catherine Neelley,(PMP) Chris Rodgers(PMP) Sheryl Rader, Bob Griesbach, David Barrie and Jeff Kretsch.

The meeting started at 7:03 P.M.

The Committee voted unanimously to accept the November 2021 meeting minutes.

The Committee reviewed December 2021 financials including a comparative two year Balance Sheet, a summarized comparative Income Statement, a Budget to Actual report for the year, and a three-year comparative summarized Income Statement. A Proforma detailed income statement broken out by month (2021) was reviewed and discussed. Chris will report back on history of unclaimed funds relating to prepayment of assessments and whether they are subject to being escheated to the Commonwealth of Virginia.

The investments worksheet was reviewed with detail of CD investments and maturity dates. It was suggested that significant cash should be invested at the best rate to fill in maturity gaps. Chris explained the temporary nature of unrealized losses.

The accounts receivable aging report was reviewed. We noted an increase in outstanding accounts over \$2,000. We discussed potential remedies. David moved that we start collection efforts on outstanding balances over \$10 before pool season. Roddy seconded. Motion passed unanimously.

We reviewed status of accounts outstanding over \$2,000 and status of payment plans. A non-standard payment plan was reviewed and discussed. Ash moved that we accept the plan, Jeff seconded and it was approved unanimously. Chris explained the year-end adjustments including calculation of the allowance for bad debt and accounting for write offs.

Jeff moved that we accept the 2022 late fee forgiveness program. Ash seconded and the Committee approved unanimously. Roddy was nominated and confirmed as the alternate chair person.

The meeting was adjourned at 8:15 PM.

The Finance Committee virtual meeting was held on Tuesday, April 19, 2022.

In attendance were Roddy Dean, Ash Dean, Catherine Neelley,(PMP), Chris Rodgers(PMP), Sheryl Rader, Bob Griesbach, David Barrie and Jeff Kretsch.

The meeting started at 7:04 P.M.

The Committee discussed the 2021 draft financials provided by the auditor. Chris will submit our questions and comments for revision and request timing on completion. He will also check that all corrections have been made once we receive the revised financials. The Committee will do an e-vote approval in order to submit it as soon as possible to the Board. Once the audit and tax return are completed PMP will prepare an RFP to be submitted to other firms for bids to perform the 2022 audit.

The Committee reviewed March 2022 financials including the Balance Sheet, a summarized year over year comparative Income Statement, and a Budget to Actual report for the year. A Proforma detailed income statement broken out by month was presented. Chris will investigate whether unclaimed funds from prior homeowners who cannot be located, can be charged service fees before they are submitted to the Commonwealth of Virginia; also, process and timing for submission to the State.

The investments worksheet was reviewed with detail of CD investments and maturity dates. It was suggested that significant cash should be invested at the best rate to fill in maturity gaps. Motion was made by Ash, and seconded by Bob to invest \$250K with Truestar Bank at their best rate for 15 months or less. Two CD's, one maturing April 18, and the other May 10, along with other excess cash on hand will be invested with Morgan Stanley to fill in ladder gaps, and with Congressional Bank at their best rate for 15 months or less.

The accounts receivable aging report was reviewed. We discussed outstanding accounts over \$1,000 and potential remedies. Motion was made and passed unanimously to move legal action on these accounts to the next step, including bench warrant. Collection efforts on outstanding balances over \$10 have also started. Letters will be mailed to give residents time to make payment before pool season begins. Roddy seconded. Motion passed unanimously.

We reviewed status of payment plans. A standard payment plan was reviewed, discussed and approved. A homeowner request for waiver of accelerated assessments was reviewed and discussed. Motion was made and seconded to accept it on condition that all fees and past due assessments be paid by May 11. It was pointed out that this is the second time such a request has been made from this homeowner and past due amounts were paid after the earlier request. Motion passed with 4 in favor, 2 against.

The meeting was adjourned at approximately 8:25 PM.

Finance Committee Minutes of May 17, 2022

The Finance Committee was called to order at 7:01PM. In remote attendance were Dave Barrie, Ash Dean, Jeff Kretsch, and Chris Rodgers (PMP). The meeting was chaired by Roddy Dean.

On a motion by Ash Dean, duly seconded by Jeff Kretsch, the April minutes were approved unanimously.

The Committee reviewed the April Balance sheet, Income statement and Proforma statement.

The Committee reviewed the Investment Spreadsheet and CD's that were coming due. A question by Dave Barrie about cashing some of the low interest rate CDs and putting the monies in higher rate CDs prompted discussion. We also have two \$75,000 CD's coming due in June so we need to consider what action we may need to take in June. There are some expenses coming due for some paving on our streets. Chris agreed to talk with Morgan-Stanley and possibly get Ted, our rep from Morgan-Stanley, to attend a future Finance Committee meeting.

The committee reviewed the aging report and Dave Barrie noted that we have 78 accounts that owe funds that are 90 days or more past due. It was noted that those 78 homes will not have access to the pools when they open on May 28, 2022 and that the PMP office will be closed for that 3-day weekend. Chris noted that we are getting some response to the 90-day letters that have been sent out.

The committee reviewed that status of existing payment plans and noted that we are now down to 3 plans and all are paying. One of those plans should pay off this year.

The committee agreed to table the request for a payment plan from 312 Felsted Court, and instead suggested that the payment plan should be sent to our attorney since legal action has already started.

The Committee reviewed the detailed income statement.

On a motion from Dave Barrie, seconded by Ash Dean, the committee unanimously approved the draft Audit and agreed to recommend to the Board to accept the Audit.

Jeff Kretsch will notify the NACs of the Audit and remind the NACs of the 90-day status for pools in that anyone with amounts past due for 90 days and/or has an outstanding Architectural violation, will not be receiving pool passes for opening day.

There being no other business to discuss, the committee adjourned at 7:51PM.

The Finance Committee virtual meeting was held on Tuesday, June 21, 2022.

In attendance were Roddy Dean, Ash Dean, Catherine Neelley,(PMP), Chris Rodgers(PMP), Sheryl Rader, Bob Griesbach, David Barrie and Jeff Kretsch.

The meeting started at 7:00 P.M.

Old Business: The Committee discussed the status of the 2021 audited financials. Final Board signature was received today and we expect to receive final copies within the next week. We also reviewed status of disbursing old unclaimed funds. Only about \$200 remained.

New Business: The Committee reviewed May 2022 financials including the Balance Sheet, a summarized year over year comparative Income Statement, and a Budget to Actual report for the year. A Proforma detailed income statement broken out by month was presented. We were informed of an unbudgeted increase in trash removal services, over above the contract due to recent fuel charge increases. Prior year reserves will be used to cover those costs.

The investments worksheet was reviewed with detail of CD investments maturing in the near future. Motion was made by Roddy, and seconded by Jeff to invest \$400K in excess cash on hand to fill in laddering gaps, so that funds are regularly available for large expenses coming up in the near future. Pass unanimously.

The accounts receivable aging report was reviewed. Motion was made by Roddy, seconded by Jeff, and passed unanimously to write off account 112160 which is more than three years old, property has gone to foreclosure with no funds for recovery. Small outstanding balances are still being collected before homeowner may use the pools.

We reviewed status of balances over \$2,000 and payment plans. Account 71738 has been paid off. Two others remain. A non-standard payment plan was reviewed, discussed and approved. A proposed settlement request for past due assessments and related fees was reviewed, discussed and rejected, largely because the proposed settlement amount was not sufficient. Another request for deferred assessments was denied on grounds that such action would not comply with our governing documents.

PMP was reminded to submit requests for proposals from potential auditors for next year's audit allowing approximately 30 days for response. Proposals should be available for review at the September Finance meeting.

The meeting was adjourned at approximately 8:15pm.

Finance Committee Minutes of July 19, 2022

The Finance Committee was called to order at 7:03PM. In remote attendance were Dave Barrie, Ash Dean, Jeff Kretsch, Bob Griesbach along with Catherine Neeley and Chris Rodgers from PMP. The meeting was chaired by Roddy Dean.

It was announced that Sheryl Rader had resigned from the Board of Directors and the finance committee and that Roddy Dean had accepted to position of Treasurer which by default makes him the chairperson of this committee. On a motion by Dave Barrie and seconded by Jeff Kretsch, Ash Dean was elected as the backup to chair this committee. The committee understood that there may be times when both Ash and Roddy would be absent, but Bob pointed out that if both are absent, a quorum would be difficult to make with the current membership.

Catherine announced that the RFP for Audit service was going out and we should have the bids back by the August meeting of this committee.

The June financial statements (Balance sheet, Income statements and Proforma) were reviewed with no concerns. Chris pointed out that there was an error on the Pipestem account that will be corrected in July and will show up when this committee meets in August.

The investment spreadsheet was not discussed, but Chris noted that Morgan Stanley continued to watch our investments and keep the maturity ladder per prior instructions. Jeff wanted to know if we could invest in I-bonds. There are U.S. government guaranteed so it was like FDIC insurance. Upon discussion, it was noted that the maximum investment was \$10,000 per person, so the committee considered a per person as a per entity and therefore decided not to invest in I-bonds.

Accounts over \$2,000 were reviewed with no change in status at this time. However, Catherine pointed out that our attorney (Laura) was preparing show-cause orders for most of the accounts on this list.

The committee reviewed the status of 3 existing payment plans that continue to pay as agreed. The committee also approved a non-standard payment plan that will take 44 months to pay, but can be re-negotiated at 9 months. The owner stated that \$150 per month is the maximum they can pay.

There was discussion about certain budget items for next year. The committee was advised of potential major issues regarding Lindenwood Pool and how there may be the need to rebuild before the reserve study time. Also discussed was the cost increase of asphalt and getting the streets in Welbourne completed this year.

Jeff will report to the NAC about the RFP for Audit services, openings on the finance committee for representatives from Belmont and Foxfield.

There being no further business to discuss, the meeting was adjourned at 7:58PM.

Respectfully submitted.

Roddy L. Dean
Treasurer

Finance Committee Minutes of August 16, 2022

The Finance Committee was called to order at 7:02PM. In remote attendance were Dave Barrie, Ash Dean, Jeff Kretsch, Bob Griesbach along with Catherine Neeley and Chris Rodgers from PMP. The meeting was chaired by Roddy Dean.

On a motion by Jeff Kretsch, seconded by Dave Barrie, the committee unanimously approved the Minutes of the July 19, 2022 meeting.

The June financial statements (Balance sheet, Income statements and Proforma) were reviewed with no concerns.

The investment spreadsheet was reviewed and noted that a \$100,000 CD was maturing in October and that would be needed to help cover the costs of street and sidewalk repairs that are being started in Welbourne now.

Accounts over \$2,000 were reviewed with no change in status at this time.

The committee reviewed the status of 4 existing payment plans that continue to pay as agreed.

The committee reviewed the Detailed Income statement with no concerns.

On a motion by Jeff Kretsch, seconded by Bob Griesbach, the committee unanimously approved closing the Sunoco gas account as Sunoco charges a minimum finance charge of 3.99 per month, even though the account is always paid in full.

In light of closing the Sunoco account, the committee reviewed Resolution 224 and agreed to recommend to the Board changing the amount to \$5,000 in both locations of the resolution. Meaning no card should exceed \$5,000 limit. This should work now as gasoline will also be put on bank cards (VISA). However, Ash Dean moved to table any action until the next finance Committee meeting, as the committee may like to consider a higher limit if necessary.

On a motion by Ash Dean, duly seconded by Jeff Kretsch, the committee voted 4-1 to recommend to the Board, contracting with the accounting firm of **Goldkland and Group** to be CountrySide's auditing firm for the next 3 years.

Dave Barrie reported to the committee that Lindenwood pool possibly needs additional repairs that may exceed the current amount in reserves for this pool. And Roddy pointed out that the Board is considering changes to the governing documents that will change the requirements for borrowing money. The new guidelines will allow the Board to borrow money with the consent and approval of the finance committee and remove the necessity of getting approval of 2/3 of the homeowners. Ash pointed out that CountrySide is more like a government than a corporation, and suggested that something similar to a "Bond Referendum" be passed by the community. Suggesting

that a simple majority of those that vote be sufficient to carry the “Bond”. There was no motion, but the consensus of the committee was the same.

Jeff noted that items of interest to the NAC would be, “reviewed bids for the audit and made a recommendation to the board. The full minutes will be included in the COURIER.” The next Finance meeting will be held September 20, 2022.”

There being no other items to discuss, on a motion by Jeff Kretsch, duly seconded by Bob Griesbach, the committee voted unanimously to adjourn.

Finance Committee Minutes of September 20, 2022

The Finance Committee was called to order at 7:02PM. In remote attendance were Dave Barrie, Jeff Kretsch, Bob Griesbach along with Catherine Neeley and Chris Rodgers from PMP. The meeting was chaired by Roddy Dean.

On a motion by Jeff Kretsch, seconded by Dave Barrie, the committee approved the Minutes of the August 16, 2022 meeting by a vote of 4 to 0.

The August financial statements (Balance sheet, Income statements and Proforma) were reviewed with no concerns.

The investment spreadsheet was reviewed and noted that a \$100,000 CD and a \$100,000 CD were maturing in October and that would be needed to help cover the costs of street and sidewalk repairs and the costs of upgrading some tot-lots. The committee agreed to move that money into cash in order to make those payments.

Accounts over \$2,000 were reviewed with no change in status at this time. There was some discussion about starting a foreclosure process against two of the accounts that are over \$10,000. Those accounts appear to have some equity in the home unless there have been refinances, so CountrySide could foreclose, then sell those homes with little risk. Chris to get more information about both judicial and non-judicial foreclosure processes and we can discuss at the October 18 meeting.

The committee reviewed the status of 2 existing payment plans that are now in default and Catherine agreed to refer them to Attorney Laura for interrogatories.

The committee reviewed the Detailed Income statement with no concerns.

Jeff noted that items of interest to the NAC would be that the budget process is continuing and that some past due accounts are being referred out for legal action. The full minutes will be included in the COURIER." The next Finance meeting will be held October 18, 2022."

There being no other items to discuss, on a motion by Jeff Kretsch, duly seconded by Dave Barrie, the committee voted unanimously to adjourn.