



FINANCE COMMITTEE MINUTES - DRAFT
February 17, 2026

CALL TO ORDER – The Finance Committee meeting was called to order at 8:30 a.m. by Chairperson Bernie Schneider

Establish Quorum – Quorum was established.

Chair	Bernie Schneider	Present
Board Liaison	Mark Holthouse	Present
Committee Member	Bill Sanden	Present
Committee Member	Leroy Hoelting	Present
Committee Member	Lynn Kehler	Present

Jacob Wittrock and Trevor Walter attended by Zoom. Lisa Baker, Community Manager, was also present.

Approval of Meeting Minutes

Meeting Minutes from the January 20, 2025 - Finance Committee reviewed and unanimously approved. (Mark / Leroy)

Approval of Financial Statements

December 2025 Financials were reviewed and approved – (Mark / Lynn)

- Accrual of a \$1,250 bonus payment and an \$83 carryover from 2023.
- Reversing certain account classifications in January to maintain audit clarity for December.
- The need to present both short-period and full calendar-year financial statements for audit comparatives, pending consultation with auditors.
- Unfinished Business
- Insurance policy updates remain in progress to account for new retention ponds and recent property acquisitions.

New Business

Financial Reporting and Accounting Adjustments

The Committee reviewed accounting classifications and agreed on several changes to improve reporting accuracy:

- Electrical Repair and Electricity accounts will be moved to the Security category, as they primarily relate to street lights.
- Account 4424 (Shared Expenses/KC Townhome Assessments) will be relabeled “Assessments – KC Townhomes” and moved under Assessment Income.
- Utility Notification expenses will be moved to the Administrative category.
- Impact fees will be corrected to ensure they are properly deposited into Reserves.
- Recycling income accruals and deferred amounts will be corrected in January financials.
- Guard service vehicle expenses will be verified as properly classified.

Audit Preparation and Financial Reporting

- Jake confirmed general ledger reports can be generated for 18 months
- The Committee agreed to discuss financial presentation formats with auditors.

Banking and Investments

- Sweep account interest rates were reviewed and found to be lower than expected.
- A CD maturing next week will be rolled over for six months at current rates.
- The Committee will continue reviewing reserve and operating interest rates.

Other Financial and Operational Updates

- February rent payment was confirmed as paid following January approval.
- Lease planning discussions began in anticipation of the office lease expiration in October.

ACTION ITEMS(ADMINISTRATIVE)

Jake Wittrock

- Correct December financials to reflect the \$1,250 bonus payment and revert account reclassifications to the previous structure.
- Move Account 4424 to Assessment Income and relabel appropriately.
- Move Electrical Repair and Electricity accounts to Security.
- Move Utility Notification to Administrative.
- Correct impact fees and recycling income entries in January financials.
- Verify classification of guard vehicle expenses.
- Write off lease right-of-use asset and related liability upon lease expiration in October.
- Investigate higher interest rate options for reserve and sweep accounts.
- Provide revised January financial statements.

Finance Committee

- Consult auditors regarding presentation of short-period and full-year financial statements.
- Assign a committee member to serve as project manager for large, multi-committee projects (e.g., North Gate) to track the overall project budget and report consolidated financial status to the Executive Board.
- No action required regarding involvement in vendor contracts negotiated by other committees. Current committee representation is considered sufficient.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:01 a.m.

Next Meeting:
Finance Committee Meeting – March 17, 2026 at 8:30 a.m.

Minutes submitted by: Lisa Baker, CMCA® AMS® Community Association Manager, KCPOA

