# Foxwood Hills POA

# Budget Committee Minutes

## November 22, 2019

1. **Call to order**: The meeting was called to order by Joe Patterson, co-chair at 6:00 PM, Friday November 22, 2019.

**Attendance:**

Voting Members: Joe Patterson, co-chair; Sandy Popivchak, co-chair; Perry Slaton.

Board Liaison/Staff: Louise Moisan, General Manager

Observers: Deborah Ferrandino, Pam Halverson

As this was the first meeting conducted by newly appointed co-chairs Joe Patterson and Sandy Popivchak, the meeting was held to general discussion only. No votes were taken on agenda items nor was there any discussion on budget detail.

1. **Approval of minutes from last meeting**: No minutes from prior meetings have been received. Minutes will be maintained from this meeting forward.
2. **Introduction of committee members and need for community-wide representation:** The co-chairs informed those in attendance that it was their intent to re-form the budget committee in order to comply with the committee charter, limiting membership to 5 voting members, and also to assure that community-wide representation is in place for all Foxwood property owners.

The co-chairs will use the previous committee makeup as a starting base and, by elimination due to lack of attendance or resignation, replace any vacancies with qualified members who have requested consideration for membership. Focus will be placed on the community-wide representation criteria. The updated list of members will be forwarded to the Board for approval as soon as completed. The newly formed committee will serve from this date forward to the end of the fiscal year.

1. **Conduct of meetings and confidentiality of records:** A brief discussion was held on the expected conduct of the meetings. All committee members will be expected to act in a professional and courteous manner. Although committee members will be encouraged to present any particular needs of the sections they represent, no personal agendas or disrespect to other members or staff will be acceptable. The meetings will be open to all members in good standing, but there will be no discussion allowed during the meetings except between voting members, the General Manager and Board Liaison.

The confidentiality of working documents was also addressed. It is believed that working budget documents, being a fluid and constantly changing document, are not

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meant for general distribution. Distribution of working papers that are so frequently subject to change can result in confusion and misrepresentation of the final, authorized documents. Committee members will be strongly urged to keep all working documents secure from perusal by non-committee members and to especially not replicate any discussions on unauthorized social media platforms.

1. **Timeline for presenting recommended budget to board and members:** No dates for future committee meetings were set at this meeting; however, a tentative schedule was presented of the due dates that the committee must meet in order to present a final document to the Board for approval.

Saturday – February 8, 2020: Present preliminary budget to Board for consideration following scheduled Advisory meeting.

Friday – February 14, 2020: Townhall presentation of budget to members followed by candidate Meet and Greet

Saturday – February 22, 2020: Final approval of budget by Board.

Last day to mail packets to membership: February 27, 2020

These due dates are the last possible days that the above actions must be accomplished in order to remain within the requirements of the bylaws. Any progress the committee can make to accomplish the presentations ahead of this schedule will be advantageous.

1. **Discussion of factors impacting budget projections:**
2. **Outstanding litigation and impact on expenses and revenues pending outcome**
3. **Restaurant – public versus private**
4. **General operations and revenue shortfalls**

In order to prepare a document complete and meaningful enough to begin discussions, information is needed from the Board regarding some significant factors that will impact the projections, specifically how to address expenses for the outstanding litigation and what direction to begin for the restaurant operations. Those in attendance were informed that, prior to this meeting, the co-chairs requested this information from the Board President and the Board Treasurer It is anticipated that it will be provided after the Board meeting on December 14 at which time a presentation will be prepared and a budget meeting can be scheduled accordingly.

1. **Review of manager’s preliminary projections:** Preliminary budget worksheets submitted by the General Manager and the Treasurer were considered too incomplete at this stage to generate discussion of the budget detail. Discussions will begin at the next called meeting.
2. **Adjournment:** With no further business to discuss, the meeting was adjourned.