

LAKE RIDGE PARKS AND RECREATION ASSOCIATION, INC. (LRPRA)
FINANCE COMMITTEE MEETING MINUTES
March 20, 2019

A meeting of the Ridge Parks and Recreation Association, Inc. Finance Committee was held at the LRPRA administration office on the 20th day of March 2019.

PRESENT: *Committee Members:* Brent Barnwell (Acting Chair), Janet Foote (President), Michael Stephens *Board Member:* Christopher Berry *Staff Members:* Ike Mutlu (General Manager), Laura Krauss (Recreation Director), Marian Morrill (Director of Administration and Human Resources), Michael Yuenger (Director of Finance and IT), Rebecca Hale (Assistant Finance Director)

I. OPEN MEETING: Mr. Barnwell opened the meeting at 7:00pm.

II. APPROVAL OF THE NOVEMBER 27, 2018 MINUTES: Ms. Foote made a motion to approve the minutes. Mr. Stephens seconded the motion; the minutes were unanimously approved.

III. BOARD MEMBER TIME: Mr. Berry brought up the issue of establishing a minimum wage for all employees. Mr. Mutlu stated that LRPRA pays over the federal minimum wage for permanent employees. Mr. Berry asked about the current status of the Creative Preschool study. An RFP (Request for Proposal) has been completed and can be sent out when needed.

IV. GUIDANCE FOR FY20 BUDGET: Below are the following recommendations:

New rental rates for the community centers will be placed on the April agenda for board approval.

More information from management is needed regarding some health care coverage issues.

The finance committee would like a contingency line item (\$15,000-\$20,000) placed in the budget and will ask for board approval at the July 2019 board meeting. They also recommend a contingency line item under Reserves.

The 2017 federal income tax return will be on the April 2019 agenda for board approval.

Ms. Hale is currently working on having LRPRA credit card limits lowered at the recommendation of LRPRA's auditor.

Theresa Melson of CSI is currently working on LRPRA's annual insurance proposal. Ms. Melson recently completed a risk assessment of the Association.

Mr. Mutlu is working on equalizing the wages of some employees so that they are comparable to others in the HOA industry.

V. ADJOURNMENT: Ms. Foote made a motion to adjourn the meeting. Mr. Stephens seconded the motion, and Mr. Barnwell adjourned the meeting at 9:00pm.

Approved March 20, 2019 Minutes

