

## WHCA Meeting Minutes February 26, 2007

Call to Order: 7:04 P.M.

**Attendance:** Chet Chaney, Cheryl Garrett, Jim Reardon, Tom Schwing, Doug Curran, Brian Engle, Brian Clark, Debbie Bahnsen and Carol Prosser.

Chet announced that this meeting was specially called so that Brian Clark, who is often out of the country on business, could walk through a CPA's written review of Association accounting and banking practices.

Also, everyone in attendance introduced him or herself to Debbie Bahnsen, the new General Counsel.

### **Review of CPA Letter of 12/06/06:**

Brian Clark outlined the main points of the letter, including the recommendations that the Association should:

- Make formal bank reconciliation statements;
- Make formal policies for the treasurer;
- Require that two board members sign checks of \$500 or more;
- Add board members to the account so that Chet is not in the position of having to write a check to himself;
- Make a prelisting of checks received – to be done by whomever gets the mail; and
- Get pre-approval to pay invoices before they go to the treasurer for payment.

The board agreed to adopt these recommendations as policies and procedures, rather than as by-laws.

Brian Clark stated that he will ask the bank if (1) someone on the board can get a "view-only" look at the account online and (2) it can send a paper statement in addition to the electronic statement.

**Review of 2006 Budget:** Brian Clark stated that he will redo it so that the actual income and expense figures extend to the

end of the calendar year, rather than just to October 3.

**Web Contract:** Debbie recommended that paragraph 12 (regarding ownership rights) be re-drafted. Otherwise, she saw nothing objectionable in DynamIT's proposed contract.

**New Business:** Chet reported that he secured a permit from the Perry Township Trustees for a group headed by Keller Williams to have a Hills-wide garage sale on May 19.

Chet also indicated that the proposed by-laws need to be approved on or by the April 11 board meeting.

Brian Engle stated that he will ask landscaper Tom Woods for three to four new design options for the Hills main entrance.

Meeting adjourned: 8:08 P.M.