

**MINUTES OF MEETING OF THE
BEAR VALLEY SPRINGS FINANCE ADVISORY COMMITTEE
HELD FEBRUARY 19th 2025**

The meeting was called to order by Chairman, Fred Hicks at 1:02 PM. Present at the meeting were Fred Hicks, Chair; Don Branson, member; June Burcham, member; David Burchard, member; Robert Wilks, Member/Scribe. Also present were Don Ciota, BVSA General Manager and Gina Silva, BVSA Controller.

The first matter coming before the meeting was approval of the agenda for this meeting and approval of minutes of the January 2025 meeting. A motion to approve these items was made and seconded, and upon a call for the vote, it was all in favor and none opposed. The motion carried, and the meeting proceeded.

The next matter coming before the meeting concerned old business, specifically a report of the 2025 budget status. Completion of the budget discussions were carried forward to this meeting, and Don Ciota gave the update status report, in which he informed the members that the budgeting process was “on track” and nearly ready to put into final form for fiscal year 2025/2026. Don also reported that the budget numbers had become mostly fixed and accepted and that staff was now working through any applicable variables which he believed would be final by the end of the month.

The next item for review and discussion related to the 2nd quarter operations of departmental and overall operating experience. This discussion was led by Fred Hicks and assisted by Don Ciota. Fred then provided copies of spreadsheets showing the 2nd quarter actual financial results as compared to the budgeted numbers. Fred pointed out that one purpose for this exercise by the committee was to garner and begin to track reliable cost numbers for year 2025 and going forward. The members then discussed each department’s budget and year to date actual expense data searching for any Red Flags that should be specifically discussed in order to bring that department’s performance into line with its budgeted numbers. This discussion included homeowners dues payments, past due homeowner dues payments, bad debt schedule and what this committee might recommend to the Association Board relating to enforcement and collection of past due dues, write-off of some or most of those, incident with a “turn over to 3rd party collectors” on contingent recovery compensation agreements so as to benefit from a full or partial recovery therefrom and develop certainty about any decision to “write off” a portion or all of those bad debt balances.

The review by department demonstrated some departments were under budget, including TRAILS which results were 26.1% under budget and RESTAURANTS which results were over budget but not reasonably so. The overall for all departments were 3.6% over budget as opposed to an overall for all departments last year that was 48% over budget. June pointed out to the members that the FAC should put more focus on those departments which are over budget as the year progresses, so as to not have any “run-away” department surprises later this year. The committee concurs with June’s recommendations.

The next business coming before the meeting was a discussion relating to New Business, specifically Considerations regarding the generation of new and/or additional revenue for the benefit of the residents and managers. A few ideas were put forth from the members, however it was determined that this topic be continued to a future meeting with time for exploration of feasible options for the creation of new and additional annual income.

The next agenda item was a call for comments from the members present that constituted “comments” on a variety of topics of concern, if any, of the members. June stated her concern that the continuing agenda category of “Follow-Up”, which is intended by the committee to be a “running” list of items from prior meetings, which were “continued” to a future meeting. June has noticed that items intended for future discussion were not being agendized, with some continued matters just disappearing from the next meeting list, never to be discussed at all. The members present agreed that her concern was a valid point and the committee should discuss a means with which to assure the preservation of “continued” topics in the agenda of future meetings.

The final topic coming before the meeting was the “follow up” list to be considered at a future meeting of the committee, which list was:

- 1.- Explore the potential for equipment leasing;
- 2.- Discuss Investment guidelines for excess cash on hand;
- 3.- Determination of action(s) regarding the Bad Debts owing to the Association;
- 4.- Schedule “Contract Liabilities” so that there will be an easy means to track those;

The next regular meeting of the FAC will be held on March 19th, 2025 at 1:00 PM.

A Special Reminder that the members of the FAC will need make themselves present at the annual Resident’s report and discussions will be held March 26th 2025 from 9:00 Am to 5:00 Pm and March 27th at 9:00 Am to 12:00 noon.

There being no further or other business coming before this meeting, the meeting was adjourned at 2:15 pm.

Dated: February _____, 2025

Robert A. Wilks, Scribe