

**Clearwood Community Association**  
Finance Committee Meeting  
October 20, 2025 – 5:30 pm via Zoom  
MINUTES

1. **Meeting Called to Order:** 5:34 pm  
**Committee Members Present:** Phillip Holzinger, Chair (PH); Alexa Burns, Secretary (AB); Walter White, Treasurer and Board Liaison (WW); Jackie Lambert (JL)  
**Absent:** Sarah Eden (SE); Denise Rasmussen (DR)  
**Staff:** Jennifer Spidle, Accounting Manager (JS)  
**Guests:** none
2. **Approve Agenda for the October 20, 2025, meeting of the Finance Committee:** *Motion by PH with second by WW to approve the agenda for the October 20, 2025, Finance Committee meeting. Motion passes.*
3. **Approve Minutes for the August 18, 2025, meeting:** *Motion by PH with second by WW to approve the Minutes of the August 18, 2025, meeting of the Finance Committee. Motion passes.*
4. **Treasurer Report:** Walter White reporting. Nothing to report. He has completed June and July reconciliations. Jennifer has August ready.
5. **Accounting Manager's Report:** Jennifer Spidle reporting.
  - a. 64% collections rate, after fully funding Reserves. Last year it was 70%.
  - b. The 2026 budget has been finalized and is printed in the Voter's Pamphlet.
  - c. Financial audit is in process, working off-site, will attend Annual General Meeting.
  - d. JS will stay on as Accounting Manager.
  - e. A written report will be posted on the website after the Board reviews it.
6. **Committee Business:**
  - a. Financial Reports – *Motion by AB with second by WW to recommend the Board accept the August and September unaudited financial reports 2025 0831 and 2025 0930, the reserve reconciliation reports 2025 0831 and 2025 0930 and approve Transfer Resolutions 2025 0901 and 2025 1001. Motion passes.* Discussion: JS went over the reports and answered questions. Reports will be posted online after they are reviewed by the Board at their October meeting.
    - i. 2025 0831 Internal Financial Statement for August 2025
    - ii. 2025 0930 Internal Financial Statement for September 2025
    - iii. 2025 0831 Cash Reserve Reconciliation for August 2025
    - iv. 2025 0930 Cash Reserve Reconciliation for September 2025
    - v. 2025 0901 Transfer Resolution
    - vi. 2025 1001 Transfer Resolution
7. **Member Questions and Comments –**
8. **Adjourn:** *Motion to adjourn at 6:01 pm by PH with second by WW. Motion passes.* The meeting is adjourned at 6:01 pm.

**Next Meeting:** November 17, 2025, at 5:30 pm via Zoom.