

**Clearwood Community Association**  
Finance Committee Meeting  
January 19, 2026 – 5:30 pm via Zoom  
MINUTES

1. **Meeting Called to Order:** 5:34 pm  
**Committee Members Present:** Phillip Holzinger, Chair and Treasurer (PH); Alexa Burns, Secretary (AB); Jackie Lambert (JL); Sarah Eden (SE); Walter White (WW)  
**Staff:** Jennifer Heiner (formerly Spidle), Accounting Manager (JH)  
**Guests:**
2. **Approve Agenda for the January 19, 2026, meeting of the Finance Committee:** *Motion by WW with second by PH to approve the agenda for the January 19, 2026, Finance Committee meeting. Motion to amend by WW with second by PH to add to the website corrections on the date of the meeting from January 12 to January 19. Amendment passes. Amended agenda passes.*
3. **Approve Minutes for the November 17, 2025, meeting:** *Motion by PH with second by WW to approve the Minutes of the November 17, 2025, meeting of the Finance Committee. Motion passes.*
4. **Treasurer Report:** PH reporting.
  - a. The bank reconciliations have been completed through October.
5. **Accounting Manager's Report:** JH reporting.
  - a. 94% collections rate for November.
  - b. The Year end summary is not quite ready, awaiting some numbers.
  - c. PCI Compliance – we need to contract with a third party to make sure payers' credit card information is kept confidential on merchant services transactions. There will be a small annual fee.
  - d. We received an IRS Tax Bill for late filing – we were not late, John Nobelsdorf is working to resolve.
  - e. The audit and reserve study are complete. Note: the Reserve Study is posted in two places on the website. AB will contact Ashley to correct this.
  - f. The 2026 budget has been entered into Quickbooks.
  - g. A written report will be posted on the website after the Board reviews it.
6. **Committee Business:**
  - a. Financial Reports – *Motion by WW with second by PH to recommend the Board accept the November unaudited financial report 2025 1130, and the reserve reconciliation report 2025 1130. Motion passes.* Discussion: JS went over the reports and answered questions. There will not be a transfer resolution until the end of year reports. Reports will be posted online after they are reviewed by the Board at their January meeting.
    - i. 2025 1130 Internal Financial Statement for November 2025
    - ii. 2025 1130 Cash Reserve Reconciliation for November 2025
  - b. Seating of Committee Members - *Motion by PH with second by WW to recommend that the Board seat Phillip Holzinger, Alexa Burns, Jackie Lambert, Sarah Eden, and Walter White to the Finance Committee. Motion passes.* Denise Rasmussen has resigned from the committee.
  - c. Selection of Officers –
    - i. Committee Chair - *Motion by PH with second by AB to nominate Walter White as Committee Chair. Mr. White agrees to serve. There are no other nominations. Motion passes.*

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- ii. Secretary – *Motion by WW with second by PH to nominate Alexa Burns as Secretary. Ms. Burns agrees to serve. There are no other nominations. Motion passes.*

Motion by WW with second by PH to suspend the rule requiring a motion before discussion. Motion passes.

- d. Meeting Schedule for 2026 – Tabled until after the Board meeting.
  - e. Recruitment of New Finance Committee Members - It would be good if more Board members could attend. Consensus to change the meeting time to 6:00 pm, beginning in February. AB will arrange for this to be publicized in the newsletter. Attendance can be by Zoom or by Phone.
  - f. Corrections to website. AB will work with Ashley to make these corrections.
    - i. Reserve study located in 2 areas.
    - ii. Audit not posted for 2024.
    - iii. Budget tab still shows the budget as proposed, not final. It is the budget as it was passed. Change the language to indicate it is the final budget.
    - iv. Accounting Manager's Reports are not current.
- 7. Member Questions and Comments** – none
- 8.** Motion by WW with second by PH to reinstate the rule requiring a motion before discussion. Motion passes.
- 9. Adjourn:** *Motion to adjourn at 6:22 pm by WW with second by JL. Motion passes.* The meeting is adjourned at 6:22 pm.

**Next Meeting:** Next meeting February 16, 2026, at **6:00 pm** via Zoom.