

**Clearwood Community Association**

Finance Committee Meeting

March 16, 2026 – 6:00 pm via Zoom

MINUTES

1. **Meeting Called to Order:** 6:03 pm  
**Committee Members Present:** Walter White, Chair (WW); Alexa Burns, Secretary (AB)  
Phillip Holzinger, Treasurer (PH); Jackie Lambert (JL)  
**Absent:** Sarah Eden (SE)  
**Staff:** Jennifer Heiner (formerly Spidle), Accounting Manager (JH)  
**Guests:** None
2. **Approve Agenda for the March 16, 2026, meeting of the Finance Committee:** *Motion by WW with second by PH to approve the agenda for the March 16, 2026 Finance Committee meeting, modifying the agenda to include the cash reserve for January. Motion passes.*
3. **Approve Minutes for the February 25, 2026, meeting:** *Motion by WW with second by PH to approve the Minutes of the February 25, 2026, meeting of the Finance Committee. Motion passes.*
4. **Treasurer Report:** PH reporting. Bank reconciliations have been done through December. January and February will be done by next meeting.
5. **Accounting Manager's Report:** Jennifer Heiner reporting.
  - a. JH was onsite at Clearwood today to do water billings. The meter software worked well.
  - b. Pool inspectors looked today, the fence is up to code and a permit has been approved.
  - c. 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 Unaudited financial reports 2026 0131 and 2026 0228, and the reserve reconciliation reports 2026 0131 and 2026 0228 and approve Transfer Resolutions 2026 0201 and 2026 0301. 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 March meeting.
    - i. 2026 0131 Internal Financial Statement for January 2026
    - ii. 2026 0228 Internal Financial Statement for February 2026
    - iii. 2026 0131 Cash Reserve Reconciliation for January 2026
    - iv. 2026 0228 Cash Reserve Reconciliation for February 2026
    - v. Transfer Resolution 2026 0201
    - vi. Transfer Resolution 2026 0301*Motion by WW with second by PH to move into informal consideration. Motion passes.*
  - b. Reserve Project Planning Discussion – Discussion of need to add and/or maintain amenities. The planned work on Rampart and HiLo has not been done yet, and they were a high priority from strategic planning. Need budget assumptions by April.
  - c. Investment Discussion – *Motion by WW with second by PH to recommend that the Board Invest \$1 million from Reserves into a ladder CD and invest \$500,000 from Operations in a 9-month CD. Motion passes.*
  - d. A new bank signer will need to be appointed since Alexa will not be around. The affected accounts are at Obee, First Citizens and Key Bank.
7. **Member Questions and Comments –**
8. **Adjourn:** *Motion to adjourn at 7:25 pm by PH with second by WW . Motion passes.* The meeting is adjourned at 7:27 pm.

**Next Meeting:** Next meeting April 20, 2026, at **6:00 pm** via Zoom.