

## PH FC Agenda 4.11.21

### 1. By Board and/or Finance Committee

1. Whether to move Annual Meeting dates to coincide with late Fall decision on operating budget for next calendar year?
2. Will finance committee work on homeowners packet preparation and distribution?
3. Replacing Keith's address for accounts, insurance policy, registered agent, etc.
4. Responding to owner inquiries – refinance, sellers, dues, account status, etc. Outsourcing response to inquiries?
5. Ensure compliance fiscal and HOA compliance with insurance policy representations.
6. Decision process for funding social events. Is this a Board decision or should we reach out to owners and try to determine owner consensus?
7. Process of scanning and saving/posting all invoices for Board review/ access.
8. Getting the hard copy of papers that Keith has to Mark to scan and put on DropBox. This includes the bank records, invoices, taxes, correspondence with vendors, insurance information, and the seller disclosure packs.
9. Seller disclosure packs? Are they within the scope of the FC, but we (the Board) need to make sure that what we are providing is in conformance with the Code. Do we outsource?
10. Automate the process of asking for documents or create standardized documents that can be posted to the website, including payment of fees. Possibly add a “market place” module to the website where realtors/ refinancing/owners can order and purchase the documents, the property inspection for sellers, and the post-inspection letter?
11. Finalizing the HOA insurance proposal.