

**Marley Park  
Budget & Finance Advisory Committee  
June 17, 2019**

**Meeting Minutes**

Committee Members in attendance:

Lance Miyatovich, Budget & Finance Advisory Committee Chairperson  
Martin Walsh  
Gary Schafer  
Scott Heistand

Committee Members absent: Nathan Rufty

MPCA Staff in attendance:

Rebecca Zieber, Assistant Manager, Community Operations  
Darrell Mead, Director, Accounting and Finance

Others in attendance:

Valerie Jackson

Meeting called to order at 6:01 pm

- Material distributed: May 2019 Financials, Landscape Advisory Committee recommendations regarding Landscape Services Contract bids and the Landscape Services Contract bid comparisons.
- Ms. Jackson and Ms. Zieber provided a summary of the review of the LAC. The BFAC (Committee) discussed the recommendations from the Landscape Advisory Committee (LAC) regarding the Landscape contract bids.
- The Committee noted that the recommended bids represented an approximately 30% increase in the cost for landscaping services. Ms. Jackson responded that these bids were among the lowest presented to the LAC. The Committee questioned how this amount can be accommodated within the 2019 budget and going forward. The Committee discussed the new lots in Parcels 15 & 16 and questioned the timing for the Association's receipt of the full assessment amount as well as the contribution and timing of the payments from the Christopher Todd rental properties. The Committee also noted that the increase in the cost of landscaping services represented approximately \$15 per month per household and that meant raising assessments or cutting back on either capital projects or the amount transferred into the Reserve Fund annually.
- The Committee agreed that they are comfortable supporting the recommendation of the LAC – Increased costs can be comfortably absorbed in 2019 and will need to be incorporated into the 2020 budget.
- Ms. Zieber to send out draft recommendation
- Chairperson Miyatovich requested that DMBCL provide accurate numbers for the total lots in the new development and expected timing for full assessments being received by the Association, so the Committee will have comfort that the additional assessments will be forthcoming in 2020.
- Mr. Mead reviewed May 2019 Financials
  - Raw version of May Financials presented.
  - Questions regarding the increase in legal fees – Ms. Zieber explained that the Engagement and Operations team were working on quite a few contracts for capital projects and upcoming events, in addition to the questions referred to legal counsel from the Board.
  - Question regarding the increase in management fee – Mr. Mead to investigate the increase and report back to the Committee. Mr. Mead expected that the increase was due to the Ambassador Fee being incorrectly coded to the Management Contract GL.
  - The Committee discussed the possibility of adding solar to certain facilities to offset the cost of utilities.

- Ms. Zieber discussed the timeline for the creation of the 2020 budget. Staff will have a draft budget prepared by the end of July 2019 for review by the Committee. Sometime thereafter DMBCCL department leads would like to meet with the Committee to explain the amounts included in the draft budget. Committee members indicated that they would like to meet with all department leads at the same meeting. Ms. Zieber proposed that the Committee be prepared to present their 2020 Budget recommendations at the Board meeting in September. Chairperson Miyatovich stated that this would be too soon for the Committee and would like to present the 2020 Budget recommendations at the Board meeting in October.
- Ms. Zieber and Mr. Mead explained the fees paid to DMBCCL as included in Exhibit A-2 of the Management Contract. Fees charged by DMBCCL are charged directly to the resident for the facilitation of accounting and legal services.
- Mr. Mead distributed the Final version of the Investment Policy and asked that the Committee members review the document and provide any input they may have. Ms. Zieber recommended that the Investment Policy be put on the agenda for the July Board meeting and the Committee was in agreeance.
- Management Services Contract discussion

Meeting adjourned at 8:02pm

Next meeting: Not scheduled.