

**BBVCC**  
**FINANCE COMMITTEE Minutes**  
**REGULAR MEETING**  
**February 25, 2026 at 1:00PM via Zoom**

<b>Committee Members Present</b>		
✓ Bev Franklin	✓ Dan Nedved	✓ Mary Santi
✓ Sue Garrigan	Erin Ryan	David Towle
✓ Bonnie White		
<b>Guest Members</b>		
	Maureen Server	
<b>Staff Present</b>		
	Jonah Douglas, Bookkeeper	David Franklin, General Manager
Justine Brooks, Assistant GM		

The General Manager started the meeting letting everyone know that Dan, Bev, Jonah, and Justine would be late getting to the meeting due to being in a software meeting and would be attending once they were done.

I. **CALL TO ORDER:** by Dan Nedved at 1:08pm

II. **ADOPTION OF AGENDA**

**Motion to adopt Agenda**

**Motion by:** Sue Garrigan      **Seconded by:** Bonnie White

**Approved Unanimously**

III. **OPEN FORUM**

IV. **RATIFY MINUTES:**

**Motion to approve January 28, 2026, meeting minutes**

**Motion by:** Bev Franklin      **Seconded by:** Sue Garrigan

**Approved**

V. **FINANCIAL SOFTWARE CONVERSION UPDATE**

The General Manager discussed the ongoing financial and software challenges. The current software, Enumerate, has been experiencing more and more issues, including unapplied payments/prepaid payments. Staff currently is not getting any responses from the vendor support team. The basic system functionality seems to be breaking down, and staff would not be surprised if one day we came into the office and the whole system was down or gone.

Jonah has been working on reconciling accounts and has made some progress. The GM and Assistant General Manager will be working with Jonah to assist with what they can on the banking reconciliations.

The group that has been evaluating alternative software companies, like Northstar, Vantica, and Yardi are hoping to have a decision and get Board approval on March 19<sup>th</sup>. This group is working on completing and providing a full detailed list of what the costs will

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be for both the members and Birch Bay Village per transaction and for what the breakdown of the software costs. This cost analysis would include what the charge would be for the different types of payment, i.e. ACH, checks, card, etc. and who would be paying for that charge the Village or the member.

The GM has tried to supply some reports to the Board; we know that we do not have a full account of what our 2025 income statement is from January 1 to December 31 but wanted to get a draft of it out there in front of the Board. The Finance Committee has not seen the reports yet and the GM will send them to the Committee.

Sue, Jonah and the GM have been working with the Auditor to balance the inter funds and transfers. Sue discussed the reserve account procedures and how there are not any procedures on how to pay invoices, and we have a need to simplify them. They discussed just having one operating reserve account to make it easier for management. Sue and the GM discussed the issues that we have had with the current reserve accounts and the process that gets messy when we have to have a check written out of reserve accounts. The Committee discussed contract liability and how the process of clearing out old balances works. The GM will ask the auditor, Michelle, for clarification of the correct process and will copy Sue. The GM will send a copy of the treasurer's handbook for more guidance on accounting procedures to the Committee.

The Auditor has asked to have their check list of items provided to them by March 15<sup>th</sup>. The check list and the process of how we are getting the information to the auditor was discussed. The software that we are looking may assist with us providing the information out without difficulty and in a decent format. One of the major issues that we have had is documentation of processes and procedures. The new software programs have really good audit trails.

The Committee discussed the software conversion process. Dan and Bev provided 10 single platform software. The two that we are down to are Yardi and Northstar. All of these companies have a great audit trail, integration, reporting systems and so on. Yardi is one of the biggest software programs in the industry. Northstar has a point of sale. Vantica we looked at them, it looks like good software but fell short with calculated fields and rely heavily on AI. All of them will be better than what we currently have. The Board has tasked us with providing the total cost of everything including transaction costs for each for the entire year for their March 19<sup>th</sup> meeting.

We have had meetings today with Northstar today to go over things. Currently Northstar doesn't have any ACC process would be the same manual process as Justine has been doing. Northstar is working on putting a process together.

**VI. MEMBER COMMENTS**

Dan provided information to the committee about the committee awareness day and volunteer appreciation dinner that will be happening on May 30<sup>th</sup>. Dan also noted that Pat Ryan stepped down from the Board and that the Board is looking to appoint a board

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member to sit in the seat until the June election.

Sue G was thanked for all the work that she has been putting in and will come up with a cost that the village can pay her for all the work that she has put in. The GM also thanked Dan and Bev for the work that they have put in for the software conversion.

Bonnie noted that she would be out for the next meeting and help out if she is able to for committee day May 30<sup>th</sup>. She will be in attendance at the April and May meetings.

**VII. ADJOURNMENT:**

Next Meeting set for March 25, 2026.

Adjourned Meeting at 1:58 pm

**Motion by:** Bev Franklin      **Seconded by:** Bonnie White

**Unanimously Approved**