

BBVCC
FINANCE COMMITTEE Notes
REGULAR MEETING
August 26, 2026 at 1:00PM via Zoom

Bev Franklin	Sandy Zeitel	Dan Nedved
Bonnie White	Sue Garrigan	
Committee Members Present		
Members Absent: Erin Ryan		
Guest Members		
Staff Present	David Franklin, General Manager	Justine Brooks, Assistant GM
	Amy Ashby, Executive Coordinator	

1. CALL TO ORDER:

The Finance Committee was called to order at 1:02pm by Dan Nedved and a quorum was present.

2. ADOPTION OF AGENDA

Motion to approve

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

3. OPEN FORUM

The General Manger presented information about the committees desires for compliance to do more and the problem it creates is that one person cannot be in multiple places at the same time. It was mentioned that this has come up in the past and suggestion to add more to the compliance budget were not accepted by the finance committee.

4. RATIFY MINUTES:

Motion to approve minutes from July.

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

5. REVIEW OF FINANCIALS

The committee reviewed July financials, with the General Manager presenting the data and noting that dues were running close to budget. Bev raised questions about timing discrepancies in the financial reporting, particularly regarding Edward Jones interest reconciliation and payroll periods. Sue explained that financial reporting goals needed to be adjusted to around the 20th of each month due to dependencies on other departments. The discussion revealed that the

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organization was under budget in most staff categories. The General Manager explained they were currently fully staffed except for the bookkeeper position, which was being handled through contract labor with Sue and Tammy. The committee noted that while there was some contract labor expense, it was not pushing the organization over budget. The conversation ended with Bev requesting additional information on specific budget categories, which was left for future discussion.

Sue explained the complexity of accounts receivable adjustments, particularly with return checks, noting that the current process is too complicated for non-bookkeepers to handle correctly. She identified specific issues including mis-coded refunds and adjustments that need to be corrected, particularly for 2025 and 2026. Bev acknowledged Sue's work in identifying the \$125 variance for AP, which will be fixed in August, and suggested that Sue document the mistakes being made to help improve processes in the new system.

The General Manager reported that several lien cases are pending at the attorney's office, awaiting guidance from the attorney on next steps including potential foreclosures or lawsuits. The discussion concluded with a review of financial reporting procedures, where it was established that once a financial report is approved by the Finance Committee, any subsequent errors would require re-approval before implementation.

The Committee discussed financial reporting processes and agreed to run updated financials for July, with the General Manager taking responsibility for preparing the revised income statement. Sue emphasized the need for timely statement receipt to ensure accurate monthly reporting.

6. SOFTWARE CONVERSION UPDATE

The committee reviewed progress on software conversion with North Star, including significant work on cleaning up the chart of accounts which reduced it from 90 pages to 19 pages by eliminating unused accounts from previous years. There was discussion about potential website conversion options, with the team considering whether to proceed with a full website transition rather than just the member portal originally contracted, pending a cost proposal from North Star.

The committee discussed progress on mapping the chart of accounts for the North Star system conversion. The General Manager explained that they had provided a cleaned-up trial balance and determined department numbering, with remaining work focused on mapping accounts and consolidating duplicates. The Assistant General Manager reported completing the Apple app development and noted ongoing challenges with Enumerate reporting capabilities, particularly around autopay information. The team has a meeting scheduled with North Star to discuss autopay options, and Bev requested to receive a copy of the clean chart of accounts for the Finance Committee.

The committee discussed the November 1st go-live date for their software conversion project. The Assistant General Manager explained that while most systems including accounting, work

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orders, and violations will go live on November 1st, Chrono Golf and the GATE system will be phased in later due to their complexity. The committee agreed that critical systems like members' accounts and billing would be prioritized, with gate access being implemented after November 1st when the module is ready.

7. 2027 DRAFT BUDGET AND RESERVE STUDIES

The Finance Committee discussed the 2027 budget proposal, with David presenting the draft budget that includes a 4% increase in marina rates and various operational expenses. The committee reviewed marina occupancy details, with Justine reporting 28 vacant inside slips and 8 people on a waiting list. The group scheduled a follow-up meeting for Tuesday at 1:00 PM to review budget corrections before the upcoming town hall meetings on September 3rd and 12th, where the final budget will be presented to members.

8. MEMBERS COMMENTS

Bonnie White asked to meet with the General Manager outside of this meeting to see if she can be helpful with the software conversion.

9. ADJOURNMENT:

Next Meeting set for September 1st at 12:30pm using Teams instead of zoom due to conflict with a different committee running at the same time.

Next Month's meeting scheduled for September 23, 2026

Adjourned Meeting at 2:36pm

Motion to adjourn

Motion by: Sandy Zeitel **Seconded:** Bev Franklin