

**MEADOWMONT COMMUNITY ASSOCIATION
BOARD PLANNING SESSION**

DAY: Friday March 15, 2019

TIME: 8:00am Call to Order for MCA Board Meeting (edited version: Minutes & Financials)
8:10am Adjourn into planning session
10:00am Anticipated closure

Site: MCA Office

Pre-Session work assigned: to review the packet of related information provided

Goal of Planning Session:

- A general and open discussion on each area noted (below)
- With members agreeing to assist on any needed topics by working on a specific area(s)
- With goal to have assignments completed by August for the next budget preparation cycle

Topics are:

1. Cash flow for MCA going forward (e.g. next 5 years):

- Trends of key expenses and income categories
- Current HOA dues rate vs. future cash flow needs

2. Capital Reserve Study (2016 version)

- Review of selected key items and time lines for expenses
- Current contribution level vs. future risk areas

3. Manager's Role:

- Current job structure and description
- Future scope

4. Staff assistant's role

- Current vs. future need

5. Outside office services:

- Why used now and need in future
- Role served

6. MCA Committees:

- Current role and future purpose

7. MCA Board:

- Current role and our legal framework to operate