

2025 Budget & Finance Committee

Meeting Minutes

Location: KCCA Crown Center

Date: August 5, 2025

Time: 3 pm – 5 pm

Attendees – Megan Rutz (Chairman), Cherie Gilmore-Forczak (Co-Chair), Judy Harrison, Susan Howell (absent), Mike Mathis (absent), Nicki Nicholson (absent, Gloria Aleksich (guest), Rob Peters (guest).

1. Gloria Aleksich was welcomed as a guest of the committee, and it was recommended that her name be submitted to the Board of Directors for approval as a member of the committee.
2. The June 2025 Financial Reports were reviewed, with the following notes:
 - a. Several adjustments were made to the June financials to correct GL coding inaccurately applied throughout the year. Megan Rutz explained that these corrections caused the MTD numbers to appear confusing and she suggested that the focus in these categories be on the YTD numbers. She further explained that there were several accounts for which there would be corrections applied to the July reports. These changes do not affect the overall bottom line of the June financials.
 - b. Megan Rutz reported that CAP was not supportive of the committee's request to report a budgeted item for the indoor pool activity. Their primary objection was that a budgeted line item was not presented to the residents at the time of the community budget meeting, and that in order to add a budget line item, there would also need to be some sort of offsetting income. CAP felt that because we were this far along in the process, it would be best to continue to account for the indoor pool expenditures versus settlement/budget separately as compared to 2023/2024 and 2025 financials

- c. After discussion, the committee felt that there needed to be further review of the City of Tigard utility billing, specific to the small green spaces. The question was raised as to whether the small green spaces are being irrigated and/or if we are simply being charged a base fee. Additionally, the committee suggested that the auto insurance policy for the truck used by the golf course to transport landscaping debris to the dump be reviewed.
3. 2026 Budget Guidelines and Schedule – Megan Rutz showed the committee a spreadsheet reflecting 2023/2024 and 2025 expenditures, with the remaining 6 months of 2025 prorated based on the last 6 months of 2024. She reported that there was still some fine tuning to be done to the spread sheet and that it would then be distributed to committee members and we could begin the budget process at the next meeting.

Megan Rutz will send an email to each of the Board Members requesting 2026 budget items be submitted by 08/31/2025.

4. Golf Course Turbo Blower Request – Rob Peters presented the need for approval of Jeff's request to purchase the blower identified on the Reserve Study at a price more than the budget. He explained that this was the only local vendor to provide such equipment, other than John Deere which had an even higher price. The committee recommended that the following be taken to the board for approval.

Understanding that the purchase price is 18% over budget, the committee proposed that another item listed on the reserve study – a Mower with a reserve of \$1,520.03 be moved from the 2025 reserve budget to a future year, and that the funds reserved for the mower be applied to the purchase of the blower. Using the reserved funds in this way, results in a over budget situation of \$304 or approximately 2.6% over budget. This suggestion has been reviewed with Jeff and he agrees.

5. Pool Furniture – Megan Rutz reviewed the need to purchase furniture for the outdoor pool, noting that the committee had previously rejected the pool committee's request and now the old furniture was falling apart. She noted

that Susan Howell had identified the amount of furniture that needed to be and would be purchased against the Pool Repair & Replace category in the Reserve Budget.

6. The committee discussed the need for BECA and envelope studies this year, and Megan Rutz will work with Yvette Curiel to get those scheduled.
7. The committee discussed whether the Golf Course and Pro Shop financials should be combined in 2026. As there was a difference of opinion, it was decided that the committee should talk to members of the community regarding the method by which the information was presented, and that the discussion would be continued at a future meeting.
8. Next Meeting – Tuesday, August 19, 2025
3:00pm – 5:00pm
Crown Center