



November 29, 2016

To: Members of the Audit Committee  
Reginald Avery  
Janet Evans  
Edward Berman  
James Young

Cc: Milton W. Matthews, President/CEO  
Jackie Tuma, Chief Staff Liaison  
Members of the Columbia Association Board of Directors

From: Nancy McCord, Audit Committee Chair

**The Audit Committee of the Columbia Association, Inc. Board of Directors will meet on December 5, 2016 at the Columbia Association Building, 6310 Hillside Court, Columbia, MD 21046 at 7:30 p.m.**

**AGENDA**

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1) Call to order                                                                                                                                                                                    | 1 min  |
| 2) Approval of agenda                                                                                                                                                                               | 2 min  |
| 3) Resident speakout                                                                                                                                                                                | 5 min  |
| 4) Approval of minutes: September 12, 2016                                                                                                                                                          | 5 min  |
| 5) Review of financial documents:                                                                                                                                                                   | 20 min |
| a) FY17 second quarter Financial Report                                                                                                                                                             |        |
| b) FY17 second quarter financial statements                                                                                                                                                         |        |
| 6) Motions to recommend Board action (no backup)                                                                                                                                                    | 5 min  |
| a) Motion to provide the FY17 second quarter Financial Report to the Board of Directors                                                                                                             |        |
| b) Motion to provide the FY17 second quarter financial statements to the Board of Directors                                                                                                         |        |
| 7) Discussion: Rotation of independent audit firm's partner every five years                                                                                                                        | 10 min |
| 8) Motion to close for the purpose of reviewing several internal audit reports and consultation with staff personnel on legal matters in accordance with HOA Section 11B-111.(4)(i, iv) (no backup) | 72 min |
| 9) Committee tracking form (open meeting)                                                                                                                                                           | 5 min  |
| 10) Adjournment – 9:35 p.m.                                                                                                                                                                         |        |

**ARRANGEMENTS FOR AN INTERPRETER FOR THE HEARING IMPAIRED CAN BE MADE BY CALLING 410-715-3111 AT LEAST TWO DAYS IN ADVANCE OF THE MEETING.**