



December 5, 2017

To: Members of the Audit Committee  
Janet Evans  
Gregg Schwind  
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 11, 2017 at the Columbia Association Building, 6310 Hillside Court, Columbia, MD 21046 at 7:00 p.m.**

**AGENDA**

- |   |        |
|---|--------|
| 1) Call to order  | 1 min  |
| 2) Approval of agenda   | 2 min  |
| 3) Resident speakout  | 5 min  |
| 4) Approval of minutes: <u>September 18, 2017</u>   | 5 min  |
| 5) Motion to close for the purpose of reviewing an outsourced audit report in accordance with HOA Section 11B-111.(4)(i, iv) (no backup)  | 62 min |
| 6) Review of financial documents:   | 30 min |
| a) FY18 second quarter Financial Report   |        |
| b) FY18 second quarter financial statements   |        |
| 7) Motions to recommend Board action (no backup)  | 5 min  |
| a) Motion to provide the FY18 second quarter Financial Report to the Board of Directors   |        |
| b) Motion to provide the FY18 second quarter financial statements to the Board of Directors   |        |
| 8) Review of IRS Form 990 for the fiscal year ended April 30, 2017  | 15 min |
| 9) 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) | 55 min |
| 10) Committee tracking form (open meeting)  | 2 min  |
| 11) Review of Audit Committee charter responsibilities  | 5 min  |
| 12) Adjournment – 10:07 p.m.  |        |

**Next Audit Committee Meeting:  
Monday, March 12, 2018**

**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.**