



March 6, 2018

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 Board of Directors will meet on Monday, March 12, 2018 at Columbia Association Headquarters, 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 | 10 min |
| 4. Approval of minutes: <u>December 11, 2017</u> | 2 min |
| 5. Review of financial documents: | 20 min |
| a) FY18 third quarter Financial Report | |
| b) FY18 third quarter financial statements | |
| 6. Motions to recommend Board action (no backup) | 2 min |
| a) Motion to provide the FY18 third quarter Financial Report to the Board of Directors | |
| b) Motion to provide the FY18 third quarter financial statements to the Board of Directors | |
| 7. Review of engagement letters from CliftonLarsonAllen LLP for their FY18 independent audits of CA's financial statements and incentive savings plan | 10 min |
| 8. Columbia Association 401(k) Plan briefing | 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) | 59 min |
| 10. Committee Tracking Form (open meeting) | 5 min |
| 11. Review of Audit Committee charter responsibilities and accomplishments during FY18 | 10 min |
| 12. Adjournment – 9:46 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.