



December 4, 2018

To: Members of the Audit Committee
Dick Boulton
Ginny Thomas
Gregg Schwind
Timothy Redmond

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

From: James Young, Audit Committee Chair

The Audit Committee of the Columbia Association, Inc. Board of Directors will meet on Monday, December 10, 2018 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 | 1 min |
| 3. Resident speakout | 5 min |
| 4. Approval of minutes: <u>September 12, 2018</u> | 1 min |
| 5. Review of financial documents: | 20 min |
| a) FY19 second quarter Financial Report | |
| b) FY19 second quarter financial statements | |
| 6. Motions to recommend Board action (no backup): | |
| a) Motion to provide the FY19 second quarter Financial Report to the Board of Directors | |
| b) Motion to provide the FY19 second quarter financial statements to the Board of Directors | |
| 7. Appointment of independent auditors for FY19 | 10 min |
| a) Memo re: Annual appointment and statement of independence from CliftonLarsonAllen LLP | |
| b) Motion to recommend the Board's appointment of external auditors for FY19 (no backup) | |
| 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) | 67 min |
| 9. Audit Committee Charter: | 10 min |
| a) Review of Audit Committee Charter (with proposed revisions) | |
| b) Motion to recommend to the Board of Directors that it approve the Audit Committee Charter as amended (no backup) | |
| 10. Committee tracking form (open meeting) | 2 min |
| 11. Review of Audit Committee charter responsibilities | 5 min |
| 12. Adjournment – approximately 9:30 p.m. | |

**Next Audit Committee Meeting:
Monday, March 11, 2019 at 7:30 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.**