



July 18, 2019

To: Audit Committee Members
Dick Boulton
Renee DuBois
Rafia Siddiqui
Timothy Redmond

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

From: James Young, Audit Committee Chair

The Audit Committee of the Columbia Association Board of Directors will meet on Tuesday, July 23, 2019 at the Columbia Association Headquarters, 6310 Hillside Court, Columbia, MD 21046 at 7:00pm.

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: <u>June 10, 2019</u> | 5 min |
| 5. Review and motion: FY19 fourth quarter Financial Report | 30 min |
| A. Review FY19 fourth quarter Financial Report | |
| B. Motion to provide the FY19 fourth quarter Financial Report to the Board of Directors (no backup) | |
| 6. CliftonLarsonAllen's presentation of the draft audited financial statements | 30 min |
| A. Columbia Association, Inc. | |
| B. Columbia Association, Inc. Incentive Savings Plan | |
| 7. Motion to close for the purposes of <u>CliftonLarsonAllen's review of internal controls and other communication with the external and internal auditors</u> in accordance with HOA Section 11B-111.(4)(i, iv) | 50 min |
| 8. Motions (no backup) | 2 min |
| A. Motion to provide the independent audit reports of CA's financial statements for FY19 to the Board of Directors | |
| B. Motion to provide the independent audit reports of CA's incentive savings plan for the calendar year 2018 to the Board of Directors | |
| 9. 401(k) Plan briefing | 15 min |
| 10. Committee Tracking Form (open meeting) | 5 min |
| 11. Review of Audit Committee charter responsibilities | 5 min |
| 12. Other business | 5 min |
| 13. Adjournment – Approximately 9:30pm | |

**Next Audit Committee Meeting:
Monday, September 23, 2019**

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.