

*Information carried forward from the last report is shown in italics*

This report supplements the report done by our EPR service provider of facilities and finances operational services. Its focus is the set of responsibilities our team has in addition to those handled by the EPR staff.

Administrative Information

1) The full F&FST team has not yet met in 2025, nor have either of the two functional teams (finance, facilities) met. Having said that, there has been lots of activity related to both functions over the year end boundary.

Recent Activities

1) Combined team activities:

a) There has been significant activity to develop the current version of the RP/RF Five Year Plan (it only has the year 2025 completed at this time). The initial draft was done by the RP/RF Study Team - who then provided their starter work to the full F&FST team for their review and feedback. The board will be reviewing and approving the recommended plan at their upcoming board meeting.

b) While reviewing the full year results, several items were discovered that needed further analysis and follow up action: there was at least one relatively large bill that was paid twice and there were several sets of 2024 work for which bills had not been received and paid in 2024. That analysis and corrective action [will not change the 2024 financial results] is currently taking place by the partnership of EPR staff and the F&FST team.

2) Finance team activities:

a) There has been significant activity to produce the initial and final 12/31/24 financials – which have both been published and distributed to the board and others.

b) There has been significant activity to produce the draft MF 2025 Phase Two Budget material being recommended to the board for review and approval at their upcoming board meeting. The initial draft was done by the RP/RF Study Team - who then provided their starter work to the finance team for their review and completion.

c) There has been significant activity, in partnership with the EPR staff, to close out the 2024 business/fiscal year and prepare for the 2025 business/fiscal year.

3) Facilities team activities (working in partnership with EPR staff):

a) There has been significant activity to deal with several facilities items related to closing out 2024 and starting up 2025. These include understanding any situations where:  
- 2024 planned work was not fully completed (which includes the bill for the work being received and paid)

- 2024 work has been carried forward into 2025.

b) There has been significant activity to deal with several facilities challenges/issues – the list includes, but is not limited to, what to do about the needed repair/replacement of the west wall of the condo at 1410 (Buehring).

2024 Reserve Plan/Reserve Fund Planning & Tracking Status Report

*This item has been moved from its previous report location (Treasurer report) to this report given the formation of the F&FST Committee. Information carried forward from the last report is in italics.*

Since we have not yet completed the first month of 2025, there is no status report at this time.