

# Gateway Greens Community Association

## Finance Committee Meeting Minutes:

Tuesday, March 3, 2009 @3:30 pm at the offices of Alliant Property Management

Call to order at 3:30. A quorum was established. Present: Committee members present: Denny Whitworth, Jim Newlin, Michelle Ransom, John Pikel. Invitee and board members present: Burnie Williams. Management Company: John Spina, CFO, & Lourdes McLoed, CAM. Invitees not present: Ed Snyder and Delores Linscott.

1. The purpose for the meeting per Board of Governors request was to review allegations made by former board treasurer, Ed Snyder, that board member Burnie Williams committed fraud and to report the results of the review to the Board of Governors.
2. Documents reviewed to ascertain that fraud was alleged:
  - a. Ed Snyder's Resignation Letter dated December 1, 2008
  - b. An undated paper by Ed Snyder titled "Record of Burnie Williams (Burnie), Board Member" submitted to the Board by Eric Thompson on January 28, 2009.
  - c. E-Mail from Ed Snyder to the Board dated February 18, 2009
  - d. E-Mail from Ed Snyder to Denny Whitworth dated March 1, 2009
3. Documents reviewed to substantiate the alleged fraud:
  - a. E-Mail from Ed Snyder to Denny Whitworth, dated January 22, 2008 Subject: Board Minutes.
  - b. E-Mail from Ed Snyder to Burnie Williams, board member, and Karen Maxwell, board president, dated December 19, 2008, Subject: Minutes, submitted to the Board by Eric Thompson, gateway resident, on January 28, 2009.
  - c. An undated paper by Ed Snyder titled "Record of Burnie Williams (Burnie), Board Member" submitted to the Board by Eric Thompson on January 28, 2009.
  - d. E-mail from Ed Snyder to Denny Whitworth dated March 1, 2009
  - e. E-mail from Ed Snyder to the finance committee, Board of Governors, John Spina, & Dick Moerner, dated March 3, 2009 Subject: Fraud Allegations
  - f. Board of Directors Meeting minutes for July 23, 2008
4. Specific allegations stemming from the documents listed above.
  - a. Burnie Williams submitted false expense reports. Found in 3.c above.
  - b. Upon inspection of these sheets it was clear that Burnie was not performing handyman duties for most of the time he was billing GGCE. Found in 3.c above. (During his employment as handyman Burnie submitted time sheets which were reviewed and approved the Lourdes McLoed, property manager.)

- c. He (Burnie Williams) was paid over \$3,000 during this trial period and the amount of handyman work that was actually performed was minimal. Found in 3.c. above.
  - d. Burnie caused the association to lose \$315 by having Gardner Case remove dirt from the planter boxes along the Gateway Blvd wall when Florida Painters were contracted to remove this dirt. Found in 3.c above.
  - e. Burnie caused the association to incur an unauthorized expense of \$11,000 by telling The Tree Service to thin oak trees in excess of the number specified in the contract. Found in 3.c above.
  - f. Burnie bribed workers under contract. Found in 3.a, 3.b, 3.c., 3.d, and 3.e above.
  - g. Burnie took expenses that total close to \$2,000 in 2008 while the combined total of the other board member is less than several hundred. Found in 3.b above.
5. Finance committee conclusions for each specific allegations list above.
- a. Upon review the expense reimbursement request, the committee did not find they substantiated fraud. They also did not find them to be False. The committee further recommends that Burnie be reimbursed for the tools and maintenance items in the amount of \$724.26 and that the tools be delivered to property management.
  - b. Upon review of the time sheets and comments by Lourdes McLoed, the committee did not find they substantiated fraud. The property manager Lourdes McLoed, informed the committee that she reviewed and approved the time sheets and she believed them to be accurate and that the duties were being performed. The committee did not find that upon inspection of the time sheets it was clear Burnie was not performing his duties.
  - c. Upon review of the time sheets and comments by Lourdes McLoed, the committee did not find that Burnie was overpaid and that this charge substantiates a charge of fraud.
  - d. Regardless of the facts which are in dispute, the committee did not find the charge substantiated fraud.
  - e. Upon hearing the accounts of Lourdes McLoed and Burnie Williams, the committee did not find the charges substantiate a charge of fraud.
  - f. By the email sent by Ed Snyder dated March 3, 2009 in which Ed Snyder informs the committee that there is no documentation supporting the allegations, the committee finds no substantiation for a charge of fraud.
  - g. Upon a review of the financial records presented by Alliant Property Management, the committee finds the actual reimbursements were \$395 or which \$267.76 were for paint and other supplies Burnie used in the course of his duties as handyman. The committee did not find the charge substantiated fraud.

Respectfully Submitted by

Denny Whitworth Treasurer