

Special Meeting Re: Bookkeeping Service, September 16, 2022

Present:

President: David Spinney

Treasurer: Elaine Yates

Board: Bram Larrick

Board: Jeanne Hoadley

Secretary: Valerie Atchison

Irrigation Problem: Elaine said that the water bill for the HOA has been too high, up to \$1,000 one month. The City had said that the water meter was broken; and the City has not been helpful in solving the problem. David will look into it if necessary.

Bookkeeping Service:

Bram and Elaine contacted Dorothy Walsh at Walsh Tax Services in Ashland. Nichole in their office specializes in working with HOAs. It is estimated that once we are established with them, that the monthly fee will be around \$160.

Currently, the dues are sent to the HOA PO Box in Talent, but we will shift that to Walsh Tax Services to collect.

The services offered in addition to collecting the fees and doing the taxes for the HOA:

Vendors may send bills directly to the bookkeeper; Walsh will maintain a current homeowners list including physical address and email address; check the county recorder for new owners; send out an electronic newsletter if we want them to; pursue owners who are two months in arrears on the dues, including informing owners that a lien will be placed on the property if the dues go unpaid.

A great advantage is that the bookkeeping service will be ongoing, providing continuity, because Board members change over time.

Nichole will send monthly reports. Their office uses QuickBooks.

Nichole suggested that we request payment of dues quarterly, half-year, or annually, since that will reduce bookkeeping time thereby saving the HOA money. Bram suggests that we send a quarterly

invoice, starting with the first of the year. He said that currently, there is 95% compliance on timely payment of dues.

A unanimous decision was reached confirming that Walsh Tax Services will take over the HOA bookkeeping.

Bram suggests that invoices go out by email to save postage. However, lien notices would need to go out via USPS.

Elaine noted that we do not have emails or phone numbers for all homeowners. An up to date owner's list will go to Nichole at Walsh, and she will maintain it.

Meeting adjourned.