



Ponderosa Pines Property Owners Association
Ponderosa Pines Water Company

Bookkeeping Services Policy

Effective: November 15, 2012

The Ponderosa Pines Property Owners Association (PPPOA) and the Ponderosa Pines Water Company (PPWC) has experienced problems related to "in house" bookkeeping practices in past years. In 2002 the Board of Directors voted to contract with an outside bookkeeping service to prepare and maintain the financial records for the Association and the Water Company, in addition, they agreed in not having the financial records maintained by an "in house" Association member. A formal policy was not adopted at that time.

In order to continue the practice of having the financial records of the PPPOA/PPWC maintained by only an outside bookkeeping service, the following policy is adopted:

The Board of Directors of the Ponderosa Pines Property Owners Association and the Ponderosa Pines Water Company agree that the financial records of the Association and the Water Company will be maintained by an outside bookkeeping service and will not be maintained by an "in house" Association member.