



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.



PONDEROSA PINES PROPERTY OWNERS ASSOCIATION
53275 PONDEROSA WAY
PONDEROSA PINES WATER COMPANY
53299 PONDEROSA WAY
LA PINE, OR 97739

November 15, 2012

RESOLUTION #11-15-12 (1)

Bookkeeping Services

The Ponderosa Pines Property Owners Association (PPPOA) and Ponderosa Pines Water Company (PPWC) finds it necessary to implement a procedure requiring the financial records of both the PPPOA and PPWC to be maintained by an outside bookkeeping service and not by an "in house" Association member.

Based on the foregoing, it is hereby

RESOLVED:

The Board of Directors has approved the Bookkeeping Services Policy requiring the financial records of both the PPPOA and PPWC to only be maintained by an outside bookkeeping service and not by an "in house" Association member.

| Chairman | Date |
|--|-----------------|
| Hal Johnson, Vice Chairman | Date |
| <u>Sue Mose</u> | <u>11-15-12</u> |
| Sue Mose, Secretary | Date |
| <u>Cheryl Riddle</u> | <u>11-15-12</u> |
| Cheryl Riddle, Treasurer | Date |
| <u>Robert David Gillette</u> | <u>11-15-12</u> |
| Dave Gillette, President Water Company | Date |
| <u>Barbara Crafts</u> | <u>11-15-12</u> |
| Barbara Crafts, Director | Date |
| <u>Clay Barham</u> | <u>11-15-12</u> |
| Clay Barham, Director | Date |