

TPRA Board of Directors meeting by email
June 12, 2014

Proposal from Ray Lyons:

We have discussed getting some help for Lynn for some time and Lynn has been quite patient as we try to come up with an equitable solution to the work load of the Treasurer.

We discussed having Rusty's wife do the data entry last year however that did not come to be due to schedule conflicts so I understand.

There is a lady I know quite well who is qualified to do what Lynn needs so as to free up her time so she can have a life back. Last Sunday JoAnn, Lynn, Bob and I met in Hartsel to discuss what Lynn would expect JoAnn to do and make sure JoAnn felt sure that it was within her skills as well as be something she could do efficiently.

JoAnn is a resident and owns property on Co. Rd. 53. She has lived there many years. She has roots in the Hartsel area and will not be moving out just because of harsh winters or tornados.

The meeting ended with a very positive expectation.

With that introduction, this is the proposal - to take the load off Lynn.

Lynn would maintain....

1. Go thru the mail,
2. Deposit the checks and make copies of the checks and only the copies would go to JoAnn for various dues paid, lot #, and address verification.
3. Put together the packets of information for JoAnn to go thru, sort out, and enter in the books.
4. Writing TPRA checks and paying bills. (All actual money transactions would stay with Lynn personally.)

JoAnn would...

1. Reconcile dues and payments, (including address changes, lot owner changes, person paying the dues changing, so on and so forth.)
2. Take the copies of the checks Lynn sends her and enter them to the books,
3. Print and mail late notices,
4. Driveway snow clearing list,
5. Reconcile QuickBooks with the bank statements,
6. Owner questions regarding lot accounting, reality questions, and title company inquiries.

Lynn will keep the updated books on her computer. Lynn wants Joann to have a TPRA computer for data entry and copies of the updated books will be given to Lynn via a thumb drive each month.

Bob has agreed to help locate a good refurbished computer which I have found to be in the \$350 to \$500 range. I have bought several off Overstock.com with excellent success.

We will have to put the same version of QuickBooks on the data entry computer that Lynn has so everything is compatible. This also gives us back up in the event Lynn's computer ever crashes. I understand the QuickBooks program will run +/- \$300.

Equipment cost to start should be from \$650 to \$900.

JoAnn has agreed to the \$15 per hour rate the board discussed previously.

I believe we all agree that Lynn's desire to have the books complete and accurate as well as to have the association following the IRS rules is what has caused this excessive work load. I also know that none of us want to go back to the days where some notes and deposit slips are put in a box and that what is handed to the next treasurer.

M/S/C to approve the above.