



Record of Proceedings  
RMMA Board Special Meeting  
September 12, 2023 – 1:00 PM

Call to Order – The September 12<sup>th</sup> Special meeting of the Board was called to order at 1:05 PM. All members were present including, President, Sandy Miller, Treasurer, Forrest Ramsel, Members, Jim Coryer, Dennis Bailey, and Karen Wade. CM, Mark Nickel was present and recorded the minutes.

Meeting Agenda – A special meeting was called by President, Sandy Miller to discuss conditions and consideration of hiring an outside accounting/bookkeeping firm for additional accounting support. The meeting revolved around a document provided by Treasurer, Forrest Ramsel which, “is intended to provide Board Members, Management Agents, accounting personnel and Lot and Unit Owners a quick, handy reference to many financial issues regarding the presentation, selection of accounting methods consistent with homeowner associations. The document is organized in accordance with the accounting cycle, which consists of approving a budget billing regular assessment, collecting regular assessments, paying vendor bills, and periodic financial reporting.”

BOD Discussion – Karen Wade initiated the discussion with a request to “Categorize Procedures” regarding the wording in the document presented by the Treasurer specifically, to categorize - Income, Expense, Assets, Reconciliations and Audits. The Board felt the document classified the categories accordingly without the need for changes or recategorizing.

Dennis Bailey offered his thanks for the work that went into the document but expressed concerns with the extensiveness and overkill of the document. He commented that he was somewhat confused and questioned the requirement of two signers on checks for paying invoices.

Sandy agreed the document was very comprehensive and asked if it could be simplified to some degree, but also stating that she felt it was a great starting point.

Forrest agreed that it was a comprehensive view and bookkeepers could revise and/or remove items determined unnecessary such as management services and other financial resources.

Jim suggested the document provide a one-page summary with a Table of Contents and full document.

Discussion on check signing and Board approval regarding bill payments was held with Board members concluding that one Board member signature would be adequate for payments under \$5,000 and two signatures, or at least two Board member approvals, would be required for all expenditures over \$5,000.

The document was ultimately approved with the understanding that Forrest would make all requested revisions to the document prior to presenting it to accounting firms for consideration.

Adjourn – Meeting adjourned at 2:20 PM.

Respectfully submitted,  
Community Manager, Mark Nickel

Signature: Mark Nickel Date: 10/26/23