

Pleasant View HOA

MEETING MINUTES

(Special Board Meeting: Bookkeeping Budget Items Proposed Changes)

DATE	July 28, 2025
TIME	6:30 PM MT
LOCATION	Mary Pfeifer's home
AUTHOR	Steve Schmidt

ATTENDEES	Claudia Hall Jean Graham Marissa McCrea Mary Pfeifer -Becca Bauer -Jaden Smith Kent Anderson Steve Schmidt
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OBJECTIVE

Discuss HOA Bookkeeping Budget Items Proposed Changes

DISCUSSION NOTES

1. Call To Order 6:30 PM MT

OBJECTIVE: - Make a recommendation to the HOA Board to accept or accept with changes or deny the new Independent Contractor Agreement for Ruth

2. Discussion on Proposed Contract with Ruth for Bookkeeping Services

- Duration of Contract
- Conditions for renewal options
- Laptop and Software licenses
- Clarification of "Bookkeeping" list of tasks/responsibilities
- Retroactive raise request
- List items in the HOA Budget that pertain to Bookkeeping that need to be transferred to Ruth.
- What the HOA owns now that Ruth uses
- Business Continuity plan

2. Duration of Contract

- RECOMMENDATION: One-Year term with 30-day cancellation in writing by either Ruth or the HOA Board. The annual term starts on January 1st of each new year. Changes to contract terms should be made known to the HOA Budgeting Committee at the September HOA Board meeting every year. An interim contract for the remainder of 2025 will be put in place.

Pleasant View HOA

DISCUSSION NOTES

3. List items in the HOA Budget that pertain to Bookkeeping that need to be transferred to Ruth.
 - Business Licenses and Permits (need to clarify with Ruth which ones pertain to the HOA and which ones are Ruth's business)
 - Education
 - Professional Bond (will need to include notary fees in future HOA budgets)
 - Computer Repair
 - Office Equipment
 - Office Supplies
 - Postage and Delivery
 - Technology - Computer Hardware
 - Technology - Internet
4. Clarification of "Bookkeeping" list of tasks/responsibilities
 - Jean will create a task list to use as Exhibit A to submit to the HOA Board for approval
5. Business Continuity plan
 - The HOA Board will select which accounting software to standardize on to take effect once the current QuickBooks Software license expires. Selected software will have Bookkeeper access and an Administrator access that the HOA Board would be assigned.
6. Retroactive raise request
 - Retroactive pay increase will be pro-rated to the end of the year 2025 starting August 1, 2025.
7. Ruth will need to be insured with at least General Liability.

Meeting Adjourned at 8:42 PM MT