

Presented to BoD Meeting Sept 15, 2023
Torry Johnson

Proposed Fee Increases

	Current	Proposed
Late Fee	\$25	\$100
HOA Resale Package	\$0	\$250

Responsibilities Performed by Treasurer:

- Lead administrator for Wave;
- Monthly reconciliation of bank statements;
- Paying all bills;
- Preparation/presentation of financial statements at BoD/annual meetings;
- Annual budget preparation.

Responsibilities Performed by Administrative Assistant:

- Website additions and maintenance;
- Request / follow up on home inspections;
- Produce resale packages for title companies;
- Maintain master file of lot owners;
- Invoicing HOA dues, fines, and penalties;
- Create liens and lien releases;
- Other duties as assigned by board members.

Proposed Additional Responsibilities Performed by Administrative Assistant:

- “Editor” for Wave accounting software (see list of access permissions)
- Depositing all checks;
- Seeking approval from appropriate director for incoming invoices;
- Invoicing all fees owed including, but not limited to, HOA dues, AC fees, HOA resale package fees, fines and penalties.

Editor permissions

Best for a bookkeeper or accountant

Sales	 Limited access
Purchases	Full access
Accounting	Full access
Banking	No access
Payroll	Optional
Reports	Full access
Integrations	No access
User management	View only
Data export	No access