



February 14, 2022

To the Board of Directors of the Gold Mountain Community Services District,

I appreciate this opportunity to submit a proposal for Administrative and Accounting services. I am certain my firm will be a great fit for the duties and responsibilities you are looking to fill.

We have a welcoming and convenient office in Portola, and a team of 4 very capable and helpful staff members. We have worked hard to build our menu of offerings and skills and are proud of our exemplary reputation within this community. Our goal is to provide your Board with tools and information to make the best decisions for the unique community you serve, ensure the District's compliance with state and regulatory agencies, and carry out the day to day administrative tasks on behalf of the Board so that volunteer Board members can enjoy their terms.

We would welcome the opportunity to meet with your Board and dialogue about the long and short term goals for the district.

Joleen Cline



Proposal and List of Duties:

On a Weekly/Bi-Weekly Basis:

- Retrieve and respond to district mail no less than once a week.
- Review and process accounts payable, and receivable.
- Record and deposit all member assessments in accordance with the district's collection policy.
- Process payroll for District employees

On a Monthly Basis:

- Record late fees, apply interest, and mail statements according to the delinquency policy.
- Reconcile all bank accounts.
- Prepare and distribute financial reports to board members.
- Maintain adequate back up of digital data.

On a Quarterly Basis

- Create and distribute statements to homeowners

On a Bi-Monthly Basis:

- Make regular transfers into the applicable reserve accounts as directed by the Board.
- Prepare, duplicate and distribute agendas, minutes and correspondence for bi-monthly Board meetings.
- Attend meetings of the Board, provide financial reports, and serve as recording secretary for the meetings.

On an Annual Basis:

- At the direction of the Board of Directors: prepare, duplicate and distribute annual reports.
- Complete all tasks needed to conform with IRS regulations such as 1099 and W-2 distribution.
- Prepare end of year reports and reconcile all budgetary and fiscal data for the purpose of providing the District's CPA with a complete record for the filing of tax returns and preparation of all fiscal audits and reviews.
- Investigate and provide data to the board regarding matters of insurance.
- Complete Annual Secretary of State Filings

On a Continual Basis

- Serve as the primary interface for the District. Respond to District members, vendors, and county officials regarding matters involving the district.
- Maintain Administrative files of the District.
- Respond to complaints and notices of community CC&R violations. Investigate and report to the board. Send correspondence, notices, and impose fines as directed by the board.
- Prepare notices, letters and any other correspondence as requested by the Board and any committees thereof.

- Maintain the official record of Meeting Minutes, Governing Documents and Policies.
- Maintain community email notification data base and send email correspondence for matters of importance and need for action.
- Maintain an accurate member data base including account numbers, physical addresses, mailing address and phone numbers (if provided).
- Respond to all title transfer and escrow demands within 2 business days of receipt.
- Send District Welcome Packets to new members.

Compensation:

Contract services rate of \$5500.00 per month (Administrative and Bookkeeping Services)

OR

Contract Services rate of \$2750.00 per month (Bookkeeping Services only)

District to reimburse Contractor for postage, paper, envelopes and document reproduction costs necessary to complete all tasks in the scope of work.

Contractor (Cline & Associates) will bear the costs of computer, printer, scanning equipment, software, local travel, toner, and other incidental office supplies.

Cline & Associates charges a admin fee of \$50 to complete real estate questionnaires, and \$195 to complete the transfer of ownership upon close of escrow. These fees are charged to the seller and not to the District.