

Aloha Estates Association  
ZOOM Meeting  
Transfer Treasurer Duty/Recommendations  
February 12, 2024, 4:00PM

SHELLY PIERSON'S RECOMMENDATIONS AS OUTGOING TREASURER

Attendees: Glen Barfield, Gary Gergely, Shelly Pierson, Janine McCusker, Tom Hoots

Shelly submitted proposed agenda, attached at end of minutes.  
Shelly to be out of country but available on text until February 28<sup>th</sup>

Janine: who will handle day to day functions in Shelly's absence?  
Leilani, Glen, Shelly and Patricia

Janine: should she start processing checks?  
Not until the Board approves/accepts her contract

Shelly: checks are arriving and web is collecting Road Assessments  
STRIPE is the app that collects and deposits revenue collected on the web.  
POWR is the app that informs the Yahoo account when a payment is received.

Shelley: recommends we have WIX inform payee when a payment is received.

Gary: asked about payment history  
Shelly: a physical log is manually maintained on a spreadsheet.  
Patricia currently has the physical spreadsheet.  
Shelly will transfer the *excel* spreadsheet (duplicates to physical copy) to "someone" – probably Gary.

Janine: noted the cell widths on the *excel* spreadsheet is locked so the cells cannot be manipulated so it will print onto a single sheet of paper.

Shelly: Bank of Hawaii (BoH) maintains a signature card for AEA Board members authorized to sign on bank transactions. That card needs to be updated to reflect Board changes.  
Glen: because there are plans to change financial institute, will not go to BoH. HFS Federal Credit Union in Kea`au will, probably, be the new financial institute. He and Gary will set up the new account as soon as the required Federal regulations are satisfied.

Shelly: AEA has a Federal ID Number (*number provided to zoom participants but not recorded here*) so establishing an account at HFS should be possible now.

Shelly: open a new account before closing BoH account

Shelly: once a new account is opened, be sure to inform WIX where to send incoming web Road Dues.

Shelly: Yahoo.com log-on and password provided (*not recorded here*)

Shelly: She will remove her personal data (name, credit card number(s), physical address, etc) from all AEA pertinent locations.

Suggested Gary supply his information; the two will coordinate transfer

Shelly: will submit itemized invoice for personal expenses she incurred.

Shelly: strongly recommends AEA procures its own credit card.

Credit Card is preferable to a Debit Card because it is easier to dispute transactions.

Janine: can an entity have a Credit Card? Consensus is yes, a Business Credit Card is an option.

Shelly: The expenses record log/spreadsheet will be transferred to Janine and Gary.

Shelly: AEA has a physical safe that is currently at Patricia's house. Agreed that it will be moved to Gary's house.

Shelly: AEA has a non-functioning printer (currently at Glen's house).

Shelly recommends outsourcing future printing.

Janine will submit a cost estimate for outsourced bookkeeping functions.

She will submit that to Glen before February 23<sup>th</sup>.

Janine: It is time of year that she does an annual audit of the bookkeeping function.

Gary will assume the duties of submitting and tracking checks using the institute's "mobile" function.

Glen and Gary will coordinate at trip to HFS to open an account.

Gary: he looked into options for saving accounts and/or certificates of deposit.

Topic to be an item for discussion at future Board Member meeting.

Zoom Meeting closed at (approximately) 5:00PM

## Attachment

Recommendations from Shelly as outgoing Treasurer, Feb. 3, 2024

1. Putting documents on Google Drive so all Board members have access (record logs, agendas, minutes, treas reports, contracts, invoices for each year, etc.)
2. Someone needs to read AEA emails daily to deal with escrow Demand requests, property owner questions, and monitoring payments coming in from property owners.
3. I recommend outsourcing the invoicing and bookkeeping. Obviously a charge goes with that but it's too time-consuming for Board members. The new Treasurer can do the oversight of the outsourced company.
4. I want to dissolve the WAVE system with AEA and strictly use the online payment option now on our website. I am working out the kinks with WIX and POWR. I can print documents of all our payments via WAVE so we have records before closing the account.
5. Bank:
  - o Recommend someone meet with Ryler at BofH to determine the right 6 month CD to put most of the savings \$\$ into. Too many options for me to look into with limited time.
  - o Get an AEA credit card so that board members don't have to use their personal cards: HP Instant Ink, Wix subscription, print orders at Office Max, etc.
  - o Maybe it's time to switch to a credit union?
6. Recommend outsourcing the Lien process too. Many new liens need to be processed due to exceeding the \$250 outstanding balance. All were noted on the property owners invoices if a Lien was to be processed. (grey, not yellow due to black and white printing).
7. One lien needs to be released, they paid online! Yay TMK 58-57
8. I have some expenses I need to be reimbursed for and I will prepare an itemized list.
  - o The \$500 fee to help me get the pay button on our website fell through, I am working with the company to get a refund. I was able to use support at POWR and they didn't charge, though I did have to purchase their App to support the pay button, approx \$125 (I think)
  - o To test the payment button, I had my niece use it twice, \$5 and then \$10. It worked but I would like reimbursement.
9. I have my personal information and credit card attached to several AEA items that I need to change to someone else. Anything to do with \$\$ gets extra scrutiny in order to avoid scammers/hackers getting people's money. Our PO Box is not allowed during setup with any company handling \$\$, and many companies didn't recognize my physical Hawaii address, so I had to use my Reno address. That is something to consider moving forward: what address? Maybe the company we outsource bookkeeping and invoicing to can help with this (use their address).
10. Increase fees:
  - o Transfer fees
  - o Lien processing fees
  - o Removal of Lien fees
  - o Late charges are now 10% of any outstanding balance at time of invoicing
11. Check all General Delivery addresses of property owners for address updates.
12. 60% of property owners pay, 40% don't. I recommend another invoice run in May/June to remind people to pay who haven't. Online payments will be fine-tuned by then.

13. Change all passwords with banks, Wix, etc. when new board is elected.
14. I canceled HP Instant Ink. I recommend selling the printer.
15. \$3,700 received in road fees in January. :-)
16. I want to send a final 2024 version of our online record log and final invoices to someone. Recommend Google Drive
17. Information:
  - o AEA website is hosted by Wix, annual charge. We also pay an annual charge for our domain name: alohaestates.org
  - o I purchased an App by POWR to run our online payments on our website.
18. To summarize: increase some fees to support the increased insurance cost and potential outsourcing of time-consuming bookkeeping tasks.