Implementation and Safeguards

- The Treasurer will obtain and retain receipts, record the assets, and maintain the depreciation schedule.
- The equipment will remain Association property and will be transferred promptly whenever custody or Board roles change.
- Board access will be limited to authorized users, with individual accounts, multifactor authentication where available, and secure password-recovery information held by at least two officers.
- Association records will be stored in the approved shared account rather than solely on the laptop.
- The Treasurer will arrange for a qualified tax professional to prepare or review the required annual filings.
- Actual purchases, tax-service costs, and any variance from these estimates will be reported in the meeting minutes and the next Treasurer's report.

Board Action

Moved by Robert Abbink, President

Seconded by DeAun Geiger

Vote For: 5 Against: _____ Abstain: _____

Result ☒ Adopted ☐ Defeated ☐ Tabled

Effective date ☒ Immediately upon adoption ☐ Other: _____

President's Signature: _____ **Date:** 10/27/20

Secretary/Recorder: _____ **Date:** 10/27/24

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4. Reserve the unspent portion of the recovered $2,000 for the preparation, filing, and professional review of the Association's required annual tax forms.
5. Record the printer and laptop as Association hardware assets and depreciate them on a straight-line basis over four years, subject to confirmation by the Association's tax professional.
6. Write off and remove from the Association's asset records the unidentified computer currently carried at **$654.67**, after the Treasurer documents a final reasonable search and confirms that the equipment cannot be located or substantiated.
7. Include an annual technology replacement and maintenance reserve in future budgets at a level sufficient to address routine maintenance and unexpected equipment failure before the end of the four-year replacement cycle.

Estimated Financial Impact

Item	Amount	Treatment
Printer	Approx. $500	Capital asset; four-year write-off
Laptop	$1,000–$1,250	Capital asset; four-year write-off
Microsoft nonprofit account	$3.50/month; $42/year	Operating expense
Total initial hardware and first-year software	$1,542–$1,792	Subject to actual purchase prices
Estimated funds remaining from $2,000	$208–$458	Reserved for annual tax preparation and review
Annual straight-line hardware depreciation	$375–$437.50	Four-year estimate; confirm with tax professional

No purchase may cause total spending from the recovered funds to exceed $2,000. If tax preparation and review are expected to exceed the remaining balance, the Treasurer must return to the Board with a revised allocation before committing funds.

Prairie Crossings Homeowners Association

Board Motion: In-House Financial Administration and Office Equipment

Meeting Date October 27, 2026

Presented By Robert Abbink, President

Motion No. _____

Agenda Item Financial administration, records, collections, and annual correspondence

Background and Purpose

The Association recovered the $2,000 previously budgeted for annual accounting services following its dispute with the accounting firm. The recovery restores those funds but leaves the Association without an accounting firm for routine financial administration.

The Board is responsible for maintaining financial records, collecting annual dues, and managing contractors. This motion proposes bringing routine administrative work in-house while retaining a qualified outside firm for preparation and review of required annual tax filings.

The proposed setup will allow the Board to monitor outstanding collections, prepare and print annual letters, maintain Association files, and share records securely among authorized Board members.

Motion

I move that the Prairie Crossings Homeowners Association authorize the following actions:

1. Purchase one printer suitable for producing annual homeowner letters and routine Association correspondence, with a target cost of approximately **$500**.
2. Purchase one laptop for Association financial administration and records management, with an authorized price range of **$1,000 to $1,250**.
3. Obtain an eligible Microsoft nonprofit account at an estimated cost of **$3.50 per month ($42 annually)** for document storage, productivity, and secure sharing among authorized Board members.