

Wellington Station/Ethan's Glen HOA
Treasurer Services Request for Proposal (RFP) for Year 2026

Form approved by the Board: 2023-8-8

This document outlines the desired services to be provided by

_____ (Thereafter Vendor).

Address: _____

Phone #: _____ E-Mail: _____

If accepted by Association, the proposal below shall be delivered to the Vendor as an Agreement for service. No agreement for services shall be binding without authorized signatures from both parties.

Please return by September 15, 2025 to:

Ethan's Glen Homeowners Association, 3915 NE 22nd Lane, Ocala, FL 34470

Or send to: eghoa.secretary@gmail.com

Specifications for the Treasurer Services Agreement are as follows:

1. TERM - The period for this service shall be one (1) year, Jan 1, 2026 to Dec 31, 2026

2. SERVICES

Assessments

- Retrieve payment checks from mail and accept checks at Board meeting
- Prepare semi-monthly deposits, deposit in bank
- Record deposits in QuickBooks Online and file deposit slips
- Monthly, prepare list of past-due accounts and email to Board
- Phone/communicate with delinquent Members
- Prepare Member statements for collection efforts, including for attorney

Budget

- Update actual vs budget with percentages %, send to Directors bi-monthly before monthly meeting
- Annually, with Financial Committee, prepare draft of budget for Board to amend or approve

Vendors

- Maintain vendor files and documents
- Receive and check vendor invoices
- Confirm with Director whether OK to pay vendor invoices

Checks

- Prepare checks and meet with President or Vice President for 2nd signature
- Distribute checks

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Banking

- Monthly, download checkbook statement and email to Board along with checks written report
- Quarterly, receive investment statements and forward to Board (and Financial Committee)
- Monthly, reconcile checkbook and send to Board of Directors

Reporting

- Respond to estoppel requests for closings (status of monthly assessment payments, and if applicable, status of outstanding lien payments)
- Respond to member request for informing (dues, statement of account) on member's statement of account.
- Distribute copies of Bank Statements on checking and CD accounts to Board of Directors
- Distribute monthly Balance Sheet and Profit and Loss statements to Board of Directors

Taxes & IRS - Prepare 1099s and IRS filing

3. EXCLUSIONS - None

4. CANCELLATION - This agreement may be cancelled by either party with or without cause. A minimum of thirty (30) days' notice must be sent by Certified Mail - Return Receipt Requested by the terminating party.

5. LITIGATION - In the event of any litigation arising from the execution of this agreement, the prevailing party shall be entitled to recover any attorney fees as well as related costs and expenses for the enforcement of the rights and obligations of the parties to this agreement.

6. COST OF SERVICE _____

Signature EGHOA _____ by Hellena Smejda, President Date _____

Signature Vendor _____ by _____ Date _____