

Home sweet HOA

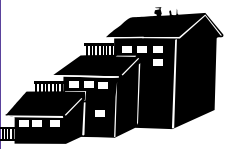
Living in an HOA is unlike any other type of living. You live as a "family" among strangers. To build community we encourage HOA boards to publish a regular newsletter. Here are some more tips on content:

- Provide a calendar or event listing of the upcoming board meetings. You can also include days for street cleaning, garbage pickup, and landscape maintenance. The more advance notice, the more cooperation you will achieve.

- Parliamentary rules. Also known as Roberts Rules of Order. It would be helpful for the HOA members to know the proper way a meeting is run. Consider including a highlighted description of the rules once a year to refresh everyone's memory.

- Since agendas are required by law to be posted in advance of the board meetings, you could include the agenda as part of your newsletters if the newsletters are distributed in a timely manner

- List what is included in the Common Areas (CA). Many residents, especially new ones, don't realize what areas are CA. For example the trash bin areas, certain grass areas, planters, and parking spots. This can be a regular reminder to keep the community informed without beating them over the head when they infringe on the areas.



Quote

As a mother comforts her child, so I will comfort you; and you will be comforted over Jerusalem.

Isaiah 66:13

Q&A

Client: What are those automatic updates in Quickbooks all about?

BKC: They are a nuisance. The updates are really only for Intuit's internal marketing purposes to see how you use the program. If you are using Intuit's payroll service the updates are mandatory. (But we don't recommend Intuit's payroll service). We recommend turning updates off. In QB, go to Help, Automatic Updates, Options tab, No to Auto Update. Save.



KEEPING LEDGER

The Official Newsletter of
business-keepers consulting



Issue 5 MAY 2011 Vol 9

BUSINESS-KEEPERS CONSULTING

...the KEY to keeping business.

5901 Warner Ave, #70
Huntington Beach CA
92649

(714) KEY-8-KEY phone
(714) KEY-8-535 fax

ACCOUNT-ABLE

"I need a 'girl' to help me in the office." We hear this many times a year. The owner of the business gets busy and pretty soon he/she doesn't have time to answer phones, file, and do basic bookkeeping tasks like writing checks and tracking customer invoices. We are not Human Resource experts, however, we do know what it takes to hire the right office person, particularly if you are looking for bookkeeper. Here are some things we suggest to our clients (in no particular order):

- Don't be cheap. You truly 100% get what you pay for when you hire cheap office help.
- Save yourself some heartache and time by hiring someone with real experience. Particularly in the areas of word processing, Excel, Outlook/ Gmail, and especially Quickbooks if the clerk is going to be using the software
- Do not list your phone number.



Instead, create an email address separate from your normal one (use a gmail account) to filter your applicants. Using craigslist.com is cheap and easy but you get a lot of rif-raf that you have to sort through. By using a separate email, you don't clog up your real email, and once you

Calendar

Sunday, May 8th

Mother's Day

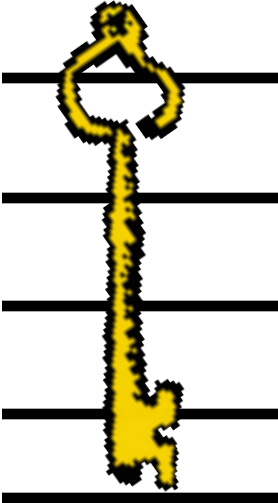
Saturday, May 21st

Armed Forces Day

Monday, May 30th

Memorial Day (observed)

The Sound of Business... (ACCOUNT-ABLE continued)



hire someone, you can dump that gmail account.

- Be specific on your objectives for the position. Don't just say, "Office help." Specify the job such as Bookkeeper if you want bookkeeping help. Also list what you expect (typing speed, and Quickbooks knowledge, for example). *Post the pay range up front.* This clarifies the level of expertise you are willing to pay for. Otherwise you will get a lot of overqualified people inquiring about the position and pay.
- What kinds of tasks do you want the assistant to handle? Create a physical list. Go about your day right now and make a list of the things you know you someone else can do. Don't just leave it at "help around the office."
- How much time do those tasks take? Start keeping track of your own time, in 10 minute intervals, for a week. See how much time you, the owner, spend on task you can delegate to an assistant.



More next month.



5901 Warner Ave, # 70
Huntington Beach CA 92649
www.business-keepers.com
(714) KEY-8-KEY



[Like our Facebook page](#) — for tips and tricks on making accounting and HOA living easier.

Follow us on [Twitter](#)

We have a blog post on Tuesday and Friday of every week!

www.business-keepers.com/blog

Important Websites:

<http://www.irs.gov>

<http://caioc.org>

<http://edd.ca.gov>

<http://boe.ca.gov>

<http://www.katchtheday.com>

[http://www.business-](http://www.business-keepers.com/blog)

[keepers.com/blog](http://www.business-keepers.com/blog)

www.ocparks.com

**Thank you Moms
for all you do!**

Katch the Day

May is the month everyone starts to think about summer, which unofficially kicks off Memorial Day weekend, May 30th. With gas prices soaring and budgets tightening, we wanted to encourage our readers to explore the local great outdoors. We are particularly fond of Ronald W Caspers Wilderness Park in San Juan Capistrano. It is one of the few Orange County regional parks that allows campsite reservations in advance.



Casper also has a unique amenity; it offer an Equestrian Campground where you can bring your horses and camp right next to the horse stall.

Trailers are welcome but there are no hookups . The campgrounds do provide nice showers and restroom facilities. The Wilderness is 8000 acres of tree groves, meadows, and a dried out river bed. There is plenty of picnic tables, a kiddy play area, a nature center, bike trails, and dozens of excellent hiking trails.

Due to the location of the campgrounds, it is a handy place to "park" yourself for a week or two (15 day max) and take in all the local activities. In the morning you can drive to the beach, enjoy an afternoon hike at Caspers, and in the evening have a weenie roast. There are only 40 sites so book now for your summer plans.

ENJOY THE WILDERNESS DAY AND LEAVE THE BUSINESS-KEEPING TO US!

