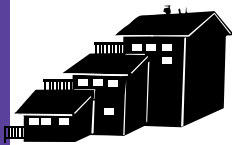


Home sweet HOA

Common Area Maintenance (CAM) can be a nasty check to write every month to your HOA. However, the common area is what keeps your community's property value up. If HOAs just pay for the bare minimums and ignore required maintenance or put away money in reserves, the community can easily get behind and it is expensive to pull out from behind.

It is important for a board to stay ahead of the decay and make it a guiding light to the rest of the members to keep the property value in the forefront. Here are some ideas to keep in mind when addressing CAM costs:



- Maintain a reserve study every other year. Even if your CC&Rs don't require a study this often, the cost of staying informed of your community's reserve needs is money well spent. It is also a useful tool to show the other members how and why the reserves need to be addressed.

- Get members involved: Ask neighbors to give their feedback.
- Have a town hall meeting. Don't call it a board meeting because people shy away from that style venue.
- Incorporate the feedback into a master plan. Don't just scribble some ideas on a piece of paper. The board needs to create a sound document that outlines the results of the feedback and provides the calculations behind the costs.

More next month.

Quote

"For anyone who exalts himself will be humbled, and he who humbles himself will be exalted." - Luke 18:14

Q&A

Client: How do I pay for auto allowance?

BKC: It used to be that you could just cut a check to the employee to offset their cost for using their personal car for company use. But the IRS changed that, stating auto allowance is a "form of compensation" and therefore is taxable to the employee just like their wages. So you have to add the auto allowance to their paycheck and have the regular payroll taxes withheld.



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the KEY to keeping business^(R)

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ACCOUNT-ABLE

Quickbooks 2012 hits the shelves this month. Here are some new features:

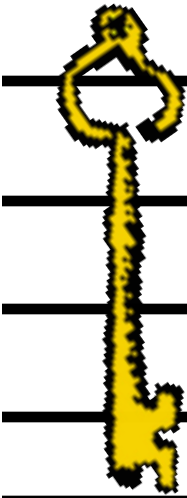
- Added Lead Center: This is QB way of adding a CRM into the software. Now you can enter prospective names without adding them to your Customer list in Quickbooks. The Lead will also let you add phone numbers, notes, names.
- Enhanced Excel exporting features. If you leave the excel report open and you make a change in Quickbooks, go back to Excel and click the Update and it will re-populate the data in Excel from the changes in Quickbooks. Big enhancement
- Document storage attached to Quickbooks is free, as long as the document is stored locally on your system (and not in the cloud)
- USPS has been added to Shipping Manager in Quickbooks. This feature books the info directly into the customer's invoice. Easy for tracking your customer shipments. The Shipping Manager has been a feature in Quickbooks since 2007 and included Fedex and UPS. Now USPS is in the game.
- There is a new tab for Transaction to Transaction Panel. When you open up an Invoice to a customer, you see the other invoices you have invoiced them earlier. The Transaction tab allows you to see all the transactions tied into that Invoices, such as estimates, Purchase Orders. Then it also allows you to add notes just for this



Calendar

Sunday, October 16th
Annual CHOC walk

The Sound of Business (ACCOUNT-ABLE continued)



invoice without eating up your Memo section.

- There is now an Inventory Center in QuickBooks. You can add an image of the inventory item so your staff knows what the “widget” you are selling looks like.
- You can send a QuickBooks period copy of the file. For example if you wanted to let someone see your company for one year you can select a copy of the file from 1/1/2010 to 12/31/2010. Very cool.
- You can now condense a very large QuickBooks file by globally removing all data up to a certain date, then you have to load in your beginning balances in Balance sheet accounts. This is a major feature for QuickBooks Pro Advisors and accountants who need to make large QuickBooks files smaller.
- QuickBooks Enterprise 2012 now can handle FIFO inventory.



This detail and more was presented by Joe Woodard: <http://scalingnewheights.com/Documents/PowerPointPresentation.pdf>



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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> (Community Association Institute)

<http://edd.ca.gov>

<http://boe.ca.gov>

<http://www.katchtheday.com>

<http://www.business-keepers.com/blog>

www.meetup.com

<http://www.redrockcanyonlv.org/>

Daylight Savings

Time: November

6th.

Katch the Day

There is a well kept secret in the Nevada desert, just outside of Las Vegas. It doesn't have neon lights and you won't find one slot machine. It's Red Rock Canyon, a Conservation Area located 25 minutes west of Vegas.



The name is reflected in the color of the rock formations. The rocks provide 2000 climbing routes from very easy to strenuous levels. There is a 13-mile scenic drive that allows you to

see the Red Rock Canyon from several angles, starting with the red rock formations then weaving through to a place where the Native Americans used to dwell. There are some hieroglyphics and a spot where the Natives established their version of an outdoor oven. We even saw some wild donkeys among the shrubs.

There are several parking lots throughout Red Rock where you can park and walk on a trail to drink in the beauty of the Mojave Desert. For those climbers, climbing routes are already established. We sat on a large rock and watched students in a climbing school learn the ropes; (the pun was too easy to pass up).

The winter months are the perfect time to explore this canyon and test your shoes on some easy rocks. It's like an adult jungle gym without the supervision of most national parks. Bring your own food. The visitor's center only dispenses drinks from a vending machine.



KATCH TH RED ROCKS AND LEAVE THE BUSINESS-KEEPING TO US!