

Highland Bookkeeping Services, LLC

P.O. Box 1973

Missoula, Montana 59806

January 1, 2025

Hidden Valley Homeowners Association

Attn: Christopher M. Roemer, Board Member

P.O. Box 325

Florence, MT 59833

RE: Engagement for Bookkeeping Services

Dear Mr. Roemer and the Hidden Valley HOA Board:

This letter confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the services Highland Bookkeeping Services, LLC ("Bookkeeper") will provide to Hidden Valley Homeowners Association ("Association").

1. Scope of Services

Beginning January 1, 2025, we will provide the following bookkeeping services:

- **Core Bookkeeping:** Accounts receivable, accounts payable, financial statements, and bank reconciliations.
- **System Maintenance:** Update of the Association's member database within the QuickBooks system.
- **Data Oversight:** Review of prior data entry and correction of past errors as identified.

2. Performance and Hours

The manner in which services are performed and the specific hours worked shall be determined by the Bookkeeper. We will work as many hours as are reasonably necessary to fulfill the Association's requirements.

3. Fees and Expenses

- **Professional Fee:** The Association will be billed at a rate of **\$50.00 per hour**.
- **Billing:** Fees are payable monthly, no later than the last day of the month following the period of service.
- **Reimbursements:** We shall be entitled to reimbursement for out-of-pocket expenses including travel, postage, printed materials, and outside copying.
- **New Projects:** Approval from the Association must be obtained prior to the commencement of any new project not listed in the scope above.

4. Relationship of Parties

Highland Bookkeeping Services, LLC is an independent contractor and not an employee of the

Association. We are responsible for our own fringe benefits and taxes. Any employees of the Bookkeeper performing work for the Association are bound by the terms of this letter.

5. Confidentiality and Records

We recognize that we will have access to sensitive information, including costs, business affairs, customer lists, and board member information. We agree to protect this information as strictly confidential and will not disclose it to third parties without prior written consent. This obligation remains in effect even after the termination of this agreement. Upon termination, all records, data, and Association property will be delivered back to the Association.

6. Term and Termination

Either party may terminate this engagement upon **30 days' written notice**.

7. Governance

This agreement contains the entire understanding between the parties and supersedes the 2005 agreement. It may only be amended in writing and is governed by the laws of the **State of Montana**.

Acknowledgment and Acceptance:

If the above terms are acceptable, please sign below and return a copy for our files. We look forward to continuing our work with Hidden Valley Homeowners Association.

Sincerely,

_____ Date: _____

Greg J. Moore, Owner/Member
Highland Bookkeeping Services, LLC

Accepted for Hidden Valley Homeowners Association:

_____ Date: _____

Christopher M. Roemer, Board Member