



Agenda Item: **Set-Up Paypal Account**

A proposed agenda item to be presented by Treasurer for board decision at the 20-Oct-21 board meeting. This item is being presented because we need to get Paypal set up and ready before issuing the 2022 annual assessment notices.

The intent of this presentation is to ensure board agrees with set-up arrangements before creating the account.

Motion Title: ***Paypal Fee Paid by Member***

Proposed Motion:

Any fee/expense charged by Paypal or otherwise resulting from the Paypal transaction will be transferred to the lot/owner account and recorded in the ledger.

Motion Title: ***Mailing Address for Paypal***

Proposed Motion:

Use association PO Box address if a physical address is not required, and use the physical address reported on the annual report if a physical address is required.

Motion Title: ***Email Address for Paypal***

Proposed Motion:

Link the association Paypal account to the treasurer's email address (treasurer@hlrpoa.com).

Information/Arguments:

The use of PayPal requires a fee of 2.9% plus \$0.30 (for an assessment payment of \$180.00, the PayPal fee would be \$5.22). The proposal is to have that fee paid by the member choosing to use PayPal rather than by the association where the expense would be shared between all members. This decision would continue to apply if the fee rate changes.

The account requires contact information--an email address and a physical mailing address. The proposal is to use the treasurer email address rather than the admin email address, and to use the PO Box address if permitted but to use the same address as we submitted to the AZ corporation commission if PO Box addresses are not permitted.

Upon decision, the treasurer will:

1. Amend the functions document to address these decisions, plus the returned-check fees previously omitted.
 2. Set up the PayPal account and begin using the account to become familiar with it.
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Additional Information:
