

Summary of RHA Treasurer Duties

August 15, 2026

Per the Bylaws for Ramsgate Homeowners' Association, Inc.

Article VI Paragraph 6.05 E. Treasurer

"The Treasurer shall be responsible for the fiscal affairs of the Board and the Association, but may, delegate the daily handling of funds to the Manager and accounting to accountants selected by the Board."

Strategic Duties:

1. Evaluate the Association's physical assets and determine financial resources needed to maintain, repair or replace them.
2. Guide the Association in managing reserve expenses.

Tactical Duties:

1. Provide actual versus budget financial data at monthly meetings of the Board; and, at annual / special meetings of the Association.
2. Collect assessments and fees from Members and pay bills for the Association.
3. Maintain financial and property ownership records for the Association.
4. Manage funds in a way that maximizes interest earnings throughout the year.

Scheduled Duties:

1. Daily: pickup and disperse mail from RHA mailbox
2. January 31: File Form 1099 NEC Nonemployee Compensation
3. February 1: Pay State Farm Surety Bond
4. March 15: File Form 1120-H U.S. Income Tax Return for Homeowners Associations
5. April 1: File Tennessee Corporation Annual Report Form
6. April 30: Pay Hamilton County Environmental Health Department for Pool Permit
7. Provide Title Company with HOA fee status necessary to close residential property sale

Summary of monthly banking activity with Regions checking account:

1. Accounts paid via auto-draft: (between 10 and 12 per month)
 - a. Electric Power Board (EPB)
 - i. Clubhouse & Pool
 - ii. Ramsgate Pond
 - iii. Bayswater Pond
 - iv. Camdendown Pond
 - v. Cheltenham Pond
 - vi. Knightsbridge Pond
 - b. EPB FI
 - i. Pool Telephone from May through September
 - ii. Clubhouse & Pool Wi-Fi access
 - c. Hixson Utility District (HUD)
 - i. Clubhouse & Pool includes sewer - Bimonthly
 - ii. Ramsgate Pkwy Irrigation – Bimonthly
 - iii. Cheswick Irrigation
 - d. State Farm Insurance premium
2. Accounts paid via check: (between 6 and 8 per month)
 - a. Green Feet Lawn Service – mow, edge & blow (seasonal)
 - b. Pool Tech of Chattanooga (seasonal)
 - c. GPM Termite % Pest Solutions – clubhouse pest control
 - d. Aquatic Weed Wizard – pond chemical treatment & fountain maintenance (seasonal)
 - e. Dog Station Weekly Service – Tudor family
 - f. Clubhouse Weekly Restroom Service
 - g. Board member parts or materials reimbursement
 - h. Various contractors
 - i. Chattanooga Irrigation & Lighting
 - ii. South Valley Tree Service
 - iii. Lopez Tree Service
 - iv. Ely Painting & Remodeling

Other accounts paid via check:

1. Hamilton County Health Dept for Annual Pool Permit
2. City of Chattanooga Annual Stormwater Fees (4 properties)
3. TN Corporation Annual Report
4. Annual Form 1120-H Income Tax Return for Homeowners Associations
5. Annual State Farm Surety Bond
6. Annual Form 1099-NEC Filing with IRS
7. GroGreen Inc annual contract (for 5% discount) common area lawn treatments
8. RING Multi-Plan for monitoring & storing security camera video feeds

User Name / Password Activities:

1. Regions Business Checking & Savings Accounts (paperless access to all financial data)
2. RFID Gate "Access Control" (software for managing key card & fob authorization & assignment)
3. RING Security Camera (monitor & storage access)
4. Netgear Wi-Fi Router (clubhouse & pool wireless access)
5. Zenwork's Tax 1099 Platform: annual filing of Form1099-NEC (paid contractor income filing access)
6. Tennessee Department of State (annual corporation report access)
7. City of Chattanooga 311 (request for Public Works assistance access)
8. ramsgatehomeowners.com public domain site (editorial and backdoor access)
9. EPB Power (6) & EPB FI (2) Accounts (paperless access)

Suggestions:

1. Hardware: Windows 11 computer & smart phone.
2. Software: Quicken© or QuickBooks©; Microsoft© Word & Excel.
3. Reconcile Regions Checking & Savings Accounts daily.
4. Write no check without an invoice.
5. Maintain established cost center accounting.
6. Embrace paperless accounting.
7. Set up RHA dedicated email account.