

Mail

One of the primary duties of the Treasurer is to fetch the Association's mail. This activity used to be the responsibility of our full-service accountant as our mail was directed to the accountant. Now that we are doing our own Accounts Receivable (A/R) and Accounts Payable (A/P), we are receiving our mail at our own street address here in the Trace. We still have an accountant; but, that accountant is only doing tax basis accounting for us and filing our taxes each year. Our mailing address is:

ROTPOA
10 River Oaks Trace
Searcy, AR 72143

Our accountant is:

Curtis Williams, Jr., CPA, PA
508 West Pleasure Avenue
Searcy, AR 72143

To the right in Figure 1 you will see an image of the key used to open our mailbox. You will be issued one of these keys and it will be your responsibility to re-order these keys as needed. You can see the code "A2113" stamped on the key; you will need this code to order the proper key. These keys are special security keys and cannot be replicated locally; they must be ordered from certain providers who have the blanks for them. In addition to the code, you must specify a category of use for the key. The same code is used for different keys depending on what type of device it is used to unlock. For example, a file cabinet key with this same code will not unlock a mailbox; therefore, in addition to the code, be sure to state that this key is for a mailbox in order to get the proper key.

These keys may be ordered from www.easykeys.com .



Figure 1



Figure 2



Figure 3



Figure 4

chamber can be locked and the contents inaccessible, this mailbox is also used as a simple dropbox where members can deposit their monthly payments and other documents without post. Our letter carrier cannot open the lower door.

Figure 2 shows the high security mailbox used by the Association for receiving its mail. It is made of heavy gauge steel and has a lower chamber protected by a lockable door (Figure 4). Mail and other documents are deposited through a pull-down door at the top of the box. It is impossible to reach a hand into the top and retrieve items in the lower chamber as the top portion is securely baffled.

This mailbox is located at the southeast corner of the yard of Condo #30 next to a gang of members' mailboxes. Because the lower

The Treasurer will gather all mail once daily, Monday through Saturday, and deliver any mail requiring the attention of the Board of Directors or the President to the appropriate party. Invoices and payments will be processed by the Treasurer and tax related documents may need to be delivered to our accountant at the address shown above. Since members can drop items into the box at any time, I usually check the box two or three times each day.