

## **Introduction**

This course will teach the basics of performing the duties as Treasurer for River Oaks Trace Property Owners Association (ROTPOA). It will consist of several modules which can be launched from the Index that follows. Some modules are written in-house and some will be online tutorials . The in-house modules will most often be in the PDF format so that they may be easily downloaded and printed, if desired. In some cases the online tutorials may be converted to PDF format and printed for those who prefer hard copies to study.

All the modules are written in the first person. That perspective is appropriate since I am the one who initiated all the procedures for the Treasurer position.