

INDEPENDENT CONTRACTOR SERVICES AGREEMENT

Andrea Blankinship
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This agreement is effective as of the 1st day of July, 2023, by and between Alpine Mountain Homeowners Association (AMHOA) and Andrea Blankinship, operating as an independent contractor.

Andrea Blankinship shall provide bookkeeping services to AMHOA. These services will include maintaining financial accounts on Quickbooks Online at the bookkeepers' facility; issuing and mailing annual dues and special assessment invoices; maintaining accounts receivable; following up on delinquent payments including delinquency notices and referrals to AMHOA Attorney for collection as necessary; paying vendor invoices as forwarded by the treasurer or board president; reconciling bank statements monthly; providing financial statements to the AMHOA Board of Directors in a timely manner and in the format they specify; maintaining reconciliation of Quickbooks records with mailing lists, and email and phone number directory as instructed by the AMHOA Secretary; Assisting AMHOA Board President, Vice-President and Treasurer in preparing the annual budget proposal when requested and other reports necessary for the annual meeting; responding to vendor and property owner inquiries as needed; assisting the AMHOA Board with providing financial information for audit or regulatory purposes as necessary; assist the Board President in self reporting of 1120-H tax form filing; filing of any applicable 1099-NEC at calendar year end.

Andrea Blankinship shall be compensated at a rate of \$2350 per year to be paid at the end of the AMHOA fiscal year. This fee includes all software subscriptions, mileage, office supplies and other expenses associated with maintaining AMHOA financial records.

This agreement may be terminated by either party without cause by giving the other party thirty (30) days written notice of termination.

AMHOA shall not be responsible for any tax withholding from remuneration to Andrea Blankinship.

The parties hereto have executed this Agreement as of the date indicated above.

By: Andrea Blankinship

By: Jerry Milbourn, President, AMHOA
