

Burland Homeowners' Association, Inc.

P.O. Box 372
Bailey, CO 80421
burlandhoa@yahoo.com

Ella Jeffers
67 S Ridge Rd
Bailey, CO 80421

September 22, 2023

Dear Ella,

This is to inform you of our intention to expell you from the Membership of the Burland Homeowners' Association for causing harm to the community and the Association by your unprofessional conduct as Bookkeeper of the Association, effective October 9, 2023, in accordance with the Bylaws, Art.III, Sec.5, last point:

Members may be expelled, suspended, or the membership terminated by a majority vote of the Directors at a regular or special meeting, provided that: (a) the Association, at least fifteen (15) days prior, has sent written notice of the expulsion, suspension or termination and the reasons for such action by first-class or certified mail to the member(s) to be expelled; and (b) the member has had an opportunity to be heard, orally or in writing, not less than five (5) days before the effective date of the action by a person or persons authorized to forego the action. The same provisions apply to Friends of the Association.

Some examples of your misconduct and negligence of contractual duties, though not all, are as follows:

Upon auditing the 1stBank account it was discovered that eight (8) recurring monthly charges of \$12.99 each for Adobe Acrobat were made by Ella, which were not authorized by the Board or necessary for her work for the Association.

December 11, 2023 Ella sent out the November pay invoice for her services.

December 6, 2023 Jack forwarded 5 invoices from Eneritech. Ella paid three and left two go past due.

January 20, 2023 – Year end reports sent to Nick which were to be submitted with taxes. Nick reminded Ella that Denise Becker needed a 1099 as well.

January 30, 2023 – 1099 NEC forms filed

February 1, 2023 – Property tax invoice received and paid

February 1, 2023 – January pay invoice sent

End of February? – Ella was sent a secure link to upload tax documents and never did. Deleted the date of the email, it was only sent to her. Debbi's (Accountant) last email saying she would send her the link was around February 8, 2023

March 13, 2023 – Beth deposited the first membership check and sent Ella the check deposited.

March 30, 2023- Ella asked to get her contract renewed and wanted to go with a flat rate of \$350

April 1, 2023 – Ella sent out the March invoice for her services.

April 4, 2023 – Sent out financial statements for board meeting.

April 12, 2023 – Invoice for taxes sent, invoices paid

April 18, 2023 – Ella scolded us for not using the right email and using her personal email and said she will miss important things that come into her personal email. Beth apologized, Ella did not reply.

May 11, 2023 Ella sent out an invoice for bookkeeping, Resent the email on May 15 to Nick for approval and Nick approved it

May 17, 2023 Nick approved invoices from Enertech. Ella paid one of the two invoices.

May 17, 2023 Beth emailed Ella and asked her to pay an invoice. She pushed back about things being different before. May 18 Ella asked to set up some time to have a conversation because she didn't think people trusted her. Nick provided open times to have a chat, Ella did not reply.

June 2, 2023 – Nick emailed investment account statements so there would be a financial report for the next meeting. Ella emailed Nick, when was the meeting? and then sent an email saying it was hard to get things ready for the beginning of the month. Said she would look at adding another user. July 7 Nick followed up to see if she was able to add another user. July 8 she said she forgot and would look into it.

June 6, 2023 Sent Nick her May pay invoice, Nick approved and asked for a follow-up from the previous email Nick sent about getting access to Quicken.

June 12, 2023 Fairfields and Woods invoice came in, Ella asked for approval to pay. Nick approved the following day, the invoice was never paid.

June 13, 2023 Jeremiah's scholarship. Ella said she would reach out to him next week to get his scholarship check in the mail. She never did.

June 22, 2023 – Bill asked for a Firewise reimbursement. June 26 Ella said she would drop off or mail a check the following week. July 11 Bill followed up and had not received a check. Ella never replied, I (Nick) reimbursed Bill.

June 26, 2023 Debra followed up about a reimbursement and submitted another one. She wasn't reimbursed for the second one and Beth wrote Debra's check when Ella was terminated.

June 27, 2023 – Nick filed periodic filing with the state and paid the \$250 late fee. Ella was given the bill to pay in April 2023.

July 14 2023 – Fairfield and Woods invoice came in, it wasn't paid.

July 25 2023 – Ella said there was no login for Quicken online, it only lives on her computer. Not true, there was online access all along.

July 27 – Ella's contract terminated.

The damage to the Association due to your negligence is still unfolding, as the process with the IRS is ongoing and unpaid bills and accounts in arrears continue to emerge. If you wish to be heard, orally or in writing, the communication must occur not less than five (5) days before the effective date of the action.

The Board of Directors of the Burland Homeowners' Association, Inc.