

October 10, 2023

CARMELITA GARDENS COMMUNITY OWNERS

SANTA FAMILIA VILLAGE, CAYO, BZ

It was just a few weeks ago that you all elected us, the Community Maintenance Fund (CMF) Finance Committee, to take on the task of organizing our Community's ability to collect the Fees necessary to maintain our roads and common areas. The efforts have involved developing the infrastructure, processes, and procedures for Invoicing, Payments (received), Receipts issued, Deposits, and Payments (distributed) along with Accounting for the Fees and Auditing.

In terms of infrastructure, we have reactivated a dormant Belizean bank account (*Jessica's*) at Atlantic Bank to accept \$BZ Payments from our Community, and to distribute Payments to our local Service Providers for Services Rendered. In addition, with the help of Jackie Hoch, we have opened a US bank account at Merchants Bank to receive remote Payments from our Community via Zelle or wire transfer. Jackie also helped us to enable a Credit Card service with Square (SQ) for those who want to use a CC (see your Invoice for the particulars). *Please note that any fees associated with the transfer method of choice are the responsibility of the Payee.*

In addition, we have created a QuickBooks Instance (Chart of Accounts) reflecting the approved 2023 CMF Budget which will be used for Accounting of the CMF Fees, Monthly Reporting, and Quarterly Auditing.

Which brings us to the reason for this Letter to the Community. We are poised to begin issuing Invoices for the CMF Fees to the CG Community Owners this week. We will likely issue these Invoices, by Lot #, in batches reflecting those where the Owner's information is known to be accurate, and then for those who we need to get additional information from. In either case, be on the lookout for your Invoice(s) in your email Inbox (whitelist cmf@carmelitagardens.info).

Please, when you have received your Invoice(s), make your Payment(s) utilizing your method of choice, and then **Reply** to the Invoice email letting us know that you have done so. We can then ensure that proper credit is applied to your ledger, and a **Receipt** is issued.

Further tasks yet to be accomplished include compiling the list of Service Providers (SP) from 2023, getting proper Invoices, validating those Invoices, and then paying them. Payments to Service Providers will require the approval of at least two (2) Finance Committee members.

Additional detail will be made available when we publish the initial version of the **CMF Finance Committee Processes and Procedures**, in the next week or so, to the Community website(s).

We look forward to any comments, concerns, or issues from our Community Owners.

REGARDS,

JD LONGWELL, EMILY MCGIBNEY, JESSICA KEENER