

This broadcast message discusses the sub-wide garage sale, and once again requests support from volunteers to assist in managing the Association

Garage Sale. The sub-wide garage sale will be held in May on Friday the 16th and Saturday the 17th from 9 AM - 4 PM. To increase foot traffic, please feel free to advertise your individual sale in the local social media.

Volunteers Needed. Rather than ask for you to volunteer as a board member, we're asking you to volunteer for a support role. That role can vary depending upon your skills and interest. Many of the roles we discuss below were held by individuals in our not-too-distant past – but as they moved away were absorbed by existing board members. So, you can imagine, over the course of many years the workload on the remaining board members has increased.

Communications. Do you like to write? Are you familiar with Microsoft Word or Microsoft Outlook (or any email client)? We issue about eight broadcast emails annually, and we try to make them short and sweet. Many of them integrate updates from our President, Landscaping, Secretary, and Treasurer – and then use our PayHOA software to finalize the content and send to our 341 homeowners. The work is relatively easy – take the input from the team members, organize and edit the content, distribute it among the group for any comments, and then login to the PayHOA software and generate a broadcast message. If you are familiar with Word, Outlook or any other email client, the PayHOA broadcast module is similar. You access the software from a web browser, so no local software install is required. For more information, please contact us to discuss.

Website Maintenance. Are you familiar with a website management tool like Weebly? Rather than coding web pages using HTML, the tool is used to manage our website using a “drag and drop” method for inserting, updating or deleting content. If you've done graphics work on an Adobe product, you'd feel right at home! Once you get the logic behind the tool, maintenance tasks are relatively simple. We update our website after we issue a broadcast message (to add the message to the site) and annually for the new board members. That's eight or nine updates a year. About ten minutes a pop. If this sounds like something you could do in your sleep, please let us know!

PayHOA Application Software Support. Do you read user manuals? Do you like learning what goes on behind the scenes with software? Are you financially inclined? Then we have a job for you. This one would require a bit of investment on your part, as you learn the ins and outs of our application software PayHOA. We have done a fairly good job of documenting all of the key procedures we use to pay vendors, record dues, and generate

financial statements – so it’s a matter of keeping those up to date and working with PayHOA support when something hiccups! Contact us to find out more.

Final note. Just because we’re asking for non-board member support for the above activities doesn’t mean we don’t need board-level volunteers! We are still looking for a volunteer to take on the Treasurer role for the 2026 calendar year (transition would start in September of 2025). Rod Harris has been active as a volunteer for over 18 years, as board member and board support roles. It’s time to transition the torch to a fresh new volunteer. If you have a financial background, have used financial software, and are familiar with your way around a financial report – have we got an opportunity for you! Our migration to the PayHOA software has reduced the amount of work required of the Treasurers of the past – please let us discuss with you what’s required!

We can be reached at mail@dunbartonpines.org !

The Dunbarton Pines Homeowners’ Board of Directors