

SUNBURST FARMS IRRIGATION DISTRICT

EXECUTIVE BOARD

Kay Lorenzen, President
Renee Breedon, Secretary
Larry Hudson, Treasurer

**Billing and Collections Committee Meeting
February 28, 2018 – 6:00 P.M.
16040 N. 43rd Avenue
Glendale, AZ 85306**

MINUTES

1. CALL TO ORDER: Meeting was called to order at 6:00p by Kay Lorenzen, Chair.
Committee members in Attendance: Kay Lorenzen – Chair; Peggy Schwend – Secretary and Victor Armendariz

2. NEW BUSINESS:

A. Accept Rick Gould’s resignation from the Committee
Rick Gould resigned from Committee due to his work load.
Motion to accept by Kay Lorenzen and second by Peggy Schwend. (Motion passed).

3. OLD BUSINESS:

A. Discuss and possible action on updating the Billing and Collections Policy
Discussion ensued regarding bulk mailing and emailing statements to homeowners and covered the benefits to the district and to the homeowners. Bulk mailing will reduce the cost of mailing the statements. Comments were made that emailing statements would reduce paper and mailing expenses for the district. Also, there are many homeowners who would like to have a paperless option. Emailing statements is becoming a more common method of statement delivery. Homeowners would notify the district office requesting that their statements be sent by email. The homeowners would provide the email address to be used to the district. The Quick Books system would be used to send out the email statements. All other statements would be sent in the bulk mailing.

Motion was made to recommend that the board change the monthly statement mailing to use bulk rate mailing and to initiate emailing of statements through Quick Books to homeowners who request to receive their statements via email with the process to start with the April 2018 mailing. (Motion made by Victor Armendariz and seconded by Peggy Schwend). (Motion Passed).

4. ADJOURNMENT: 6:34PM

Posted this 1 day of March, 2018.

by: Peggy Schwend