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hmacpa.com

January 01, 2019

Roosevelt Ridge Homeowners Association  
Attn: Scott Schorer  
33 Anchorage Lane  
Duxbury, MA 2332

Dear Scott:

This letter is to confirm and specify the terms of our engagement with Roosevelt Ridge Homeowners Association for the year ended December 31, 2018 and to clarify the nature of the services we will provide. This engagement letter will remain in effect for future years until revoked by either party.

Our engagement will be designed to perform the following services:

1. Prepare the federal income tax return with supporting schedules from information that you will provide to us. Other state, local or international tax returns will be prepared only if requested by you in writing.
2. Perform any bookkeeping necessary for preparation of income tax returns.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover fraud, defalcations or other irregularities, should any exist. However, should we find any material irregularities or unusual items, we will bring them to your attention. If we discover any material errors or omissions on a prior year return we will bring that to your attention as well.

We will use our judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

Management is responsible for the proper recording of transactions in the books of accounts, for the safeguarding of assets, and for the substantial accuracy of the financial records. You have the final responsibility for the income tax returns and, therefore, you should carefully review them before you sign and file them.

The filing deadline for the tax return is April 15, 2019. If an extension of the time is required, any tax that may be due with this return must be paid with that extension. Any amounts not paid by the filing deadline may be subject to interest and late payment penalties.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such governmental tax examination, we will be available, upon request, to represent you under a separate engagement letter for that representation.

You understand that your income tax returns may be electronically filed. In that event, a secured third party filing service will be used. You may opt out of electronic filing if you so choose.

Our firm uses third-party software providers for tax preparation and electronic workpapers, including but not limited to, Axxess by CCH, FileCabinet by Thomson Reuters, QuickBooks by Intuit, Confirmation.com and Microsoft Exchange. These third-party software providers use secure cloud-based storage services for all or a portion of their hosting and storage of data and communications. We may share confidential information about you with these service providers, but we remain committed to

maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. By agreeing to this engagement, you consent that our use of cloud-based storage services and third-party software service providers is acceptable to you.

Our fee for these services will be based upon the amount of time required at standard billing rates plus out-of-pocket expenses. We reserve the right to increase or decrease our fees based on the value of services rendered. All invoices are due and payable upon presentation, or will be subject to our usual finance charge.

This engagement letter does not cover the preparation of any financial statements. Any services related to the preparation of financial statements will be addressed in a separate engagement letter. Our work is not intended to benefit or influence any third party, either to obtain credit or for any other purpose.

At the conclusion of this engagement, we will return to you all original records you supplied us. Our firm policy calls for us to destroy our documentation after a retention period of seven years, after which our copies will no longer be available.

During the course of preparing the tax returns identified above, we may bring to your attention potential tax savings strategies for you to consider as a possible means of reducing your taxes in current or subsequent tax years. However, we have no responsibility to do so, and will take no action with respect to such recommendations, as the responsibility for implementation remains with you, the taxpayer.

It is our policy to put in writing all advice upon which a client intends to rely. We believe this is necessary to avoid any confusion and make clear the specific nature of our advice. You should not rely on any unwritten advice from our firm.

If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return in to our office. If there are any additional returns you expect us to prepare, please inform us by noting so just below your signature at the end of the returned copy of this letter.

We want to express our appreciation for this opportunity to work with you.

Sincerely,



Michael Whitmore, CPA

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_