

## Brockett Designs Services and Discounted Fees

In 2020 I started to create personal software that would make my board duties easier. In 2025 I continued creating programs from PHP, MySQL and HTML that automated much of the tedious work required for the new sophisticated website, customized email system, integrated meeting calendar, e-blasts, Project Review, Collections, Elections, Finances and more. I anticipated continuing my volunteer work if I was reelected. As a non-board member I would still like to assist the 2026 and future GLA Boards as a contractor and with a discounted hourly rate. Below are a list of services I can offer.

- Website Maintenance – updating pages, posting minutes, creating fillable forms, updating PayPal and payment options and more.
- E-blasts – creating and emailing colorful and informative e-blasts to GLA landowners.
- Website Calendar Updates – meeting notices, e-blast link and Zoom links.
- GLA Landowner Database – maintain an accurate and up-to-date list of all landowners with their emails, phone numbers, addresses and assessment information. This includes the ability to produce email and/or traditional mailing labels for landowner lists segmented and customized in any way you wish.
- Election Services – we can produce, print and mail or email nomination forms, ballots, bylaw changes and more. We can also produce voter check-in sheets, tallying and certification paperwork for ATS.
- Collections Service – we can produce customized collection letters for all past-due landowners' accounts and mail them 4 times a year, in the month after their assessment payment is due. We can also create, file and release liens with Park County.
- Email setup and maintenance – we already set up a sophisticated board email system. We added 2026 directors and ombudsmen. We can also add committee members, file storage and sharing, chat ability and more. And conduct routine maintenance to ensure the system runs smoothly and efficiently.
- Project Review Services – we can produce accurate statements to ensure that all PR fees are charged, collected and accounted for. We can also research PR applications, add historical GLA and Park County documentation, and recommend actions for the PRC to abide by all laws, regulations, rulings and ordinances enacted by the State of Montana, Park County and our Governing Documents. We can conduct on-site inspections for proposed and completed projects, and produce official certificates for approved projects, both preliminary and final.
- Newsletters – we can produce high quality, colorful and informative newsletters and promptly mail them to all landowners.
- Maintain and populate a GLA Document DropBox for easy board continuity.
- Create a proposed GLA Budget and populate line item amounts.
- Write GLA Road Contracts for routine and special maintenance, culvert cleaning, snow fence work, signpost installation, etc
- Analyze Glastonbury roads for needed roadwork, sign, culvert and snow fence installation and repair.
- Order and install industry standard road and safety signs.

- Analyze financial reports to ensure they are complete and accurate. Create a summary for the Treasurer to present at monthly GLA Board meetings.
- All of the above services are available on a time and material basis or via a fixed quote. Our normal hourly fee is \$80.00. We will provide any of the above services at a 50% discount for the GLA for just \$40.00 an hour.
- Please let me know if you have questions or comments. Sincerely, Tim Brockett