

# Annual Calendar

## Board of Directors

### Orchard Villa Townhomes Homeowners Association

#### JANUARY

- Board meeting to pay bills and deal with HOA issues\*
- Close books of HOA for previous calendar year and submit to accountant for taxes
- Schedule contractors for maintenance and capital improvements; get W-9's from sub-contractors
- Finalize current year events calendar
- Pump water from swimming pool cover; clean pool of debris; pour water in bathroom drains, check heaters.

#### FEBRUARY

- Board meeting to pay bills and deal with HOA issues\*
- Pump water from swimming pool cover; clean pool of debris; pour water in bathroom drains, check heaters.

#### MARCH

- Board meeting to pay bills and deal with HOA issues\*
- Mail 2<sup>nd</sup> Quarter Assessments third week of month (include newsletter)
- Lawn contractor mows and aerates lawn; applies fertilizer and pre-emergent; landscape contractor trims and prunes bushes and trees
- Pump water from swimming pool cover; clean pool of debris; pour water in bathroom drains, check heaters.

#### APRIL

- Board meeting to pay bills and deal with HOA issues\*
- Supervise completion of maintenance projects
- Sprinkler system reactivated and repaired as necessary
- Grade and gravel RV parking lot; spray for weeds
- Homeowners bear responsibility for swamp cooler spring start-up and maintenance
- Pump water from swimming pool cover; clean pool of debris; pour water in bathroom drains, check heaters.

#### MAY

- Board meeting to pay bills and deal with HOA issues\*
- Supervise completion of maintenance projects; lawn contractor sprays for grubs
- Clean and prepare pool for season (mid-May to mid-Sept); mail copy of pool operator license to State Health Department.

#### JUNE

- Board meeting to pay bills and deal with HOA issues\*
- Renew HOA corporate license
- Lawn contractor applies weed & feed
- Mail 3<sup>rd</sup> Quarter Assessments 3<sup>rd</sup> week of month (include newsletter)
- Initial solicitation of candidates for Board of Directors
- Initial board workshop on preparing budget for next calendar year.

#### JULY

- No board meeting scheduled
- Possible 2nd workshop on next calendar year's budget.
- Solicit candidates for Board of Directors

# Annual Calendar

## Board of Directors

### Orchard Villa Townhomes Homeowners Association

#### AUGUST

- Board meeting to pay bills and deal with HOA issues\*
- Continue work on HOA budget for next calendar year
- Establish maintenance projects and priorities for next calendar year
- Solicit candidates for Board of Directors.

#### SEPTEMBER

- Board meeting to pay bills and deal with HOA issues\*
- Solicit bids for HOA insurance
- Review and work on budget proposal for next calendar year
- Close pool in mid-September and have it winterized
- Deadline for Board of Directors candidate nominations.
- Mail 4<sup>th</sup> Quarter Assessments, third week of month (include proposed budget and newsletter)
- Publicize date, time, place for annual HOA meeting; finalize agenda and send notice to homeowners, along with proxy in assessment billing
- Prepare voting list and ballots.

#### OCTOBER

- Annual HOA meeting; election of new board members; proposed budget for next calendar year submitted to HOA members for review
- Annual meeting followed by picnic for owners and residents in common area near the pool
- New board member orientation; elect officers; banking resolution; corporate report amendment; insurance names; committee assignment; sign confidentially statement
- Mowing season ends; lawn contractor applies winter fertilizer
- Have sprinkler lines blown out and winterized
- Solicit sub-contractor bids for next calendar year for lawn, sprinkler, and swimming pool maintenance
- Homeowners bear responsibility for swamp cooler fall maintenance (shut-down)
- Pump water from swimming pool cover; clean pool of debris; pour water in bathroom drains, check heaters.

#### NOVEMBER

- Board meeting to pay bills and deal with HOA issues\*
- Hearing on proposed budget and assessments
- Pump water from swimming pool cover; clean pool of debris; pour water in bathroom drains, check heaters.

#### DECEMBER

- Board meeting to pay bills and deal with HOA issues\*; finalize and approve budget and assessments for next calendar year
- Award bid and/or renew HOA insurance; first insurance premium due for coming year
- Send out 1st Quarter billing third week of month; enclose budget and newsletter
- Close HOA books for calendar year
- Pump water from swimming pool cover; clean pool of debris; pour water in bathroom drains, check heaters.

\*Renew reserve fund certificates of deposit as they come due.