

# CORNICHE SUR MER HOMEOWNERS ASSOCIATION

## 2019 ANNUAL CALENDAR

- JANUARY:** Fiscal year begins  
Implement new budget  
Audit to begin  
Manager Certification Disclosure  
Calendar goals and reserve projects: street slurry, Santa Lucia/San Raphael slope re-landscape, & update website-new photos  
Review Lighting Contract  
**Board Meeting: January 23, 2019**
- FEBRUARY:** Prepare newsletter for mailing with March billing  
Discuss plan/scheduling for street slurry  
Street Parking Renewals – New  
**Board Meeting: February 27, 2019**
- MARCH:** Insurance Package Policy Renews 4/16, obtain renewal info  
Taxes due March 15<sup>th</sup>  
Financial archive purge  
**Board Meeting: March 27, 2019**
- APRIL:** Audit to be mailed to all homeowners prior to 30<sup>th</sup>  
**Board Meeting: April 24, 2019**
- MAY:** Prepare newsletter for mailing with June billing  
Obtain bids for Inspector of Election Company  
Obtain bids for Reserve Study  
Appoint Nominating Committee  
**Board Meeting: May 22, 2019**
- JUNE:** Mail candidacy forms with September billing  
Select Inspector of Election Company  
Select Reserve Study contractor  
Review Landscape Contract  
**Board Meeting: June 26, 2019**
- JULY:** Review Mailboxes for Maintenance  
Start planning the Monarch Beach Resort Event for October  
Prepare newsletter for mailing with August billing  
**Board Meeting: July 24, 2019**
- AUGUST:** Mail Proxies/Ballots for Annual Meeting  
Preliminary Budget Preparation  
Discuss Holiday Lighting/Decor Proposal  
**Board Meeting: August 28, 2019**
- SEPTEMBER:** Approve reserve study  
Obtain approval for budget and budget package  
**No Board Meeting**

OCTOBER: Annual Meeting and Organizational Meeting  
Prepare extra agendas, copy previous year's minutes & confirm attendance  
Election Results Notice to membership within 15 days  
Prepare Annual minutes and board roster  
Mail budget, delinq. Policy, reserve study, IDR/ADR, ARC processes  
between 10/1 & 11/30  
**Regular Board Meeting: October 2, 2019**  
**Annual Meeting: October 23, 2019**

NOVEMBER: Select CPA to perform audit  
Review all established policies with new board if applicable  
**Board Meeting: November 6, 2019**

DECEMBER: Reserve Allocations to Accounting for New Year  
Board Meeting: **BYE for the holidays**