

# CORNICHE SUR MER HOMEOWNERS ASSOCIATION

## 2020 ANNUAL CALENDAR

- JANUARY: Fiscal Year & New Budget Begins – ✓**Completed**  
Set Reserve Allocations to Accounting – ✓**Completed**  
Annual Audit Begins – ✓**Completed**  
Calendar Goals and Review Reserve Components – ✓**Completed**  
Weed Spray Procedures to Cornerstone – ✓**Completed**  
Invite Insurance Broker? – ✓**Completed**  
Street Parking Permit Renewals? – ✓**Declined, completed**  
✓**Board Meeting: January 23, 2020**
- FEBRUARY: Produce Newsletter with March Billing – ✓**Completed**  
✓**Board Meeting: February 27, 2020**
- MARCH: Review New Insurance Premiums – ✓**Completed**  
Taxes due March 15<sup>th</sup> – ✓**Completed**  
Financial Archive Purge – ✓**Completed**  
Draft Audit Approval – ✓**Completed**  
✓**Board Meeting: March 26, 2020**
- APRIL: Audit due to the Membership before April 30<sup>th</sup> – ✓**Completed**  
✓**Board Meeting: Thursday, April 23, 2020**
- MAY: Produce Newsletter with June Billing – ✓**Completed**  
Obtain Inspector of Election Company Proposals – ✓**Completed**  
Obtain Reserve Study Proposals – ✓**Completed**  
Appoint Nominating Committee – ✓**Completed**  
✓**Board Meeting: May 28, 2020**
- JUNE: Select Inspector of Election Company – ✓**Completed**  
Select Reserve Study contractor – ✓**Completed**  
Obtain Tree Trimming Proposals – ✓**Declined this year**  
Approve Reserve Study - **\*On punch list**  
**Board Meeting: June 25, 2020**
- JULY: Produce Newsletter with September Billing - **\*On punch list**  
Obtain Holiday Lighting Proposals – ✓**Completed**  
**Board Meeting: July 23, 2020**
- AUGUST: Preliminary Budget Preparation  
**\*NEW:** Send General Notice of procedure and deadline for submitting candidacy forms ~ at least 30 days before nomination deadline  
**Board Meeting: August 27, 2020**

SEPTEMBER:        \***NEW**: Send General Notice listing all candidates, physical address & deadline for return of ballots and date/time & location of the Annual Meeting ~ 30 days before ballots are mailed  
Approve Reserve Study  
Approve Budget Package  
**Board Meeting: September 24, 2020**

OCTOBER:           \***NEW**: Inspector of Elections to send election rules with ballots ~ 30 days before the election  
Mail Budget and Policies by November 30<sup>th</sup>  
**Annual Meeting: October 22, 2020**  
**No Regular Meeting**

NOVEMBER:         Approve CPA to Perform Audit  
**Board Meeting: November 5, 2020**

DECEMBER:         **No Regular Meeting**