

Holiday Harbour Board of Managers Calendar

MONTH	MEETINGS/DATES	OBJECTIVES	ACTION
<u>January</u>	January BOM Meeting	Budget, insurance, long range plan, and annual contracts	Discuss issues that may impact the budget, e.g., insurance , long range plan, annual contracts, committee budgets
	January BOM Meeting	Reserve Study	Authorize update as needed
	January BOM	Docking	Discuss issues that may impact the assignment of dock spaces
<u>February</u>	February BOM	Audit	Discuss issues about auditor/audit from previous year
	Meeting	Budget	Budget is distributed to the Board
<u>March</u>	March BOM Meeting	Long Range Plan	Discuss projects from long-range plan to be accomplished in next fiscal year
	March BOM Meeting	Audit	Approve contract with auditor
	March BOM Meeting	Budget	Approve the operating budget
	March BOM Meeting	Insurance/Umbrella	Discuss insurance recommendations re: policy limits and amounts. Check DEC
<u>April</u>	2nd week of April	Budget	Distribute budget and common fee coupons to homeowners per section 5.01 of
	April BOM Meeting	Docking	Docking Committee gives status update to board
	April Meeting	Insurance/Umbrella	Approve renewal or purchase of new umbrella and liability insurance policies
	4th week of April	Docking	Distribute dock space assignments to residents
	April 30th	Audit	Provide financial information to auditor for audit beginning on May 1st
	April 30th	YCC Coordination	
<u>May</u>	2nd week of May	Walk Around	Board/Management conduct a walk around assessment of common property
	last week in May	Committee Walk around	Landscape committee walk around to identify staff/volunteer priorities and needs
	May BOM Meeting	Long Range Plan	Approval of project schedule and budget from LRP to be accomplished in the
<u>June</u>	June BOM Meeting	Election/Annual	Solicit names for the nominating committee
	June BOM Meeting	Walk Around	To do list from walk around distributed to the Board
<u>July</u>	July BOM Meeting	Election/Annual	Appoint nominating committee
	July Meeting	Walk Around	Approval of project schedule from walk around list
<u>August</u>	August 20th	Election/Annual	Nominating committee submits candidates names to the Board
<u>September</u>	September 1st	Election	Annual meeting notice/candidate names/ballots distributed to homeowners
	September 8th	Insurance/Flood	Conduct bi-annual DEC website for flood plain updates impacting insurance.
	September Pre-Mtg	Performance Review	Performance review of Property Manager, Staf, and BOM
	September 23rd	Election	Mail annual meeting packet to homeowners
	September Meeting	Leased Unit	Review leased unit information sheet
<u>October</u>	October 4th	Election and Audit	Elect new Board members/Annual meeting/Financial statement; election of
	October	Docking	Distribute docking applications and post in October Happenings
	October Meeting		Schedule a workshop to acquaint new Board members with: Management
	October Meeting		Select Board liaisons/establish committees for docking, facilities, insurance,
<u>November</u>	November Meeting	Leased Unit	Review % of leased units, update tenant list/leases
	November	Docking	Docking applications due; docking committee begins assignments
	November	BOM	Conduct new board member workshop
	November	BOM	Conduct committee chair coordination meeting

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December	End of year	Landscape Committee	Update GIS map of trees removed and replaced
	End of year	LRPC	Update list/depreciation schedule of capital improvements made
	End of year	Homeowner update	Review open work orders, send status update to homeowners
	End of year	Homeowner update	Update inducer list, mail annual R&R's, mail annual directory update