

Periodic Events Calendar



When we discover something that will require our attention on a periodic basis, we record it here so we won't forget it.

Monthly, the President should review this calendar and transfer upcoming items onto the agenda and/or Activities Tracking Report to ensure they are given attention.

January

If the gross income for the last fiscal year exceeds \$75,000, a review of the financial statement must be prepared in accordance with generally accepted accounting principles by a licensee of the State Board of Accountancy. A copy of the review must be distributed within 120 days after close of the fiscal year. (CA Civil Code §1365(b))

February

Quarterly maintenance check walk-through by Grounds and Maintenance Committee.

March

Complete thorough inspection of common area irrigation systems in preparation for warmer weather. Note and schedule components requiring repairs and adjustment.

Review Architectural Review Committee membership and participation level. Appoint new members as necessary to maintain to the maximum prescribed by the Declaration.

Review and update escrow file disclosure letter—the letter approved by our attorney for meeting any of our disclosure requirements for purchasers of our condominiums.

April

Turn on swimming pool heaters.

A review of the financial statement must be prepared in accordance with generally accepted accounting principles by a licensee of the State Board of Accountancy if the gross income exceeds \$75,000. A copy of the review must be distributed by the end of this month. (CA Civil Code §1365(b))

If there was ten thousand dollars or more in gross revenues or receipts for the previous year, an Annual Report must be prepared before the end of this month with the following: 1) A balance sheet and an income statement and statement of changes in financial position for the last fiscal year. 2) A statement of the place where the names and addresses of current members are located. 3) Any reports by independent accountants or a certificate of an officer that the statements were prepared without audit from the books and records of the association. (CA Corp. Code §8321)

If there was ten thousand dollars or more in gross revenues or receipts for the previous year, a notice must be sent to all members before the end of this month informing them of their right to receive a copy of the Annual Report for the previous fiscal year. (CA Corp. Code §8321)

May

Request Social Committee to organize a July 4th barbecue & potluck picnic. Request Newsletter Committee to help publicize it.

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Quarterly maintenance check walk-through by Grounds and Maintenance Committee.

June

Inspect all asphalt surfaces for resealing/resurfacing requirements and schedule maintenance if needed.

Appoint a nominating committee to nominate as many qualified Board candidates as there will be openings. (See the Nominating Committee charter.)

Review and update escrow file disclosure letter—the letter approved by our attorney for meeting any of our disclosure requirements for purchasers of our condominiums.

July

Social Committee holds July 4th barbecue & potluck picnic.

August

Quarterly maintenance check walk-through by Grounds and Maintenance Committee.

Nominating committee completes nominations and forwards nominee statements to our secretary for preparing mailer. Note, we must comply with our Bylaws requirements for the mailing.

Plan our Annual Meeting. (See “Annual Meeting” in the Directors’ Topics section of this binder.) This meeting may be the only type of association meeting that some of our members will ever attend and it is very important that it be successful.

The budget cycle is about to begin in preparation of next year’s budget. If there is no active or standing budget committee, the president should appoint one to be in place when the budget cycle begins.

Alert committee chairpersons to submit budget requests for the next fiscal year.

September

Turn off swimming pool heaters.

Make final preparations for September Annual Meeting. (See the topic in this Directors’ binder entitled The Annual Meeting for details.)

Ensure nominees have been contacted about making a brief statement of introduction at the Annual Meeting. (Limit to one minute.)

Ensure the awards committee has identified recipients and that awards will be ready. (See Awards Committee charter.)

Ensure the Social Committee is planning the after-meeting social. (See Social Committee charter.)

Ensure each committee chairperson has been contacted to see if he or she wishes to present a committee report at the Annual Meeting.

Appoint ballot counters and either one or three elections inspectors. For an association of 220 condominiums, 5 pairs of ballot counters should be enough (a reader and a tally marker in each pair). Remind them to bring pencils and calculators.

At the Annual Meeting, pass a resolution to allocate any excess assessments received this year toward our reserves accounts or to refund such excess assessments to homeowners.

This must be approved by homeowners before the end of the fiscal year to help us avoid being taxed on such amounts under the Internal Revenue Ruling 72-102 when excess assessments exist over and above the amounts used for the operation of the Association. (This should be confirmed with our accountant.)

Review and update escrow file disclosure letter—the letter approved by our attorney for meeting any of our disclosure requirements for purchasers of our condominiums.

Identify expenses requiring special study in preparation for budgeting process.

Request that Budget Committee schedule meetings to develop the budget.

October

Request Social Committee to plan and organize a holiday social. Request Newsletter Committee to help publicize it.

The president appoints a new Board Advisory Committee. (See charter in Committees' Handbook.)

Prepare and distribute to Board and management the new roster of Board members and officers, including addresses and phone numbers.

Appoint new committee members as necessary. Re-appoint committee-Board liaisons.

Prepare and distribute a new committee roster to Board members and management.

Develop the budget for the coming fiscal year. It is due next month.

November

Quarterly maintenance check walk-through by Grounds and Maintenance Committee.

The President and Secretary prepare and distribute to all residents a new “Residents’ Handbook Supplement Page(s).” This contains information subject to change, such as an updated list of Board and committee contacts, phone numbers, and any addendum and errata to our Residents’ Handbook.

Pro Forma Budget must be finalized, approved and sent to all members by no earlier than the 1st and no later than the 15th. Alternatively, a summary of the Pro Forma Budget may be sent with a written notice of where the Pro Forma operating budget is located and how a copy may be obtained. (CA Civil Code §1365(a))

A notice of the right of members to access minutes of Board meetings must be sent to all members by no later than the 15th. (CA Civil Code §1363(l))

A notice of Alternative Dispute Resolution rights must be sent to all members by no later than the 15th. (CA Civil Code §1354(i))

A description of our Assessment Collection Policy must be sent to all members before the end of next month. Consider including it in the mailing with the Pro Forma Budget, this month. (CA Civil Code §1365(d))

A schedule of Monetary Penalties should be sent to all members annually and must be sent whenever changes are made. Consider including in the mailing with the Pro Forma Budget, this month. (CA Civil Code §1363(i))

A description of our Insurance Coverages must be sent to all members annually. Consider including it in the mailing with the Pro Forma Budget, this month. Information must include the insurance types, amounts and include a statement to the effect that the association is or is not insured to the minimum levels of \$3,000,000 per occurrence (required for associations with more than 100 homes). (CA Civil Code §1365(e)-(i) and §1365.9)

December

Social Committee conducts a Holiday party or social.

Review and update escrow file disclosure letter—the letter approved by our attorney for meeting any disclosure requirements for prospective purchasers of our condominiums.

A description of Assessment Collection Policy must be mailed to all members before the end of this month.

Monthly Ongoing Activities

Activities Tracking Report: This is a very important control document used to ensure that tasks assigned to volunteers and management are accomplished and objectives and projects are followed-up on (and not forgotten!). Mark-off items on the list as completed. Prepare updated report monthly, sorted by priority, and bring copies to Board meeting for review.

Newsletter preparation: Newsletter committee should prepare camera-ready copy and deliver to management or have ready for pickup by the 24th of the month. There needn't be a newsletter *every* month but try to have at least one per quarter.

As you think of other needed monthly activities, please write them here.

Yearly Ongoing Activities

Tree management: Every 4-5 years have a long term tree-care plan prepared.

Reserves Study: At least once every three years we must conduct a study of our reserve account requirements if the current replacement value of the major components for which we are responsible is equal to or greater than one-half of our gross budget for any fiscal year. We must review this study annually and adjust funding based upon that review.

As a minimum the study requires:

1. Identification of the major components for which we are responsible which, as of the date of the study, have a remaining useful life of less than 30 years.
2. Identification of the probable remaining useful life of those components as of the date of the study.
3. An estimate of the cost of repair, replacement, restoration, or maintenance of the components during and at the end of their useful life.
4. An estimate of the total annual contribution necessary to defray the cost to repair, replace, restore, or maintain the components during and at the end of their useful life, after subtracting total reserve funds as of the date of the study.

(CA Civil Code §1365.5(e))

As you think of other needed yearly activities, please write them here.

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