

## RESERVE AT BELL CREEK 2021 Annual Calendar

JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> <li><input type="checkbox"/> Board of Directors Meeting 01/21/21.</li> <li><input type="checkbox"/> Close 4<sup>th</sup> Quarter Financials</li> <li><input type="checkbox"/> Award audit/tax prep</li> <li><input type="checkbox"/> 2021 Paint specifications and bids (if applicable)</li> <li><input type="checkbox"/> Box up 2020 files and turn over books for 2021</li> <li><input type="checkbox"/> Prepare/present Annual Plan</li> <li><input type="checkbox"/> Confirm date for Annual Meeting</li> <li><input type="checkbox"/> Prepare nominating committee notice</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> SCC Filing due 02/28/21</li> <li><input type="checkbox"/> Meet with Association auditors and present financials for tax purposes</li> <li><input type="checkbox"/> 2/28/21 Mail budget variance report to homeowners if BOD wishes</li> <li><input type="checkbox"/> Make plans for spring grounds improvements site walk with contractor review mulch application</li> <li><input type="checkbox"/> Soil PH sample by grounds contractor</li> <li><input type="checkbox"/> Apply Lime as needed</li> <li><input type="checkbox"/> Mail small balance letters to owners with balances less than one month's assessment.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> DPOR filing due 03/31/21</li> <li><input type="checkbox"/> 3/15/21 State &amp; Federal Tax Returns Due-Auditor files extensions</li> <li><input type="checkbox"/> Pre-emergent turf care application</li> <li><input type="checkbox"/> Mulching of entire community to be completed</li> <li><input type="checkbox"/> Gutter cleaning and power washing bids secured and scheduled (if applicable)</li> </ul>
APRIL	MAY	JUNE
<ul style="list-style-type: none"> <li><input type="checkbox"/> 4/__/21 Board of Directors meeting</li> <li><input type="checkbox"/> Elect new Officers</li> <li><input type="checkbox"/> Inspect grounds for winter damage, dead shrubs</li> <li><input type="checkbox"/> Irrigation start up</li> <li><input type="checkbox"/> Insurance D&amp;O and GL renews 4/17/20</li> <li><input type="checkbox"/> Annual Inspection (April/May)</li> <li><input type="checkbox"/> Plan for National Night Out</li> <li><input type="checkbox"/> Schedule painting or seal coating (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Annual Inspection of community</li> <li><input type="checkbox"/> Post-emergent turf weeds control to be applied</li> <li><input type="checkbox"/> Inspect for dead trees</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Results of Annual Inspection, repairs voted on (if applicable)</li> </ul>
JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> <li><input type="checkbox"/> Close out 2<sup>nd</sup> Quarter financials</li> <li><input type="checkbox"/> Check with Board to evaluate vendor performance for 2021</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Begin Budget Prep</li> <li><input type="checkbox"/> Prune shrubs</li> <li><input type="checkbox"/> Check for dead shrubs and get fall planting proposals for replacements</li> <li><input type="checkbox"/> Bid out GL and D&amp;O insurance if necessary</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine if grounds contracts need to be bid out</li> <li><input type="checkbox"/> Aeration and seeding to be completed.</li> <li><input type="checkbox"/> Schedule fall landscape walk-through with landscaper/prune shrubs</li> <li><input type="checkbox"/> Review all 2021 contracts</li> <li><input type="checkbox"/> Prepare 2022 Budget</li> </ul>
OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> <li><input type="checkbox"/> 10/__/21 Board of Directors Meeting, approve budget</li> <li><input type="checkbox"/> Fall Plant replacement</li> <li><input type="checkbox"/> Finalize 2022 contracts</li> <li><input type="checkbox"/> DPOR Renewal 10/31/20</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> GL insurance renews 11/13/21</li> <li><input type="checkbox"/> Mail 2022 budget notices to all homeowners by 11/30/21</li> <li><input type="checkbox"/> Monitor leaf removal</li> <li><input type="checkbox"/> Schedule gutter cleaning for end of December/early January</li> <li><input type="checkbox"/> Irrigation winterization</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> D&amp;O Insurance renews 12/21/21</li> <li><input type="checkbox"/> Distribute next year's assessment payment booklets</li> <li><input type="checkbox"/> Select auditor</li> <li><input type="checkbox"/> Monitor leaf removal</li> <li><input type="checkbox"/> Prepare 2022 annual plan</li> <li><input type="checkbox"/> Adjust Homeowner balances less than \$1.00 (approved 2/24/94)</li> </ul>

### Summary Contract Expiration Dates/Renewal Days:

- Insurance D & O 12/21/21
- General Liability 11/13/21
- SCC Filing 02/28/21
- DPOR Filing 03/31/21
- Management 12/31/21 90 days
- Grounds 12/31/21 60 days