

**SKY MEADOWS COMMUNITY ASSOCIATION CALENDAR
2018**

January	February	March	April
6 – Annual Meeting	28 – Member Homeowner assessments to be mailed out. Payment due by May 1 (Treasurer).	TBD – Reservoir and Water System Flush and Cleaning (Water Coordinator)	TBD – Water Main Flushing (Water Coordinator)
TBA - ACC Meets within 30 days of annual meeting to elect officers and notify results to the Board	ACC – Appointment of any vacancies on the ACC.	IRS Form 1120-H Due (Treasurer)	24 – Board Meeting 9 a.m.
TBA – Recommended survey the common graveled road for maintenance		Whidbey Is. Water System Association Dues Renewal due (Board approval)	
TBA – Board announces annual dues amount.		31 – Read Water Meters	
May	June	July	August
1 – Homeowner assessments due. If not paid by May 31, interest will be charged from May 1 at the rate of 12%	TBD – Owner property clean up month	TBD – SMCA insurance coverage and risk assessment due (Vice President report to Board)	18 – SMCA Annual picnic at the Garrett's. Volunteers are needed. Contact Kristina Paulsen if you can help.
TBD – Department of Health Certificate permit due	TBD – Recommended survey of the common graveled road for maintenance	25 – Board meeting - 9 a.m.	
TBD – Annual generator service – Water Coordinator	30 – Read Water Meters		
HOA license fee can now be paid (see October notes) Treasurer			
September	October	November	December
TBD – Insurance premiums due. Policies mailed to SMCA by agent	31 – Board meeting 9 a.m.	TBA – Reserve site for Annual Meeting (President)	TBD – Website fees dues if applicable.
30 – Water Meters Read	TBD – Post office box fees due (Treasurer)	TBD – First notice of annual meeting sent, accompanied by a call for nominations for any open Board positions, shall be sent to owners no more than 60 days and	2- Board meeting – 9 am. Agenda to include planning for 2019 annual meeting.

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		no less than 45 days prior to the date set for the meeting(President).	
	TBD – Annual HOA license fee. (The secretary or other designed board member shall ensure that the Annual Report of the Association to Washington State is filed and the business license renewal for the Association is paid between May 1 and October 31 of each year at www.secure.dor.wa.gov) Secretary		TBD – A second notice, accompanied by a ballot, if necessary, shall be sent to all owners no more than 30 days and no less than 15 days prior to the meeting date (Secretary).
Revised: 4/14/2018			