Seven Ponds HOA Officer and Board “To-Do” Calendar

As needed

1. Send notification of HOA existence and current resident dues status to real estate agent representing sellers.
2. If requested, provide dues status certification prior to home sale closing.
3. Send welcome letter to new residents and request/collect new resident contact information.
4. Update "master" HOA resident information.
5. Check PO Box for mailings, bills, dues payments…
6. Check HOA emails for communications from residents.
7. Post updates to the HOA wordpress site as needed.
8. Follow up with residents on dues payment plans if payments are not received as agreed.
9. For residents who simply refuse to pay their dues, work with law firm (Smith Jaden Johnson) to pursue collections and file liens, if necessary.

Monthly

1. Treasurer to produce and provide monthly financial reconciliation information to BoD.
2. BoD meetings take place and proceedings are documented.
3. See monthly calendar below

Quarterly

1. XXXX

Twice per Year

1. Send out Newsletter to HOA residents.

Things to do when there is turnover in HOA Officer and BoD positions

1. Get co-signers on HOA bank account switched over when there is turnover in Treasurer and/or Secretary positions. Remove any non-board members from the account. Check the HOA PO Box renewal for correct billing information. Update with new debit card number if needed.
2. Transfer all relevant files/documents to new Officers and BoD members.
3. Transfer HOA email address ownership over to new Secretary.
4. Transfer access rights to wordpress site.
5. Transfer PO Box keys to one of the new Officers or BoD members.
6. Communicate BoD changes to residents.

Seven Ponds HOA Officer and Board “To-Do” Calendar

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| January  1) Monitor and report on dues payment status.  2) If Lawn Maintenance and Pond Treatment contracts are going out for bid, initiate the process. | February  1) At beginning of month, send out 30 day “reminder” notice to residents who have not paid dues or set up a payment plan.  2) Determine Lawn Maintenance and Pond Treatment providers. Request Certificates of Insurance for General Liability and Workers Compensation. Negotiate and sign contracts by end of month for lawn maintenance. | March  1) At beginning of month, send out 60 day “reminder” notice to residents who have not paid dues or set up a payment plan.  2) HOA participates in Bare Root Tree and Shrub Sale sponsored by the Forestry division of the City of Plymouth.  3) Negotiate and sign pond treatment contract by end of the month. |
| April  1) Initiate contact w/law firm to pursue collections and file liens, if necessary, against residents who have not paid dues or set up payment plan.  2) File HOA Tax Return (Form 1120H) with the IRS by 4/15/XX. | May  1) HOA Landscape Committee meets to plan out annual beautification needs and submits a budget proposal to the BoD. (probably need to start this sooner) | June  1) Plan and send out notifications for Annual HOA meeting to be held in September. Seek out volunteers to take on officer and BoD roles.  2) If Insurance quotes are desired from other carriers, initiate the process.  3) Decide on if HOA is going to play a role in helping to coordinate national Night to Unite block parties. |
| July  1) If Insurance quotes were requested from other carriers, review the quote proposals and compare coverages. | August  1) Determine which insurance company to purchase from and finalize the purchase. Current policy renews 8/21/20XX. | September  1) Hold Annual HOA meeting. Elect new officers and BoD members. |
| October  1) Initiate officer and BoD turnover transition process. | November  1) Review HOA resident information for accuracy and update as required.  2) Send out dues billing statements for the next calendar year with dues payable Jan 1st . | December  1) Finalize officer and BoD turnover transition process. 2) Renew NonProfit Corporation Certification with Mn Secretary of State - due 12/31/XX |