

AZURE HILLS HOMEOWNERS ASSOCIATION

ANNUAL CALENDAR

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
	CPA Engagement Letter *Tree Trimming Proposals – Jacarandas, Palms and others as needed	*Trim Jacarandas and other trees as needed. (SEE VENDOR NOTES FOR SCHEDULE) *Finalize Annual Landscaping	*Annual Financial Review (120 after close of fiscal year)	*Prep pool for summer. *Dayspring: clean and pull out pool furniture. Clean and brighten cabana, restrooms and showers. *Pool Co: Turn on heater when weather warms up 84 degrees, lower as needed as it warms up.	*Pool permit Exp 6/30, renew and post at pool. *Annual Fire Extinguisher Service
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
*Appoint Inspector *Proposals for Reserve Study*	*Mail Candidate Forms	*Mail Ballots	*Insurance Renewal 10/14 *Budget FINAL approval *Election* *Obtain tree trimming proposal for November board meeting /Pine Trees (even # yrs) and others as needed (SEE VENDOR NOTES FOR SCHEDULE) *Turn off pool heater 10/31 pool closes	*Annual disclosure 11/30 *Trim Trees: Pines even # yrs and others as needed. *Dayspring: Put pool furniture away for winter. *Start discussion for next year landscaping projects *Annual roof repairs/inspections	*Christmas Party *Year End 12/31