

# RANCHO DOMINGUEZ TOWNHOMES HOMEOWNERS ASSOCIATION SCHEDULE OF CONTRACTS AND EVENTS

## JANUARY

- Mail out proxy and annual meeting notice
- Mail Budget packet.
- Trip hazard check

## FEBRUARY

- 28th—Year end
- Annual Meeting 4th Tuesday
- Grass replanting
- Broadleaf spraying

## MARCH

- Insurance Quotes
- Annual fire extinguishers serviced

## APRIL

- Color change at entrance planter areas

## MAY

- Tree Trimming bids
- Turn on pool heat.

## JUNE

- Audit must be mailed by June 30th

## JULY

- Obtain bids for Reserve Study
- Termite Contract renewal
- 3 year roof maintenance & tile inspection-due 2014-2015
- Wood & paint 3 yr inspection 2015

## AUGUST

- Approve Reserve Study bid
- Color change at entrance planter areas

## SEPTEMBER

- Prepare draft budget
- Review draft Reserve Study
- Turn off pool heat

## OCTOBER

- Approve budget and delinquency policy
- Obtain CPA bids for audit & tax preparation
- Paint review

## NOVEMBER

- Annual roof maintenance
- Color change at entrance planter areas

## DECEMBER

- Mail out call for Candidates for annual election
- Request bid for audit