

THVI Annual Business Calendar

This is an annual planning calendar of board and select committee actions

August

- HOA meeting rooms set with the GVR (Secretary)

September

- New board member nominating process starts in September or early October (Nominating Committee)
- Annual Budget Process begins and dues recommendations prior to the October Board meeting. (Treasurer, Financial Review Committee)

October

- Determine Committee member needs (President/Committee Chairs)
- Social Calendar for the season is reconfirmed – type/date/room (Social Committee Chair)
- Board Meeting in middle of the month, approve any dues changes & next year's budget (President/Secretary)
- Pay property taxes (Treasurer)
- Landscape Plan for the year developed (Landscape Committee)
- Common Area Work Crews start in late October (Landscape Committee)

November

- Insurance premium due
- New Board member ballots are mailed out to owners (Secretary/Nominating)
- Dues Notice and Age verification requests sent out in late November (Treasurer/Secretary)
- Newsletter – first one published for the season
- Paving Reserve projections reviewed (Roads Committee Chair/Treasurer/Financial Review Committee)
- Consider Town Hall meeting (President/Secretary)

December

- Board Meeting in early part of the month (President)
- Committees prepare reports for the Annual Meeting
- Holiday entrance lights

January

- Dues and Age verification are due (Treasurer, Secretary)
- New Board member ballots counted and announced at Annual Mtg. (Nominating/Board)
- Annual Meeting (accomplishments, plans, committee reports) (President)
- Board Meeting one or two weeks after the Annual Meeting - select officers, approve committee chairs/members, new check signatories approval (President)
- Officers sign bank cards (Treasure)

- IRS Form 990-N filed (Treasurer)
- Newsletter – second one may be published here or in February
- GV Council - dues are due (Treasurer)

February

- New board member orientation
- Board develops Strategic plans/priorities for the coming year (President)
- Architecture Committee Exterior House Survey (Architecture Committee)
- Yearly Financial Review (Financial Review Committee)

March

- Landscape work crew recognition (Landscape Committee)
- Financial Review completed and presented to the Board (Treasurer)
- Consider Town Hall meeting (President)
- Social Calendar for the future season is determined (Social Committee)

April

- Board Meeting held in early part of the month (President)
- Board Planning Meeting held in late part of the month (President)
- Newsletter – potential to publish a third newsletter

May

- Annual Report – file with the Arizona Corporate Commission (Treasurer)

Other items not to forget:

Contracts

- Insurance – due in November - obtain competitive bids every three years, last in 2024 (Vice President)
- Household Trash Hauling – Titan Recycling & Trash; contract 2012, automatically renews every three years: next renewal 29 Oct 2025. Changes or cancellation need to be notified at least 90 days prior to end of current term. (Vice President)
- Common Area Cleanup Hauling – obtain competitive bids as needed (Landscape Chair)

Policies/Guidelines/Community Documents

- Review every three years for any needed changes. Could put on a rotating schedule. (President/Board)

Legal

- Check with legal/GVC for any state law changes affecting the HOA. (President)