

ANNUAL TIME LINE FOR ICRIA HOA BOARD

JANUARY

1. Annual Meeting.
2. Finalize nominees for the HOA Board elections. Ballots to be mailed out after this meeting to be counted at the February Monthly HOA Meeting.
3. Treasurer to present annual financial report and audit report.
4. Continued discussion on next year's proposed budget.

FEBRUARY

1. Monthly HOA Meeting
2. HOA Board Election - ballots counted and new officers seated.
3. The proposed budget should be finalized and mailed out after the February Monthly HOA Meeting so it can be discussed at the March Monthly Meeting. Note this does not have to be an open discussion on the budget as the homeowners will have that opportunity at the March meeting.

MARCH

1. Monthly HOA Meeting
2. This meeting is an open forum for all residents to discuss the proposed budget for the upcoming fiscal year.
3. The budget should be finalized at this meeting and ballots mailed out as soon as possible after the meeting.

APRIL

1. Monthly HOA Meeting
2. The ballots to approve the budget should be counted at this meeting.

MAY

1. Monthly HOA Meeting

JUNE

1. Monthly HOA Meeting
2. Prepare and mail out the HOA Dues notices for the year.

JULY

1. Monthly HOA Meeting

AUGUST

1. Monthly HOA Meeting
2. HOA Board to begin review of lots that are delinquent on the HOA dues.

SEPTEMBER

1. Monthly HOA Meeting

OCTOBER

1. Monthly HOA Meeting

NOVEMBER

1. Monthly HOA Meeting if Thanksgiving falls the week prior to the last Wednesday of the month.
2. Form a Nominating Committee at the January elections.
3. Prepare for the Annual Meeting in January.
4. Form an Audit Committee to review the annual Treasurer's report.
5. Discuss a first draft of the following year's budget.

DECEMBER

1. Typically no meeting this month due the Christmas Holiday

