

VERANDA VII OWNERS ASSOCIATION, INC.

2024 Annual Calendar

As of 10.1.20 Financials are received by the 15th of the month, emailed to the BOD and posted to the website. **LMP Report due by 25th* & Board Meetings are held the third Thursday of the month at 10 am via Zoom.

MONTH	IMPORTANT DATES & REMINDERS
JANUARY	<p>First Annual Meeting Notice Mailing</p> <p>1.16.24 Sprinkler Inspection</p> <p>1.18.24: BOD Mtg @ 10 am</p> <p>1.30.24 Pye Barker Fire Extinguisher Check 10:30am (Elizabeth)</p> <p>1.18.24: LMP Property Walk/ Compliance Walk 9AM</p> <p>1.25.24: LMP Report Due to BOD</p>
FEBRUARY	<p>Second Annual Meeting Notice Mailing</p> <p>2.15.24: BOD Mtg @ 10 am Room Reserved Conf</p> <p>2.15.24: LMP Property Walk</p> <p>2.25.24: LMP Report Due to BOD</p> <p>Bait boxes to be checked by Massey (Send report when received)</p>
MARCH	<p>3.3.24: Quarterly Invoices Mailed/ Send Invoice CC payment reminder</p> <p>3.17.24: LMP Property Walk</p> <p>3.21.24 Annual Meeting 10 am Room Resv. Conf.</p> <p>3.25.24: LMP Report Due to BOD</p> <p>*tax prep completed and submitted*</p>
APRIL	<p>4.21.24: LMP Property Walk 10:30am</p> <p>4.25.24: LMP Report Due to BOD</p> <p>TBD Palm tree trimming (front & rear)</p> <p>*All hibiscus will be pruned at or below building ribbon height</p>
MAY	<p>LMP Property Walk 5.15.24</p> <p>5.25.24: LMP Report Due to BOD</p> <p>Bait Boxes to be checked by Massey (Send report when received)</p> <p>*All viburnums will be pruned down at or below the building ribbon height</p>
JUNE	<p>6.8.24: Mail Quarterly Invoices / Send Invoice CC payment reminder</p> <p>6.14.24 2pm: LMP Property Walk</p> <p>6.25.24: LMP Report Due to BOD</p> <p>*All jasmine and ginger will be hard pruned</p>
JULY	<p>7.17.24 LMP Property Walk Compliance Walk</p> <p>7.25.24: LMP Report Due to BOD</p> <p>7.19.24 CD Maturity date</p> <p>*Crotons to 3 foot level, Cassia trees as required</p>
AUGUST	<p>8.21.24: LMP Property Walk</p> <p>8.25.24: LMP Report Due to BOD</p> <p>Bait boxes to be checked by Massey (Send report when received)</p>
SEPTEMBER	<p>9.7.24: Mail Quarterly Invoices/ Send Invoice CC payment reminder.</p> <p>TBD Palm tree trimming (front & rear)</p> <p>9.19.24 BOD Mtg @ 10 am Room Resv Conf</p> <p>9.19.24 11:00am: LMP Property Walk</p> <p>9.25.24: LMP Report Due to BOD</p>
OCTOBER	<p>10.17.24: Budget Workshop 10:00 am (Schedule Dave from Atlas) Room Rsv Conf</p> <p>10.17.24 8:30am LMP Walk thru</p> <p>10.25.24: LMP Report Due to BOD</p> <p>*Mulch by 10/31 (after Pressure washing schedule for 10.16)</p> <p>*Gutter Cleaning 10.1.24 confirmed</p> <p>*10.7.24, Rob O'Deh Pressure Washing confirmed</p>
NOVEMBER	<p>*11.7.24: ADT Backflow, Potable Backflow(2025), Alarm testing, and Sprinkler check completion. (Exact date TBD)</p> <p>11.14.24 10:30am BOD Mtg/Budget Approval/LMP LMP walk thru 11:00am Resv Conf</p> <p>11.25.24: LMP Report Due to BOD</p> <p>11.2024 Painting Building SiestaKeyDecor</p> <p>Bait boxes to be checked by Massey (Send report when received)</p>
DECEMBER	<p>12.7.24: Mail Quarterly Invoices/ Send Invoice CC payment reminder</p> <p>12.19.24 BOD Mtg @ 10 am Resv Conf</p> <p>12.25.24: LMP Report Due to BOD</p>

- All 8 backflows certified in 2023 schedule adjustment ok until 2025 to keep everything together. (Check requirements every 2 years) We are now set up for all backflows to be odd years starting November 2025
- 2026 Dryer Vent Cleaning Schedule for Beginning of October

Updated 1.17.23