

## VERANDA VII OWNERS ASSOCIATION, INC.

### 2023 Annual Calendar

As of 10.1.20 Financials are received by the 15<sup>th</sup> of the month, emailed to the BOD and posted to the website.

\*\*LMP Report due by 25<sup>th</sup>\* & 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>1.19.23: BOD Mtg @ 10 am</p> <p>1.25.23: LMP Report Due to BOD</p>
FEBRUARY	<p>Second Annual Meeting Notice Mailing</p> <p>2.16.23: BOD Mtg @ 10 am</p> <p>2.17.23: LMP Property Walk</p> <p>2.25.23: LMP Report Due to BOD</p>
MARCH	<p>3.3.23: Quarterly Invoices Mailed/ Send Invoice CC payment reminder</p> <p>3.16.23: Annual Membership Meeting 10am</p> <p>3.17.23: LMP Property Walk</p> <p>3.25.23: LMP Report Due to BOD</p> <p>*tax prep completed and submitted*</p>
APRIL	<p>4.21.23: LMP Property Walk 10:30am</p> <p>4.25.23: LMP Report Due to BOD</p> <p>*Palm tree trimming (front &amp; rear)</p> <p>*All hibiscus will be pruned at or below building ribbon height</p>
MAY	<p>Need to schedule: LMP Property Walk</p> <p>5.25.23: LMP Report Due to BOD</p> <p>*All viburnums will be pruned down at or below the building ribbon height</p>
JUNE	<p>6.8.23: Mail Quarterly Invoices / Send Invoice CC payment reminder</p> <p>Need to schedule: LMP Property Walk</p> <p>6.25.23: LMP Report Due to BOD</p> <p>*All jasmine and ginger will be hard pruned</p>
JULY	<p>Need to schedule: LMP Property Walk</p> <p>7.25.23: LMP Report Due to BOD</p> <p>*Crotons to 3 foot level, Cassia trees as required</p>
AUGUST	<p>Need to schedule: LMP Property Walk</p> <p>8.25.23: LMP Report Due to BOD</p>
SEPTEMBER	<p>9.7.23: Mail Quarterly Invoices/ Send Invoice CC payment reminder</p> <p>9.21.23 BOD Mtg @ 10 am</p> <p>Need to schedule: LMP Property Walk</p> <p>9.25.23: LMP Report Due to BOD</p>
OCTOBER	<p>10.5.23 Budget Mailing</p> <p>10.19.23: Budget Workshop 10 am (Schedule Dave from Atlas)</p> <p>10.25.23: LMP Report Due to BOD</p> <p>*Palm tree trimming (front &amp; rear)      *Mulch by 10/31</p> <p>*Gutter Cleaning                                      *Rob O'Deh Pressure Washing</p> <p>*Maureen Lopez Pressure Washing Stairwells and garages</p>
NOVEMBER	<p>*11.7.23: ADT Backflow, Alarm testing, and Sprinkler check completion. (Exact date TBD)</p> <p>11.16.23 BOD Mtg/Budget Approval/LMP 10:30am</p> <p>11.25.23: LMP Report Due to BOD</p>
DECEMBER	<p>*12.5.23: Pye Barker Fire Extinguisher Check Required (Exact date TBD)</p> <p>12.7.23: Mail Quarterly Invoices/ Send Invoice CC payment reminder</p> <p>12.21.23 BOD Mtg @ 10 am</p> <p>12.25.23: LMP Report Due to BOD</p>