

DRUM POINT PROPERTY OWNERS ASSOCIATION

MONTHLY TICKLER

JANUARY

- Establish goals for new year
- Prepare for mailing out road fee bills
- Reserve general membership locations for the year
- Submit the former quarter report on Special Tax District to county

FEBRUARY

- Finalize March Newsletter and mail in time for March general membership meeting
- Mail out road fee bills (due March 1st)
- Consider road work and contractors for summer work
- Arrange for Spring pothole repairs
- Schedule Spring Clean-Up

MARCH

- Prepare for March general membership meeting
- Line up Spring and Summer contractors (e.g. tree and grass cutting)
- Begin beach trash collection and porta potty pumping

General Membership Meeting Business:

- Nominating Committee present slate of candidates for BOD election (Art IX)

APRIL

- Prepare Board of Director Ballots (shall be sent by May 1st) (Art IX)
- Prompt Budget and Finance Committee (with BOD approval) to arrange for CPA fiscal audit, deadline is 5/31 (Art XII). Financial report due to county for special tax district by 9/30 unless other provisions are made.
- Submit the former quarter report on Special Tax District to county

MAY

- Board of Director Ballots due out (Art IX)
- Appoint tellers for BOD vote count in June (5 members not on the BOD or nominating committee) (Art IX)
- Finalize June Newsletter and mail (Must include Budget for next fiscal year) (15 day lead time for budget per Art XI).
- 5/31st is the deadline for the Budget and Finance Committee to arrange for CPA for fiscal audit, (Art XII).
- Contact county about required input for special tax district billing
- Arrange for Memorial Day beach security
- Arrange for grass cutting

JUNE

- June 1st is the last acceptable postmark date for the BOD vote ballots (Art IX)
- Prepare for General Membership Meeting (Also this is the “Annual Meeting”)
- Input to county for billing special tax district due
- Arrange for July 4th beach security

General Membership “Annual Meeting” Business:

- Announce new BOD members (Art IX)

- Present and vote on budget (Art XI)

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JULY

- Assign new BOD positions (Art VIII)
- Update bank accounts with authorized check signer names and obtain bonding for them (Treasurer, Vice President, President)
- Ensure BOD Insurance is in order (Art XIV)

AUGUST

- Finalize September Newsletter and mail (target 30 day lead time)
- Prompt Budget and Finance Committee to wrap up audit (presentation due at September Meeting (Art XII)
- Arrange for Labor Day beach security
- Submit the former quarter report on Special Tax District to county
- Arrange for Fall Clean Up

SEPTEMBER

- Prepare for General Membership Meeting
- Financial report due to county for special tax district by 9/30 unless other provisions are made.

General Membership Business:

- Annual Audit summary presentation (Art XII)

OCTOBER

- Line up Snow Removal Contractors
- Submit the former quarter report on Special Tax District to county
- Stop beach trash collection and porta potty pumping

NOVEMBER

- Finalize December Newsletter and mail (target 30 day lead time)
- Establish a nominating committee for December general membership meeting

DECEMBER

- Prepare for General Membership Meeting
- Discuss and recommend amount of annual DPPOA dues for vote at general membership meeting

General Membership Business:

- Appoint Board of Director Nominating Committee (5 members) (Art IX)
- Vote on DPPOA dues for next year.