

CEDAR HOLLOW ASSOCIATION, INC.

ANNUAL CALENDAR

- JANUARY 27, 2021** Board Meeting
Review existing contracts for renewal
(attorney, pest control/landscaping, pool care, snow removal)
- FEBRUARY 24, 2021** Board Meeting and Election Meeting
Tree Trimming
Order Windows – (2) Units
- MARCH 24, 2021** Board Meeting
Follow up landscaping contract date.
Gutter cleaning
Spring Property inspection
Preparation of pool opening.
- APRIL 21, 2021** Board Meeting
Meeting for pool volunteers
Property walk-through; Review decks for safety needs
Review date for parking lot crack sealing
- MAY 26, 2021** Board Meeting
Pool opening – arrange for gas and water turn on
Make list of desired landscape projects and costs
First reminder about loan anniversary
Exterior shut off valve
- JUNE 23, 2021** Board Meeting
Insurance Renewal Quotes (Policy renews 9/1)
- JULY 28, 2021** Board Meeting
Budget committee
Publish maintenance standards
- AUGUST 25, 2021** Board Meeting
Asphalt – crack sealing
Bi-Annual chimney inspection (odd # years)
- SEPTEMBER 22, 2021** Board Meeting
Insurance letter to all owners including opt out list and list of mtg. dates
Budget finalization & Board approval
Send notice for Annual/Budget meeting
Schedule meeting with approved contractor to review snow season
Schedule gutter cleaning
- OCTOBER 27, 2021** Board Meeting/Budget meeting
Send notice for Budget/Annual Mtg.
Fall clean up
Fertilization – lime if needed
- NOVEMBER 24, 2021** Board Meeting
Clean gutters
Call Digiorgi to schedule gutter cleaning 500/600 bldg. (Leaf Guard)
- DECEMBER 29, 2021** Board Meeting