

| Topic/Activity | Lead/Responsibility | Timeline Notes | Notes |
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| <p>I. Annual Meeting</p> <ol style="list-style-type: none"> 1. Set date 2. Create homeowner notification letter including: welcome/accomplishments; agenda; treasurers report; slate of potential board members; and dues/invoice 3. Send notification and attachments to homeowners via mail and/or email 4. Post notice and attachments on Website 5. Conduct Annual Meeting. Items to be covered include: introduction of current board members; ballot count for new board member approval; financial report; and ballot count for proposed budget | <ol style="list-style-type: none"> 1. Board 2. Letter-President Agenda-Board Treasurer report- Treasurer Slate-Board Dues invoice-Treasurer 3. President/Secretary or Treasurer 4. Web Adm 5. President/Board | <ol style="list-style-type: none"> 1. 3rd or 4th Sun/Jan 2. Nov 3. Dec 4. Dec 5. 3rd or 4th Sun/Jan | <p>*Annual meeting occurs 1st quarter of year, usually on 3rd or 4th Sun of Jan.</p> <p>*Annual meeting must occur 1st quarter of the year.</p> <p>*Must give 10 to 50 days' notice to members following letter.</p> <p>*Election of officers occurs immediately after annual meeting.</p> |
| <p>II. Meetings</p> <ol style="list-style-type: none"> 1. Elect Officers 2. Schedule meetings for year 3. Create monthly agendas, review and approve previous meeting minutes and treasurer report 4. At meetings review agenda, minutes, budget, updates 5. Post agenda, approved minutes and treasurers report on website | <ol style="list-style-type: none"> 1. President/Board 2. President/Board 3. President/Secretary/Treasurer 4. Secretary 5. Web Adm | <ol style="list-style-type: none"> 1. Jan 2. Jan 3. Week before meeting 4. Week before Meeting 5. 7-10 days prior to meeting | <p>*Schedule of meetings is monthly or bi-monthly depending on need.</p> <p>*Meetings can be held in person or via zoom.</p> |

2022 & Annual WORK PLAN

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| <p>III. Budget</p> <ol style="list-style-type: none"> 1. Create draft budget 2. Approve annual budget recommendation 3. Review every meeting 4. Review annual dues 5. Mail recommended budget to homeowners for approval at Annual Meeting 6. Post CHA approved budget on website | <ol style="list-style-type: none"> 1. Treasurer 2. Board 3. Treasurer/Board 4. Treasurer/Board 5. Treasurer 6. Web Adm | <ol style="list-style-type: none"> 1. Oct 2. Nov or Dec 3. Every meeting 4. Annually Sept. 5. Dec 6. Dec | |
| <p>IV. Annual Audit and Reports</p> <ol style="list-style-type: none"> 1. Annual Audit <ol style="list-style-type: none"> a. Select Ad Hoc Committee b. Ad Hoc Committee reviews budget and bank statements for accuracy c. Ad Hoc Committee reports findings to Board 2. Secretary of State <ol style="list-style-type: none"> a. Complete annual report and send fee to Secretary of State | <ol style="list-style-type: none"> 1.a. Treasurer b. Treasurer/Ad Hoc Committee c. Ad Hoc Committee 2. a. Secretary | <ol style="list-style-type: none"> 1. Dec- Jan prior to annual meeting 2. Feb/Mar | <p>*Audit Committee is made up of 1 to 2 non-board CHA members (with at least one member having expertise in audits and/or banking) and 1 board member.</p> <p>*Nonprofits are required by law to submit annual report form and fee to Sec. of State</p> |
| <p>V. Website and On-Line Presence</p> <ol style="list-style-type: none"> 1. Select administrator 2. Monitor and update 3. Recruit volunteer to write articles for posting on website | <ol style="list-style-type: none"> 1. Tom Young 2. President and Web Adm 3. Board | <ol style="list-style-type: none"> 2. As needed 3. TBD | <p>*Board selected Tom Young as volunteer website administrator until further notice.</p> |
| <p>VI. Landscape Plan</p> <ol style="list-style-type: none"> 1. Create 3-to-5-year Landscape Plan 2. Bid Process for maintenance annually for trees and gardening | <ol style="list-style-type: none"> 1. Warren and committee 2. Board | | <p>*Committee requests bids and brings all responses to board with recommendation for final board approval.</p> <p>*Landscape committee for 2022 is Warren and Linda Walz, Barbara King and Dave Geyer</p> |

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| VII. Board Members & Recruitment This section is for board discussion and ideas | | | |
| VIII. Membership 1. Increase homeowner engagement and membership. a. Explore new homeowner welcome ideas: welcome packet; board member in-person visit; etc. b. Website c. Explore neighborhood engagement ideas: garage sale; holiday decorating d. Mid-year update mailed to homeowners | 1. TBD | | |
| VIII. Ad Hoc Committees 1. Audit Committee 2. Architectural Committee 3. Landscape Committee 4. Membership Committee | 1. Dec 2. As needed 3. TBD 4. TBD | | * Audit Committee Reports to board and then again at annual meeting. *Architectural Committee works independently of board. |
| IX. Policies and Procedures 1. Draft policies and procedures including: a. Elections and Write-Ins b. Complaints c. Vacation Rentals d. Sharing personal information (name, address, email, phone) e. Email Monitoring | President/Board | TBD | *Update annually as new situations present themselves. |