***Key Property Services, Inc.***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 7710 NE Greenwood Dr. Ste 150  Vancouver, WA 98662  360/695-1538  Fax: 360/695-4238

ROYALE PLAINS CALENDAR

July 2017

January

February

* Annual Meeting notice mailing (no less than 30-days before mtg)
* Audit

March

* Annual Meeting
* Board Meeting
* Un-winterize

April

* Taxes Filed

May

* Pool season preparations
* Pool opens (Memorial Day weekend)
* Reserve Study completed

June

* Board Meeting
* Pool Inspections
* Check for water leaks

July

* Gutter and roof cleaning
* Siding cleaning
* Parking pad pressure washing (moves to May in 2018)
* Board Meeting

August

* Siding Repairs
* Board Meeting
* Property, Liability, and Earthquake insurance

September

* Pool closes (after Labor Day weekend)
* Paint raw siding
* Asphalt Crack sealing
* Board Meeting- Rental Cap, CCR amendment
* Sidewalk repair/replacement
* Pool Fence replacement

October

* Budget Workshop and Board Adoption with notice of November Budget Ratification Meeting in November (Budget to be prepared not less than 30-days before end of calendar year) (CC&R’s 18.1)
* Rules and Regulations updates completed
* Board Meeting

November

* Budget Ratification Meeting (RCW 64.34.308)(<http://apps.leg.wa.gov/rcw/default.aspx?cite=64.34.308>)
* Winterize
* Notice of Assessment with copy of budget to home owners (CC&R’s Sec 18.4)
* Trees removed - cut down
* Gutter Cleaning
* Board Meeting

December

* Budget/Dues info mailed to owners

**\*Board meetings held on 4th Monday of month, 7pm, in the clubhouse**