

Winfield Condominium Association
 2016 Annual Calendar
Board Meetings 3rd Thursday
 (Only 12 Meetings per Year Including Annual)

January 14, 2016	Seek Proposals for Landscaping Board Meeting
February 18, 2016	<i>Review Proposals for landscaping</i> Approve CPA to prepare taxes Review Management Contract 2016 Board Meeting
March 17, 2016	Finalize Landscaping Contract Newsletter Spring – Include Dryer vent inspection and Unit Owner Registration forms Board Meeting
April 21, 2016	Federal & State Taxes due April 15 th Mulch (Every other year – 2016 Off / 2017 On) Power washing (Every other year – 2016 On / 2017 Off) Spring Walk Thru Board Meeting
May 19, 2016	Board Meeting
June 16, 2016	Board Meeting
July 2016	NO Board Meeting
August 2016	NO Board Meeting
September 15, 2016	Review snow specs; bid if necessary (2016-2017) Review Landscaping specs; bid if necessary (2017) Sign Snow Contract – 2016 - 2017 Sign Landscaping Contract – 2017 Request Fertilization Bid if not included in Landscaping - 2017 Review Newsletter Fall/Winter Gutter Cleaning (Yearly) Fall Walk Thru <i>Review & Approve Proposed Budget</i> Board Meeting
October 20, 2016	Approve CPA to prepare audit Begin Fall Clean up Board Meeting
November 17, 2016	Secretary of State Filing Due (Check on this) Gutter Cleaning (by end of month) Annual/Budget Meeting
December 2016	NO Board Meeting Review 2017 Calendar

Contracts:

Management – Elite Property Management – 03/01/16

Snow Removal – Three Leaf – 2015/2016

Landscaping – Three Leaf –2015/2016

Pest Control – Triple A Pest Control –as needed

Insurance –Rice, Davis, Daley & Krenze – Exp. 11/16

Trash Removal – CWPM – 2016

CPA – Mike Fasulo

Attorney – Franklin Pilicy, Esq.