

Cabin Branch Forest Association, Inc.
2009 Annual Calendar

JANUARY

Mail assessment notices for current year
(No Meeting) Board of Directors meeting-
Moved until Feb 2009
Contract for auditor
Send audit/tax package to CPA
 check stubs
 Invoices paid
 bank statements
 list of HOA fees collected
 Meeting minutes
Pay P.O. box fee for entire year

FEBRUARY

1st Wednesday - Board Of Directors Meeting
Auditor for 2008 Records
Prepare Agenda for annual HOA meeting

MARCH

Annual Homeowners Meeting
Wednesday, March XXth, 2009, Annual
Meeting. The time 6:30 pm at the Cascades
Library on Whitfield Pl. in Sterling.
Grounds maintenance fee 1st quarter payment
Federal corporate income tax is due March 15th
2009
Inspect common elements for needed repairs
Assessments due (March 31st)
Announce date of Block Party

APRIL

(No Meeting) Board of Directors meeting in
May
Mowing season and common area trash pickup
begins
State corporate income tax is due April 15th
File SCC Change of Registered Agent form (if
required)
Mail second notices for delinquent assessments
Community Yard Sale?

MAY

1st Wednesday - Board of Directors meeting
(mandatory) 2009

1st Saturday - Annual trash pickup
File annual State Corporation Commission
report (must be received at state by the end
of June) 2009

JUNE

1st Wednesday Board of Directors meeting
Grounds maintenance fee 2nd quarter payment
Directors publish mid-year newsletter.

JULY

(No Meeting) Board of Directors meeting

AUGUST

1st Wednesday Board of Directors meeting
Grounds maintenance fee 3rd quarter payment
Pay annual insurance premiums for liability and
property (due Sept. 3rd)

SEPTEMBER

Annual block party/Cookout 2nd weekend
(Saturday)
Submit budget items

OCTOBER

1st Wednesday - Board of Directors meeting
Adopt a budget for upcoming calendar year
(65 days before beginning of fiscal year)

NOVEMBER

(No Meeting) Board of Directors meeting
moved until December
Mowing season and common area trash pickup
ends
Grounds maintenance fee 4th quarter payment
Send out budget to all homeowners for
upcoming calendar year (45 days before
beginning of fiscal year)

DECEMBER

1st Wednesday - Board of Directors
Meeting (mandatory for all members)
Announce time and place of 2009 annual
meeting Prepare annual mailings