

**Annual Management Plan  
Deerlake Village Community Association Board of Directors**

**January**

- ❖ **Fiscal year runs with the calendar year**
- ❖ **Board work sessions held as required**
- ❖ ***First week*** Assessments letters should have been mailed last week in December to be received by January 1. Is suggested to print Collection of Assessments Policy on back of letter. May consider enclosing President's form letter to homeowners who rent their property. (Note: If a property becomes a new rental at any other time during the year, this letter may be sent at that time also.)
- ❖ ***Second or Third Week*** *Deerlake Diary* articles, including the *President's Message*, to be submitted by date requested by Editor.
- ❖ ***Second or Third Week*** Review financial report for previous month.
- ❖ ***Anytime*** Sometime during the year, traditionally in January, the Clubhouse Committee must complete an inventory for insurance purposes.

**February**

- ❖ **Board work sessions held as required.**
- ❖ ***At the Board's discretion, the*** Board may meet with Committee Chairs to review roles, responsibilities, and budgets. (This is recommended if there are several new Chairs.)
- ❖ ***First Week*** Draw up RFQ for Pool Operating Contract (negotiate escalation if optional year of existing contract).
- ❖ ***Second Week*** Draw up Request for Quote (RFQ) for Grounds Maintenance Contract as required (if optional year negotiate escalation costs).
- ❖ ***Second Week*** If assessment payment(s) have not been postmarked by January 31, a final notice will be sent and the owner fined a \$50 delinquent fee per lot.
- ❖ ***Second or Third Week*** *Deerlake Diary* articles, including the *President's Message*, to be submitted by date requested by Editor.
- ❖ ***Second or Third Week*** Review financial report for previous month.
- ❖ ***During Month*** Database manager (Robert Overbeck) will prepare Deerlake Directory for publication in the March Diary. Enough extra copies must be printed to provide for new residents during the year.

**March**

- ❖ **Board work sessions held as required**
- ❖ ***First Week*** Board begins preparation for Q1 meeting.
- ❖ ***Second or Third Week*** Review financial report for previous month.
- ❖ ***Second Week*** Pool Committee to Review RFQ Submissions and forward recommendations to Board.
- ❖ ***Second Week*** Board to approve Pool Contract.
- ❖ ***Second or Third Week*** *Deerlake Diary* articles, including the *President's Message*, to be submitted by date requested by Editor.
- ❖ ***Third Week*** Maintenance Committee to Review RFQ submissions and forward recommendations to Board.
- ❖ ***Third Week*** File and pay Federal and State Income Taxes before March 15.
- ❖ ***Fourth week*** If assessment payment(s) are not received 30 days after the due date of January 31, procedures from the Collections of Assessments Policy should be followed.
- ❖ ***As scheduled*** **First Quarterly Meeting with Community at Deerlake Clubhouse**

**April**

- ❖ **Board work sessions held as required**
- ❖ ***Second Week*** Maintenance Committee inspects irrigation system.
- ❖ ***Second Week*** Board review and approval of Grounds Contract as submitted by Maintenance Committee.
- ❖ ***Second or Third Week*** Review financial report for previous month.
- ❖ ***Second or Third Week*** *Deerlake Diary* articles, including the *President's Message*, to be submitted by date requested by Editor.
- ❖ ***Third Week*** Inspect pool equipment and schedule pool opening and necessary preventive maintenance (Pool Committee and Maintenance Contractor).
- ❖ ***The updated pool rules should be published in the Diary for resident comments before board approval.***
- ❖ ***Third Week*** Implementation of Gardening Contract.

**May**

- ❖ **Board work sessions held as required**
- ❖ ***First Week*** Grounds Contract starts May 1.
- ❖ ***First Week*** Submit pool application and fee to County Health Dept. and request inspection date.

- ❖ *Second or Third Week* Board must approve pool rules for the upcoming season.
- ❖ *Second or Third Week Deerlake Diary* articles, including the *President's Message*, to be submitted by date requested by Editor.
- ❖ *Second or Third Week* Review financial report for previous month.
- ❖ *Third or Fourth Week* Pool Opens.

## June

- ❖ **Board work sessions held as required**
- ❖ **Biennial Community Garage Sale** (odd numbered years, example 2017, 2019 etc)
- ❖ *First Week* Board begins preparation for Q2 meeting.
- ❖ *Second Week* Board liaisons remind committee chairs of requirement to brief \$65,000.00 or more reserve projects to the board prior to submission to the Finance Committee.
- ❖ *Second or Third Week Deerlake Diary* articles, including the *President's Message*, to be submitted by date requested by Editor.
- ❖ *Second or Third Week* Review financial report for previous month.
- ❖ *Second or Third Week* Board appoints a member of the Board to chair the Nominating Committee.
- ❖ *As scheduled* **Second Quarterly Meeting with Community at Deerlake Clubhouse**

## July

- ❖ **Board work sessions held as required**
- ❖ In early July, the Treasurer will remind committee chairs with budgets that in August a call will be issued for projected operating expenses and reserve fund needs for the coming year.
- ❖ *Anytime* Committees with budgets (Clubhouse, Conservation Easement, Lake Management, Landscape Review, Maintenance, Pool, White Squirrel Lane) should begin to review past and projected expenses and discuss any projected increases in contracted services with the providers in preparation for the August call for budgets..
- ❖ *Anytime* Annual Community Conversation with the Mayor or other city or county official.
- ❖ *First or second week* Review coverage and solicit insurance bids if required.
- ❖ *Second or Third Week Deerlake Diary* articles, including the *President's Message*, to be submitted by date requested by Editor. In either the *President's Message* or in an article by the Nominating Committee Chair, the community will be advised of the upcoming December election, the October 1 application deadline, the number of positions to be filled as well as the qualifications for Board Directors.
- ❖ *Second or Third Week* Review financial report for previous month.
- ❖ *Second or Third Week* Chair of the Nominating Committee will recommend committee members for Board approval. The Board will appoint members of the Nominating Committee.
- ❖ *Third Week* Treasurer will email committee chairs with budgets re: following year's budget requests, due 8/25. Chairs should be reminded the Reserve Fund plans must include an updated estimate of the year needed and projected cost.
- ❖ *Fourth Week* Nominating Committee will hold an organizational meeting. Members will be provided a copy of the Charter and relevant portions of the Annual Management Plan.

## August

- ❖ **Board work sessions held as required**
- ❖ *First week* Treasurer will send out budget worksheets to the Chair committees and their liaisons with budgets to be completed and returned no later than August 25.
- ❖ *Second or Third Week Deerlake Diary* articles, including the *President's Message*, to be submitted by date requested by Editor. A *Deerlake Diary* article will be submitted by the Chair of the Nominating Committee announcing members of the Committee, defining the annual election, describing open positions on the Board of Directors, and requesting volunteers with guidelines for potential candidates. The Nominating Committee begins the work of identifying potential candidates.
- ❖ *Anytime* President may send annual reminder letter to owners who rent.
- ❖ *Second or Third Week* Clubhouse Janitorial and Gardening Contracts negotiated as part of the budget process.
- ❖ *Second or Third Week* Review financial report for previous month

## September

- ❖ **Board work sessions held as required**
- ❖ *First Week* Board begins preparation for Q3 meeting.
- ❖ *First Week* Finance Committee reviews budget requests and completes a first pass of the budget and sends it on to the Board with their recommendations.
- ❖ *Second Week* Board makes first review of budget; recommendations go back to committees communicated by way of their committee Liaison.
- ❖ Community is reminded of the October 1 deadline for candidates' applications.
- ❖ *Second Week* Potential candidates are given/sent a welcome letter and application form (due October 1), and the Nominating Committee shall report progress to the Board.

- ❖ **Second or Third Week** Review financial report for previous month.
- ❖ **Second or Third Week** *Deerlake Diary* articles, including the *President's Message*, to be submitted by date requested by Editor.
- ❖ **Third or Fourth Week** Pool closes for season.
- ❖ **As scheduled Third Quarterly Meeting with Community at Deerlake Clubhouse** Nominations from the floor for open Directors positions will be taken at this meeting, not the Annual Meeting to allow vetting by the Nominating Committee.

## October

- ❖ **Board work sessions held as required**
- ❖ **Second Week** Board begins preparation for Annual Meeting.
  - Board completes final **review** of budget in consultation with the Finance Committee.
  - The Nominating Committee plans a format and schedules interviews with each candidate.
- ❖ **Second or Third Week** *Deerlake Diary* articles, including the *President's Message*, to be submitted by date requested by Editor.
- ❖ **Second or Third Week** Review financial report for previous month.
- ❖ **Third Week** Board receives the report of the Nominating Committee.
- ❖ **Third Week** Chair of the Nominating Committee notifies all potential nominees of the results, and the candidates of nomination.
- ❖ **Third Week** Treasurer prepares final budget for Board approval.
- ❖ **Second Week** Board adopts final budget and accepts the report of the Nominating Committee. Note: The Bylaws state: Within 30 days after adoption of any proposed budget, the Board shall provide the members of DVCA with a summary of the budget and a notice of the meeting to consider ratification of the budget by the membership.
- ❖ **Third Week** Treasurer should remind Committee Chairs who manage contracts that run with the fiscal year to begin to draw up an RFQ for their Contract (if optional year, negotiate second year escalation costs) and mail out to possible bidders if required. Committees must review submissions and select contractor before the end of the current contract and in time to get Board approval.

## November

- ❖ **Board work sessions held as required**
- ❖ **Anytime** Approve Clubhouse Janitorial and Gardening Contracts.
- ❖ **First Week** Nominating Committee Chair writes a "Candidate's Bio" for each candidate chosen based on the application received, and prepares a ballot. (Candidates should be given the opportunity to review and approve the bio before printing.)
- ❖ **Second Week** The Board finalizes the following years operating and reserve budgets
- ❖ **First Week** The Board prepares Annual Meeting documents (Reports, Budgets, Proxy, ballot(s) for QVM votes, i.e. annexation, governing documents, etc.)
- ❖ **First or Second Week** The treasurer must notify all Committee Chairs with budgets that all invoices must be submitted by the end of the second week in December so that bills are paid in the current budget year. A reminder should be sent in December.
- ❖ **Second or Third Week** *Deerlake Diary* articles, including the *President's Message*, to be submitted by date requested by Editor.
- ❖ **Second or Third Week** Review financial report for previous month
- ❖ **Third Week** Annual Reports with budgets and slate of candidates with bios, ballot and proxy are mailed to members.

## December

- ❖ **Board work sessions held as required**
- ❖ **Second Week** The treasurer will remind all budget holders that all invoices must be submitted by the third week in December so that bills are paid in the current budget year.
- ❖ **Second or Third Week** *Deerlake Diary* articles, including the *President's Message*, to be submitted by date requested by Editor.
- ❖ **Second or Third Week** Review financial report for previous month.
- ❖ **As scheduled Annual Meeting with Community at Transylvania Community Library**
  - Work session convened soon after to
    - Elect Board officers
    - Set DVCA calendar of Quarterly and Annual Meetings
- ❖ **Soon after Annual Meeting and election of officer's** signature cards for bank accounts must be updated.
- ❖ **Fourth Week Assessment** letters should be mailed last week in December to be received by January 1. It is suggested to print Collection of Assessments Policy on back of letter.

**NOTE: The DVCA maintains contracts with the two homeowners' associations of the condominiums, Eagle Run and Quail Run. The contracts run for a ten-year time period and were renegotiated and finalized in November 2010. They will be due for**

**review in 2020.**