

**2024 Annual Management Plan
Deerlake Village Community Association Board of Directors**

January

- **Fiscal year runs with the calendar year.**
- **Board work sessions held as required.**
- **Anytime** - Sometime during the year, traditionally in January, the Clubhouse Committee must complete an inventory for insurance purposes.
- **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.
 - Review financial report for previous month.
 - Review Annual Management Plan for revisions.

February

- **Board work sessions held as required.**
- **Anytime**
 - 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. The new Directory will be mailed to residents.
 - 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 Request For Quote (RFQ) for Mulch Contract if year to be completed. (**2025, 2027, 2029**)
- **Second Week**
 - Draw up RFQ for Grounds Maintenance Contract as required (if optional year negotiate escalation costs).
 - 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.
 - Review financial report for previous month.

March

- **Board work sessions held as required**
- **First Week**
 - Draw up RFQ for Pool Operating Contract (negotiate escalation if optional year of existing contract).
 - If assessments have not been paid, follow up per assessment policy and discuss a lien.
 - Board begins preparation for Q1 meeting.
- **Second or Third Week**
 - Review financial report for previous month.
 - Garden contract to be approved by board.
 - *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.
 - File and pay Federal and State Income Taxes before March 15.
- **As scheduled First Quarterly Meeting with Community at Deerlake Clubhouse**

April

- **Board work sessions held as required**
- **First Week**
 - Pool Committee to Review RFQ Submissions and forward recommendations to Board.

- **Second Week**
 - Board review and approval of Grounds Contract as submitted by Maintenance Committee.
- **Second or Third Week**
 - Review financial report for previous month.
 - *Deerlake Diary* articles, including the *President's Message*, to be submitted by date requested by Editor.
 - The Board must approve rules for the upcoming pool season.
- **Third Week**
 - Inspect pool equipment and schedule pool opening and necessary preventive maintenance (Pool Committee and Maintenance Contractor).
 - Board to approve Pool Contract
 - The Garden Contract will be presented to the Board for approval.

May

- **Board work sessions held as required.**
- **First Week**
 - Grounds Contract starts May 1.
 - Submit pool application and fee to County Health Dept. and request inspection date.
- **Second- or Third Week**
 - Biennial Community Garage Sale date decided. (Odd numbered years, for example 2025 etc.)
 - *Deerlake Diary* articles, including the *President's Message*, to be submitted by date requested by Editor.
 - The Board approved pool rules will be published in the *Deerlake Diary*.
 - Review financial report for previous month.
- **Third or Fourth Week - Pool Opens.**

June

- **Board work sessions held as required**
- **Anytime - Biennial Community Garage Sale held.**
- **First Week - Board begins preparation for Q2 meeting.**
- **Second Week**
 - Board liaisons remind committee chairs of the requirement for greater than \$65,000.00 reserve projects must be presented in brief to the board prior to submission to the Finance Committee.
 - Clubhouse committee will finalize contract and submit for approval with Board.
- **Second or Third Week**
 - *Deerlake Diary* articles, including the *President's Message*, to be submitted by date requested by Editor.
 - Review financial report for previous month.
 - Board appoints a member of the Board to chair the Nominating Committee.
 - Committee members' terms are up at the end of June. Chairs need to ask all those whose term is ending in 2024 if they plan to stay on the committee or have decided not to remain on the committee. This information must be given to the Secretary.
- **As scheduled Second Quarterly Meeting with Community at Deerlake Clubhouse**

July

- **Board work sessions held as required.**
 - Committee chairs will report to the Board the results of the inquiry regarding terms of committee members. The Secretary/Committee Chairs can make a motion to approve all reappointments.
- **Anytime**
 - 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. Submit any projects that will be over the \$65,000 limit for board approval and committee input.
 - 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.
- 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.
 - Review financial report for previous month.
 - Chair of the Nominating Committee will recommend committee members for Board approval. The Board will appoint members of the Nominating Committee.
- **Fourth Week** - Nominating Committee will hold an organizational meeting. Members will be provided with a copy of the Charter and relevant portions of the Annual Management Plan.

August

- **Board work sessions held as required**
- **Anytime** – President may send annual reminder letter to owners who rent. The Secretary will prepare and mail letters as needed.
- **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.
 - Clubhouse Janitorial and Gardening Contracts negotiated as part of the budget process.
 - Review financial report for previous month.
- **Third week** - Treasurer will collect worksheets from Chairs and their Liaison with budgets to be completed and returned no later than August 25.

September

- **Board work sessions held as required**
- **First Week** - Board begins preparation for Q3 meeting.
- **Second Week**
 - Finance Committee reviews budget requests and completes a first pass of the budget and sends it on to the Board with their recommendations.
 - 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 Board candidates' applications.
 - 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.
 - *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.
- Board approves budget for the following year.
- **Second or Third Week**
 - *Deerlake Diary* articles, including the *President's Message*, to be submitted by date requested by Editor.
 - Review financial report for previous month.
- **Third Week**
 - Board receives the report of the Nominating Committee.
 - Chair of the Nominating Committee notifies all potential nominees of the results, and the candidates of nomination.
 - Treasurer prepares final budget for Board approval.
 - 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.**
- **First Week**
 - The 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.)
 - The Board prepares Annual Meeting documents (Reports, Budgets, Proxy, ballot(s) for QVM votes, i.e. annexation, governing documents, etc.)
- **Second Week**
 - The Board makes final approval of the following years operating and reserve budgets.
- **Second or Third Week**
 - *Deerlake Diary* articles, including the *President's Message*, to be submitted by date requested by Editor.
 - Annual Reports with budgets and slate of candidates with bios, ballot and proxy are mailed to members.
 - Review financial report for previous month.
- **Third 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.

December

- **Board work sessions held as required**
- **As scheduled Annual Meeting at the Deerlake Clubhouse.**
 - Work session convened soon after to Elect Board officers and set DVCA calendar of Quarterly and Annual Meetings
- Soon after the Annual Meeting and election of officer's signature cards for bank accounts must be updated.
- **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.
 - Review financial report for previous month.
 - Assessment letters should be mailed the second or third week (after the Annual meeting) 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 period and were renegotiated and finalized in November 2020. - They will be due for review in 2030.