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 will request that the Committee complete an inventory for insurance purposes.

- **First week**
  - Verify Assessment letter with payment coupons were mailed on or before the third week of December.
  - Only in 2026, directory database administrator will generate a full directory for mailing by the end of January.
  - Communicate to committee Chairpersons to begin updating committee charters for submission to the board not later than 2/11/2026 for approval by the board.

- **Second or Third Week**
  - Review Annual Management Plan for revisions.
  - Review Chapter 47F - North Carolina Planned Community Act (General Statute Sections - North Carolina General Assembly)
  - Update Committee Liaisons with new board members.
  - Update Committee Membership with new board members.

- **Fourth Week**
  - Treasurer reports status of assessments collection.

- The Membership Directory will be prepared by the directory administrator for review by the board and to be mailed not later than January 31st.
  - Enough extra copies must be printed to provide for new residents during the year.
  - The new Directory will be mailed to residents and owners.
- Update the Committee Liaison document for alignment with the 2026 Board.
- Update the Committees Document with new Liaison assignments.

- **Repeating activities:**
  - Query all board member for any contact information changes received since the last meeting to include returned mail, email, or disconnected phone numbers.
  - Not later than 7:00 p.m. on the 25th of the month, Deerlake Diary articles, including the President's Message, to be submitted to the editor.
  - Review the Meeting Minutes of the last working session for approval.
  - Review the financial report for the previous month.
  - Review Annual Management Plan for revisions.

February

- **Board work sessions held as required.**

- **Anytime**
  - 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.)
- Liaisons to committees to collect updated charters. Liaisons to report on charter updates still in progress. Charters submitted for approval by the board will be reviewed and voted on.

- **Second Week**
  - Board liaison to the Maintenance Committee works with the Committee Chairperson to draw up the Request for Quote (RFQ) for Mulch Contract if year is an odd numbered year. If optional year (even numbered years), Chairperson can negotiate escalation costs. Submit to Board members by the end of February.
  - 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.

- **Repeating activities:**
  - Query all board member for any contact information changes received since the last meeting to include returned mail, email, or disconnected phone numbers.
  - Not later than 7:00 PM on the 25th of the month, Deerlake Diary articles, including the President's Message, to be submitted to the editor.
  - Request committee updates from the board liaison for possible updates of the Committee Liaison document.
  - Review the Meeting Minutes of the last working session for approval.
  - Review financial report for previous month.
  - Review Annual Management Plan for revisions.

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 the financial report for the previous month.
  - LRC, Garden and Master Landscape contract to be approved by board.

- **Third Week**
  - Maintenance Committee to Review RFQ submissions and forward recommendations to the Board.
  - File and pay Federal and State Income Taxes before April 15.

- **As scheduled, First Quarterly Meeting with Community is March 19, 2026 at 3:30 p.m. in the clubhouse.**

- **Repeating activities:**
  - Query all board member for any contact information changes received since the last meeting to include returned mail, email, or disconnected phone numbers.
  - Not later than 7:00 p.m. on the 25th of the month, Deerlake Diary articles, including the President's Message, to be submitted to the editor.
  - Request committee updates from the board liaison for possible updates of the Committee Liaison document.
  - Review the Meeting Minutes of the last working session for approval.
  - Review the financial report for the previous month.
  - Review Annual Management Plan for revisions.

April

- **Board work sessions held as required**

- **First Week**
  - Pool Committee to Review RFQ Submissions and forward recommendations to Board.

- **Second Week**
  - The Board must approve pool rules that will be published in the May Deerlake Diary.
  - Board review and approval of Grounds Contract as submitted by Maintenance Committee.

- **Second or Third Week**

- **Third Week**
  - Liaison to report on the inspection of the pool equipment and schedule pool opening and necessary preventive maintenance (Pool Committee and Maintenance Contractor).
  - Board to approve Pool Contract.

- **Repeating activities:**
  - Query all board member for any contact information changes received since the last meeting to include returned mail, email, or disconnected phone numbers.
  - Not later than 7:00 p.m. on the 25th of the month, Deerlake Diary articles, including the President's Message, to be submitted to the editor.
  - Request committee updates from the board liaison for possible updates of the Committee Liaison document.
  - Review the Meeting Minutes of the last working session for approval.
  - Review the financial report for the previous month.
  - Review Annual Management Plan for revisions.

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. The pool contractor will complete this for the Board.

- **Second or Third Week**
  - Biennial Community Garage Sale date decided. (Odd numbered years, for example, 2027, etc.)
  - President's email blast to the members and renters when the pool opens.

- **Third or Fourth Week**
  - Pool Opens.
  - Biennial Community Garage Sale date decided. (Odd numbered years, for example 2027, etc.)

- **Repeating activities:**
  - Query all board member for any contact information changes received since the last meeting to include returned mail, email, or disconnected phone numbers.
  - Not later than 7:00 p.m. on the 25th of the month, Deerlake Diary articles, including the President's Message, to be submitted to the editor.
  - Request committee updates from the board liaison for possible updates of the Committee Liaison document.
  - Review the Meeting Minutes of the last working session for approval.
  - Review the financial report for the previous month.
  - Review Annual Management Plan for revisions.

June

- **Board work sessions held as required**

- **Anytime**
  - Biennial Community Garage Sale held in odd numbered years.

- **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 cleaning/janitorial contract and submit for approval with Board.

- **Second or Third Week**
  - 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 the current year, 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 June 18, 2026 at 3:30 p.m. in the Clubhouse.**

- **Repeating activities:**
  - Query all board member for any contact information changes received since the last meeting to include returned mail, email, or disconnected phone numbers.
  - Not later than 7:00 PM on the 25th of the month, Deerlake Diary articles, including the President's Message, to be submitted to the editor.
  - Request committee updates from the board liaison for possible updates of the Committee Liaison document.
  - Review the Meeting Minutes of the last working session for approval.
  - Review the financial report for the previous month.
  - Review Annual Management Plan for revisions.

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.

- **Second or Third Week**
  - 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.
  - 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.

- **Repeating activities:**
  - Query all board member for any contact information changes received since the last meeting to include returned mail, email, or disconnected phone numbers.
  - Not later than 7:00 p.m. on the 25th of the month, Deerlake Diary articles, including the President's Message, to be submitted to the editor.
  - Request committee updates from the board liaison for possible updates of the Committee Liaison document.
  - Review the Meeting Minutes of the last working session for approval.
  - Review financial report for previous month.
  - Review Annual Management Plan for revisions.

August

- **Board work sessions held as required**

- **Anytime**
  - NOTE: Annual reminder letter to owners who rent has been moved to Annual Packet mailed in November.

- **Second or Third Week**
  - 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.

- **Third week**
  - Treasurer will collect worksheets from Chairs and their Liaison with budgets to be completed and returned no later than August 25, 2026.

- **Repeating activities:**
  - Query all board member for any contact information changes received since the last meeting to include returned mail, email, or disconnected phone numbers.
  - Not later than 7:00 p.m. on the 25th of the month, Deerlake Diary articles, including the President's Message, to be submitted to the editor.
  - Request committee updates from the board liaison for possible updates of the Committee Liaison document.
  - Review the Meeting Minutes of the last working session for approval.
  - Review financial report for previous month.
  - Review Annual Management Plan for revisions.

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 after the work session.
  - Potential candidates are given/sent a welcome letter and application form (due October 1), and the Nominating Committee shall report progress to the Board.
  - The Nomination Committee plans a format and schedules interviews with each candidate.

- **Second or Third Week**

- **Third or Fourth Week**
  - Pool closes for season.
  - Board holds a Budget Review meeting.

- **As scheduled Second Quarterly Meeting with Community September 17, 2026 at 3:30 p.m. in the Clubhouse.**
  - Third Quarterly Meeting with Community at Deerlake Clubhouse
    - Nominations from the floor for open Directors positions will be taken at this meeting. Anyone nominated needs to complete an application and a biography.

- **Repeating activities:**
  - Query all board member for any contact information changes received since the last meeting to include returned mail, email, or disconnected phone numbers.
  - Not later than 7:00 p.m. on the 25th of the month, Deerlake Diary articles, including the President's Message, to be submitted to the editor.
  - Request committee updates from the board liaison for possible updates of the Committee Liaison document.
  - Review the Meeting Minutes of the last working session for approval.
  - Review the financial report for the previous month.
  - Review Annual Management Plan for revisions.

October

- **Board work sessions held as required**

- **First Week**

  - The database manager prepares the Deerlake Directory for publication in November.
  - Extra copies will be printed to provide for new residents during the year.
  - In November, the new directory will be included with the annual packet and mailed to residents.

- **Second Week**

  - Board begins preparation for Annual Meeting.
  - Board completes final review of budget in consultation with the Finance Committee.
  - 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.)
  - Board approves the tentative budget for the following year.
  - Directory database administrator will generate a full directory for inclusion in the Annual Packet.

- **Second or Third Week**

- **Third Week**
  - Board receives the report of the Nominating Committee.
  - Chair of the Nominating Committee notifies all potential nominees of their acceptance and the candidates of nomination.
  - Board completes final review of budget in consultation with the Finance Committee.
  - Treasurer prepares final budget for Board approval.

- Review the following documents for the annual packet:
  - Annual Meeting Document (8-page, saddle-stitched, black & white printing)
  - Prepare page 1 “President’s Message”
  - Prepare page 2 “Annual Meeting Agenda"
  - Prepare page 3 & 4 “2026 Treasurer’s Report”
  - Prepare page 5 “2027 DVCA Operating Budget”
  - Prepare page 6 “2027 DVCA Reserve Budget”
  - Prepare page 7 “2027 Annual Holiday Party”
  - Prepare page 8 “Abbreviated 2027 Candidate Biographies with link to long Biographies in the Residents Portal”
  - Prepare, edit, and approve “Proxy Form”
  - Prepare, edit, and approve “Budget Ratification Ballot”
  - Prepare, edit, and approve “DVCA Board Member Election Ballot”
  - Prepare, edit, and approve “DVCA Property Contact Information Form”
  - Renter / Non-Owner Resident letter - May consider enclosing President's form letter to homeowners who have an external mailing addresses to inform them of the rental notification requirements in the bylaws. (Note: If a property becomes a new rental at any other time during the year, this letter may be sent at that time also.)

- **Repeating activities:**
  - Query all board member for any contact information changes received since the last meeting to include returned mail, email, or disconnected phone numbers.
  - Not later than 7:00 p.m. on the 25th of the month, Deerlake Diary articles, including the President's Message, to be submitted to the editor.
  - Request committee updates from the board liaison for possible updates of the Committee Liaison document.
  - Review the Meeting Minutes of the last working session for approval.
  - Review financial report for previous month.
  - Review Annual Management Plan for revisions.

November

- **Board work sessions held as required.**

- **First Week**
  - 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**
  - Annual Reports with budgets and slate of candidates with bios, ballot and proxy are mailed to members.

- **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.
  - Review coverage and solicit Lake, Liability and D & O insurance bids, if necessary or required.

- **Repeating activities:**
  - Query all board member for any contact information changes received since the last meeting to include returned mail, email, or disconnected phone numbers.
  - Not later than 7:00 p.m. on the 25th of the month, Deerlake Diary articles, including the President's Message, to be submitted to the editor.
  - Request committee updates from the board liaison for possible updates of the Committee Liaison document.
  - Review the Meeting Minutes of the last working session for approval.
  - Review financial report for previous month.
  - Review Annual Management Plan for revisions.

December – Part 1 for Outgoing Board

- **Board work sessions held as required**

- **As scheduled, Annual Meeting with the Community – December 10, 2026 at 3:30 p.m. in the clubhouse.**
  - Work session convenes soon after closure of annual meeting to elect Board officers and set DVCA calendar of Quarterly and Annual Meetings and monthly work sessions as needed.
  - After the final minutes of the Annual Meeting are approved, the elected officer's signature cards for bank accounts must be updated.

- **Second or Third Week**

- **Third Week**
  - Assessment letters should be mailed not later than the third week in December to be received by January 1, 2027.
  - It is suggested to print the Collection of Assessments Policy on back of the letter.

NOTE: The DVCA maintains contracts with the two condominium associations: Eagle Point Cluster and Quail Run Cluster. The contracts run for a ten-year period and were renegotiated and finalized in November 2020. They will be due for review in 2030.

- **Repeating activities:**
  - Query all board member for any contact information changes received since the last meeting to include returned mail, email, or disconnected phone numbers.
  - Not later than 7:00 p.m. on the 25th of the month, Deerlake Diary articles, including the President's Message, to be submitted to the editor.
  - Request committee updates from the board liaison for possible updates of the Committee Liaison document.
  - Review the Meeting Minutes of the last working session for approval.
  - Review the financial report for the previous month.
  - Review Annual Management Plan for revisions.

December – Part 2 for Incoming Board

- **THIS IS THE FIRST MEETING OF THE 2027 BOARD.**
- Work session convenes soon after closure of the annual meeting to Elect Board officers and set DVCA calendar of Quarterly and Annual Meetings