

Board Meetings – Standard Meeting Schedule

| | Jan/Feb | Mar ¹ | Mar/Apr ² | Apr | Oct ³ | Nov/Dec | Dec ³ |
|--|---------|------------------|----------------------|-----|------------------|---------|------------------|
| AGM | | | | | | | |
| Board Nominations | | x | | | | | |
| President's Report | | x | | | | | |
| Treasurer's Report | | x | | | | | |
| Secretary's Report | | x | | | | | |
| Committee Reports | | x | | | | | |
| Property Management Report | | x | | | | | |
| Announcement of New Board ⁴ | | x | | | | | |
| Board | | | | | | | |
| Open Forum | x | | | x | | x | |
| Officer's Reports | | | | | | | |
| President | x | | | x | | x | |
| Treasurer | x | | | x | | x | |
| Secretary | x | | | x | | x | |
| Committee Chairs | x | | | x | | x | |
| Property Management Report | x | | | x | | x | |
| Organizational – Elections | | | x | | | | |
| Appoint Permanent Committee Chair | | | x | | | | |
| Review Officer Job Descriptions | | | x | | | | |
| Update Bank Signature Cards | | | x | | | | |
| New Board Member Certificates | | | x | | | | |
| Budget Workshop Meeting | | | | | x | | |
| Budget Adoption Meeting | | | | | | | x |
| Contract Approvals | x | | | x | | x | |
| Insurance Approvals | | | | | | x | |
| Old Business | x | | | x | | x | |
| New Business | x | | | x | | x | |

1. Set around the third Wednesday in March
2. Covered at the AGM if Officer Positions are set
3. Set by Cambridge (dependent on availability of accountant)
4. Issue new Board Officers contact info to: Collier Financial, Cambridge, Pelican Sound, Masters Communication Committee, Attorney's office

Above is the regular schedule of Board meetings, other meetings may be called as needed.