

Annual duties of HOA Board

- **Winter:** Coordinate mailing of dues
newsletter/document collection of payment/
send second mailing as needed
- **Spring:** Host/facilitate a HOA meeting in the
Spring to discuss budget/expenses/address
community concerns
- **Summer:** Coordinate a community Yard sale
(optional)
- **Fall:** Coordinate an entrance clean up
- Ongoing.... Provide point of contact for
realtors