











# Key Dates

<b>Meetings</b>	 <b>Monthly Board Meetings [Dates not prescheduled]:</b> <b>Key Board Meetings:</b> <ul style="list-style-type: none"> <li><b>Sep:</b> Finalize AGM Agenda and Presentations</li> <li><b>Post AGM:</b> Election of Officers</li> <li><b>Jul:</b> Approve Annual FY Budget</li> </ul>
	 <b>Annual General Meetings:</b>
<b>Notices</b>	 <b>Meeting Notices to Property Owners: (72 Hours)</b> Note: Texas law changed 9/1/2016 to require 72 hr vs 5 days
	 <b>AGM/Assessment Notice to Property Owners: (10 days)</b>
<b>Tax</b>	 <b>Taxes:</b> <ul style="list-style-type: none"> <li><b>Jan 15 – County Property Tax Due</b></li> <li><b>Jan 15 -- IRS 1099-MISC Forms Issued</b></li> <li><b>May 15 – Texas Franchise Tax Due</b></li> </ul>
	 <b>“No Hunting” Sign Posted [Remove Jan 3]</b>
<b>Other</b>	 <b>Maintenance:</b> <ul style="list-style-type: none"> <li>Nov – Winterize water systems</li> <li>Remind Oscar: Entrance Landscape Fall Cleanup</li> <li>Mar – Reactivate water systems</li> </ul>
	 <b>Social:</b> <ul style="list-style-type: none"> <li><b>Apr &amp; Oct – Annual Garage Sale align w/LCF</b></li> </ul>
<b>Contracts</b>	 <b>Trash: Republic Waste Contract</b> <ul style="list-style-type: none"> <li><b>Apr 1 – Last day to give notice of cancellation</b></li> <li><b>May 1 – Automatic 1 year contract renewal</b></li> </ul>
	 <b>Insurance Policies</b> <ul style="list-style-type: none"> <li><b>Mar 15 -- Package Policy and Umbrella Policy expires</b></li> <li><b>Jul 25 -- Directors and Officers Policy expires</b></li> </ul>

## ROR 2018 Fiscal Year

### Sep 1, 2017 thru Aug 31, 2018

September 17

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sep 4: Labor Day

October 17

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct 9: Columbus Day  
Oct 14: Garage Sale  
Oct 31: Halloween

November 17

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Nov 1: No Hunting Sign  
Nov 18: Turn off Sprinklers  
Nov 11: Veterans Day  
Nov 23: Thanksgiving

December 17

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dec 15: Property Tax Filing  
Dec 25: Christmas

January 18

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 1: New Years  
Jan 15: ML King Day  
Jan 15: IRS 1099 MISC

February 18

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Feb 19: Presidents Day/George Washington Birthday

March 18

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mar 10: Turn on Sprinklers  
Mar 15: Insurance Expiration  
Mar 30: Good Friday

April 18

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Apr 1: Easter Sunday  
Apr 1: Republic Contract  
Apr 8: Garage Sale

May 18

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 1: Republic: Auto Renew  
May 13: Mothers Day  
May 15: TX Franchise Tax  
May 28: Memorial Day

June 18

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Jun 17: Fathers Day

July 18

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jly 4: Independence Day  
Jly 25: Directors Insurance Expires



August 18

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



Aug 15: Annual Assessment Sent to Homeowners

# 2018 Key Dates - Notes


## Meetings

-  **Monthly Board Meetings:** : (Scheduled periodically by Board agreement and necessity)
  - Property Owners notified of meetings via website, email, Board Bulletin
  - Agenda items to be submitted approx 10 days prior to meeting
  - Agenda emailed to Property Owners at least 72 hours prior to meeting
- July Board Meetings:**
  - Approval of FY Budget and Annual Maintenance Charge
  - Annual Maintenance Charge Invoice distributed by Aug 15, due Sep 1
-  **Annual General Meeting** (Oct/Nov)
  - Nominations for Board of Directors requested 30 days prior to meeting
  - Meeting Notice, Location, Agenda & Ballots distributed at least 10 days prior
  - Annual Presentations and Board elections held at AGM
  - Appointment of Officers scheduled within 10 days





## Notices

-  **Notices to Property Owners: Required by statute**
  - Board Mtg Notice via eMail/Website: 5 days [72 hr min] in advance of meeting
  - AGM Meeting Notice/Proxy/Ballots/Agenda: 15 day [10 days min] in advance of Annual General Meeting – include sign at ROR main entrance
-  **Notice to Property Owners: ROR Board Historical Practice**
  - Annual Maintenance Charge Invoice: 15 days prior to Maintenance Charge Due date (Sep 1)

## Tax

-  **Taxes:**
  - **Jan 15 – Property Tax:** Annual Property Taxes to be paid to Montgomery County on Reserve A, B & C
  - **Jan 15 -- IRS 1099-MISC Forms:** These are to be filed with the IRS on an annual basis for all contractors who have been paid more than \$600 [Managing Agent & Landscaper] – this does not include payments to Corporations [eg CPA]

## Other

-  **Fence Cleaning Moratorium** – ROR prides itself on the clean, nice appearance of the 3 rail white fences that front many of our communities properties. The Board also recognizes the issues of keeping them clean in (1) the coldest part of winter and (2) during the peak pine pollen season. Therefore the Board traditionally has placed a moratorium on notifying property owners to clean their fences during Jan thru March, until the tree pollen season is over
-  **“No Hunting” Sign** – Place sign at main entrance at start of deer hunting season – Nov 1 to Dec 31.
-  **Maintenance:**
  - Nov – Winterize main entrance & Reserve A water systems
  - Mar – Reactivate main entrance & Reserve A water systems
-  **Social:**
  - All-Neighborhood Parties: Invitations should be submitted via email to Property Manager for timely distribution)
  - Apr and Oct- Garage Sales (aligned with Lake Creek Forest Neighborhood)