Key Dates

Rev: Apr 27, 2018

Meetings

Monthly Board Meetings [Dates not prescheduled]: **Key Board Meetings:**

Sep: Finalize AGM Agenda and Presentations

Post AGM: Election of Officers Jul: Approve Annual FY Budget

Annual General Meetings:

S Notice



Meeting Notices to Property Owners: (72 Hours)
Note: Texas law changed 9/1/2016 to require 72 hr vs 5 days

AGM/Assessment Notice to Property Owners: (10 days)

ax

Taxes:

- Jan 15 County Property Tax Due
- Jan 15 -- IRS 1099-MISC Forms Issued
- May 15 Texas Franchise Tax Due



"No Hunting" Sign Posted [Remove Jan 3]

Maintenance: Other

- Nov Winterize water systems
- Remind Oscar: Entrance Landscape Fall Cleanup
- Mar Reactivate water systems



Social:

Apr & Oct - Annual Garage Sale align w/LCF

Contracts

Trash: Republic Waste Contract

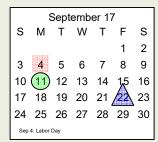
- Apr 1 Last day to give notice of cancellation
- May 1 Automatic 1 year contract renewal

Insurance Policies

- Mar 15 -- Package Policy and Umbrella Policy expires
- Jul 25 -- Directors and Officers Policy expires

ROR 2018 Fiscal Year

Sep 1, 2017 thru Aug 31, 2018





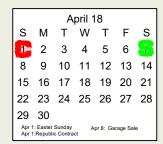






February 18									
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Feb 19: Presidents Day/George Washington Birthday									

March 18							
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Mar 10: Turn on Sprinklers Mar 30: Good Friday							



May 18								
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May 1: Republic: Auto Renew May 15: TX Franchise Tax May 13: Mothers Day May 28: Memorial Day								

June 18								
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Jun 1	7: Father	s Day						

July 18								
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Jly 4: Independence Day Jly 25: Directors Insurance Expires								

	August 18							
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Aug	Aug 15: Annual Assessment Sent to Homeowners							

2018 Key Dates - Notes

Rev: Apr 27, 2018

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 distributted 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



- 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 As Broad Meeting include sign at ROR main entrance

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• Annual Maintenance Charge Invoice: 15 days prior to Maintenance Charge Due date (Sep 1)

Tax

ATaxes:

- 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]



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 moritorium 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)