

Sample Form - Association Calendar

Calendars are important to an organization. They help people plan to be involved. There are two types of calendars. The Association Board calendar contains the detail required to run the association. The resident calendar includes all dates that involve them such as parties, community working days, etc. The resident calendar is a great addition to your newsletter or website.



April 2007						
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	
CALENDAR						

A. Association Board Calendar Sample

Here is an example of how your association board's calendar might look:

January

- Complete audit
- Annual meeting (second Tuesday of January)
- General maintenance checkups
- Front entrance seasonal color change

February

- Full sprinkler check
- Board Meeting

March

- Repave driveway
- Board Meeting

April

- Front entrance color change
- Clean pool/prep for season
- Board Meeting

May

- Open pool (Memorial Day weekend)
- Board Meeting

June

- Board planning session

July

- Front entrance seasonal color change
- Board Meeting

August

- Budget meeting
- Board meeting

September

- Repaint siding
- Close pool for season
- Board Meeting

October

- Front entrance seasonal color change
- Fall Harvest festival
- Board Meeting

November

- Resurface pool
- No Board Meeting

December

Neighborhood Association Tools
Updated 6/16/2016

- Send out annual meeting notices with approved budget
- Reserve Study update
- Association Holiday Party

B. Association Calendar Sample

Jan

- 14-Book Club
- 19-Dinner on the Town



Feb

- 1-Last day to register to vote for the Primaries**
- 1-Board Meeting
- 11-Book Club
- 18-Dinner on the Town
- 26-Last day of early voting**

Mar

- 1-Primary Elections**
- 7-Board Meeting
- 10-Book Club
- 24-Dinner on the Town

Apr

- 4-Board Meeting
- 14-Book Club
- 16-Spring Cleaning Event
- 21-Dinner on the Town
- 25-Last Day to register to vote for Runoffs**