



## *HARBOR HILLS ASSOCIATION OF ORCHARD LAKE*

### *EXHIBIT A – GENERAL OPERATING SCHEDULE*

#### **January**

- Treasurer, with input from member of the Board, prepares estimated annual budget for next fiscal year for presentation to the Board of Directors.

#### **February**

- President schedules annual meeting for April or May.
- Treasurer presents proposed annual budget for next fiscal year to the Board of Directors.
- Board of Directors approves proposed estimated budget for the next fiscal year.

#### **March**

- Secretary and/or Treasurer delivers notice of annual meeting, along with proposed annual budget to all Association members.
- Harbor Master schedules lawn maintenance service.

#### **April**

- Treasurer reports to Board of Directors on dues collection.
- Annual meeting is held (may occur in May.)
- Treasurer delivers notice of annual dues to all Association members (not more than five days after the annual meeting – may occur in May).
- Harbor Master schedules aquatic weed control for lagoon.
- Harbor Master delivers notice of annual “Spring Clean-up,” and schedules removal of all resulting debris.

#### **May**

- All available members participate in the annual “Spring Clean-up.”
- Harbor Master coordinates the installation of the swim platform, docks, swim area ropes and buoys



# HARBOR HILLS

ASSOCIATION OF ORCHARD LAKE

## **June**

- Treasurer prepares and distributes default notices, as appropriate.

## **July**

## **August**

- Treasurer files Michigan Nonprofit Corporation Registration.

## **September**

- Harbor Master coordinates the removal of the swim platform, docks, swim area ropes and buoys

## **October**

## **November**

## **December**