

Fonn Villas Civic Association, Inc. Planning Calendar

(Revised January 05, 2016)

Monthly Meetings of the Board (open to all members)

- 10 days prior to meeting, promulgate draft **meeting agenda** to all Directors & Officers.
- 72 hours prior to meeting, **promulgate the final meeting agenda** through website's notification email list & the FVCA website.

January Annual Meeting of the Members

- **Election of three new Directors** by the membership of FVCA.
- **Annual reports** by all committees.

Organizational Meeting of the Board, within 30 days of the Annual Meeting (Directors & Officers only)

- Distribution of **FVCA Manuals** to new Directors and Officers.
- Conducts **orientation** for all new Directors.
- Board **election of Officers** for next year.
- **Reorganization** of committees, if needed.
- Board selection of **advisory committee chairpersons**.
- Board selection of **executive committee** chairs & members.
 - Security
 - Memorial Super Neighborhood Council
- Schedule **monthly meetings** for the current year.
- Update **contact information** for all Directors, Officers, & Chairpersons.

Subsequent to Organizational Meeting, the President should:

- File new "**Delegate Authorization**" with **Memorial SN 16**.
- Submit new "**Civic Association Notification Registration Form**" with COH.
- President update FVCA **attorney** and **CPA billing company** on new officers with contact information.

February

- New Board to revise, if necessary, and **approve final budget** for the current year.

- (no later than March) Approve the minutes of the latest **organizational meeting** of the Board.

April

- The Treasurer reviews the list of **delinquent Maintenance Charge and Facilities Assessment accounts** with the FVCA Board and requests that the Board make a recommendation for further action. Any portion of the meeting where confidential information is discussed should be held in Executive Session.

October

- Provide line items & requests for funds to the Treasurer for next year's **budget**.
- Approve **list of property owners** in Fonn Villas for billing.
- Approval of the **CPA** to handle billing for the Maintenance Charge & Facilities Assessment.
- Select **nominating committee for new Directors** for the coming year.
- **Request Director nominations** from the membership by Newsletter & website.

November

- Approve **preliminary budget** for next year.
- Set next year's **millage rate for the Annual Maintenance Charge**.
- Set next year's **Annual Facilities Assessments** (Full Rate & Adjustable Senior Rate).
- **Set late fees** for Maintenance Charge and Facilities Assessments.
- Review **Competitive Bid Threshold** in Financial Procedures for continued appropriateness.

December

- Choose **three candidates for Directors** as the nominees by the Board in the January election.
- **Publish ballot** for the January election of Directors at the annual meeting.
- Publish **any other ballot** for membership wide vote, as needed, for "special meeting".
- Recommend **new Officers and committee chairpersons** for the next year.
- Recommend **committee members** for advisory & executive committees.
- Select **"Vote Tabulators"** for the Annual Meeting as prescribed by By-laws, Article 3.6.
- Prepare **new Management Certificate** by January 1 as prescribed by state law.