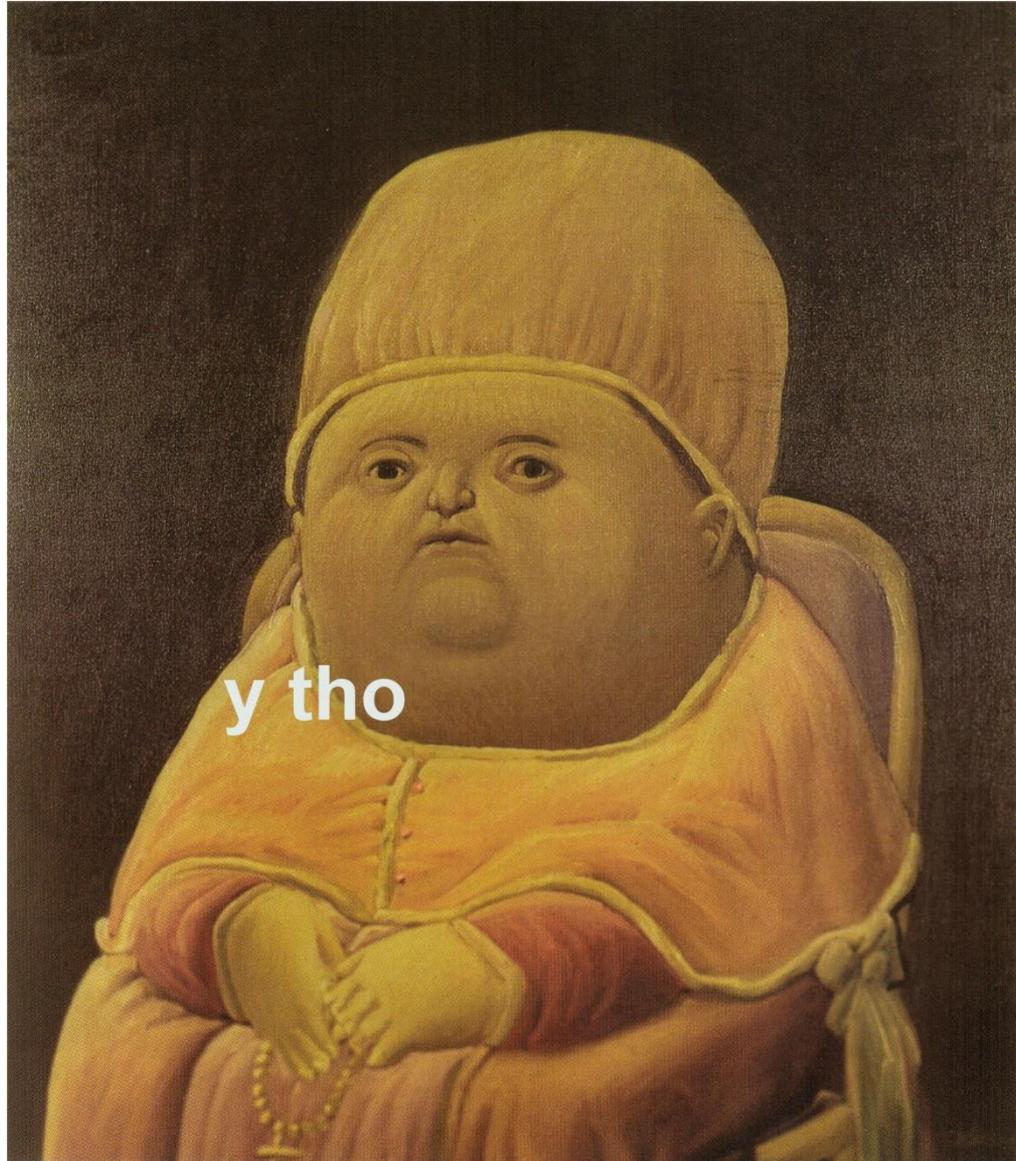


# Preparing the Annual Calendar:

*Yes, That Is a Thing You Should Do*

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- Meeting Dates
- Facilities Opening and Closing Dates



- Election Milestones
- Budget Preparation Cycle



- Routine Preventative Maintenance
- Reserve Projects
- Common Area Inspection Schedule



- Review Safety and Security Issues, Including the CA's Disaster Preparedness Plan
- Insurance Policy Renewal Dates and Valuations
- Vendor Contract Review

## Disaster Preparedness



Calendar



Kit Creation Tips



Communication Plans



Evacuation Route

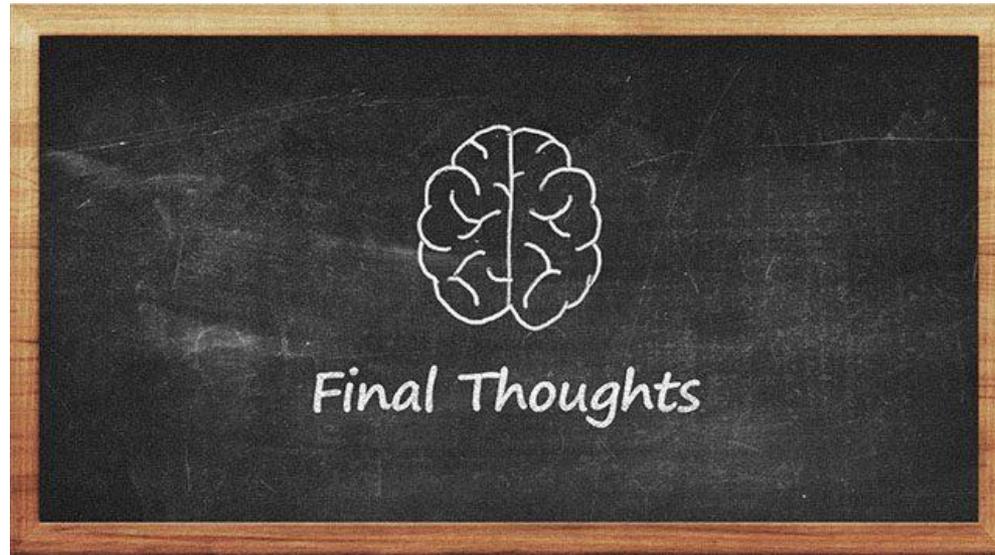
- Newsletter Publication Dates
- Social Events

## **Social Events**



- Board and Committee Training/Orientation





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