

# Shadow Run



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## SHADOW RUN HOMEOWNERS' ASSOCIATION BUSINESS CALENDAR

Annual Members Meeting (AMM) held in April, no later than April 30 per the Bylaws

AMM Packet mailed to members to include:

- Date and physical location of meeting, as well as Zoom meeting information
- Copy of Draft Budget for upcoming fiscal year
- Notice of Intent to Run for Board of Directors form

Notice mailed during the first week of March to members no later than 45 days prior to Annual Members Meeting (AMM), which is scheduled no later than April 30 per the Bylaws.

AMM Notice posted at east and west entrances 14 days prior to AMM

Please Note:

1. Presentation of next fiscal year's Draft Budget and the Budget Adoption Board Meeting Notice posted at east and west entrances at least 48 hours in advance of the meeting
2. Annual Assessment Remittance coupons to be mailed following the approval of the budget and includes a letter to homeowners with the due date, including notice of late fee of \$25 for any payments received after 45 days. Assessments are due 45 days following member approval of the Budget at the AMM in April.  
(Note: The coupon includes information about the availability of the financial report.)

Monthly Occurrences:

Financial Reports emailed to board  
Board meeting notice posted at entrances  
ARC applications emailed to board  
Board Meetings scheduled at 7:00 p.m.  
(Riverview Public Library & Zoom)

1<sup>st</sup> Friday of each month  
3 days prior to board meeting  
2<sup>nd</sup> Wednesday of each month  
3<sup>rd</sup> Wednesday of each month

April

**Annual Members Meeting (AMM)**

**Easter Egg Hunt & Party**

See ourshadowrun.com and Facebook for date

May

Florida Corporate Annual Report - Electronic Filing

by May 1

June

Year End Financial Report to Accountant

by second week of June

July

Renew Sheriff No Trespass agreement for dam

by July 1

Obtain quotes: commercial Insurance (General Liability) and D&O Insurance

Begin July 1 seeking quotes for renewal in August

Flock Safety (cameras)

Renewed annually

August

Commercial Insurance Policy Renewal

by first week of August

D&O Insurance Renewal

by third week of August

September

Life Storage

Renewed annually

October

**Trick or Treat Street**

Saturday before Halloween,  
See ourshadowrun.com and Facebook for date

November

December

**Begin working on Draft Budget for upcoming year**

**Holiday Decorating Contest**

See ourshadowrun.com and Facebook for date(s)

January

**Draft Budget placed on January BOD meeting agenda**

Form 1099 Sent Venders and IRS

Annually

Workmen's Comp Insurance

Annually

February

**Budget Meeting for Homeowners to provide feedback before the regular February BOD meeting scheduled at 7:00 p.m.**

March

**Draft Budget and AMM notices mailed in early March to comply with the 45-day requirement**

Turner's Edge Landscaping (Monthly Contract)

Initiated March 2022 (no specified end date)