

HOAMCO – *Best Practices*



Calendar of Significant Association Events

As you start the year with your boards, take the time to review and develop with them an annual *Calendar of Association Significant Events*. This calendar is the foundation for an effective planning process and efficient operations. It serves as a tickler file or planner and is a deterrent to crisis management. It should be accurate, comprehensive, and easy to read. A calendar is an example of management control, demonstrates your leadership and management skills, and serves as a communication tool for the association.

The *Calendar of Association Significant Events* is considered a HOAMCO standard and becomes a part of your Master Notebook and/or shared files.

Below is a sample of events that may be included:

- Board meeting dates
- Draft budget reviews
- Committee meetings
- Annual Meeting dates (to include date for request for nominations, etc.)
- Budget Approvals
- Newsletter deadlines and distribution dates
- Annual events, such as a community picnic

A sample of the format is as follows:

200X Calendar of Significant Events		
_____ Association		
January	1	Fiscal year begins
	6	Architectural Review Committee
	11	Landscaping Meeting
	22	Board meeting
February	4	Architectural Review Committee
	11	and so forth . . .