

2022 -- First Quarter

	JANUARY		FEBRUARY		MARCH
1	<ul style="list-style-type: none"> CDBG – DR Monthly Reporting – Treasurer/Recon CDBG – DR Quarterly Report – Treasurer/Recon Colorado Rural Water Membership – Treasurer Submit MOR to State Submit DMR to DMX/EPA 	1	<ul style="list-style-type: none"> CDBG – DR Monthly Reporting – Treasurer/Recon Water Tank Check - Staff New Year Budget submittal by Chairs Bi-Annual Water testing: Lead & Copper - Staff 3, 6, 9 year water Testing – Staff SAM.GOV Submission – Treasurer/Office Admin Submit MOR to State 	1	<ul style="list-style-type: none"> CDBG – DR Monthly/Quarterly Reporting – Treasurer/Recon Annual Meeting Notice – Office Admin. State of Colorado HOA Renewal – Treasurer/Office Admin Submit MOR to State Renew BALLOT PO Box at USPS
10	<ul style="list-style-type: none"> EE State Withholding – Treasurer 	10	<ul style="list-style-type: none"> EE State W/H - Treasurer Water Meter Read – Staff Switch from Wells to Lake – Staff 	10	<ul style="list-style-type: none"> EE State W/H, EE Fed W/H – Treasurer
				14	<ul style="list-style-type: none"> Finance Committee Budget Recommendations submitted to Board for Discussion
15	<ul style="list-style-type: none"> W2 & 1099 CDBG Quarterly Report Board of Directors Meeting 	15	<ul style="list-style-type: none"> Board of Directors Meeting Committee Chairs Budgets Due to Finance Committee All Dam Inspections – Operations 	15	
19		19	<ul style="list-style-type: none"> Board of Directors Meeting 	19	<ul style="list-style-type: none"> Board of Directors Meeting
25		25		25	<ul style="list-style-type: none"> Annual Meeting NOTICE packet mailing.
28		28	<ul style="list-style-type: none"> DMR-Discharge Monitoring Report Boulder/Larimer County Irrigating and Manufacturing Ditch Company, (ISH) Shareholders Mtg. Notification – Water Chair. Mtg Date: TBD DMR-Discharge Monitoring Report – Operations 	28	
30	<ul style="list-style-type: none"> DMR-Discharge Monitoring Report – Operations 			30	<ul style="list-style-type: none"> DMR-Discharge Monitoring Report – Operations

NOTES

Jan, 2023 – Canyon Lakes Conditional Right Diligence

Jan, 2022 BEMA Pipeline Diligence

February Board Meeting: Committee Chairs to submit up-coming fiscal year budget request

March Board Meeting: Discussion of Annual/Town Hall Meetings (see Policy), Discussion of Annual Packet, Review/Discussion of Treasurers Draft For up-coming fiscal year, Up-coming fiscal year budget and Assessment amount to be voted on

EE = Employee

CDBG-DR = Community Development Block Grant – Disaster Recovery

2022 -- Second Quarter

APRIL		MAY		JUNE	
1	<ul style="list-style-type: none"> CDBG – DR Monthly Reporting, CDBG – DR Quarterly Report – Treasurer/Recon Budget Completed - Board REMINDER Insurance – Begin price comparison in May – Treasurer Submit MOR to State Submit DMR to DMX/EPA 	1	<ul style="list-style-type: none"> CDBG – DR Monthly Reporting - Treasurer/Recon Water Tank Check - Staff Safe Deposit Box Renewal – Treasurer/Office Admin EE Performance Review – President/Treasurer Begin researching Insurance – Price and Coverage - Treasurer Community/Homeowner Mitigation Review – Lot Committee Chair Submit MOR to State 	1	<ul style="list-style-type: none"> CDBG – DR Monthly/Quarterly Reporting - Treasurer/Recon Insurance Renewal Reminder - Treasurer Periodic Report – Treasurer/Office Admin Consumer Confidence Report – Operations Admin/Office Admin System for Award Management (SAM) Registration President/Secretary/Re-Con Chair Submit MOR to State
10	<ul style="list-style-type: none"> EE State Withholding - Treasurer 	10	<ul style="list-style-type: none"> EE State W/H - Treasurer Water Meter Read – Staff Switch from Wells to Lake - Staff 	10	<ul style="list-style-type: none"> EE State W/H - Treasurer EE Fed W/H - Treasurer
15	<ul style="list-style-type: none"> EE Review completed - President/Treasurer CDBG Quarterly Report 	15	<ul style="list-style-type: none"> EE Handbook – Reviewed/Updated - Secretary EE Recommendations, Bonus/Raise determined - President/Treasurer All Dam Inspections - Operations Board of Directors Meeting Board Approval of Final Presentation 	15	<ul style="list-style-type: none"> Vote to ratify or amend existing policies and rules.
16	<ul style="list-style-type: none"> Board of Directors Meeting Board Approval of Budget Discussion of Member Meeting Presentation 	17		17	
				18	<ul style="list-style-type: none"> Board of Directors Meeting
20	<ul style="list-style-type: none"> Mailing of Annual Packet Notice of Annual Meeting on website 	20	<ul style="list-style-type: none"> New Directory complete – Office Admin 	20	
		21	<ul style="list-style-type: none"> Board of Directors Meeting 		
		28	<ul style="list-style-type: none"> Annual Members Meeting 		
30	<ul style="list-style-type: none"> DMR-Discharge Monitoring Report – Operations 	30	<ul style="list-style-type: none"> DMR-Discharge Monitoring Report – Operations 	30	<ul style="list-style-type: none"> DMR-Discharge Monitoring Report – Operations

NOTES

April Board Meeting: Review first draft of slides for Annual meeting, final approval of member packet including agenda to be mailed out

April 20: Deadline for the website Annual Meeting Notice

May Board Meeting: Final approval of presentation,

Memorial Day Weekend: Annual Member meeting.

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2022 – Third Quarter

JULY		AUGUST		SEPTEMBER	
1	<ul style="list-style-type: none"> CDBG – DR Monthly Reporting, CDBG – DR Quarterly Report – Treasurer/Recon Consumer Confidence Report mailed – Office Admin PO Box Renewal – Office Admin Insurance Renewal – Treasurer Submit MOR to State Submit DMR to DMX/EPA 	1	<ul style="list-style-type: none"> CDBG – DR Monthly Reporting - Treasurer/Recon Water Tank Check - Staff US Bureau of Labor Survey – Annual Refiling – Treasurer/Office Admin NCCI Audit – Work Comp Audit – Treasurer/Office Admin Bi-Annual Water Testing – Lead & Copper Staff Submit MOR to State 	1	<ul style="list-style-type: none"> CDBG – DR Monthly/Quarterly Reporting - Treasurer/Recon Autumn Reminders to members – Communication/Office Admin Submit MOR to State
				4	<ul style="list-style-type: none"> Member Appreciation Picnic
		5	<ul style="list-style-type: none"> Start Employee Health Insurance Review Process 	5	
10	<ul style="list-style-type: none"> EE State Withholding - Treasurer 	10	<ul style="list-style-type: none"> EE State W/H - Treasurer Water Meter Read – Staff Switch from Wells to Lake – Staff 	10	<ul style="list-style-type: none"> EE State W/H - Treasurer EE Fed W/H - Treasurer
15	<ul style="list-style-type: none"> CDBG Quarterly Report 	15	<ul style="list-style-type: none"> Board of Directors Meeting All Dam Inspections – Operations 	15	
16	<ul style="list-style-type: none"> Board of Directors Meeting 	17		17	<ul style="list-style-type: none"> Board of Directors Meeting
20		20	<ul style="list-style-type: none"> Board of Directors Meeting 	20	
30	<ul style="list-style-type: none"> DMR-Discharge Monitoring Report – Operations 	30	<ul style="list-style-type: none"> DMR-Discharge Monitoring Report – Operations 	30	<ul style="list-style-type: none"> DMR-Discharge Monitoring Report – Operations

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Annual Member Appreciation Picnic Hosted by the Board of Directors, supported by the Social Activities Committee

EE = Employee

SAM.GOV Submission = System for Award Management (of governmental funds) must register each year

2022 -- Fourth Quarter

OCTOBER			NOVEMBER			DECEMBER		
1	<ul style="list-style-type: none"> CDBG – DR Monthly Reporting- Treasurer/Recon Submit MOR to State Submit DMR to DMX/EPA 	1	<ul style="list-style-type: none"> CDBG – DR Monthly Reporting - Treasurer/Recon Water Tank Check – Staff Health Insurance Renewal – Treasurer Submit MOR to State 	1	<ul style="list-style-type: none"> CDBG – DR Monthly/Quarterly Reporting – Treasurer/Recon Colorado Division of Real Estate HOA Registration – Treasurer/Office Admin Submit MOR to State 			
10	<ul style="list-style-type: none"> EE State Withholding – Treasurer File Employee Health Insurance 	10	<ul style="list-style-type: none"> EE State W/H - Treasurer Water Meter Read – Staff Switch from Wells to Lake – Staff 	10	<ul style="list-style-type: none"> EE State W/H - Treasurer EE Fed W/H - Treasurer 			
15	<ul style="list-style-type: none"> CDBG Quarterly Report Board of Directors Meeting 	15	<ul style="list-style-type: none"> All Dam Inspections – Operations 	15	<ul style="list-style-type: none"> Workman’s Comp Audit – Office Admin/Treasurer 			
17		17		17	<ul style="list-style-type: none"> Board of Directors Meeting 			
19		19	<ul style="list-style-type: none"> Board of Directors Meeting 	19				
20		20		20	<ul style="list-style-type: none"> Water License/Certificate Annual Renewal – Operations/Office Admin 			
30	<ul style="list-style-type: none"> DMR-Discharge Monitoring Report – Operations 	30	<ul style="list-style-type: none"> DMR-Discharge Monitoring Report – Operations 	30	<ul style="list-style-type: none"> DMR-Discharge Monitoring Report – Operations 			

NOTES

December 20 Water License/Certificate Annual Renewal every two years, *on the even numbered years*. Next renewal 2022.

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