

Strawberry Fields Condominium Association

Annual Event Calendar

Unless Noted Otherwise (**), All Meetings Are At 9:45AM

JANUARY	<ul style="list-style-type: none"> • Board Meeting – Third Monday • Bid Landscape <u>or</u> Obtain Current Year Pricing • Notify Town Clerk of Contact for Resale Certificates
FEBRUARY	<ul style="list-style-type: none"> • Board Meeting – Third Monday • Club House Cleaning – Molly Maids • Award Landscape Contract if appropriate
MARCH	<ul style="list-style-type: none"> • Board Meeting – Third Monday • File Tax Return • Landscape Contract Ends
APRIL	<ul style="list-style-type: none"> • Board Meeting – Third Monday • Start Director Nomination Process • Spring Landscape Cleanup • Start Irrigation System, Repair & Adjust • Apply Pre-emergence Weed Control to Garden Beds • Spring Lawn Fertilizer with Crabgrass & Broadleaf Weed Control • Inspection to Identify Unscheduled Maintenance & Repair Items • Inspect Deck, Porch and Door Condition Prior to Staining
MAY	<ul style="list-style-type: none"> • Board Meeting – Third Monday • Club House Cleaning – Molly Maids • Annual Membership Meeting Notice Sent to Members • Town of South Windsor – pay annual CH trash cart fee • Apply Mulch to Garden Beds – if budgeted • Schedule power washing if and as needed; notice to homeowners • Schedule Exterior Door & Porch Refurbishment; notice to homeowners • Schedule Deck Refurbishment; notice to homeowners • Schedule Building Trim Painting, notice to homeowners • Treat Ash Trees for Emerald Ash Borer (Odd Years)
JUNE	<ul style="list-style-type: none"> • Board Meeting – **Date & Time TBD • Annual Membership Meeting & Director Election – Date & Time TBD • Elect Board Officers • Service Sewer Pumps and Generator System • 1st shrub trimming • Test Club House Emergency Exit Lighting

JULY	<ul style="list-style-type: none"> • Board Meeting – Third Monday • Establish Snow Removal Contract (If required) • Summer Lawn Fertilizer with Grub & Broadleaf Weed Control
AUGUST	<ul style="list-style-type: none"> • Board Meeting – Third Monday • Club House Cleaning – Molly Maids • Draft Operating Budget from Property Manager • Update Age Certification Survey (Odd Number Years) • Perimeter Brush Cut
SEPTEMBER	<ul style="list-style-type: none"> • Board Meeting – Third Monday • Lawn Refurbishment as Required • Early Fall Lawn Fertilizer & Broadleaf Weed Control • 2nd shrub trimming
OCTOBER	<ul style="list-style-type: none"> • Board Meeting – Third Monday • Propose Operating Budget to Board • Review Master Insurance Policy & Bid if necessary Expires each December • Worker's Comp. policy renewal Expires each December • Conduct Pre-winter Property Inspection • Apply Late Fall Lawn Fertilizer & Broadleaf Weed Control
NOVEMBER	<ul style="list-style-type: none"> • Board Meeting – Third Monday • Board Approves Operating Budget • Club House Cleaning – Molly Maids • Fall Landscape Cleanup • 3rd shrub trimming • Prune butterfly bushes, oak leaf hydrangea & Russian sage • Winterize Irrigation System • Send Budget Ratification Meeting Notice & Budget to Homeowners • Send out annual Winter Preparation notice (early in month) • Install Snow Stakes
DECEMBER	<ul style="list-style-type: none"> • Budget Ratification Meeting – Third Monday • Clean Gutters • Annual filing Corporation Records with Secretary of State • Send Annual Notice of Insurance Coverage • Send Resolution #12 – Unit Owner Maintenance Standards to Homeowners

Contracts:

Landscape & Snow	Magee Facility & Property Maintenance	3/31/2020
Fertilization	TruGreen	annually
Tree Care	TruGreen	annually
Electrician	Magee Facility & Property Maintenance	as needed
Pump Service	Mechanical & Pump Services (Ken Paul)	annually
Insurance	Bouvier Insurance – CAU	December