

BRAE BURN BOARD OF TRUSTEES TASK LIST

DUE DATE	CATEGORY	ITEM	STAFF
ONGOING	MEETING MANAGEMENT	PREPARE AGENDA MATERIALS FOR MONTHLY MEETING, SEND TO BOARD MEMBERS AND WEB MASTER WEEK IN ADVANCE	PRESIDENT
ONGOING	RECORDS MANAGEMENT	PLACE HARD COPY OF AGENDA MATERIALS IN ARCHIVE AND ADD FINAL "APPROVED" MINUTES AND TREASURER REPORT	SECRETARY
ONGOING	RECORDS MANAGEMENT	PLACE ELECTRONIC COPY OF AGENDA MATERIALS ON THE BRAE BURN LAP TOP AND ADD FINAL "APPROVED" MINUTES AND TREASURER REPORT	TREASURER
ONGOING	BOARD MEETING	MEETING HELD 3RD TUES OF MONTH, 7:00 p.m.	BOARD
ONGOING	941 TAXES	TAX DEPOSITS DUE MONTHLY	TREASURER
ONGOING	LONG RANGE PLANNING	RESEARCH LONG-TERM NEEDS AND COSTS BREAKDOWN OF COMMUNITY	LRP COMMITTEE
ONGOING	POLICIES AND PROCEDURES	DEVELOP A POLICIES AND PROCEDURES MANUAL	BOARD, COMMITTEE MEMBERS
1/19	BOARD MEETING	ELECTION OF OFFICERS (first Board Meeting of Year) President, Vice President, Secretary, Treasurer	BOARD
1/19	BOARD MEETING	APPOINTMENTS FOR GOLF, SOCIAL, MAINTENANCE TRUSTEES, APPT ASSISTANTS	BOARD
1/19	BOARD MEETING	CONSIDER APPOINTMENTS FOR COMMITTEE CHAIRS AND ASSISTANTS	BOARD
1/19	BOARD MEETING	INITIATE ROSTER UPDATE	BOARD
1/19	BOARD MEETING	DISTRIBUTE BOARD TASK LIST INCLUDING GREEN'S COMMITTEE RECOMMENDATIONS	SECRETARY
1/19	BOARD MEETING	TRANSFER QUICKBOOKS TO NEW TREASURER AND NOTIFY QUICKBOOKS	PAST TREASURER AND NEW TREASURER
1/20	ACCOUNTING	SIGN NEW BANK CARDS (President, V.P, Treasurer)	PRES, V.P., TREASURER
1/31	TAX	MAIL W-2 FORMS TO EMPLOYEES	TREASURER
1/31	TAX	QUARTERLY FORM 941 FILING	TREASURER
1/31	TAX	QUARTERLY L & I FILING AND PAYMENT	TREASURER
1/31	TAX	QUARTERLY EMPLOYMENT SECURITY DEPT FILING AND PAYMENT	TREASURER
1/31	TAX	ANNUAL FED UNEMPLOYMENT FILING (FORM 940) & PAYMENT	TREASURER
2/1	GOLF	TOURNAMENT DATES SET	GOLF TRUSTEE
2/1	INSURANCE	REVIEW INSURANCE POLICIES PRIOR TO RENEWAL	BOARD
2/1	COMMITTEES	CONFIRM COMMITTEE CHAIRS/FORM COMMITTEES IF NECESSARY	SOCIAL, GOLF, MAINTENANCE, SECRETARY
2/1	SCHEDULE WORK PARTIES	DATE SET BY MAINTENANCE TRUSTEE AND BOARD - SHOULD BE IN MAY OR JUNE, AVOID PRIME GOLF SEASON.	BOARD
2/1	SOCIAL	SOCIAL DATES SET	SOCIAL TRUSTEE
2/1	GOVERNING DOCUMENTS	READ/REVIEW ARTICLES OF INCORPORATION, CC&Rs, BYLAWS, POLICIES PROCEDURES, RULES AND REGS	BOARD
2/16	BOARD MEETING	REVIEW UNFINISHED BUSINESS AND SET BOARD PRIORITIES	BOARD
2/16	FINANCIAL REVIEW	PRESENT REPORT OF FINANCIAL REVIEW TO BOARD AND THEN TO COMMUNITY VIA BIRDIE	TREASURER
2/16	CALENDAR	FINALIZE GOLF/SOCIAL/MAINT CALENDAR GIVE TO BIRDIE/ROSTER	GOLF, SOCIAL MAINTENANCE, SECRETARY
2/16	TAX	FORM W-3 FILING TO SOCIAL SECURITY	TREASURER
2/28	BILLS	PAY INSURANCE PREMIUMS (BOARD OF DIRECTORS/FIRE/LIABILITY)	TREASURER
2/28	CLUBHOUSE	CHECK FIRE EXTINGUISHER AND PERMITS	MAINTENANCE TRUSTEE
2/28	BILLS	PAY FIRE CODE PERMIT TO CITY OF REDMOND	TREASURER

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DUE DATE	CATEGORY	ITEM	STAFF
2/28	EMPLOYMENT	OBTAIN W-4 FORMS FOR SEASONAL WORKERS	REVIEW COMMITTEE/TREASURER
3/1	EMPLOYMENT	CREATE TIME CARDS/ CUT OFF DATES FOR SEASONAL WORKERS	TREASURER
3/1	EMPLOYMENT	I-9 & EMPLOYMENT DOCUMENTS READY, NOTIFY ST OF WA (?)	TREASURER/MAIN
3/1	EMPLOYMENT	MAKE OFFER OF EMPLOYMENT/SET WAGE/SET WORK SCHEDULE	TREASURER/MAIN
3/1	CLUBHOUSE	REVIEW CLEANING SCHEDULE/FLOOR POLISHING	MAIN/CLUB COMMITTEE
3/13	TAX	UPDATE L&I RATE FOR SEASONAL EMPLOYEES & EMPLOYMENT SECURITY DEPT (?)	TREASURER
3/16	BOARD MEETING	BOARD SCHEDULES MEET AND GREET FUNCTION HOSTS/PRESENTATION OF COMMUNITY SERVICES/FUNCTIONS PRIOR TO GOLF SEASON START	BOARD
4/11	TAX	PAY PROPERTY TAXES	TREASURER
4/14	TAX	PAY INCOME TAXES?	TREASURER
4/14	TAX	QUARTERLY FORM 941 FILING	TREASURER
4/29	TAX	QUARTERLY L & I FILING AND PAYMENT	TREASURER
4/29	BILLS	PAY DEPT OF HEALTH POOL PERMIT (\$450)	MAINTENANCE TRUSTEE
4/29	TAX	QUARTERLY EMPLOYMENT SECURITY DEPT FILING AND PAYMENT	TREASURER
4/29	POOL	UPDATE POOL PERMITS	MAIN/POOL COMMITTEE
4/30	POOL	REVIEW POOL CONTRACT	MAIN/POOL COMMITTEE
4/30	POOL	REVIEW POOL CONDITION	MAIN/POOL COMMITTEE
4/30	POOL	PRESSURE WASH DECK	MAIN/POOL COMMITTEE
4/30	POOL	PREPARE POOL FOR OPENING MEMORIAL WEEKEND	MAIN/POOL COMMITTEE
4/30	TAX	FORMS 990 AND 990T DUE (W/O 3 MONTH EXTENSION)	TREASURER
5/14	BILLS	SEC OF STATE NON PROFIT ORG ANNUAL FEE \$10)	TREASURER
5/14	BILLS	DIRECTORS AND OFFICERS LIABILITY INSURANCE (\$1300)	TREASURER
6/1	GOVERNING DOCUMENTS	CHECK HOME OWNERS ASSOC REGULATIONS FOR AMENDMENTS AFFECTING GOVERNANCE (CHAPTER 64.38 RCW)	PRESIDENT
6/30	DAMS AND WEIRS	FOLLOW-UP WITH COUNTY IF NECESSARY	MAIN/PRESIDENT
6/30	TAX	QUARTERLY FORM 941 FILING	TREASURER
7/30	TAX	QUARTERLY L & I FILING AND PAYMENT	TREASURER
7/30	TAX	QUARTERLY EMPLOYMENT SECURITY DEPT FILING AND PAYMENT	TREASURER
7/30	TAX	FORMS 990 & 9990 T (W/3 MONTH EXTENSION)	TREASURER
8/17	BOARD MEETING	PRESENT 5 YEAR PLAN	LRP COMMITTEE
8/17	BOARD MEETING	REVIEW AND ADOPT EMPLOYEE SALARY RANGES (Superintendent/Clubhouse Cleaning Personnel) FOR FOLLOWING YEAR IN LIGHT OF COLA	BOARD
8/17	BOARD MEETING	BOARD APPOINTS NOMINATING COMMITTEE	BOARD
8/17	BOARD MEETING	ASSOCIATE REPRESENTATIVE EITHER NAMES REPLACEMENT OR INITIATES SEARCH (TWO YEAR TERM)	BOARD
8/17	BOARD MEETING	BOARD APPOINTS AD HOC BUDGET COMMITTEE TO PROVIDE FEEDBACK ON ANNUAL BUDGET FOR FOLLOWING YEAR	BOARD
8/17	BOARD MEETING	BOARD DIRECTS EMPLOYEES TO PERFORM SELF EVALUATION USING EMPLOYEE ASSESSMENT FORMS	BOARD
9/7	POOL	CLOSE DOWN POOL (when weather turns cold following Labor Day)	MAINTENANCE
9/21	EMPLOYMENT	PREPARE PERFORMANCE REVIEW OF SUPERINTENDENT AND MAKE RECOMMENDATION FOR ANNUAL PAY RAISE TO BOARD	MAINTENANCE

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DUE DATE	CATEGORY	ITEM	STAFF
9/21	BUDGET	INITIAL BUDGET PRESENTATION TO BOARD	AD HOC BUDGET COMMITTEE
10/15	BUDGET	ADOPT THE BUDGET	BOARD
10/14	TAX	PAY PROPERTY TAXES	TREASURER
10/19	BUDGET	FINAL BUDGET PRESENTATION TO BOARD; BOARD ADOPTS THE BUDGET	AD HOC BUDGET COMMITTEE/BOARD
10/26	ANNUAL MEETING	ANNUAL MEETING NOTICE (14-60 DAYS PRIOR TO MEETING)	SECRETARY
10/30	TAX	QUARTERLY FORM 941 FILING	TREASURER
10/30	TAX	QUARTERLY L & I FILING AND PAYMENT	TREASURER
10/30	TAX	QUARTERLY EMPLOYMENT SECURITY DEPT FILING AND PAYMENT	TREASURER
10/31	GOVERNING DOCUMENTS	REVIEW RULES & REGS, P&P, AND OTHER LEGAL DOCUMENTS FOR RECOMMENDED REVISIONS	BOARD
10/31	TAX	ORDER OR OBTAIN EMPLOYEE TAX FORMS (W2)	TREASURER
11/1	GOLF COURSE	REMIND GREEN'S COMMITTEE ON 1/1 DUE DATE FOR RECOMMENDED PROJECT LIST W/COST ESTIMATES AND RECOMMENDED CHANGES TO CHAIR OF COMMITTEE	MAINTENANCE
11/14	MAINTENANCE	CLUBHOUSE FLOOR WAXED	MAINTENANCE
11/14	TAX	FORMS 990 & 990 T (W 6 MONTH EXTENSION)	TREASURER
11/18	ANNUAL MEETING	ANNUAL MEETING /ELECT OFFICERS/RATIFY BUDGET/CONSIDER WAIVE CPA AUDIT/PRESENTATION OF FINANCIAL REVIEW COMMITTEE IF READY	TRUSTEES/MEMBERS
11/30	QUICKBOOK	CONSIDER UPGRADING QUICKBOOKS, USUALLY EVERY 3 YEARS	TREASURER
11/30	QUICKBOOK	RENEW QUICKBOOK'S PAYROLL (STANDARD)	
12/1	ORIENTATION	OLD BOARD TRAINS NEW BOARD	OLD AND NEW BOARD
12/1	EMPLOYMENT	AFTER APPROVAL GIVE PERFORMANCE REVIEW/RAISE EFFECTIVE JANUARY 1 OF FOLLOWING YEAR	MAINTENANCE
12/21	BOARD MEETING	BOARD CONSIDERS PURCHASE OF GIFT CERTIFICATE FOR SUPERINTENDENT (\$75-100)	MAINTENANCE
12/21	BOARD MEETING	OUTGOING BOARD APPOINTS FINANCIAL REVIEW COMMITTEE	BOARD
12/21	BOARD MEETING	UPDATE BOARD TASK LIST FOR NEW YEAR	SECRETARY
12/24	WEB HOST	PAY ANNUAL WEB HOST AND STORAGE FEE	TREASURER
1/1	TAX	UPDATE L&I RATE FOR SUPERINTENDENT AFTER JAN 1 PAYCK HAS BEEN CUT & EMPLOYMENT SECURITY DEPT (?) RATE	TREASURER
1/1	EMPLOYMENT	PAY RAISE EFFECTIVE JANUARY 1	TREASURER
1/1	TAX	UPDATE L&I RATE FOR SUPERINTENDENT AFTER JAN 1 PAYCK HAS BEEN CUT & EMPLOYMENT SECURITY DEPT (?) RATE	TREASURER
1/8	FINANCIAL RECORDS	TREASURER HANDS OVER FINANCIAL RECORD TO FINANCIAL REVIEW COMMITTEE	TREASURER
1/8	ANNUAL FINANCIAL REVIEW	COMMITTEE REVIEW OF FINANCIAL RECORDS	TREASURER/FINANCIAL REVIEW COMMITTEE