

WHEATON OAKS TOWNHOUSE OWNERS ASSOCIATION
MAINTENANCE CALANDER 2023



<p style="text-align: center;"><u>JANUARY</u></p> <p>Prepare/Mail 1099s BOD Meeting 1/11/2023</p>	<p style="text-align: center;"><u>FEBRUARY</u></p> <p>API Year End Financial reports prepared & sent to homeowners by month end BOD Meeting 2/8/2023 (Start Directory Process -2024 printing)</p>
<p style="text-align: center;"><u>MARCH</u></p> <p>Income taxes filed 15th BOD Meeting 3/8/2023 Pool Permit received in the mail</p>	<p style="text-align: center;"><u>APRIL</u></p> <p>Begin landscape maintenance -Tezca Snowplow contract ends- Abbott Landscape Walk – Date TBD BOD Meeting 4/12/2023</p>
<p style="text-align: center;"><u>MAY</u></p> <p>BOD Meeting 5/10/2023 Pool opens – Memorial Day (29th) Spring Gutter Cleaning- TBD</p>	<p style="text-align: center;"><u>JUNE</u></p> <p>BOD Meeting 6/14/2023</p>
<p style="text-align: center;"><u>JULY</u></p> <p>BOD Meeting 7/12/2023 Start Budget 2024</p>	<p style="text-align: center;"><u>AUGUST</u></p> <p>BOD Meeting 8/9/2023</p>
<p style="text-align: center;"><u>SEPTEMBER</u></p> <p>BOD Meeting 9/13/2023 Pool closes (4th) 1st notice for Annual Meeting 2nd notice with proxy</p>	<p style="text-align: center;"><u>OCTOBER</u></p> <p>Annual Report due Sec of State BOD Meeting 10/11/2023 Annual Meeting 10/12/2023</p>
<p style="text-align: center;"><u>NOVEMBER</u></p> <p>BOD Meeting 11/8/2023 Landscape contract ends Gutter cleaning Universal HVAC Tune Up- Work order to Borter’s</p>	<p style="text-align: center;"><u>DECEMBER</u></p> <p>BOD Meeting (adopt budget) 12/13/2023 Snowplow contract begins Annual fire extinguisher check – work order to Chicago Metro</p>