

WHEATON OAKS TOWNHOUSE OWNERS ASSOCIATION
MAINTENANCE CALANDER 2024



<p style="text-align: center;"><u>JANUARY</u></p> <p>Prepare/Mail 1099s BOD Meeting 1/10/2024</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 2/14/2024 (Start Directory Process -2024 printing)</p>
<p style="text-align: center;"><u>MARCH</u></p> <p>Income taxes filed 15th BOD Meeting 3/13/2024 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 Prepare/Clean Clubhouse for pool season BOD Meeting 4/10/2024</p>
<p style="text-align: center;"><u>MAY</u></p> <p>BOD Meeting 5/8/2024 Pool opens – Memorial Day Spring Gutter Cleaning- TBD</p>	<p style="text-align: center;"><u>JUNE</u></p> <p>BOD Meeting 6/12/2024</p>
<p style="text-align: center;"><u>JULY</u></p> <p>BOD Meeting 7/10/2024 Start Budget 2024</p>	<p style="text-align: center;"><u>AUGUST</u></p> <p>BOD Meeting 8/14/2024</p>
<p style="text-align: center;"><u>SEPTEMBER</u></p> <p>BOD Meeting 9/11/2024 Pool closes 1st notice for Annual Meeting- 30 day notice 2nd notice with proxy</p>	<p style="text-align: center;"><u>OCTOBER</u></p> <p>BOD Meeting 10/09/2024 Annual Meeting 10/10/2024</p>
<p style="text-align: center;"><u>NOVEMBER</u></p> <p>BOD Meeting 11/13/2024 Landscape contract ends Snowplow contract begins 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) 12/11/2024 Annual fire extinguisher check – work order to Chicago Metro</p>