

<u>Schedule</u>	<u>Who</u>	<u>2019 Work Activity (month expensed)</u>
January	GM	Schedule clubhouse carpet cleaning (Jan)
	GM	Schedule gutter cleaning (Feb)
	GM	Schedule pool repair and salt-water conversion (Mar)
February	GM	Schedule pine needle mulch (Mar)
	GM	Start tax preparations and 2018 review (April)
	BoD	Complete RCGR registration (n/a)
March	GM	Establish "on call" contract with Goose Busters III
	GM	Schedule yearly FSA clubhouse fire inspection (April)
	BoD	Document irrigation zone locations
April	GM	Solicit bids for capital reserve review
	GM	Schedule clubhouse HVAC service and review contract (May)
	BoD	Purchase HVAC filters for April and October service ??????
May	GM	Schedule doghouse repairs (May)
	BoD	Get Ad Hoc committee to scrape & power wash putting green (n/a)
	GM	Get quote/proposal for termite treatment & inspection
June	GM	Schedule termite retreatment and inspection (July)
July	GM	Schedule Rt 64 brush-hog and kudzu removal (July)
August	BoD	Review insurance contract (Aug)
	GM	Schedule backflow inspections (Sept)
	BoD	Finalize 2018 tax forms and CPA review (Sept)
September	GM	Solicit bids for 2020 Landscaping and Pool contracts
	GM	Schedule Rt 64 brush-hog and kudzu removal (Sept)
	GM	Schedule clubhouse carpet cleaning (Sept)
October	GM	Schedule clubhouse fitness equipment maintenance (Oct)
	GM	Schedule clubhouse HVAC service (n/a)
November	GM	Schedule gutter cleaning (Dec)
December	GM	Renew clubhouse bug treatment contract (Jan)

Note: Clubhouse cleaning and HOA are ongoing work agreement (no contract) at will of BOD.