

2024		Date of Annual Meeting - NOVEMBER 9 SATURDAY			Bylaw 4.4-2	
Who	Date		REQUIRED ACTION		RULES	Days
BOD	July	25	REGULAR BOD MEETING	Budget Committee Ongoing	Bylaws 6.1-1	
Secretary	Aug	16	Deadline of N&V for 8/23/24 edition	Notice: New Business Requests	Bylaws 4.4-10	
President	Aug	27	REGULAR BOD MEETING	Appoint Nominating Committee	Bylaws 5.3-1B	
				Make Announcement about New Business deadline		
				If Budget Committee wasn't approved in July, do it now		
Any Member	Sept	10	Deadline for any New Business to be placed on Agenda has to be delivered to the Secretary		Bylaws 4.4-10	60 days prior
Secretary	Sept	24	Annual Meeting Notice presented to the BOD for approval . This notice must be published no earlier than 9/20....not later than 10/30		Bylaws 4.4-4	less than 50 days 9/20 more than 10 days 10/30
BOD	Sept	24	REGULAR BOD MEETING	Approve Notice Package		
Secretary & Office Manager	Sept/Oct		Meeting Notice, Envelopes, Proxies, Census, Secrecy envelope....order to printer. Everything but BALLOT			
Nominating Committee or any member	Sept	29	Deadline for any and all Candidates for BOD has to be delivered to Secretary		Bylaws 5.3-1D	40 days prior 9/30
N&V	Sept	30	Names of Candidates can to place for publication...10/4/18		Bylaw 5.3-1D	30 days prior 10/10
Secretary	First of Oct		Secretary to schedule nominee Photographs to accompany article and posting for 10/18/23			
Manager	Sept	30	Manager presents drafts of Budgets to the Budget Committee by September 30		Bylaws 6.1-1	30-Sep
Treasurer			Schedule Budget meetings with each department to review budget		Bylaw 6.1-2	
Secretary	Oct	10	Annual Meeting Notice with Agenda must be posted OCT 10	Post Agenda	Bylaws 4.4-11	30 days prior 10/10
Secretary	Oct	10	Post Board nominees' resumes with names/pictures via Bugle Blast and on bulletin board		Bylaw 5.3-1D	30 days prior 10/10
Secretary w/ Office Manager	Oct	xx	Ballot Order to printer			
News & Views	Oct	18	N&V publish agenda and all nominees information			
President BOD Meeting	Oct	22	REGULAR BOD MEETING	President appoints Election Board		
			Approve Election Committee	Include with Motions/Agenda/Run Book	Bylaws 5.3-2	
Secretary w/ Office Manager	Oct	30	Annual Meeting notice HAS TO BE MAILED BY TODAY AT THE LATEST. It should have been done way sooner than this		Bylaws 4.4-4	
Secretary	Nov	1	Reserve space in News & Views			
Community	Nov	9-11	For results of Election... to be added at final proof time (Monday 11/11)	This is up to Election committee...if they want to count ballots same day or wait until next day. If the deadline for N&V is missed, the results will be posted on BulletinBoard and sent out by Bugle Blast		
		8th	Proxy Quorum envelopes deadline must be received by 3:00 pm		Bylaws 4.4-5	
	Nov	9	ANNUAL MEETING			
Treasurer			Proposed 2025 Budget is presented by Treasurer, then posted			
President			Date of Annal Organizational Meeting announced at meeting...meeting must take place before December 4th		Bylaws 5.5-11A	
BOD	Nov	26	REGULAR BOD MEETING			
Treasurer			Approve 2024 Budget			
BOD	Dec	10	REGULAR BOD MEETING			
President			Appoint Chair assignments			
President	Dec	24	BOD Meeeting - if needed			
Treasurer/Office Manager	Dec	30	Deadline for the Budgets to go to all Members - ORS 94.645 and Bylaw 6.1.5 This can go with annual statement		ORS 94.645 and Bylaw 6.1.5 12-26	
			Summary of budget with invoice saves separate mailing.			
			Note: News & Views does not meet requirements to disburse summary to owners.			
BOD	Jan	14	Approve Committee members			
BOD	Jan.	28	REGULAR BOD MEETING			