

Meadow Vale Farms Association Annual Schedule Of Board Responsibilities

January

Sign up to rent additional water shares midnight January 1st
3rd Monday- Board Meeting
Send out homeowner hoa monthly dues including water invoices
Review Contracts:
 CoCal landscape and mowing
 Water Technologies pump winterizing, start up, emergency repairs
 Waste Connections trash removal
 Jim Eyk domestic water readings
 Gregg Newby irrigation pond and pump management
 Elms irrigation supply contract
 Longs Peak snow removal
 PML property management

February

3rd Monday- Board Meeting
Neighborhood Improvements review- i.e. roads, fences, trees, etc.
Read Meters
Prepare annual budget
Inspect pond for sediment build up
Send out homeowner hoa monthly dues

March

3rd Monday- Board Meeting
Send out homeowner hoa monthly dues including water invoices
Clean the irrigation pond of cattails and debris
Clean lower pond of cattails and debris
Dredge pond of sediment if required
Discuss/prepare items (if any) for member vote at annual meeting (i.e. fiscal year change, covenant changes, etc.)

April

3rd Monday- Board Meeting
Read domestic water meters
Contact Cocal to begin mowing
Send out homeowner hoa monthly dues

May

1st Monday Pump House preparations. Change VFD to other pump (rotate lead pump every spring). System start up. Tuesday Leak checks (system hydro) including green belts. Wednesday water available to home owners
Annual HOA meeting, election of board members, approve annual budget
Board Meeting following annual meeting
Send out homeowner hoa monthly dues including water invoices
Purchase 200 pounds of copper sulfate for algae control. 50 pound bags are available at the Mead Co Op
Fiscal Year Ends and move funds into the Capital Reserves

June

3rd Monday- Board Meeting
Add Algaecide Copper Sulfate to ponds
Read Meters
Year-end tax preparation and filing
Perform fire hydrant performance and maintenance
Begin New Fiscal year
Send out homeowner hoa monthly dues

July

3rd Monday- Board Meeting
Send out homeowner hoa monthly dues including water invoices
Late July add second treatment of algaecide to the pump sump

August

3rd Monday- Board Meeting
Read Meters
Send out homeowner hoa monthly dues

September

3rd Monday- Board Meeting
Send out homeowner hoa monthly dues including water invoices

October

3rd Monday- Board Meeting
Read Meters
Calculate irrigation water fees
Perform pump test prior to winterization
Shut down irrigation and winterize pump house
Remove all pump packing
Blow out irrigation system and Home owners systems
Drain Pond
Send out homeowner hoa monthly dues

November

3rd Monday- Board Meeting
Send out Irrigation Bill
Send out homeowner hoa monthly dues including water invoices

December

3rd Monday- Board Meeting
Send out homeowner hoa monthly dues