

**GRAYTHORE BY MARRANO CONDOMINIUM
BOARD OF MANAGERS OPERATIONS SCHEDULE FOR 2024**

FISCAL YEAR: January 1 – December 31
BOARD MEETINGS: Monthly; Annual Meeting September
NUMBER OF UNITS BUILT: 115 OF 117

MAJOR CONTRACTS:

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|---------------------------------|-----------------------------|------------------------------|
| ● Management Group: | Fairwood Mgmt., | 4/1/2023 – 3/31/2025 |
| ● Independent Accountant | Allied CPAs, PC | Q3 Annual Renewal |
| ● Insurance Agent | Grimaldi & Assoc | Expires 9/30/2025 |
| ● Landscape Maintenance: | Award Pending | 4/1/2025 – 10/31/2025 |
| ● Snow Removal: | Elbers | 11/1/2024 – 3/31/2027 |
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Monthly Reviews

- Financial Statements
- Administrative and Legal Actions
- Maintenance Activities
- Website Updating (Meeting Minutes, Directory, etc.)

Q1 Activities

- Management Group Annual Review
- Post 2024 Budget and 2023 Independent Accountant Review
- Meet with Landscape Company to review contract before work begins
- Snow Removal Ends March 31st

Q2 Activities

- Snow Removal Annual Review (year 3 of 3)
- Snow Removal RFP & Award (Q3)
- Spring News Letter
- A&L Committee Spring Walk-Around
- Landscape Maintenance Begins April 1st

Q3 Activities

- Independent Accountant Annual Review and Renewal
- Insurance Agent Review and Renewal
- Landscape Maintenance Annual Review, and RFP/Award (Q4)
- Annual Fire Hydrant & Backflow Inspections
- A&L Committee Fall Walk-Around between late Q3 and early Q4

Q4 Activities

- Landscape RFP & Award
- 2025 Budget Review and Approval
- Landscape Maintenance ends between October 31st and November 15th
- Winter Newsletter
- Snow Removal begins November 1st
- Set 2025 Operations Schedule

