

# GRAYTHORE BY MARRANO CONDOMINIUM

## BOARD OF MANAGERS OPERATIONS SCHEDULE FOR 2025

**FICAL YEAR:** January 1 – December 31  
**BOARD MEETINGS:** Monthly; Annual Meeting in September  
**NUMBER OF UNITS BUILT:** 117 OF 117  
**MAJOR CONTRACTS:**

• Management Group:	Fairwood Mgmt.,	4/1/2025 – 3/31/2027
• Independent Accountant	Richard Romer CPA	Q3 Annual Renewal
• Insurance Agent	Grimaldi & Assoc	Expires 9/30/2025
• Landscape Maintenance:	Northridge	4/1/2025 – 11/30/2027
• Snow Removal:	Elbers	11/1/2023 – 3/31/2027

---

- Monthly Reviews**
- Financial Statements
  - Administrative and Legal Actions
  - Maintenance Activities
  - Website Updating (Meeting Minutes, Directory, etc.)
- Q1 Activities**
- Management Group Annual Review; RFP & Award (Q2)
  - Post 2025 Budget
  - Water System Inspection
  - Annual Fire Hydrant & Backflow Inspections
  - Meet with Landscape Company to review contract before work begins
  - Snow Removal Ends March 31<sup>st</sup>
- Q2 Activities**
- Snow Removal Annual Review; RFP and Award (Q3)
  - Spring News Letter
  - A&L Committee Spring Walk-Around
  - Landscape Maintenance Begins April 1<sup>st</sup>
- Q3 Activities**
- Independent Accountant Annual Review and Renewal
  - Post 2025 Independent Accountant Review
  - Insurance Agent Review and Renewal
  - Landscape Maintenance Annual Review, and RFP/Award (Q4)
  - A&L Committee Fall Walk-Around between late Q3 and early Q4
- Q4 Activities**
- Landscape Annual Review
  - 2026 Budget Review and Approval
  - Winter New Letter
  - Landscape Maintenance ends between October 31<sup>st</sup> and November 30<sup>th</sup>
  - Snow Removal begins November 1<sup>st</sup>
  - Set 2026 Operations Schedule

