

GRAYTHORE BY MARRANO CONDOMINIUM

BOARD OF MANAGERS OPERATIONS SCHEDULE FOR 2025

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

• Management Group:	Fairwood Mgmt.,	4/1/2023 – 3/31/2025
• Independent Accountant	Richard Romer CPA	Q3 Annual Renewal
• Insurance Agent	Grimaldi & Assoc	Expires 9/30/2025
• Landscape Maintenance:	Northridge	4/1/2025 – 10/31/2027
• Snow Removal:	Elbers	11/1/2023– 3/31/2025

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| Monthly Reviews | <ul style="list-style-type: none"> - Financial Statements - Administrative and Legal Actions - Maintenance Activities - Website Updating (Meeting Minutes, Directory, etc.) |
| Q1 Activities | <ul style="list-style-type: none"> - 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 31st |
| Q2 Activities | <ul style="list-style-type: none"> - Snow Removal Annual Review; RFP and Award (Q3) - Spring News Letter - A&L Committee Spring Walk-Around - Landscape Maintenance Begins April 1st |
| Q3 Activities | <ul style="list-style-type: none"> - Independent Accountant Annual Review and Renewal - Post 2024 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 | <ul style="list-style-type: none"> - Landscape RFPs & Awards (Q1) - 2026 Budget Review and Approval - Winter New Letter - Landscape Maintenance ends between October 31st and November 30th - Snow Removal begins November 1st - Set 2026 Operations Schedule |

