

SBF – 2025-26 List of Business Activities - (As of June 3, 2026)

Completed

✓ Business / Finance -

- ✓ Transfer of President position to (Tammy)- (Oct 25)-(Chris) and (Matt)
- ✓ Transfer of Vice President to Jack-(Oct 25) (Chris)
- ✓ Dues Invoice letter TBD and sent December 15, 2025- (Chris)
- ✓ Sent dues invoice, newsletter and Property owner contact sheet -December '25-(Chris)
- ✓ Receiving of Dues- Deadline January 31, 2025
- ✓ Dues collection and Lien preparation with Lawyer- (Chris)
- ✓ Budget preparation for 2026 and approval- All BOD
- ✓ Preparation of Budget Category descriptions- (Chris)
- ✓ Numerous Dues collection letters and BOD decisions to proceed with collections- (Chris)
- ✓ Received \$75 compensation from AIT installation company-May 2026 (Tammy)

✓ Communication

- ✓ Fall (November 2025) Newsletter preparation- (Matt)
- ✓ Printing of Newsletter- Received from BOD by December 10, 2025– (Tammy)
- ✓ Updating the POA Directory and posting- (Matt)/(Chris)
- ✓ January 2026 Letter, dues delay and with Directory- (Tammy)
- ✓ Park Pickleball -resolved to use the Park guidelines with adding Pickleball/basketball- (Tammy)
- ✓ Update Pavilion rules, reservation form and Reservation confirmation letter- (Tammy)
- ✓ Park board refurbishing and installation with updated 2026 documents- ammy with Ken)
- ✓ April Beautification Day Flyer- (Tammy)
- ✓ Sign up Genius Beautification Days- April 26 –(Tammy)
- ✓ Violation process in place for Property owner's-Complaints, infractions-April 2026 (Tammy)
 - Phone call made to those in question- (Tammy)
 - Letter sent to those in question- (Tammy)
- ✓ April POA communication letter- (Tammy)
- ✓ Resolution with property owner due to Renter violation requiring gate code change and restitution- May (Tammy)
- ✓ Sign up Genius for Memorial Day Picnic/ Coordinate with Judy- Events committee- May- (Tammy)
- ✓ Letter to Property owner reminding of Gate Code change in effect June 1, 2026.- May- (Tammy)

✓ Website

- ✓ Website marketing to all property owners by invitation- (Chris)
- ✓ Website management and updates posting (YTD financials 2025, Budget 2026, Activity List 2025 accomplishments; Minutes from October 2025- (Chris)
- ✓ Updating Website committees on Volunteer, Event page, Recommended Services for ease to property owner – (Tammy, Chris)

✓ Events

- ✓ Calendar for 2026 preparation/ Approval- (Tammy)
- ✓ BOD Meeting- October 22, 2025
- ✓ BOD Meeting- November 21, 2025
- ✓ BOD meeting – January 10- Budget approval
- ✓ BOD approval of Tree work contract and revision- (January 26)
- ✓ BOD April 11th meeting Agenda- (Matt)
- ✓ Beautification Days- April 25 – Task list - (Tammy , Jack)
- ✓ Picnic- Memorial Day-May 23- POSTPONED due to inclement weather

✓ **Community Projects**

- ✓ Committee Initiative- (Tammy)- January 26
 - Maintenance committee - (Jack)
 - Garden Committee- (Pat Langer)
 - Events Committee- (Judy Welty)
 - Helping Hands - (Angie Zimmer)
- ✓ Gate code update- (Jack)will research process of services update prior to gate code change.
Decided on code #
- ✓ Gate code change- Due to security concerns from April incident- informing gate company and services in community- (Jack)

Maintenance Projects

- ✓ Gate Maintenance, Remotes Programmed 2026-(Jack)
- ✓ Tree Work along the roadway- bids and Contract- (Jack)-January 26
- ✓ Scope of Work and Contractor selection for lawn mowing. Weed whacking – (Jack) -February 26
- ✓ Lawnmowing/landscape- Bids, interviews and contract- ((Jack)with Maintenance committee) - March 26
- ✓ Tree trimming along roadway- Continued Monitoring Southside completed- March 2026-(Jack)
- ✓ Basketball hoop purchase – (Tammy) -January 26
- ✓ South gate landscaping bid proposal- Stone work, power washing, trimming and weeding- (Tammy) w/ Pat and Jack-March 2026
- ✓ South gate landscaping Project completion- Stone work, power washing, trimming and weeding- (Tammy) w/ Pat and Jack- April 2026
- ✓ North gate landscaping bid proposal and completion- Stone work, trimming and weeding- (Tammy) w/ Pat and Jack-April 2026
- ✓ Basketball hoop installation process- (Tammy)- April 2026
- ✓ Installation of Park Closet shelving and bin purchase for organization- (Ken Welty with Tammy)-May 2026
- ✓ Double gate damage by Spectrum May 13th, 2026- resolution process handled by Jack and Tammy
 - Tammy called Spectrum for claim of damage to gate and also pot hole on Westridge. Spectrum will cover the cost for gate repair, waiting on the invoice.
 - Charter evaluated the pothole on Westridge 5/21/26 with Tammy. Decision will be sent via email to SBF.
 - Jack calling Tom to repair gate and estimate preparation for Spectrum payment
 - Received the reimbursement funds from Spectrum approval. Still in process as of 6/3/26- Tammy

In Process

✓ **Business / Finance -**

- Collection of 2025/26 dues- still outstanding- (Chris)
 - May 2026- all but one dues has been collected.
- Preparation of tax paperwork- (Chris)
- Evaluate need to formally establish cash reserves Money Market account for future planned and unexpected expenditures (i.e. roads, gates, and Community Park). (Chris and Angie)

✓ **Communication**

- Sign up Genius for July 4th Picnic/ Coordinate with Judy- Events committee- May- (Tammy)

✓ **Website**

- ✓ Website management and updates posting (YTD financials 2026, Budget 2026, Activity List 2026 accomplishments, Minutes April 2026, July 2026, October 2026- (Chris)
- ✓ Pictures for Committee Page to send to Chris- (Tammy, Matt)

✓ **Events**

- Picnic- July 4th – BBQ at the Pavilion
- BOD July 18th meeting
- Picnic- Labor Day – September-5
- Fall Beautification Days- September 26- (Tammy) with Judy Welty and Jack
- October 17th – 10 am Annual Property Owner Meeting & Board Meeting

➤ **Community Projects**

- Determine and evaluate the Property owners who are renting in the community. (Matt)
- Gate Code procedure document and calling all services prior to change 6/1/2026 (Matt)

➤ **Maintenance Projects**

- Evaluating Park Bathroom for replacement of fascia, window sill, painting inside walls and replaced exterior boards -(Jack)
- 2 metal frame Picnic table board replacement estimate for materials- (Tammy with Jack)
- Evaluation culverts under roadways for clearance- Contact BCFD if services can be rendered- (Jack with Tammy)
- North Side tree work cost for Shields to saw cut overhanging trees in 2027. Jack
- Double gate damage by Spectrum May 13th, 2026- resolution process handled by Jack and Tammy
 - Received the reimbursement funds from Spectrum approval.

Not Started

➤ **Business / Finance**

➤ **Events**

- Sign up Genius for September 4th- Labor Day picnic- per committee leader- (Chris)
- Sign up Genius for September 25th Beautification day –(Tammy)

➤ **Communication-**

- Mid- Year Newsletter to community- June-(Matt)
- Election BOD Nomination letter-August – (Matt)
- Election BOD Ballot preparation- August- (Matt)
- Ballot BOD and Dues Presentation voting reminder-September- (Matt)
- Ballot Tally for BOD members - September-October- (Matt)/(Tammy)
- October 16th – 10 am Annual Property Owner Meeting & Board Meeting – Minutes preparation for both meetings- (Matt)

➤ **Community Projects**

➤ **Maintenance Projects**

➤ **Other (2026 forecasting projects)**