



# Proposed Planner for VOG II

For Scheduling of various items for the year 2020 (TBA To be announced)

| Schedule             | Planned Items       | Date                     | Explanation                                                                     | Completion |
|----------------------|---------------------|--------------------------|---------------------------------------------------------------------------------|------------|
| <b>January 2020</b>  | New Budget year     | January 1, 2020          | December 2020 (Yearly in September)                                             | Done       |
|                      | Board Meeting       | January 20 <sup>th</sup> |                                                                                 | Done       |
|                      | Fire Extinguishers  | January                  | City of Clearwater FD checked yearly                                            | Done       |
|                      | Soil Erosion        | Unit 2543 C              |                                                                                 | Done       |
|                      | Dryer vent cleaning | Scheduling               | Scheduled for February                                                          | Done       |
|                      | Water Intrusion     | Scheduling               | As needed                                                                       | As needed  |
|                      | Tree Trimming       | Scheduling               | Quotes from vendors                                                             | As needed  |
| <b>February 2020</b> | Dryer Vent Cleaning | Scheduled                | February 19 <sup>th</sup> , 20 <sup>th</sup> , 21 <sup>st</sup> (every 2 years) |            |
|                      | Tree trimming       | Scheduling               | Quotes from vendors                                                             | As needed  |
|                      | Gutters & Carports  | Scheduling               | Throughout year as needed                                                       | As needed  |
|                      | Board Meeting       | Scheduling               | February 17, 2020                                                               |            |
| <b>March 2020</b>    | Roofing Update      | Scheduling               | 2007 update quotes for budge                                                    |            |
|                      | Board Meeting       | Scheduling               | March 16, 2020                                                                  |            |
|                      | Pest Intrusion      | Scheduling               | Steel wool in building vents                                                    |            |
| <b>April 2020</b>    | New Board Vote      | TBA                      | TBA                                                                             |            |
|                      | Membership Meeting  | TBA                      | TBA                                                                             |            |
| <b>May 2020</b>      |                     |                          |                                                                                 |            |
| <b>June 2020</b>     |                     |                          |                                                                                 |            |

| Schedule          | Planned Items | Date | Explanation | Completion |
|-------------------|---------------|------|-------------|------------|
| July 2020         |               |      |             |            |
| August 2020       |               |      |             |            |
| September<br>2020 |               |      |             |            |