

## **Blackhawk Homeowners Board Calendar**

### **Calendar Year 2024 – 2025**

- May 2024      - Annual membership business meeting (Wednesday May 15th)  
                  - Regular board meeting immediately after following meeting
- Jun 2024      - AZ Corporation Commission paperwork due 6/1/24
- Jul 2024      - Annual membership business meeting  
                  - Board meeting (Second Wednesday, July 10th)  
                  - Sewer maintenance & budgeting review  
                  - Insurance review and coverage discussion  
                  - P.O. Box renewal for August 1<sup>st</sup>.
- Aug 2024      - No activity
- Sept 2024     - Board meeting (Second Wednesday, Sept. 11<sup>th</sup>)  
                  - Insurance premiums all due by September 13<sup>th</sup>.  
                  - Annual fee assessment review & mailing  
                  - Blackhawk News Letter goes out October 1, with assessments invoice.
- Oct 2024      - Weed abatement letter (s) mailed out October 1<sup>st</sup>.  
                  - Assessment letter mailed out October 1<sup>st</sup>.
- Nov 2024      - Board meeting (Second Wednesday, Nov. 15<sup>th</sup>)  
                  - Annual homeowner fee assessment letters mailed out in October
- Dec 2024      - Weed Abatement 2<sup>nd</sup> letter due out December 10th.

- Jan 2025      Board meeting (Second Wednesday, January 8<sup>th</sup>)
- Annual budget approval for current year at Board meeting
  - Late homeowner's assessment fine letter(s) mailed 1st week in January
  - Preparation for annual meeting mailings
  - Preparation for accounting for taxes due 5/15/25
  - Accountants review of last years (2024) finances.
  - Review sewer system yearly plan and schedule flushing.
  - Secure a room for May annual meeting
- Feb 2025
- Mar 2025      - Board meeting (Second Wednesday, March 12<sup>th</sup>)
- Prepare and mail for annual election and membership meeting on May 13<sup>th</sup>
  - Form nomination committee for board elections
  - Annual "Accountant's Review" report
  - Approval of taxes due at board meeting
- Apr 2025      - Complete all annual election and membership meeting arrangements. Mail ballots on April 14<sup>th</sup>
- May 2025      - Annual membership business meeting (Third Wednesday, May 14<sup>th</sup>)
- Regular board meeting immediately following annual meeting