

WHA Annual Activities by Month and Department

Updated March 2026 — Consolidated from Director & Officer Duties Document

Month	Facilities Manager	Clubhouse Director	Secretary	Activities Directors	President	Vice President	Grounds Director	Membership Director	Treasurer	Pool Director	Tennis Director
JAN	Check door battery (quarterly) Collect mail daily; distribute to directors Communicate with Membership Dir & Treasurer re: dues payments	AAA Exterminating Pest Control Annual review of Rental Agreement & Addendum	Prepare & send ballot via MailChimp or Winter Acorn Coordinate printing/ mailing of Winter Acorn to all homes	Review prior-year activities & feedback Begin coordination with Social Committee Communicate early-year activities & save-the-dates	Assist Treasurer with budget finalization Monthly Board meeting & agenda Acorn newsletter article	Communicate approved slate to membership (≥10 days before Annual Mtg) Acorn newsletter article (if applicable)	Coordinate snow removal services Acorn newsletter article	Draft & distribute electronic dues invoices via QuickBooks Print & mail paper invoices for unpaid members (late Jan/early Feb) Collect dues checks from Clubhouse mailbox	Finalize approved budget; provide to Secretary for Winter Acorn Pay bills; reconcile bank statements	Send guard applications to prior-year guards (Mar 31 deadline)	
FEB	Collect mail daily; distribute to directors Communicate with Membership Dir & Treasurer re: dues payments	AAA Exterminating Sentricon monitoring	Send ballot via MailChimp (if not included in Winter Acorn)	Continue pre-planning with Social Committee Communicate save-the-dates via MailChimp/signage	Monthly Board meeting & agenda Acorn newsletter article Update Director & Officer Duties document before Annual Mtg	Confirm slate communicated to membership Support Annual Meeting preparation	Coordinate snow removal services	Mail paper invoices to unpaid members (first week of Feb) Collect dues; record payments in QuickBooks; deliver checks to Treasurer	Send final prior-year financial summary & budget forecast to membership	Recruit, interview, and hire lifeguards	
MAR	Assist with room setup for Annual Meeting Attend Annual Meeting	AAA Exterminating Pest Control Support Annual Meeting logistics; coordinate room setup with Facilities Mgrs	Prepare official ballot for Annual Meeting Support recordkeeping of votes & proceedings at Annual Meeting Provide attendance list to Secretary for minutes	Chair Social Committee to finalize proposed activities schedule Confirm dates, scope, and budget for major events Submit Activities Report at Annual Meeting	Organize & conduct Annual Meeting (10-day notice to members) Call for nominations from the floor per Bylaws Present annual reports & governance matters Recognize outgoing officers at Board Recognition Dinner (if applicable) Conduct Facilities Manager annual performance evaluation Monthly Board meeting & agenda	Support President during Annual Meeting Assist with leadership transition & officer nominations	Submit Grounds Report at Annual Meeting Coordinate snow removal (if needed) Acorn newsletter article	Provide unpaid dues list & amounts to President/Treasurer (first week) Submit Membership Report at Annual Meeting Prepare printed attendance list, voting ballots, & raffle slips Collect dues; deliver checks to Treasurer Provide completed attendance list to Secretary after meeting	Provide copies of financial update & budget forecast at Annual Meeting Present budget to membership; facilitate vote for approval	Guard applications due (Mar 31) Continue recruiting & hiring lifeguards Ensure guards set up on payroll before May 1	Power-wash courts before nets installed

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APR	Change HVAC filters (3 filters) Check door battery (quarterly) Spring cleaning of basement/storage & garage/pump room HVAC condenser cleaning	Change HVAC filters AAA Exterminating Pest Control		Plan & execute Easter Egg Hunt	Monthly Board meeting & agenda Acorn newsletter article	Website content updates	Begin spring landscaping oversight Monitor lake conditions; schedule lake treatments Inspect grounds for hazards (dead limbs, storm damage, debris)	Send first delinquency notices to members with unpaid dues Enter credit memos in QuickBooks for each Director's dues (prior fiscal year) Collect dues; deliver checks to Treasurer	Quarterly: request sign-off on expenditures from Directors Quarterly: obtain approval of financial statements from President	Schedule & coordinate pool opening activities Approve mechanical improvements & repairs prior to opening	Install tennis nets; ensure courts ready Power-wash courts (if not done in Mar) Recruit, interview, & hire tennis instructors Collect payroll docs from instructors (1-9, W-4, direct deposit)
MAY	Assist with pool uncovering Maintain chlorine/bromine supplies; order deliveries Inspect pool mechanical operations daily Begin daily debris removal from picnic area	Koorsen Fire Extinguisher Inspection Northside Window Cleaning AAA Exterminating Pest Control			Monthly Board meeting & agenda Acorn newsletter article		Monitor landscaping, lake conditions, grounds maintenance Ensure lake treatments performed; notify membership Ensure dam/spillway clear of boats	Send second delinquency notices to remaining unpaid members Coordinate with President re: liens on properties with unpaid dues Send Class C membership postcards (by early May)	File Property Assessment	Pool opening (typically May) Organize in-service training with guards & pool maintenance provider Begin supervising day-to-day pool operations Review & approve bi-weekly guard payroll	Finalize summer lesson schedule & instructor roster (by mid-May) Publish lesson schedules, costs, & sign-up info to membership Begin summer tennis lessons
JUN	Collect vending & guest fee income from guards daily Deliver income to Treasurer weekly Inspect pool mechanical operations daily	Pepper HVAC inspection & maintenance AAA Exterminating Pest Control		Neighborhood Garage Sale (June)	Monthly Board meeting & agenda Acorn newsletter article		Monitor landscaping, lake conditions, grounds maintenance Ensure lake treatments performed; notify membership		Workers Comp audit	Supervise pool operations; respond to guard/manager needs Review & approve bi-weekly guard payroll Interface with Woodlands Swim Team	Oversee summer tennis lessons & court usage Accept lesson payments; deliver checks to Treasurer Monitor court conditions
JUL	Check door battery (quarterly) Collect vending & guest fee income from guards daily Deliver income to Treasurer weekly Inspect pool mechanical operations daily	AAA Exterminating Pest Control		Fourth of July Parade and Picnic	Monthly Board meeting & agenda Acorn newsletter article		Monitor landscaping, lake conditions, grounds maintenance Ensure lake treatments performed; notify membership		File Business Entity Report Quarterly: request sign-off on expenditures from Directors Quarterly: obtain approval of financial statements from President	Supervise pool operations Review & approve bi-weekly guard payroll	Oversee summer tennis lessons & court usage Accept lesson payments; deliver checks to Treasurer

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AUG	Assist with pool closing (if late Aug) Collect vending & guest fee income from guards daily Inspect pool mechanical operations daily	AAA Exterminating Pest Control			Monthly Board meeting & agenda Acorn newsletter article		Monitor landscaping, lake conditions, grounds maintenance	Void/delete remaining unpaid Class C invoices in QuickBooks	Begin budget prep: collect project needs/wants from Board (Aug–Oct)	Schedule & organize pool closing (late Aug or Sep) Continue supervising pool operations	Organize end-of-summer tennis tournament (if desired) Determine if fall lessons will be offered
SEP	Assist with pool closing/recovery	AAA Exterminating Pest Control		Labor Day triathlon, picnic/pitch-in, and pool closing event	Monthly Board meeting & agenda Acorn newsletter article		Monitor landscaping & fall cleanup		Continue budget prep: collect project needs/wants from Board	Pool closing (if not done in Aug)	Fall lessons (if applicable)
OCT	Change HVAC filters (3 filters) Check door battery (quarterly)	Change HVAC filters AAA Exterminating Pest Control Budget forecast to Treasurer		Chili Cook-Off, pony rides, & farm animals (early Oct) Pumpkin painting & crafts (late Oct) Budget forecast to Treasurer	Monthly Board meeting & agenda Assist Treasurer with budget preparation Acorn newsletter article	Prepare preliminary list of Board/Officer candidates Begin chairing Nominating Committee (Oct–Nov)	Budget forecast to Treasurer Monitor fall cleanup & grounds conditions Acorn newsletter article	Budget forecast to Treasurer	Collect quotes for project needs & wants Continue budget prep Quarterly: request sign-off on expenditures from Directors Quarterly: obtain approval of financial statements from President	Budget forecast to Treasurer	Fall close-out; coordinate courts cleanup with Grounds Dir Budget forecast to Treasurer
NOV	Check smoke alarms (annually)	Beck's Chimney inspection & cleaning (2026; every 3rd year) Northside Window Cleaning AAA Exterminating Pest Control Budget forecast to Treasurer		Budget forecast to Treasurer	Monthly Board meeting & agenda Review draft budget with Treasurer & VP Acorn newsletter article	Continue Nominating Committee work (Oct–Nov) Review draft budget with President & Treasurer	Budget forecast to Treasurer	Budget forecast to Treasurer	Build draft budget using prior-year actuals & proposed expenses	Budget forecast to Treasurer	Remove tennis nets; store in clubhouse basement Coordinate with Grounds Dir for winter court prep Budget forecast to Treasurer
DEC	Decorate entire downstairs for Christmas	Pepper HVAC inspection & maintenance AAA Exterminating Pest Control		Plan & execute annual Christmas event (story with Santa & family photos)	Monthly Board meeting & agenda Review & approve budget at Dec Board meeting Acorn newsletter article	Present proposed slate of candidates to Board for review & approval	Coordinate snow removal services	Collaborate with Board on any changes to annual dues Prepare invoices for January distribution	Distribute draft budget to Board as pre-read Review & obtain Board approval of budget at Dec meeting		

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ON-GOING	<p>Attend monthly Board meetings</p> <p>Keep monthly report of duties; provide to President</p> <p>Walk grounds several times/week; pick up debris</p> <p>Weekly garbage pickup; keep dumpster area clean</p> <p>Light mowing outside Clubhouse</p> <p>Manage keyless entry codes (monthly review)</p> <p>Weekly: dust cabinets, clean appliances</p> <p>Monthly: thorough cleaning of bathrooms & first floor</p> <p>Sweep garage/pump room daily/weekly; keep drains clear</p> <p>Replace paper goods, empty trash, maintain porch</p> <p>Provide vendor access as directed by Directors</p>	<p>Oversee rentals, policies, repairs & maintenance</p> <p>Maintain keyless entry system & access controls</p> <p>Maintain Clubhouse documents on Google Drive</p> <p>Ensure current Rental Agreement on WHA website</p> <p>Oversee video surveillance system (shared with VP)</p> <p>Coordinate with Facilities Mgrs on operations</p>	<p>Record & preserve minutes of all meetings</p> <p>Document motions & vote results</p> <p>Publish approved minutes & Acorn to WHA website</p> <p>Oversee WHA Acorn newsletter (3+ issues/year)</p> <p>Maintain website content</p> <p>Archive official communications on website</p>	<p>Chair Social Committee; coordinate volunteers</p> <p>Manage HOA social media (Facebook, X, Instagram)</p> <p>Manage HOA MailChimp communications</p> <p>Maintain activity supplies in Clubhouse</p> <p>Submit monthly Activities Report to Board</p> <p>Submit reimbursement requests to Treasurer</p> <p>Acorn newsletter article each issue</p>	<p>Chief executive officer; supervise Association affairs</p> <p>Preside at all Board & Corporation meetings</p> <p>Ex officio member of all committees</p> <p>Address & mediate issues (Board members & neighbors)</p> <p>Respond to member inquiries or refer appropriately</p> <p>Assist Directors with contracting & operations</p> <p>Champion modernization of governing documents</p> <p>Pursue risk-mitigation & multi-year planning</p> <p>Authorized user on all WHOA bank accounts</p> <p>Oversee Facilities Managers (admin supervisor)</p> <p>Primary liaison with legal counsel</p> <p>Oversee insurance package with Treasurer</p>	<p>Two-year rotating term: VP (Yr 1) → President (Yr 2)</p> <p>Learn from & support President</p> <p>Assume President duties if President absent</p> <p>Mentor prospective Board members</p> <p>Risk-mitigation & multi-year planning</p> <p>Owner of neighborhood website</p> <p>Work with website administrator</p> <p>Backup to Clubhouse Dir for video surveillance</p>	<p>Primary authority for all grounds matters</p> <p>Approve/reject all grounds decisions</p> <p>Oversee contractors for grounds maintenance</p> <p>Oversee lake treatments, dam, bridge, parking lot</p> <p>Oversee landscaping company</p> <p>Inspect for hazards (dead limbs, storm damage, debris)</p> <p>Maintain watercraft registration records</p> <p>Dam inspection every 2 years (biannual)</p> <p>Maintain Dam Emergency Action Plan</p> <p>Coordinate with Hamilton Co. Emergency Mgmt & City of Carmel</p>	<p>Maintain membership database (QuickBooks & spreadsheets)</p> <p>Keep MailChimp distribution list current</p> <p>Provide updated rosters to Board & Clubhouse Mgrs</p> <p>Respond to title/finance company requests within 10 days</p> <p>Issue HOA Dues Assessment letters; add fee in QuickBooks</p> <p>Send welcome letters & info packets to new homeowners</p>	<p>Custody of all WHA funds & securities</p> <p>Maintain designated bank accounts (NBof, Chase, PNC)</p> <p>Pay bills regularly (USPS & electronic autopay)</p> <p>Maintain financial records (Excel + bank statements)</p> <p>Reconcile bank statements monthly</p> <p>Provide financial report at each Board meeting</p> <p>Reimburse Directors for approved expenses</p> <p>CPA examination of books (at least every other year)</p> <p>Work with CPA (Comer Nowling) on annual tax returns</p> <p>Oversee WHA insurance coverage with President</p> <p>Two-step QuickBooks verification for dues (with Membership Dir)</p>	<p>Overall supervision of pool operations & personnel</p> <p>Primary contact with Board of Health; ensure compliance</p> <p>Negotiate & manage pool contracts (chemicals, mechanical, deck)</p> <p>Submit monthly Pool Report to Board</p> <p>Acorn newsletter article each issue</p>	<p>Attend monthly Board meetings</p> <p>Supervise tennis court operations & maintenance</p> <p>Coordinate with Treasurer for equipment budget</p> <p>Inspect courts for debris, safety, maintenance needs</p> <p>Communicate with Grounds Dir re: court-area maintenance</p> <p>Manage tennis court message board</p> <p>Maintain lesson & court sign-ups (Skedda)</p> <p>Submit monthly Tennis Report to Board</p> <p>Acorn newsletter article each issue</p>