Martin	Task Title	Task Responsible e	2nd Task Resp	3rd Task Resp	UpStream Status	UpStream Repeating	Season	Month/Date	Frequency	UpStream Start Date	UpStream End Date	Project Notes	Working Questions & Notes
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24 Moss Cheke - Fallac Curbs Sidewalls Im			Donw		_			Marable.					
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Repert Note Server Note						• •	Spring/Fall						
28 Plant New Trees	•												Larry Green 9-22-20 Yearly Routine
30 Project Performance Report Pete A Scheduled Annual, Jan January Scheduled 2021-01-01 2021-01-01 2021-01-01 10 Update 3 Project 3 Project 3 Project Pete A Scheduled None Annual, Apr., Oct. Spring Fall March/September Scheduled None Annual, Apr., Nov. Spring Fall April/November Spring Fall													
31 Publish Printed Resident Lists Repeating Semi-Annual, Apr, Oct Spring Fall March/September Schedule Annual Apr Apr			DonW				Winter	•					Larry Green 9-22-20 Yearly Routine
22 Renew Web and Software License								•				•	
38 Reside Certificate							Spring Fall	March/September				·	
34 Roof Replacement 8everly 8 0ale8 Scheduled None 20 Years 20													
Secretary Refill - Daily Check Joannew Severy Daile Separating Semi-Annual, Apr, Nov Spring/Fall April/November Spring/Fall 2021-04-30 Clock cools; for moss, treat as nec Larry Green 9-22-20 Yearly Routine 2021-04-30 Social Check daily; refill as needed Severy Secretary Repairs Severy Severy Secretary Repairs Severy Daile Severy Secretary Repairs Severy Daile Severy Daile Severy Secretary Repairs Severy Daile Daile Severy Daile Daile Severy Daile Severy Daile Daile Daile Severy Daile Da													
36 Santzier Reffil - Daily Check Joanne W Joanne	·				Scheduled								
37 Secretary Responsibilities Patty	35 Roof Treatment for Moss	BeverlyB	DaleB		Repeating	Semi-Annual, Apr, Nov	v Spring/Fall	April/November	Spring/Fall	2021-04-01	2021-04-30	Check roofs for moss, treat as nee	Larry Green 9-22-20 Yearly Routine
Social Scheduling Sheilar Shei	36 Santizier Refill - Daily Check	JoanneW			As Needed	Weekly, Mar, Apr		Daily	•			**	
Street Curb Repairs Severly Sale Severly Sale Severly Sale Severly Sale Severly Sale Severly Sale Sale Severly Sale	37 Secretary Responsibilities	PattyL		none	Manage	None			A/N	2021-01-01	2021-12-31		
40 Street Reseal Cracks 40 Street Reseal Cracks 40 Street Reseal Cracks 40 Street Reseal Cracks 40 Street Seal Coat 41 Street Seal Coat 42 Street Soal Coat 43 Street Soal Coat 44 Street Soal Coat 45 Street Soal Coat 45 Street Soal Coat 45 Street Soal Coat 46 Street	38 Social Scheduling	SheilaJ			As Needed	None			A/N	2021-01-01	2021-12-31		
41 Street Seal Coat Beverly® DaleB As Needed 12 Street Snow Removal JimT DonW As Needed 12 Street Snow Removal JimT DonW As Needed 12 Street Snow Removal JimT DonW As Needed 12 Street Snow Removal JimT As Needed 12 Street Snow Removal JimT As Needed 12 Street Snow Removal 13 Street Snow Removal 13 Street Snow Removal 14 Street Snow Removal 15	39 Street Curb Repairs	BeverlyB	DaleB		As Needed	None			A/N	2021-01-01	2021-12-31		Larry Green 9-22-20 Yearly Routine
42 Street Snow Removal JimT DonW As Needed None Winter January A/N 2021-01-01 2021-12-31 Larry Green 9-22-20 Yearly Routine 43 Stump Ginding JimT As Needed Jan Winter January A/N 2021-01-01 2021-12-31 Larry Green 9-22-20 Yearly Routine 44 Sunshine Committee CharlotteM Manage None A/N 2021-01-01 2021-12-31 2021-03-08 Inventory & Purchase as Needed 46 Test Water System JimT DonW Scheduled Apr Spring May Spring 2021-04-01 2021-03-08 2021-03-08 Inventory & Purchase as Needed 46 Test Water System JimT DonW Scheduled Apr Spring May Spring 2021-04-01 2021-04-20 400 Empty 47 Trash to Curb Nettler Scheduled Gwekly, Mar, Apr Wekly Weekly Weekly 2021-01-03 2021-04-03 Empty 48 Tree Removal JimT DonW Scheduled Oct Fall October Fall 2021-01-01 2021-12-31 Larry Green 9-22-20 Yearly Routine 49 Turn Off Irrigation Water JimT DonW Scheduled May Spring May Spring Noter Fall 2021-01-01 2021-10-31 City Larry Green 9-22-20 Yearly Routine 51 Update of Motion Log Book PattyL Pete Scheduled May Spring March Spring January Schedule 2021-02-10 2021-02-20 Secretary to extract; IT Update 52 Foundation Vents Close JimT DonW Scheduled Nov Fall November Fall 2021-03-01 2021-03-01 2021-03-01 Close foundation vents Larry Green 9-22-20 Yearly Routine 54 Website Files Update-Monthly Pete A Repeating Monthly, Mar, Apr Monthly Schedule 2021-03-01 2021-03-01 2021-03-01 Update Combine previous year files; Clubhot 55 Welcome Homeowners Books PattyL EarlS Joannew As Needed None Summer Monthly Schedule 2021-03-01 2021-03-01 IT Update Combine previous year files; Clubhot 55 Welcome Homeowners Books PattyL EarlS Joannew As Needed None Summer Sockedule 2021-03-01 2021-03-01 2021-03-01 IT Update Combine previous year files; Clubhot 56 Welcome Homeowners Books PattyL EarlS Joannew As Needed None Summer Socked Petrop 10 2021-03-01 2021-03-01 2021-03-01 IT Update Combine previous year files; Clubhot 56 Welcome Homeowners Books PattyL EarlS Joannew Scheduled None Summer Socked Petrop 10 2021-03-01 2021-03-01 2021-03-01 IT Update Combine previous year files; Clu	40 Street Reseal Cracks	BeverlyB	DaleB		As Needed	None		April	A/N	2021-01-01	2021-12-31	Check street for cracks, re-seal as	Larry Green 9-22-20 Yearly Routine
43 Stump Ginding JimT	41 Street Seal Coat	BeverlyB	DaleB		As Needed	None			A/N	2021-01-01	2021-12-31		Larry Green 9-22-20 Yearly Routine
44 Sunshine Committee CharlotteM BeverlyB Scheduled Bi-Monthly, Mar, Apr Spring May Spring Scheduled Apr Spring May Spring Spring May Spring Spring May Spring Monthly Meekly Me	42 Street Snow Removal	JimT	DonW		As Needed	None			A/N	2021-01-01	2021-12-31		
45 Supply Management 46 Test Water System ImT DonW Scheduled Apr Spring May Spring 2021-03-08 2021-04-01 2021-04-02 2021-04-02 2021-04-01 2021-04-03 2021-04-0	43 Stump Ginding	JimT			As Needed	Jan	Winter	January	A/N	2021-01-01	2021-12-31		Larry Green 9-22-20 Yearly Routine
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47 Trash to Curb NettieP Scheduled JimT DonW Scheduled JimT DonW Scheduled Oct Fall October Oct	45 Supply Management	BeverlyB			Scheduled	Bi-Monthly, Mar, Apr		Bi-Monthly	Bi-Monthly	2021-03-08	2021-03-08	Inventory & Purchase as Needed	
Ha Tree Removal Ha Turn Off Irrigation Water Ha Value A Schedule May Ha Veeled Nov Ha Washing Pegyor Ha Value Water Ha Val	16 Test Water System	JimT	DonW		Scheduled	Apr	Spring	May	Spring	2021-04-01	2021-04-20	ı	
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