

Task Title	Task Responsibility	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
T01 Activity Director	UnAssigner	CherieT		Manage	None			A/N	2021-01-01	2021-12-31		
T02 Annual Review	EarlS			Scheduled	Annual		Annual	Annual	2021-12-10	2021-12-20		Of What? More descriptive title needed
T03 Back Flow Preventer Test	JimT	DonW		Scheduled	May	Spring	May	Spring	2021-05-01	2021-05-31		Larry Green 9-22-20 Yearly Routine
T04 Banking	EarlS	BeverlyB		As Needed	None			A/N	2021-01-01	2021-12-31		
T05 Bill Payments	EarlS			Scheduled	Monthly, Mar, Apr		Monthly	Monthly	2021-03-25	2021-03-28		
T06 Blow Out Irrigation System	JimT	DonW		Scheduled	Oct	Fall	October	Fall	2021-10-01	2021-10-31		Larry Green 9-22-20 Yearly Routine
T07 Budget	EarlS	Committee		Scheduled	Annual, Oct	Fall	October	Annual	2021-10-01	2021-11-15		
T08 Calendar Setup/Printing	Pete A			Repeating	Monthly, Jan, Jul		January/July	Schedule	2021-06-16	2021-06-26	IT Update; birthdays; social	Clubhouse Print & Website
T09 Carpet Cleaning	NettieP			Repeating	Bi-Monthly, Mar, May, Jul, Sep, Nc		Monthly	Monthly	2021-04-03	2021-04-03	As needed; check monthly	
T10 CC&R's, By-laws & Rules & Regs	JoanneW	LindaS		As Needed	None			A/N	2021-01-01	2021-12-31		
T11 Check Entrance Sign for Repainting	BeverlyB	JoanneW		Scheduled	Annual, Mar	Spring	March	A/N	2021-03-10	2021-03-31		Larry Green 9-22-20 Yearly Routine
T12 Dryer Vent Cleaning	BeverlyB			Scheduled	Semi-Annual		Even No. Years	Even No. Years	2022-06-02	2022-06-30	Every other year Even Number	Larry Green 9-22-20 Yearly Routine
T13 Emergency Preparedness	LynnK	CherieT		As Needed	None			A/N	2021-01-01	2021-12-31		
T14 Fire Extinguisher Inspection	SheilaJ			Scheduled	Bi-Annual		June	6 Month	2021-06-01	2021-06-30	Check	
T16 Garage Door Openers	CarlG			As Needed	None			A/N	2021-01-01	2021-12-31	Replace if not repairable	
T17 Garage Doors	CarlG			As Needed	None			A/N	2021-01-01	2021-12-31	Replace old style	
T18 General Cleaning	NettieP			Scheduled	Bi-Monthly, Mar, Apr		Bi-Monthly	Bi-Monthly	2021-03-01	2021-03-01		
T19 Clean Gutters	JimT	DonW		Scheduled	Nov	Fall	November	Schedule	2021-01-01	2021-12-31	When All the Leaves Are Down	Larry Green 9-22-20 Yearly Routine
T20 Leaky Gutter Replacement	BeverlyB	DaleB		Scheduled	May, Jun, Jul, Aug			Schedule	2021-04-15	2021-04-15	Replace Leaky Gutters as Necessary	Larry Green 9-22-20 Yearly Routine
T21 HOA Collection	EarlS	BeverlyB		Scheduled	Monthly, Mar, Apr		Monthly, Mar, Apr	Monthly	2021-03-01	2021-03-10		
T22 Landscaping Work Orders	JimT	DonW		Manage	None			A/N	2021-01-01	2021-12-31		
T23 Library Management	SheilaJ			As Needed	Weekly, Mar, Apr		Weekly	Weekly	2021-01-01	2021-12-31		
T24 Moss Check - Patios Curbs Sidewalks	JimT			Repeating	Oct	Fall	October	Fall	2021-06-01	2021-06-01	Clean as needed	Larry Green 9-22-20 Yearly Routine
T25 Outside Lights and Fixtures	BeverlyB	RonR		As Needed	None			A/N	2021-01-01	2021-12-31	Check and when reported	Larry Green 9-22-20 Yearly Routine
T26 Outside Water Faucets	JimT	DonW		Scheduled	Apr, Oct	Spring/Fall		Spring/Fall	2021-04-15	2021-04-15		
T27 Schedule Unit Painting	BeverlyB	JoanneW		Scheduled	None			Schedule	2021-03-01	2021-12-31	Schedule as needed	Larry Green 9-22-20 Yearly Routine
T28 Pest Control Work Orders	BeverlyB	DaleB		As Needed	None			A/N	2021-01-01	2021-12-31		
T29 Plant New Trees	JimT	DonW		Scheduled	Jan	Winter	January	A/N	2021-01-01	2021-12-31		Larry Green 9-22-20 Yearly Routine
T30 Project Performance Report	Pete A			Scheduled	Annual, Jan		January	Schedule	2021-01-01	2021-01-10	IT Update	
T31 Publish Printed Resident Lists	Pete A			Repeating	Semi-Annual, Apr, Oct	Spring Fall	March/September	Schedule	2021-03-20	2021-03-25	IT Update	
T32 Renew Web and Software Licenses	Pete A			As Needed	None			A/N	2021-01-01	2021-12-31		
T33 Resale Certificate	EarlS	JoanneW		As Needed	None			A/N	2021-01-01	2021-12-31		
T34 Roof Replacement	BeverlyB	DaleB		Scheduled	None	20 Years	20 Years	20 Years	2021-01-01	2021-01-01	Was \$75K approx last time 2006	Larry Green 9-22-20 Yearly Routine
T35 Roof Treatment for Moss	BeverlyB	DaleB		Repeating	Semi-Annual, Apr, Nov	Spring/Fall	April/November	Spring/Fall	2021-04-01	2021-04-30	Check roofs for moss, treat as nec	Larry Green 9-22-20 Yearly Routine
T36 Santizier Refill - Daily Check	JoanneW			As Needed	Weekly, Mar, Apr		Daily	Daily	2021-01-03	2021-04-30	Check daily; refill as needed	
T37 Secretary Responsibilities	PattyL		none	Manage	None			A/N	2021-01-01	2021-12-31		
T38 Social Scheduling	SheilaJ			As Needed	None			A/N	2021-01-01	2021-12-31		
T39 Street Curb Repairs	BeverlyB	DaleB		As Needed	None			A/N	2021-01-01	2021-12-31		Larry Green 9-22-20 Yearly Routine
T40 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
T41 Street Seal Coat	BeverlyB	DaleB		As Needed	None			A/N	2021-01-01	2021-12-31		Larry Green 9-22-20 Yearly Routine
T42 Street Snow Removal	JimT	DonW		As Needed	None			A/N	2021-01-01	2021-12-31		
T43 Stump Ginding	JimT			As Needed	Jan	Winter	January	A/N	2021-01-01	2021-12-31		Larry Green 9-22-20 Yearly Routine
T44 Sunshine Committee	CharlotteM			Manage	None			A/N	2021-01-01	2021-12-31		
T45 Supply Management	BeverlyB			Scheduled	Bi-Monthly, Mar, Apr		Bi-Monthly	Bi-Monthly	2021-03-08	2021-03-08	Inventory & Purchase as Needed	
T46 Test Water System	JimT	DonW		Scheduled	Apr	Spring	May	Spring	2021-04-01	2021-04-20		
T47 Trash to Curb	NettieP			Scheduled	Weekly, Mar, Apr		Weekly	Weekly	2021-01-03	2021-04-30	Empty	
T48 Tree Removal	JimT			Scheduled	Jan	Winter	January	Schedule	2021-01-01	2021-12-31		Larry Green 9-22-20 Yearly Routine
T49 Turn Off Irrigation Water	JimT	DonW		Scheduled	Oct	Fall	October	Fall	2021-10-01	2021-10-31	City	Larry Green 9-22-20 Yearly Routine
T50 Turn On Irrigation Water	JimT	DonW		Scheduled	May	Spring	May	Spring	2021-05-01	2021-05-31	City	Larry Green 9-22-20 Yearly Routine
T51 Update of Motion Log Book	PattyL	PeteA		Scheduled	Annual, Jan	Spring	January	Schedule	2021-02-10	2021-02-20	Secretary to extract; IT Update	
T52 Foundation Vents Close	JimT	DonW		Scheduled	Nov	Fall	November	Fall	2021-10-10	2021-10-10	Close foundation vents	Larry Green 9-22-20 Yearly Routine
T53 Foundation Vents Open	JimT	DonW		Scheduled	Mar	Spring	March	Spring	2021-03-01	2021-03-30	Open foundation vents, check for	Larry Green 9-22-20 Yearly Routine
T54 Website Files Update - Monthly	Pete A			Repeating	Monthly, Mar, Apr		Monthly	Schedule	2021-03-01	2021-03-01	IT Update	Combine previous year files; Clubhouse I
T55 Welcome Committee	BeverlyB	EarlS		Manage	None			A/N	2021-01-01	2021-12-31		
T56 Welcome Homeowners Books	PattyL	EarlS	JoanneW	As Needed	None			A/N	2021-01-01	2021-12-31		
T57 Window Replacement	BeverlyB	LindaS		Scheduled	None	Summer		Schedule	2021-01-01	2021-01-01		
T59 Window Washing	PeggyC			Scheduled	Semi-Annual, May, Sep	Spring/Fall	Mar, Sep	Spring/Fall	2021-03-01	2021-03-01	Include Clubhouse Windows Outside	Larry Green 9-22-20 Yearly Routine
T60 Windows Check for Dry Rot or Leaks	BeverlyB	LindaS		Scheduled	Feb	Spring	February	Schedule	2021-02-01	2021-02-28	Prepare Replacement List	Larry Green 9-22-20 Yearly Routine
T61 Xmas Lights	UnAssigned			Scheduled	Dec		Yearly	Yearly	2021-12-01	2021-12-31	Setup and Take Down	
T62 Club house Furnace AC Fireplace Ins	SheilaJ			Scheduled	Bi-Annual		June	6 Month	2021-06-01	2021-06-30	Check	Larry Green 9-22-20 Yearly Routine