

VACNCA Work Orders	Vendor	Time	VACNCA #
Gutters - replacement/schedule	Whatcom Gutters	A/T	Bev/Dale
Roof replacement. Scheduled	Mount Baker Roofing	A/T	Bev/Dale
Roof treatment for moss	Mount Baker Roofing	Fall	Bev/Dale
Street -Curb repairs		A/T	Bev/Dale
Street -Seal coat		A/T	Bev/Dale
Window replacement -Doug	Bev/Doug Lankhar	A/T	Bev/Linda Skeeks
Windows -check for dry rot/seal loss		A/T	Bev/Linda Sheeks
Welcome Committee		A/T	Bev/Earl
Lights - & fixtures		A/T	Bev/Ron Roberts
Pest Work Orders		A/T	Bev/Dale
Sunshine Committee		A/T	Charlotte
Library		A/T	Sheila Johansen
Purchasing CHouse supplies		A/T	Bev
C/H Empty Trash		Weekly	Nethe Post
C/H Shampoo carpet		As Needed	
CH Weekly Cleaning		Weekly	Nethe Post
CH Social		Covid	Cheryl/Helen
CH Extracurricular Director		Covid	Cherie Thomas
CH - Xmas Lights		Dec	
CH Santizier		A/T	JoAnne Wyatt
CH - check fire extinguisher	Security Solutions	Fall	Sheila Johansen
CH -furnace, AC and fireplace	Lynden Sheet Metal	Fall	Sheila Johansen
Garage Door openers	Overhead doors	Arrange	Carl Grant
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Treasurer Responsibilities		A/T	Earl
Bill payments		Monthlu	Earl/

Banking		Monthly	Earl/Bev
HOA Collection		Monthly	Earl/Bev
Budget			Earl/com.
Resale Certificate		A/T	Earl/JoAnne
Annual Review		A/T	Earl
Trees - remove		Fall	Jim
Trees check for removal schedule		Fall	Jim/
Trees -Grind stumps		A/T	Jim
Gutters - clean		Fall	Jim/Don
Landscaping work orders		A/T	Jim/Don
Outside water faucets		Fall/Spring	Jim/Don
Patios, curbs, sidewalks for Moss (clean as needed)		A/T	Jim/Don
Street -Snow removal		winter	Jim/Don
Trees- plant new trees		Spring	Jim/Don
Vents - close		Fall	Jim/Don
Vents - open		Spring	Jim/Don
Water -Blow out system		Fall	Jim/Don
Water -Test system.		Spring	Jim/Don
Water -Turn on water (city test back flow preventers	City/Blythe plumbing	Spring	Jim/Don
Water -Turn-off water		Fall	Jim/Don
Painting -Check entrance sign	DanCohn/Wtcm CountyPaint	Spring	Bev/Jo Anne/
Painting schedule	DanCohn/Wtcm CountyPaint	Spring	Bev/Jo Anne/
CC&R's, By-laws & Rules & Reg	Attorney Thulin		Jo Anne/Marie Bishop/Linda Sheeks
Emergency Preparedness			Lynn/Cherie
CH window washing	Michael's Window Washing	Spring	Peggy Cook
Dryer Vent cleaning	Andgar Heating & Air Cond	Even yrs	Bev/
Secretary Responsibilities		A/T	Patty

Window Washing	Michael's Window Washing	Fall	Peggy Cook
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