

Casta Del Sol

2023 ANNUAL CALENDAR

The Annual Meeting is held in June at a time and place designated by the Board of Directors with notification given to all owners not less than ten (10) nor more than sixty (60) days prior to the date. In June 2023, the Association will be electing three (3) new Board members. Board member terms open for election in 2023 are Marci Smith, Joe Hachadoorian and Matt Loftus.

ANNUAL MEETING / BOARD ELECTION

The Election Committee, the Inspector of Elections and the Board of Directors shall plan to complete calendar items below, on or before the dates specified.

- 12/15/22 Board appointment of Election Committee Chair and Inspector of Election.
- 1/05/23 Board reviews the annual calendar setting dates for the 51st Annual Meeting (June 22), Meet the Candidates Night (tentatively set for May 25), deadline for candidate applications for names to be on the proxy/ballot (April 15), and sets record date for owner's 30 day review (March 17).
- 1/11/23 Election Committee must complete Election Operating Rule draft to get to January 19 Regular Board Meeting.
- 1/18/23 Election Committee finalizes the 2023 Candidate Application and Nomination General Notice.
- 1/19/23 Approve draft Election Operating Rules – OK for 28-day member review. Approve blanket General Notice preparation and publication by Election Committee.
- 2/03/23 Submission to *Courier* of article soliciting candidates for Board election for March issue, publish Candidates Application. Courier Shaded Box about 1/24/23 Nomination General Notice.
- 2/16/23 Approve Candidate Application and confirm to be printed and available on March 1, 2023.
- 2/24/23 Have Nomination General Notice posted on CDS Website and posted on HOA Bulletin Boards.
- 3/01/23 General Notice of the Procedures and deadlines to submit a nomination is posted. The Candidate Applications are available at Rec. #1 and on the CDS website.
- 3/03/23 Submission to *Courier* of article soliciting candidates for April issue.
- 3/16/23 Approve Election Rules. Approve "Voter Eligibility List". OK for "Staff" to handle reviews and corrections with Member reviews to start 4/3/23.
- 3/23/23 Cannot amend Election Rules after this date (90 days prior to 6/22/23 Election).
- 3/31/23 Deadline for election candidates to submit a resume and picture for printing in the May issue of the *Courier* and advertising Meet the Candidates night.
- 4/03/23 Create Voter Eligibility List /Start Member 30-day review.
- 4/07/23 All Candidate info to *Courier*.

- 4/14/23 Ballot deadline for printing candidates' names and resumes for distribution with ballots and for review at the May Workshop Meeting. After this date, a candidate will be a "write-in" candidate.
- 4/17/23 Deadline to determine if all Candidates are qualified or offer IDR for resolution.
- 4/20/23 Election Committee creates the "Candidate Registration List" General Notice to allow candidate review and approval.
- 4/20/23 Board reviews any additional election matters and receives Election Committee report as to Election General Notice to be posted 4/21/23.
- 4/21/23 General notice 30 days before the Ballots are mailed (Ballot return info, Ballot counting info, list of candidates deadline to post or mail).
- 5/04/23 Board reviews & authorizes *Annual Meeting Notice and Ballot*. Reviewed by attorney to confirm compliance with Code. Locks in Voter Eligibility List (Complete 30-day review).
- 5/04/23 Record date for owners. (Provide voter eligibility list to Inspector of Elections and mailing labels.)
- 5/05/23 End of day deadline to print resident list for Inspector of Elections.
- 5/08/23 Ballots and Election Documents to printer to mail before 5/25/23.
- 5/18/23 Candidates introduced to the community at Board meeting. Candidates are given 3 minutes to introduce themselves. Approve ballot and Election Notice Mailing Verified on Consent Calendar.
- 5/19/23 Deadline for mailing *Notice of Annual Meeting Ballot and ballot box made available by staff*.
- 5/25/23 Meet the Candidates Night, Vista Room 7:00 p.m. May be live and/or on Zoom (tentative, subject to change)
- 6/21/23 Election Committee meets at 9:00 a.m. in the Vista Room to tabulate ballots. Ballot Box temporarily closed at 9:00 a.m. Ballot Box reopens after tabulation to accept ballots up to the close of "Nominations" at the Annual Meeting.
- 6/22/23 51st Annual Meeting. A quorum of 964 must be present, in person, by ballot or proxy, to hold valid meeting.

AUDIT & BUDGET PROCESS

- 04/06/23 Review 2022 Audit at Board Workshop Meeting.
- 04/20/23 Approve 2022 Audit at Regular Meeting. Send to printer.
- 04/25/23 Mail annual audit to homeowners.
- 5/15/23 Reserves Organizational Meeting for Committee Chairs. (tentative, subject to change).
- 06/02/23 Reserve Committee begins 2024 Reserve Study review. Started earlier in March 2022.
- 06/15/23 Approve Auditor for 2023 fiscal year. (tentative, subject to change).
- 07/07/23 2024 Budget worksheets distributed to major committees & staff requesting they be returned no later than August 7th.
- 07/21/23 Reserve Committee submits their draft recommendation to Reserve Consultant.

- 08/03/23 Draft of Preliminary Reserve Study due from Reserve Consultant for Committee Review.
- 08/07/23 Provide Powerstone draft budget to Budget & Finance Committee.
- 08/10/23 Draft of Updated Reserve Study due from consultant. (tentative, subject to change)
- 08/14/23 Board and Committee meet with Powerstone General Manager to review information in preparation of the 2024 draft budget. (This is an on-or-about date).
- 08/21/23 2024 Budget & Finance Committee Meeting - Budget worksheets/ review procedures - 1:00 p.m.
- 08/29/23 Joint Pre-Meeting with Board/Budget & Finance Committee to discuss Budget concepts for 2024.
- 09/01/23 Final version of the Reserve Study due from consultant (tentative, subject to change)
- 09/12/23 All-Day Budget & Finance Committee Meeting - Review proposed budget and develop 2024 recommended budget to be presented to the Board of Directors. All Committee Chairs invited to participate – 9:00a.m. (tentative, subject to change)
- 09/18/23 Budget & Finance Meeting – Final committee review before submittal for BOD approval – 1:00 p.m. (tentative, subject to change)
- 09/20/23 Final budget due for Board meeting preparation.
- 09/26/23 Special Joint Board Workshop Meeting (if needed) - Committee and Board review of 2024 recommended budget. – 9:00 a.m.
- 10/05/23 Board Workshop Meeting - Review and discuss 2024 recommended budget, reserve funding, and annual policy statement. – 9:00 a.m.
- 10/19/23 Regular Meeting of the Board - 2024 Budget approved. 1:00p.m.
- 11/01/23 DEADLINE for mailing adopted budget, reserve funding, and policy statement to all homeowners, no less than 30, no more than 60 days prior to end of year.