

Reporting Timelines

January 1 Association Financial Report with all income and expenditure
This is already accomplished by filing a copy of the monthly financial report on the web site.

January 1 Association Budget for the new year
This requires publishing the budget or as a minimum the budget exists and where to get a copy.

March 1 (Every even year) Certification of age of residents
This is required every biannually from the date of the first report. Technically our first report was in June 2004. However, we started reporting as a group within KingsRidge and the date was approximately March 1.

*renew Fidelity Bond/Crime Policy due April

April 15 Federal Income Tax Form 1120H

May 1 File Annual Report.
Generally filed earlier but deadline is May 1 of each year. Can be accomplished on line.

Also: 720.303(2((e) At the first board meeting, excluding the organizational meeting, which follows the annual meeting of the members, the board shall consider the desirability of filing notices to preserve the covenants or restrictions affecting the community or association from extinguishment under the Marketable Record Title Act, chapter 712, and to authorize and direct the appropriate officer to file notice in accordance with s. [720.3032](#)

JUNE 23 Auction for meeting rooms at clubhouse. Call Lindsey and she will schedule Lancaster HO Associations ahead of time as associations meetings are not subject to the auction. Also let her know the annual meeting date as she will schedule a larger room for that meeting.

*Renew: D&O policy due

Aug 1 Certificate by Directors (NEW)

Within 90 days of taking office, directors must sign a letter stating they have read required documents. This date can change if directors are elected at any time other than the annual meeting.

*Renew Liability policy due

Nov 1 Approve annual Budget.

This time is necessary to prepare coupons and or ACH permissions with bank, and assure delivery to residents in a timely manner.

Renew Website Lancaster

Nov 22 Annual Report of Association finances (NEW)

Requires a report to be sent to state with FEIN, official address, # parcels, revenue and income

Meeting Dates and Other:

KR ACC:

KR Master Association Board of Directors: 4th Wed in each month at 8:30 a.m. til.

KR Master Association Election of New Directors:

Change of Officers: Notify clubhouse and they will print new business cards