Kohabit
Condo management, finally simple and calm.

Annual calendar of a volunteer condo board

Six periods, one page. A board that follows a written calendar works less than a board that improvises, because it never rediscovers a deadline under pressure.

Condo association: ____________________________ Fiscal year: ______________

Every month (about 1 h)

- [ ] Twenty-minute visual walk through the common areas
- [ ] Note what you see, even what is not urgent
- [ ] Pay the vendors
- [ ] Review the open maintenance requests

Every quarter (board meeting)

- [ ] Short agenda, minutes written even if brief
- [ ] Reconcile the bank account and the charges collected
- [ ] Review the list of arrears
- [ ] Update the register of co-owners and tenants
- [ ] Log the quarter's work in the maintenance log

Three months before the AGM

- [ ] Close the year's financial statements
- [ ] Build next year's budget
- [ ] Price the contribution to the contingency fund
- [ ] List the decisions that need a vote
- [ ] Get quotes for any works project

One month before the AGM

- [ ] Send the notice within the declaration's deadline
- [ ] Attach the financial statements and the budget
- [ ] Include the proxy form
- [ ] Publish the agenda

The AGM and the two weeks after

- [ ] Draft and circulate the minutes
- [ ] Issue the charges under the adopted budget
- [ ] Update the register with the new board
- [ ] Change bank signatories if the board changed

Once a year, outside the AGM

- [ ] Renew insurance and check the rebuilding value
- [ ] Run the periodic inspections in the log
- [ ] Check the contingency fund study is current
- [ ] Set up the maintenance log (Act 16, August 14, 2028)