

Troon Ridge Community Association - Board Meeting Calendar - Rest of 2025

As adopted by the TRCA Board 7/23/25

Planning/Preparation Timing for HOA Meetings, Notices/Agendas & Packets

				Remaining 2025 Regular Monthly Meetings					
				JULY	AUG	SEPT	OCT	NOV	DEC
4th WEDNESDAY of Month	Conduct Monthly Regular HOA Meetings	Board & Community Manager	General Session @ 6:00pm MST, via Zoom Executive Session @ 5:00pm MST, via Zoom	7/23	8/27	9/24	10/22	11/19	12/17

DEFAULT TIMING	TIMING wrt BOARD MEETING	WHO	REQUESTED ACTION (By Close of Business Day)	Date	Date	Date	Date	Date	Date
2nd WEDNESDAY of Month	<u>WEDNESDAY</u> TWO WEEKS before Regular General/Exec Meeting	Board Members & Committee Chairs	Email REQUESTED AGENDA ITEMS to Board President & Community Manager, w/ CC to BoD	7/9	8/13	9/10	10/8	11/5	12/3
2nd FRIDAY of Month	<u>FRIDAY</u> TWO WEEKS before Regular General/Exec Meeting	Community Manager	Email DRAFT MEETING AGENDAS to Board President.	7/11	8/15	9/12	10/10	11/7	12/5
3rd WEDNESDAY of Month	<u>WEDNESDAY</u> ONE WEEK before Regular General/Exec Meeting	Board President	CONFIRM MEETING AGENDAS (or email any last changes) to Community Manager by COB.	7/16	8/20	9/17	10/15	11/12	12/10
3rd WEDNESDAY of Month	<u>WEDNESDAY</u> ONE WEEK before Regular General/Exec Meeting	Board Members & Committee Chairs	Email COMMITTEE REPORTS & ALL MEETING PACKET MATERIALS to Community Manager --- DEADLINE FOR AGENDA CHANGES & MEETING PACKET INPUTS!	7/16	8/20	9/17	10/15	11/12	12/10
3rd THURSDAY of Month	<u>THURSDAY</u> ONE WEEK before Regular General/Exec Meeting	Board President & Community Manager	MEET to REVIEW & CONFIRM Draft Agendas & Meeting Packets	7/17	8/21	9/18	10/16	11/13	12/11
3rd FRIDAY of Month	<u>FRIDAY</u> ONE WEEK before Regular General/Exec Meeting	Community Manager	Email FINAL MEETING AGENDAS & PACKETS to Homeowners & Board Members	7/18	8/22	9/19	10/17	11/14	12/12

Notes:

RED DATE indicates change from default timing (due to Holiday).