

TRCA Annual Calendar

As Approved/Adopted by the TRCA Board 7/23/25

Legend/Key

➤ **Mandatory Activities** – per AZ Statute, HOA Bylaws, etc.

❖ **Key Contract Activities**
• **Key Governance Activities**

\$ **Key Finance Activities**
• Meetings & Activities

January	February	March
- HOA Board Exec Meeting – 4th Wednesday - HOA Board Gen'l Meeting – 4th Wednesday	- HOA Board Exec Meeting – 4th Wednesday - HOA Board Gen'l Meeting – 4th Wednesday	- HOA Board Exec Meeting – 4th Wednesday - HOA Board Gen'l Meeting – 4th Wednesday Call for Director Candidates & Applications (4/1 submission deadline)
April	May	June
- HOA Board Exec Meeting – 4th Wednesday - HOA Board Gen'l Meeting – 4th Wednesday ➤ Publish Corporate Annual Report ⁽¹⁾ • Owner Mailing: Board Election/Annual Meeting	- NO Regular HOA Board General Meeting (due to Annual Meeting) • Candidate Forum for Board Election ~2+ weeks before Annual Meeting • Annual Meeting & Board Election Results – 4th Wednesday ➤ Complete Annual Audit, External Accounting Firm ⁽²⁾	- HOA Board Gen'l Meeting – 4th Wednesday ➤ Establish Officers • New Director/Officer Onboarding/Training ❖ Review Directors & Officers Insurance Coverage & ID any changes • HOA Board Exec Meeting (following Gen'l, if needed) \$ Owner Mailing: Assessments
July	August	September
- HOA Board Exec Meeting – 4th Wednesday - HOA Board Gen'l Meeting – 4th Wednesday ❖ Update/Renew Directors & Officers Insurance Coverage – Board Vote ➤ Property Taxes Due ➤ Directors & Officers Insurance Policy Premium Due	- HOA Board Exec Meeting – 4th Wednesday - HOA Board Gen'l Meeting – 4th Wednesday \$ Launch Annual Budget Process	- HOA Board Exec Meeting – 4th Wednesday - HOA Board Gen'l Meeting – 4th Wednesday \$ Continue Annual Budget Process
October	November	December
- HOA Board Exec Meeting – 4th Wednesday - HOA Board Gen'l Meeting – 4th Wednesday \$ Approve Next Year Budget & Owner Assessment	- HOA Board Exec Meeting – 3rd Wednesday - HOA Board Gen'l Meeting – 3rd Wednesday ❖ Review Landscape Contract ❖ Review Property Management Contract	❖ HOA Board Exec Meeting – 3rd Wednesday. ❖ HOA Board Gen'l Meeting – 3rd Wednesday ❖ Owner Mailing: Assessments ❖ Update/Renew Landscape Contract ❖ Update/Renew Property Management Contract

Notes:

⁽¹⁾ Timing of Corporation Annual Report is per ARS 10-1622 & 10-11622.

⁽²⁾ Per Article VIII, Section 8(d) of the Bylaws, the Association is required by their governing documents to complete an annual audit. The audit is required to be completed within 180 days of the Association's fiscal year end. AZCMS manages the Accounting Firm.