

	A	B	D
1	Task to Complete: Summer	Assigned to	Completed Date
2	Communicate with board any concerns		
3	Monitor daily water use		
4	Monitor street lights and common lighting (quarterly)		
5	Monitor drainage areas (quarterly) and report if cleaning or repair is needed		
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9	Procurement:		
10	Solicit bids for snow plow removal		
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17	Contracts:		
18	Execute tree contract - W9, certificate of insurance		
19	Execute drainage contract - W9, certificate of Insurance		
20	Execute roadway contract - W9, certificate of insurance		
21	Execute electrical contrac - W9, certificate of insurance		
22	Execute all equipment and community building contracts - W9, certificate of insurance		
23	Execute any capital improvement contracts - W9, certificate of insurance		
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