

WILLOUGHBY ESTATES HOA, INC.

Web Site: www.willoughbyfarms.org

C/O Capital Realty Advisors, Inc. (CRA)
600 Sandtree Dr., Suite 109, Palm Beach Gardens, Florida 33403

561.624.5888 Fax: 561.624.5827 Email: spolino@CRA.email

To: Board of Directors
From: Steve Polino, Community Association Manager
Re: 2015 Board Meeting Schedule
Date: January 2, 2015

The *tentative* schedule below is based on dates scheduled last year. These dates are subject to change as may be required and will be confirmed at each Board Meeting. The schedule will allow me to reserve these dates for the Estates Association.

The schedule will also provide Wayne with a planning deadline date for his preparation of the Financial Reports for prior delivery of the meeting packets the Friday before the meeting.

Please note I will be away on **Vacation from February 13th thru the 22nd** .

Usually meetings will be on the second from last Monday each month at 7:00 pm., unless changed.

January	26 th	(Annual Membership Meeting, the Board's Annual Organizational Meeting to follow)
February	23 rd	: Feb or Mar - Special Membership Meeting following BOD - Vote on Rental cap
March	23 rd	
April	20 th	
May	18 th	
June	22 nd	
July	20 th	
August	24 th	
September	21 st	
October	19 th	
November	16 th	ANNUAL BUDGETS MEETINGS – (Master to meet on 17 th due to Thanksgiving next week)
December		

Usually no meeting is scheduled in December due to Holidays unless necessary.

.

Cc: C. King
W. Stansel