

## Ridge Side Co-op

# Annual Calendar

### JANUARY

Third Full Weekend (i.e., third weekend having both Saturday & Sunday with January dates): Co-op Work Weekend

Prepare "Income Level Disclosure" forms for the co-op's annual membership meeting in February; consult the U.S. Department of Housing & Urban Development's website to find the dollar figures to use for the most-recent past calendar year; we need to collect from members whether their household income for the previous calendar year was over or under in the categories of: 1) "Low Income" (i.e., below 80% of area median); 2) "Very Low Income" (i.e., below 50% of area median); and, 3) 120% of the 50% of area median).

### FEBRUARY

Third Full Weekend (i.e., third weekend having both Saturday & Sunday with February dates): Co-op Work Weekend

At the co-op's annual membership meeting this month, all members need to complete and sign the "Income Level Disclosure" forms for the three categories (80%, 50%, & 120% of 50%) required by the State of Wisconsin.

Before March 1, turn in to the Madison City Assessor the completed State of Wisconsin form, "Low-Income Housing Exemption/Property Owner's Certification of Occupancy."

## **MARCH**

By March 1, the co-op needs to have turned in to the Madison City Assessor the completed State of Wisconsin form, "Low-Income Housing Exemption/Property Owner's Certification of Occupancy."

Third Full Weekend (i.e., third weekend having both Saturday & Sunday with March dates): Co-op Work Weekend

## **APRIL**

Early in the month: Prepare for Gardening & Yard Work

1) Get the summer garden & yard tools (hoes, rakes, etc.) out of the 847 basement and place inside the twin yellow implement sheds (on either side of the entryway to Units 5 & 7) & move the winter implements and the five-gallon sand buckets back into the 847 basement.

2) Go buy any additional garden & yard tools needed, ensuring that there is a nice variety, so that each person will be able to have implements easy to handle.

3) Rent a rototiller/cultivator and rototill the vegetable garden areas.

4) Consult with members about preferred arrangements for gardening plots, etc., for the coming growing season.

Third Full Weekend (i.e., third weekend having both Saturday & Sunday with April dates): Co-op Work Weekend

## **MAY**

Third Full Weekend (i.e., third weekend having both Saturday & Sunday with May dates): Co-op Work Weekend

## **JUNE**

Third Full Weekend (i.e., third weekend having both Saturday & Sunday with June dates): Co-op Work Weekend

## **JULY**

**Third Full Weekend (i.e., third weekend having both Saturday & Sunday with July dates): Co-op Work Weekend**

## **AUGUST**

**Arrange for annual check-up of all co-op furnaces**

**Third Full Weekend (i.e., third weekend having both Saturday & Sunday with August dates): Co-op Work Weekend**

## **SEPTEMBER**

**Mid-month: Ready for Snow Removal & Ice Control**

**1) Fill 5-Gallon buckets with the free sand provided by the City and place one on each of the porches along the street, one on either side of the twin yellow implement sheds (on either side of the entryway to Units 5 & 7), one on the back step of the 847 building, and one by the back entrance of the 839 building. Make sure that each sand bucket has a 'scooper can' inside.**

**2) Cut back any plant growth which may be hanging over into the area where the snowblower will be passing by.**

**3) Get the shovels & ice choppers out of the 847 basement and place inside the twin yellow implement sheds (on either side of the entryway to Units 5 & 7) & move the summer garden & yard tools into the 847 basement.**

**4) Go buy any additional shovels & ice choppers needed, ensuring that there is a nice variety, so that each person will be able to have implements easy to handle.**

**5) Take the snow-blower in for a tune-up, or, if needed, arrange purchase of a new machine; ensure that any supplies needed for the snow-blower are available**

**6) Provide any needed training for members regarding use of the snowblower; ensure that members are familiar with the various facets of our snow & ice removal plans.**

**Third Full Weekend (i.e., third weekend having both Saturday & Sunday with September dates): Co-op Work Weekend**

## **OCTOBER**

**Co-op Board Meeting: Treasurer & Bookkeeper Review the Process for Preparation of Next Year's Budget**

**Third Full Weekend (i.e., third weekend having both Saturday & Sunday with October dates): Co-op Work Weekend**

The WI Department of Financial Institutions should send us a request about the third week in October (because our co-op was originally registered with the State of Wisconsin in the month of October 1980)—the completed form is due back by December 31, along with a \$15 check to pay the annual required fee.

## **NOVEMBER**

**Co-op Board Meeting: Treasurer & Bookkeeper Presents Draft of Next Year's Budget for Members' Consideration**

**Third Full Weekend (i.e., third weekend having both Saturday & Sunday with November dates): Co-op Work Weekend**

## **DECEMBER**

**Co-op Board Meeting: Treasurer & Bookkeeper Presents Final Draft of Next Year's Budget for Approval**

**Third Full Weekend (i.e., third weekend having both Saturday & Sunday with December dates): Co-op Work Weekend**

**Co-op Treasurer finalizes amounts of new carrying charges & sends details to members for January payments.**

The annual report about our co-op, which the WI Department of Financial Institutions requires, is due back to them by December 31, along with a \$15 check to pay the annual required fee.