

1/9/2026	Park River West Condominium Association, Inc.			
	Routine Recurring Items			
DATE TO COMMENCE	ACTIVITY DESCRIPTION	PERSON(S) OR OFFICE RESPONSIBLE	OUTSIDE VENDOR AND/OR APPLICABLE POLICY/PROCEDURE	TARGET COMPLETION DATE
1-Jan	Year End Financial Reports for Board of Directors	Treasurer		10-Jan
1-Jan	Be sure monthly auto payments continuing for payment of property and casualty insurance premiums	Treasurer		10-Jan
1-Jan	Report on Unit Decks for which PRW has paid for repairs.	Treasurer	The Deck Repair policy permits up to \$2,500 per unit one for repair of rotten lateral joists and weather-stripping—Need to keep track of eligible units	31-Jan
1-Jan	Annual Rental Registration process begins. Emails sent to all known Rental Owners by January 31 st requiring them to provide the following by April 1st: 1) Copy of Estes Park License 2) PRW Rental Compliance Form 3) Copy of Rental Agreement being used 4) Proof of insurance in ACCORD form	STR Liasson	This is all required per Park River Policy Governing the Rental of Units which is posted with the Rules and Regulations on the website	1-Mar
1-Jan	Make Decision on whether an updated Reserve Study is needed so it is complete for budget—Required Full Reserve Study every 5 years	Board	As Required by Bylaws and Reserves Policy Association Reserves 1301 Arapahoe Street, Suite #302 Golden, CO 80401 (303)-494-9181 www.reservestudy.com	1-May
7-Jan	Annual Report to Firewise on time worked and expenses spent on Fire Mitigation in Prior Year	President	Log-in to Firewise USA portal to renew application and report time and expense during prior year for fire mitigation https://www.nfpa.org/.../Wildfire/Firewise-USA	14-Jan

1-Feb	File Federal Income tax return	Treasurer		Due April 1st
28-Feb	Contact State Farm to confirm Crime/Fidelity (Employee Dishonesty) Policy (3/31 Exp date)	Insurance Representative or President	Allen Coe - State Farm Insurance Agency 1320 Simms Street, Suite 104 Lakewood, CO 80401 (720) 259-1244 Allen.coe.vacw93@statefarm.com	25-Mar
1-Mar	Contact Painter to get cost estimate and outline of projected work to be done for year	President, Vice-President	Thom Shaffer Got You Cover, Inc. 2040 Monida Court Estes Park, CO 80517 Cell: 970-443-9020 shaferpcol@gmail.com	1-Apr
1-Mar	Confirm all rental unit owners have completed their rental registration per policy. For all Rental Owners that did not get their rental registration approved by 3/1, a fee of \$250 will be charged.	STR Liasson/President	See 1/1 entry above	1-Apr
1-Mar	Begin process of getting landscape bids from vendors for spring cleanup of pine needles, summer mowing, trimming and arrangements for dumpster for summer	Landscape board member and Vice President	Vendor to be determined	1-May
1-Mar	Contact Asphalt Contractor to Arrange Annual Coating—analyze where coating required by walking property with contractor	President and Fritz Sampson	Mario Lopez: Estes Valley Asphalt, LLC P.O. Box 4310, Estes Park, CO 80517 (970)412-4704; estesvalleyasphalt@yahoo.com	6/15 (weather permitting)
1-Apr	Communicate with Dennis McDonald and/or landscaper to outline landscaping workdays and services for summer	President	Dennis McDonald, Unit 620, (303)-263-0213, the mcdonalds4@yahoo.com, is landscape and volunteer coordinator.	1-May
1-May	Annual Spring Communication to Owners re Fire Mitigation, tracking time and expense on fire mitigation, and other matters	President		15-May
1-May	Following Year Budget Prepared	Treasurer		10-Jun
1-May	Communication to Owner's re Asphalt Coating Schedule	Officers		30-Jun

1-May	Annual Irrigation Backflow Testing Must Be Done (We should get reminder from City)	President and Landscape Manager	Dan Ertl Curtis-Straub Plumbing & Heating, LLC 403 Aspen Avenue Estes Park, CO 80517 (970) 586-1758 dirtyerty72@gmail.com	Must be completed by Jun 20 each year
1-May	Conduct research on ways to reduce the Assn insurance premiums for our Master Insurance policy (other Insurance providers, increase deductables, etc)	Insurance Representative	Allen Coe State Farm Insurance Agency 1320 Simms Street, Suite 104 Lakewood, CO 80401 (720) 259-1244 Allen.coe.vacw93@statefarm.com	1-Jun
1-Jun	Decide on weed-control services needed for summer and find vendor to supply them	President or Landscape Manager	TBD	30-Jun
1-Jun	Contact insurance agent to determine if information is available on renewal premiums or coverage changes on master PRW property and casualty policy, directors' and officers' liability policy. Fidelity Bond for Board fraud is a separate policy.	Insurance Representative or President	Allen Coe State Farm Insurance Agency 1320 Simms Street, Suite 104 Lakewood, CO 80401 (720) 259-1244 Allen.coe.vacw93@statefarm.com	1-Aug
1-Jun	Colorado Corporate Report completed and filed	Vice President	Robert H. Foster, Attorney-at-Law 1200 Graves Ave. PO Box 1981 Estes Park, Colorado 80517 303.901.9611 Robert@roberthfosterlaw.com http://www.roberthfosterlaw.com/	Due on July 1 each year, delinquent with penalty if not filed before October 1
10-Jun	Annual Meeting Date Set	Full Board		10-Jun
1-Jul	Renew Wordpress account and pay for annual subscription.	President or Secretary	Wordpress	1-Aug
1-Jul	30 Days Before Annual Meeting Notice of Meeting, Agenda and Budget Mailed and Emailed to Owners	President or Secretary		At least thirty days before annual meeting date

1-Jul	E-mail follow-up with insurance agent if no response received to 10/1 inquiry master PRW property and casualty policy, directors' and officers' liability policy, and bonding for those handling PRW finances.	Insurance Representative or President	Allen Coe State Farm Insurance Agency 1320 Simms Street, Suite 104 Lakewood, CO 80401 (720) 259-1244 Allen.coe.vacw93@statefarm.com	Policy renews on 8/1
1-Aug	Insurance policies renewal dates. Be sure monthly auto payments continuing for payment of property and casualty insurance premiums	Insurance Representative President, or Treasurer	Allen Coe State Farm Insurance Agency 1320 Simms Street, Suite 104 Lakewood, CO 80401 (720) 259-1244 Allen.coe.vacw93@statefarm.com	1-Aug
1-Aug	Annual Owner's Meeting this month	Owners		30-Aug
1-Aug	Annual Board Meeting to immediately follow Owner's meeting for election of officers	Board		30-Aug
1-Aug	Renew Zoom account and pay for annual subscription	President	Zoom	1-Sep
1-Sep	Update Wordpress Board member access as needed.	President	Wordpress.com > Users	30-Sep
1-Sep	Be sure new board members are familiar with Declaration, Bylaws, Policies and Procedures, and general operations	President and Holdover Board Members		30-Sep
1-Sep	Contact vendor for snow-plowing bids and arrangements for winter season	Vice President	Zeik Construction, LLC 453 E. Wonderview Avenue, Unit 3 P.O. Box 275, Estes Park, CO 80517 (970)-310-5707	30-Sep
1-Sep	Winterize water irrigation system (blow out lines)	Landscape Board Member		15-Oct
1-Oct	Fall Communication to Owners regarding snowplowing, Christmas lights, etc.	President		29-Oct

1-Oct	Firewise “Good In Standing” Annual renewal	President or Vice President	Firewise USA Annual Renewal Page https://www.nfpa.org/Public-Education/Fire-causes-and-risks/Wildfire/Firewise-USA/Firewise-USA-Resources/Annual-renewal-information	Must be submitted by Nov 17th
1-Nov	Colorado Department of Regulatory Agencies (Division of Real Estate) - HOA annual license renewal. - PRW HOA Licence # - HOA.000052648 which expires on 12/8/2025	President or Secretary Notice comes out on November 1st. Carol did the renewal in 2024 for a cost of \$44.00	https://apps.colorado.gov/dre/licensing/Default.aspx	Due November 30, Delinquent if not filed by December 1 st
1-Dec	Send updated list of unit owners' primary email to the CPA in preparation for the Annual Dues notifications.	Secretary		10-Dec
1-Dec	CPA to send Annual Dues Notice with an explanation that payments can be made annually, semi-annually, or quarterly and that bank drafting is available.	Bookkeeper/ Treasurer		10-Dec