**GWEOA Critical Dates**

**July 2024 - June 2025**

**[ ]  MAILING** – Notice of Annual Meeting must be USPS mailed by Secretary no more than 60 days and no less than 14 days before the Annual Meeting. The Annual Meeting must occur by the end of October. Minimum packet contents are:

 Notice of Annual Meeting

 Proxy

 List of Voting Members

 Proposed Directors Budget for Ratification

Additional information can be provided by email. At a minimum, include draft minutes from previous year and reconciliation of expenses against budget. (**August-October)**

**[ ]  FILING** - DORA HOA Registration (**September**)

**[ ]  MEETING** - Annual Meeting – October of each year **(October)**

**[ ]**  **MEETING** InitialDirectors Meeting – Immediately following Annual Meeting and at other times as needed. Three days’ notice by posting on the GWEOA web site or other allowed method is required. Secretary provides timely minutes after meeting.

**[ ]  FILING** – Corporate Transparency Act Beneficial Ownership Information. When a new Director is elected at the Annual Meeting or other time. Filing must be completed withing 30 days of a new Director. If information about a current Director change, or a means of identification (e.g., driver license is renewed, address has changed) has changed updates to the filing must be submitted within 30 days. **(December at a minimum)** (see requirements at: [https://www.fincen.gov/sites/default/files/shared/BOI\_Small\_Compliance\_Guide.v1.1-FINAL.pdf)](https://www.fincen.gov/sites/default/files/shared/BOI_Small_Compliance_Guide.v1.1-FINAL.pdf%29)

**[ ]  FILING –** Colorado Secretary of State Periodic Report filing due in December annually (can be filed up to two months early or late without penalty). Fee is $10.00. **(December)** Last filed 1/30/2024

**[ ]  MAILING** – Notice of Annual Assessment mailed by Treasurer with due date of at least 30 days after USPS mailing **(December-January)**

**[ ]  ACTION** – Overdue assessments collected per policy

**[ ]  FILING** – Twin Lakes Shareholder Form due by April 30 annually **(April)**

**[ ]  NOTICE** – Annual Disclosure Form required by CCIOA posted to GWEOA web site. Typically, due within 90 days from the end of the fiscal year but could need to be filed 90 days after change of Designated Agent, See CCIOA 38-33.3-204.4. Notice of the posting of the disclosures sent to GWEOA members via email. **(March)**

**[ ]  FILING** – IRS TAX Form 1120-H filed by Treasurer and due by April 15. **(April)**

**Key Invoices for Payment - Required and Recurring Fees**

**[ ]** Post Office Box **(September)**

**[ ]** Insurance (set up auto pay, policy renews in early October) **(October)**

**[ ]** Safe Deposit Box **(December)**

**[ ]** Web Site Hosting and Maintenance **(Quarterly – set up auto pay)**

**[ ]** Colorado Secretary of State (**January)**

**[ ]** Twin Lakes Water Share **(February)**

**[ ]** Access Road Lease payment to BLM (**every 5 years as invoiced)**