

The Landings Maintenance Association Inc.
Community Service Hours Summary

	<u>Est Hours</u>
<u>Budget</u>	
Prepare annual budget	8
Write budget summary for Board and homeowners	4
Present budget to finance committee	2
	14
<u>Board Meetings (6 Meetings)</u>	
Draft Board Agendas (includes financial summary)	12
Email agendas to Board & email blast to homeowners	6
Post agendas to website	3
Draft Board minutes	12
Post minutes to Website & email to Board members	6
Attend Board Meetings	12
	51
<u>Finance Committee Meetings (6 meetings)</u>	
Review monthly financial statements	6
Prepare agenda	3
Attend finance committee meetings	6
	15
<u>Email List</u>	
Update for homeowner changes	6
<u>Email Blast (assume 3)</u>	
Draft and email to homeowners	3
<u>Newsletter (4 newsletters)</u>	
Draft newsletter	20
Post to website & email to homeowners	4
	24
<u>Sidewalk Repair Program</u>	
Walk the community to identify & log repair areas	4
Data entry to excel spreadsheet	3
Prepare summary by address, by priority, est total cost	1
	8
Total Hours	121