

## **AWAC Staff Report**

**April 2024**

In January 2024, staff identified two streams of work and set priorities and target dates for completion of each stream of work. The first stream of work is operational in nature, and the target date for the completion of Operational Priorities was March 15. The second stream of work is Organizational Development, with prioritized tasks set to be completed by June 30.

Staff has completed the following **Operational Priorities** on or before March 15:

- ❖ Filing of 2022 Taxes
- ❖ Completion of 2023/2024 Workers Comp Insurance Audit
- ❖ Processing 2024/2025 Directors and Officers Insurance
- ❖ Processing 2023/2024 Liability Insurance
- ❖ Charitable Organization filing with State of CA
- ❖ Payment of all outstanding invoices
- ❖ Update and reconciliation of QuickBooks and bank account
- ❖ Initiated creation of 2024/2024 Annual Budget

The following **Organizational Development Priorities** are on track to hit their June 30, 2024 target:

- ❖ Approval of revised Bylaws
- ❖ Approval of revised Property Modifications Addendum
- ❖ Approval of revised *Guidelines to Owning Property in Arrowhead Woods*
- ❖ Approval of Conflict-of-Interest Policy
- ❖ Approval of Code of Conduct
- ❖ Approval of Internal Financial Controls Policy
- ❖ Approval of Board Member/Staff Licenses and Insurance Policy

*Submitted by Jennifer Silvestri, AWAC Staff, April 18, 2024*