

MONTHLY BOARD ACTIVITY SUMMARY · PINE SHADOW LAKE ASSOCIATION

October 2026 Office Summary

Prepared by Lake Association Office for the board · Covers Oct 1–31, 2026 · Sample for a fictional association; all figures are example data

Completed this month

- Drafted Oct 13 board minutes; sent to the secretary for review Oct 15
- Winter newsletter draft sent to the board Oct 9; final edits with the president
- Removed 14 duplicate mailing addresses from the member list
- Recorded 9 dues payments and 2 donations in the member list
- Updated 6 member records (3 new emails, 2 sales, 1 new mailing address)
- Sent the treasurer a dues reconciliation for September

Membership snapshot

Status	Households
Paid for 2026	186
Payment awaiting confirmation	2
2025 members not yet renewed	11
Goal for 2027 (80%)	196

Counts from association records (example data).
Awaiting: online payments not yet matched to the treasurer's deposit.

Board approval needed

Decision	Why it matters	Needed by
Who selects the plant survey vendor (the Oct 13 motion doesn't say)	Second quote due Jan 15; someone needs authority to sign	Nov 10 meeting
Approve the 2027 dues renewal letter text	Notices are scheduled to mail in early February	Jan 15, 2027
Approve final winter newsletter for printing	Mailing date is Dec 1	Nov 20, 2026

Coming next

- **Nov 10:** regular board meeting; agenda and draft minutes ready Nov 3
- **Dec 1:** winter newsletter mails and emails
- **Jan 15:** renewal letter text to board; plant survey second quote due
- **Early Feb:** 2027 dues notices mail; first reminder 30 days later

Open action items

open 5 waiting 1 done 1

Full tracker linked below; owners and due dates carried from each meeting.

Records (current versions)

Member list (Oct 31, 2026) · Action tracker · Oct 13 draft minutes · Sept treasurer's report · Winter newsletter draft v2
In a real summary each item links to the association's shared folder. Links are omitted in this sample.

Questions about this summary? Reply to your Lake Association Office contact. Nothing here is sent to members without board approval.