

2026 ASSOCIATION PLANNING CALENDAR

<p>1 January</p> <ul style="list-style-type: none"> ✓ Confirm the association fiscal year start ✓ Ensure 2026 condominiums with 25 or more units maintain a required website ✓ Adopt the annual budget if it has not already been approved ✓ Verify authorized signers and review bank records ✓ Review insurance coverage and note renewal dates for the year ✓ Confirm financial reporting obligations and CPA engagement ✓ Develop a master calendar of association specific critical dates 	<p>2 February</p> <ul style="list-style-type: none"> ✓ Prepare for the upcoming tax filing season ✓ Begin preparations for annual financial reporting requirements ✓ Review governing documents and enforcement procedures 	<p>3 March</p> <ul style="list-style-type: none"> ✓ Tax filings due including corporate returns or extensions ✓ Review legal compliance and address outstanding issues ✓ Start planning for the annual meeting and election process ✓ Verify active status with the Florida Department of Corporations via sunbiz.org
<p>6 June</p> <ul style="list-style-type: none"> ✓ Conduct a midyear budget review ✓ Review and update the reserve study as needed ✓ Plan for maintenance projects and capital improvements if applicable 	<p>4 April</p> <ul style="list-style-type: none"> ✓ Review board education and certification requirements ✓ Condominium board members must complete an annual legal education course ✓ HOA board members must complete four hours of education for communities under 2500 parcels ✓ HOA board members must complete eight hours of education for communities over 2500 parcels 	<p>5 May</p> <ul style="list-style-type: none"> ✓ Annual reports must be filed by May 1 ✓ Update board rosters and officer appointments in the annual report ✓ Review records organization and retention practices
<p>9 September</p> <ul style="list-style-type: none"> ✓ Consider next year's board composition and transition planning ✓ Begin recruitment of new board members 	<p>7 July</p> <ul style="list-style-type: none"> ✓ Perform a midyear legal compliance review ✓ Update rules, policies, or resolutions if necessary 	<p>8 August</p> <ul style="list-style-type: none"> ✓ Begin planning the budget for the upcoming year ✓ Review vendor contracts and service agreements ✓ Evaluate reserve funding levels
	<p>10 October</p> <ul style="list-style-type: none"> ✓ Adopt the association's budget for the next year ✓ Review cybersecurity practices and records safeguarding procedures 	<p>11 November</p> <ul style="list-style-type: none"> ✓ Plan the board and committee meeting calendar for the upcoming year ✓ Prepare year end records and financial documentation ✓ Conduct vendor and professional performance reviews
<p>12 December</p> <ul style="list-style-type: none"> ✓ Adopt the association's budget for the next year ✓ Review cybersecurity practices and records safeguarding procedures 		