

Sun Outdoors Monthly Leadership Calendar

(business days)

<p>1</p> <p>Move Outs Commitments EOM Reports Vehicle Condition</p>	<p>2</p> <p>Review LeaseHawk TM Schedules VR Registration</p>	<p>3</p> <p>Meter Reads NUBS Meter Reads Campspot</p>	<p>4</p> <p>Rent Reminder</p>	<p>5</p> <p>Schedule FB Posts Operations Items Activities Supplies</p>
<p>6</p> <p>Late Fees Late Notices</p>	<p>7</p> <p>NUBS BSR</p>	<p>8</p> <p>Laundry Deposit Petty Cash</p>	<p>9</p> <p>P&L Variance Comments</p>	<p>10</p> <p>Clean Pool Furniture TM Schedules</p>
<p>11</p> <p>Housekeeping Order Retail Order Office Supplies Order</p>	<p>12</p> <p>Schedule FB Posts Campspot Audit</p>	<p>13</p> <p>Activity Calendar Intake to Attorney (FL)</p>	<p>14</p> <p>Overdue Sun U Hazard Comm./ Right to Know</p>	<p>15</p> <p>All Hands Meeting</p>
<p>16</p> <p>Newsletter Rent Reminder</p>	<p>17</p> <p>King's III Phone Test Fitness Center Inspection Playground Inspection</p>	<p>18</p> <p>Invoice Audit Recruiting Audit</p>	<p>19</p> <p>Petty Cash Replacement Laundry Deposit</p>	<p>20 (last)</p> <p>F&B Inventory Mail all Closings Verify EOM Move-Ins</p>