

OTTER POND 2014 ANNUAL MEETING

November 22, 2014

MEETING MINUTES

Welcome: The meeting was called to order by Becky Waugh at 10:00 a.m. The Otter Pond Board Members are Becky Waugh, Tim Heavers, Jennifer Taylor, Pat Vitela, and Roy Anderson. All Board Members were present except Jennifer Taylor, Secretary.

Roll Call: (via sign-in sheet) There were 24 people signed in, representing 16 Otter Pond residences. There were also 3 signed proxy forms. It was noted that there was a quorum.

Proof of Notice: Tim Heavers, Treasurer, reported that notice was given to all member via standard mail. A signed document to that effect has been included in this meeting packet. Tim Heavers requested that HOA members help us maintain a complete and accurate list of correct phone numbers/ emails and notify us of changes in their information.

Minutes: A motion was made by Kathy Heavers and seconded by Charlene Beard to approve the 2013 Annual Meeting Minutes. Minutes approved unanimously.

Board Reports:

* **Year in Review:** Becky Waugh began by mentioning that there were several posters on the entrance table with information of interest: 1) The list of "Thank You's" to Otter Pond residents for 2014; 2) The Year in Review items; and 3) Information regarding all upcoming Otter Pond holiday events.

The recap of last year's projects are as follows: Normal on-going work by the Board and all O.P. Committees (Social, Open Space, Pond Guys, Snow Removal, Neighborhood Watch, Boathouse, Architectural Review, Woodgate Trash Pick-up, Yard Sale, Tax, and Insurance); Otter Pond entrance sign repainted by Elaine Johnson; "pet station" installed in Otter Pond Park, policy rule signs posted at the marina and spillway, and dead trees were cut...all by Tom Heffernan; a new pump for the sprinkling system was installed at the marina by Tim Heavers & Bill Codd; a new pump for the aerators was installed at the marina by Bill Thompson & Leroy Padilla; the tennis court surface was repaired by Linda Karlson, Christina Files & Logan, Pattie Hansen, Valerie McLain, Becky Waugh; new concrete borders were installed around the pathways in Otter Pond Park; newsletter guidelines were outlined and DORA legislation for all HOA's was implemented and published in the newsletter; the website was revised by David Beard and is being maintained by Jim Waugh; the ditches were cleaned and water weir monitored daily by John Vitela; clean-up of Woodgate Road from Otter Road to Hwy 550 was regularly accomplished, headed by the Heffernans; Boathouse applications were handled and space allocated by David Beard; two Otter Pond Yard Sales were organized by Adrienne Marshall; the annual picnic potluck was organized and held by the Social Committee; the 2014 holiday events (Lighting of the Pond Party, Christmas Dinner & Christmas Cookie Exchange) were organized by the Social Committee; outflow piping and two new clean-out boxes were installed at the marina and the rock border was repaired.

Financial Reports:

Presented by Treasurer Tim Heavers

* The 12-month (October 2013-September 2014) "rolling average" P&L Statement and the P&L Budget Overview for 2015 were included in the Meeting packet. (As of November 22, we still have a positive cash flow balance, thanks in part to volunteer work by Otter Pond residents.) Tim reviewed all these documents.

* This year the OPHOA dues were all collected in a timely manner.

Proposed Budget: Presented by Treasurer Tim Heavers

* 2015 Budget discussed: Tim has all financials on QuickBooks and he used that program to forecast the new budget. Utilities have gone up every year and there is a 5% increase in that line item. \$2,000 was put in the Contingency Fund. Tim recommended approval of budget. David Beard questioned the budget figures for the Social Committee and discussion followed. David asked where the Christmas Party income was shown and several people commented further about Social Committee expenses/income; and a separate line item will be shown in future financials for S.C. income.

* David Beard asked Tim about the budgeted Reserve number proposed. Tim explained we have always placed \$2,000 in a contingency "reserve" fund for emergencies. David went on to explain about the work done on the Reserve Study last year and explained that a certain amount was budgeted for Reserves in the 2015 Budget, based on that study. In David's 5-year budget (part of the Study), a larger amount was suggested and he questioned why the Study data was being ignored. Kathy Heavers mentioned that no one currently on the Board was aware of the Reserve Study, and that there might have been a lack of communications which resulted in the omission of David's recommended amounts. For 2015, David said that \$5,257 had been projected for inclusion in the Reserve Fund for 2015. There was a brief discussion about differences between Operating Budgets and Capital Budgets. Several compromises were suggested; Tim asked David for the numbers from the Reserve Study and they were presented to him. (Kathy Heavers noted, as an aside, that there should be specific terms for Board members for the sake of continuity to avoid lack of communication.) Tim suggested changing the Reserve amount from \$2,000 to \$5,257, which would give us a negative budget total for 2015. (More comments regarding the Social Committee budget were interspersed at this point, including discussion about the Christmas Dinner; the budget for Social will be changed from \$807.88 to \$250.) David mentioned several other budgetary concerns (e.g., silt retention pond) that could arise each year which might be regular expenses rather than reserve items. Tim explained that Otter Pond already has a fairly hefty Reserve Fund and that we shouldn't continue building that Fund without specific, planned expenditures. A discussion of a possible HOA dues increase ensued; the Reserve Study had recommended a possible 5% dues increase in 2015 and in 2017. An increase of 5% would raise the current dues from \$358/month to \$376/month. Becky suggested moving \$3,000 from our current Reserve Fund into the Operating Budget for 2015; several other options were suggested. David Beard made a motion to raise the HOA dues 5% for 2015; motion seconded by Penny Paxton. Discussion followed. When the question was called, motion did not pass. Next, a motion was made by Roy Anderson and seconded by Pat Vitela to have an additional \$2,593.98 put in the Reserve line item, which will raise that figure to \$4,593.98, only \$663.02 below David's originally requested/suggested amount in the Reserve Study. This action will result in a zero-based budget for 2015. The motion passed and the amended 2015 Budget was approved.

COMMITTEE REPORTS

* **Social Committee** report was presented by Kathy Heffernan.

* This year's Otter Pond Picnic (held in June) had a Flag Day theme and was well attended and very successful. That theme will continue for our picnics in the future.

* Lighting of the Pond Party last year was also a great success; this year it will be held at David & Janene Beard's home. Kathy asked for food donations for the event and a had sign-up sheet available; she also asked Kathy Heavers to notify people of the need for party food by email.

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* Christmas Party: 36 people attended last year; Charlene and Jim Beard provided poinsettias for that event. This year's dinner will be held at Remington's and will cost \$26/person; please give the checks for this dinner to Gerry & Carole Witt; the deadline for reservations is December 5th.

* Cookie Exchange: Will be held on December 15th at Edna Stoddard's home; please RSVP and bring 3-1/2 dozen cookies to exchange.

* **Open Space** report was presented by Kathy Heavers. Each Committee Member has an Open Space area to monitor and care for. (Comments about the "GrassBusters" various responsibilities were interspersed in this discussion.) The pump at the marina needed replacing because the grass was dying. There are ten designated "open spaces" in Otter Pond, including the mailbox kiosk and the tennis courts. A brief discussion followed regarding the weeds along street and sidewalks at the south end of O.P., leading to Otter Road. Research was done this year by the Committee and no one outside O.P. is willing to take responsibility for that area. A question about having a mirror at that corner was raised, but apparently the City checked that out last year and did nothing. That specific area (and visibility concerns) will be a top priority item for the Open Space Committee next year.

Grassbusters has been sold; there was discussion of how O.P. will proceed at this time. A new Request for Proposal (RFP) for the 2015 O.P. landscape maintenance has been drafted and will be sent to a number of landscape contractors. Kathy Heavers thanked all Committee Members for their work during the year. Bridge repainting at the marina was discussed and suggested for spring 2015. Also, a question came up about replacing the logs along the sides of the Boathouse gravel road. Tim explained that a cement curb would not be sturdy enough for that particular area, where trucks drive in and out.

* **Pond Committee** report was presented by Leroy Padilla. First item was discussion about the beaver in Otter Pond and what the trapping process entails. Becky and Pat do not want beavers trapped, only to then be killed. Two motors for the pond were fixed; one spare motor is now in Bill Thompson's garage. David Beard, Ben Larson, Bill Thompson, Paul Sheya and others were thanked for cleaning leaves out of pond areas. Christina Files asked about the disposition of those leaves.

* **Neighborhood Watch** report was given by Becky Waugh, for Alma Buis. The Committee had nothing to report, but mentioned that the Montrose Police make periodic drives through our neighborhood, which we appreciate.

* **Architectural Review Board** report was given by Janene Beard. About 11 requests for improvements were approved, but not all of those were done during the year. Janene discussed the Holland property and the progress being made on the front for "curb appeal". Kathy Heavers will remind homeowners in the newsletter that ALL exterior work needs to be done through an ALRB request. The mold damage at Julie Larusson's home was mentioned and brief discussion of such similar problems followed. A suggestion was made by Paul Sheya to find a method for exchanging information about home conditions/repairs within Otter Pond. Perhaps this will be possible in the newsletter; Becky & Kathy Heavers will discuss this further.

* **Boathouse Committee** report was presented by David Beard. There are still 4 spots left for pontoon boats and 3 spots vacant on the other side. The deadline for applications has passed, but since there are spaces available, applications will still be considered by David. A Primary application is for 2 years; a secondary is for 1 year (if space exists).

One paddle boat is still at the dock; it may belong to Paula Holman. David Beard will follow up on that item. Boats may be put back on the pond after the spring thaw. There was a brief discussion about the Boathouse road, which is made of small gravel.

GENERAL COMMENTS

Becky mentioned the sidewalk problem at the access to the tennis courts. She showed a diagram of the walk with the “dip” in cement that collects water and is a liability issue. Several options that had been suggested by the Board were mentioned; the Board had no luck in finding a contractor to fix the sidewalk problem before the onset of winter. For now, several CAUTION signs will be placed at that area. In the spring, we will need to find a “fix” for this problem, and if homeowners have any suggestions regarding this situation or know of suitable contractors, please contact the Board.

There was a brief discussion about the Otter Pond 2015 Landscape Maintenance RFP to be sent out. Alpine, Prestige, Green & Bearit, Supreme Green, and Evergreen may be contacted. Suggestions for other landscape contractors were solicited.

The possibility of contracting private street snow removal for O.P. was mentioned. The City of Montrose is responsible for winter plowing of our streets and we would have to sign a waiver, taking all responsibility, if we don't want them to do so. It was concluded that we need to keep on top of the City for this service in the future.

Tim Heavers mentioned the idea of contracting with a “Cloud” provider to keep all of our HOA records safe and easily available. Discussion followed; several suggestions were made for methods to secure our O.P. records in the future. This will be pursued by the Board next year.

Becky brought up the vacancy on the Board resulting from Jennifer Logan's resignation. Kathy Heavers nominated Margaret Noah and she was unanimously approved.

Pat Vitela had two items to mention: 1) Non-compliance issues will be handled in person (by Pat) to promote community harmony. Personal contacts can provide important information to the Board. If necessary, letters will be sent to the homeowners if noted situations are not remedied in a reasonable amount of time. 2) The possibility of disbanding the Open Space Committee and having a large “Common Area Committee”, encompassing all ten areas, was discussed. Kathy Heavers is not in favor of that broad type of committee because people have different interests and expertise. She believes the current method is now working well.

Becky noted that we are aiming for “zero non-compliance letters” and have attempted to make helpful suggestions regarding CC&R issues in the newsletters this year.

Kathy Heavers suggested that we might go back to specific “terms” (in years) for Board members for the sake of continuity. This will be researched further.

The meeting was adjourned at 11:59 a.m.

Submitted by: Becky Waugh, President “pro tem”

Dated: December 9, 2014