



## Otter Pond Homeowner's Association

**Board Meeting Agenda**  
**Tuesday, January 12, 2016; 3:00 P.M.**

Location: Sooolutions Mailing Center, Oxbow Dr.

Email: [otterpondhoa@gmail.com](mailto:otterpondhoa@gmail.com)

**Board Members ('16):** President – Margaret Noah  
Vice President – Dan Bradburn  
Secretary – Roy Anderson  
Treasurer – Tim Heavers  
Member-at-Large – Charli Oswald

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### **WELCOME:**

Call the meeting to order; Roll Call; Recognition of Homeowners, scheduled Visitors & Guests.

### **ADDITIONS/CHANGES TO THE AGENDA:**

Review and approve minutes from the Board meeting of December 10, 2015.

### **COMMITTEE REPORTS:**

Reports from Chairpersons (Architectural; Pond; Neighborhood Watch; Social; Open Space; Boathouse).

### **UNFINISHED BUSINESS:**

- **Review Ditch report & condition:** Board
- **Review Community Snow Removal:** Board
- **Covenant Review Committee Report:** Roy

### **NEW BUSINESS:**

- **Financial Review:** Tim
  - Review any outstanding collections
  - Prepare Annual Dues Mailing
  - Prepare Contractor 1099s
  - Pay DORA (Dept. of Real Estate) Registration Renewal for year
- **Business discussion of Resolutions 2016-1 and 2016-2**
  - Adopt new Resolutions for Bank Signature authority and HOA Dues Late Penalty
- **Non-Compliance Issues:** Dan Bradburn
- **2016 Bid Process:** Board
  - *As needed:* landscaping, pest control, ditch maintenance, silt pond clean-out, tennis courts;
- **Other new business or concerns:** Board
- **Next Newsletter ideas:** Board

**NEXT REGULARLY SCHEDULED BOARD MEETING:** Tuesday, February 9, 2016 – 3:00 p.m.