



Otter Pond Homeowner's Association

Board Meeting Agenda Wednesday, October 12, 2016; 3:00 P.M.

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

Location: Timberline Bank*, 1561 Oxbow Dr.

**Entrance faces Townsend; Conference Room
nearest door (main floor)*

Email: otterpondhoa@gmail.com

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 September 14, 2016.

COMMITTEE REPORTS:

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

UNFINISHED BUSINESS:

- **Ditch Maintenance Update** (Bull Basin Construction, LLC): Tim
- **Covenant Change Document, *Final Review***: Roy
- **Review Annual Meeting Documents**: Roy
 - Agenda and Meeting Notice;
 - ***Postal mail*** Annual Meeting Notice to all HOA Members; Mail by November 5, 2016;
 - Send short email with Annual Meeting Notice alerting reader to pending postal mail;
 - Post the Annual Meeting Notice & Annual Meeting Agenda at the mailbox kiosk & on web site;
 - Other Documents: [a] 2015 Annual Meeting Minutes; [b] Proxy Form; [c] Committee Budgets;

NEW BUSINESS:

- **Financial Review**: Tim
 - Review any outstanding collections
 - Review Monthly Budget
- **Non-Compliance Issues**: Tim
- **Common Areas**: Board
 - Review report on all ditches, head gates and pipes
 - Review Community landscaping and weed control
- **Reminders**: Board
 - Hermosa blows out sprinkler lines, removes hoses and canisters from pumps and stores them in Boathouse for winter;
 - Send notice that all watercraft must be removed from the Pond by November 1st;
- **Other new business or concerns**: Board
- **Next Newsletter ideas**: Board

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