



Otter Pond Homeowner's Association

Board Meeting Agenda Wednesday, September 14, 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 August 10, 2016.

COMMITTEE REPORTS:

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

UNFINISHED BUSINESS:

- **Ditch Maintenance Update** (Bull Basin Construction, LLC): Tim
- **Boathouse:** Board – *Secondary* Boathouse applications are due September 30th (*Primary* applications not due this year)
- **Covenant Review Committee Update:** Roy

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
- **Annual Homeowners Meeting:** Board – *Preparation Topics* ---
 - Discuss meeting format/assign topics to Board members;
 - Meeting Documents – assign owners for: 1) Annual Meeting Notice; 2) Minutes from last year's meeting; 3) Proxy Form; 4) Budgets from Committee Chairpersons, including next year's budget requests;
 - Have above documents ready for review at next meeting (October 12th);
- **Other new business or concerns:** Board
- **Next Newsletter ideas:** Board

NEXT REGULARLY SCHEDULED BOARD MEETING: Wednesday, October 12, 2016 – 3:00 p.m.