

**MINUTES OF THE ANNUAL MEMBER MEETING**  
**OTTER POND HOMEOWNERS ASSOCIATION, INC.**

**December 3, 2016**

**Board Members Present:** Tim Heavers, Margaret Noah, Dan Bradburn, Charli Oswald and Roy Anderson.

Meeting called to order by Margaret Noah at 10:05 am

**Roll Call:** The sign-up roster served as roll call: 23 lot/home owners were present; 2 signed Proxies were provided. Roy Anderson noted attendance exceeded the 25% needed for a quorum.

**Proof of Notice:** Roy Anderson provided a receipt for 80 postal mailings on November 2, 2016. Notice was also posted on same day at the Mail Box kiosk.

**Minutes:** Minutes from the 2015 Annual Member Meeting were approved.

**Board Reports:**

**Thank-You's** – Charli Oswald read a summary of the Thank-You's emailed to everyone in November - the list was lengthy.

**Year-in-Review** – Margaret summarized the major works undertaken by the Board in 2016, including (among many) a new Ditch Cleaning/Management contract, formation of a new committee to manage the silt retention pond, a painted cross-walk at the mailbox, and a new net at the tennis court.

**Financial Report** – Tim Heavers reviewed the 2016 Financial Summary, which indicated a healthy fiscal condition, and presented the highlights of the 2017 budget. As a result of the current funds in the bank a dues increase for 2017 was not necessary. The reserve fund is a bit over the amount forecasted a year ago, mainly because some anticipated expenses were not realized. Additional expenses (not anticipated in the 2016 budget, but included in the 2017 budget) include the tree removals near the mail kiosk and the silt pond dam reinforcement project. Tim explained that the *Capital Budget Model* needs to be revisited (re-run) every two years - the next time will be in 2017. Tim made a motion to approve the 2017 budget and to keep the dues at \$388 for 2017, seconded by Roy, it passed unanimously.

**Committee Reports:**

**Social** – Ginger Bollinger reported on the many activities in 2016; she commented that some members have moved away, but others have joined; she thanked the many volunteers who helped with the Woodgate Road cleaning effort, the Ladies Tea, summer Ice Cream Social and Picnic/Regatta, and the Pond Lighting Party!

**Open Space** – Kathy Heavers reported that the new grounds keeper is doing a great job (after an initial learning curve) including managing the open area weeds. She said that tree management will impact future expenses as the Heffernans who always did it for

free have moved. And she thanked the Woodgate Road cleanup volunteers who did a great job!

**Pond** – Dan Bradburn reported that the pond is in very good shape - perhaps the best it has been in many years. He said the new pump will allow a revised aeration system with more ports planned this Spring, at the same time due to the elimination of an old (failed) pump electricity and maintenance costs will be going down. Mark Bollinger emphasized the importance of the silt retention pond, and discussed a suggestion that the pond depth be mapped to enable future silt accumulation monitoring.

**Neighborhood Watch** – Alma Buis reported that there were a few problems in 2016 but they were quickly taken care of by the police as a result of fast-acting neighbors. She said the block captain volunteers are doing a great job, but one is still needed for the main entrance (Otter Drive).

**ARLB** – Janene Beard said there were 8 ARLBs submitted in 2016. She reminded folks that all outdoor work needs to have a ARLB form submitted - these are on the web site and are easy to fill in. They can be forwarded to her or Dan Bradburn.

**Boat house** – Janene Beard reported (for David) that there are still a few spaces for paddle boats. She reminded people to be sure to put boats away *clean*. She also said that there are some life jackets in the Boat House (in a black box) that anyone can use - but please return them when finished.

#### **Covenant Review Update:**

Roy Anderson summarized the efforts of the Covenant Committee during 2016 and reported there were only 23 ballots returned from those mailed to all residents on November 1st. To have a valid vote there need to be 67% of the lot owners, or 56 ballots returned, so the Covenants remained unchanged. Numerous people voiced interest in having a meeting of all interested homeowners, but consensus was that people's schedules and some degree of apathy made a meaningful group difficult to assemble. It was decided instead, that an effort by volunteers to go door-to-door with the current ballots to get closer to 100% ballot returns would be more effective. 9 people volunteered to help! Kathy Heavers is putting together team assignments to reach all of the remaining 62 residents who have not yet turned in a ballot.

#### **Open Discussion:**

Janene Beard asked that next year's Annual Meeting be held in November, hoping it would be convenient for more people than it is in December.

There was a lot of discussion about maintenance of the tennis court - the consensus was that it is a neighborhood resource that needs to be maintained but within reasonable cost limits. Tim said there are funds available to do general patching and cosmetic repairs in 2017, and reserves are being built up for more extensive repairs in a few years.

The Pond spillway gate leaf problem was briefly mentioned but it was pointed out that the HOA agreed to a small screen size in order to keep the predatory fish contained within the pond.

Margaret read a letter from John Nelson regarding the inconsistency and sometimes invisible nature of house numbers suggesting a florescent house number be painted on the curb. This was rejected by everyone - and it was pointed out that emergency response teams can find your house via GPS. A more practical idea was suggested that at the "*intersections*" where a turn exists, signs indicating house numbers in each direction could be erected (kind of like you see getting off the elevator at a large hotel).

#### **2016 Board Members**

Margaret stated that the current officers of the Board (Margaret, Tim and Roy) have agreed to serve in those positions for 2017. Mark Bollinger was nominated by Kathy Heavers, and approved as a new Board Member at large.

Meeting was adjourned at 11:47 am.

--Minutes submitted by Roy Anderson, HOA Secretary