

MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
OTTER POND HOMEOWNERS ASSOCIATION, INC.

October 13, 2015

Present: Tim Heavers, Margaret Noah, Tadd & Amy King, Bill Thompson.

Guests: Kathy Heavers

Meeting called to order at 3:05 pm

Minutes: Minutes from the September 8, 2015 OPHOA Board Meeting were approved.

Committee Reports:

Open Space – Kathy reported that the leak at the north end of Otter Pond Park near the vacuum breaker was causing flooding and needed to be repaired. She contacted Hermosa Landscaping to do the repair which involved manually digging down almost 3 ft., replacing a part, filling the hole back up again, and replacing weed barrier and rock.

She also said that the issue of trees will need to be addressed in 2016, not just the ones near the mailbox kiosk, but the maintenance, trimming and perhaps even planting of new trees to replace some that have already died. Kathy cautioned that some work may have to be contracted next year that was otherwise done by volunteers who have either moved away or will be moving away next year. The board asked committees to submit their 2016 budget as soon as possible.

Pond – Bill Thompson said that the water in the pond was the worst it has been for a long time and that we need to complete the installation of the additional air tubing. The committee needs to find a suitably boat to do the work. Paul Shea was mentioned. Kathy suggested that we contact Mark Bollinger to assess the water quality issue.

ARB – There was no report from the ARB but the question was raised as to whether Janene Beard was on that committee. Bill Thompson stated that she was not. The members remaining are Ken Johnson and Dan Bradburn.

Neighborhood Watch – Margaret attended the Sept 25th Neighborhood Watch committee meeting at Alma Buis's home. A police officer was in attendance and said we were doing all the right things. Margaret said there is a safety issue at the end of the sidewalk leading from the school in that kids on bicycles or skateboards can zoom right onto Otter Pond Drive from the sidewalk. Bill Thompson and Tadd King said they would look into a barrier as a solution to that problem.

Unfinished Business:

Ditch Report – Margaret Noah read John Vitela's report indicating mainly that weeds are going to be a big factor and will cost more to remove next year, especially on the upper lot and on the Casias Ditch behind the school. Tadd offered that he has access to a backhoe and offered to help with that next spring.

Boathouse – Although this is not a formal committee, someone has to manage the applications for space in the boathouse. Upon David Beard's resignation, Margaret accepted that chore and reported that so far, everyone who had a space in 2015 was able to keep their space for 2016.

Annual Meeting – The board will need to meet one more time before the annual meeting to prepare the board packet on November 2nd. The notice must go out no earlier than 50 days and no later than 10 days prior to the annual meeting. The meeting announcement will be distributed via email except where email addresses are either missing or invalid. In addition to the meeting announcement, the packet will include several inserts:

- Minutes from last year's annual meeting;
- Long term Capital Budget and 2016 Annual Budgets;
- Historical recognition list of volunteerism performed in 2015 (The list was prepared by Kathy Heavers derived mainly from the monthly newsletters);
- Year-in-Review Summary;

Covenant Revisions – Tabled in the absence of Roy Anderson.

New Business:

Budget & Financials – Tim distributed the year-to-date financial statements to the board members for discussion at the meeting. He pointed out that two items were of concern – 1) no money had been set aside yet for the 2015 reserve requirement and 2) Open space expenses were nearly \$10,000 over budget due to the unforeseen repair of the tennis court sidewalk and the purchase of the new pond pump and lines. The board asked Tim to transfer the \$5,152 from the cash account into the reserve account to satisfy the reserve requirement so that cash was not overstated. The Board then reviewed an earlier version of the long term capital budget in order to fine tune estimates of future capital expenditures. The adjustments were noted and Tim will revise the spreadsheet and distribute to members in advance of the next meeting.

Next Meeting – Next month's meeting will be Tuesday, November 10th at **3:00 pm**, at *Sooolutions*.

Meeting adjourned at 4:43 pm

--Minutes submitted by Tim Heavers, HOA Treasurer