

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

February 9, 2016

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

Meeting called to order at 3:04 pm

Minutes: Minutes from the January 12, 2016 OPHOA Board Meeting were approved.

Committee Reports:

Boat House – Margaret noted that the Boat House needs to be checked this Spring. She also said that NO ONE has volunteered to chair the **Boat House Committee!** This role requires no more than 4 to 5 hours per year – so please, if you have a boat stored at the Boat House, *step up!*

Pond Committee – Dan agreed to chair the Pond committee for 2016, and recruit several other members. Tim pointed out that the pump filters need to be changed quarterly – he just changed them yesterday (2-8-2016). The Board approved the cost of ordering a new set of filters (which Tim will take care of).

Snow Removal – Another HUGE Thank-You to **ALL** of you who have been cleaning the neighborhood sidewalks!

Unfinished Business:

Ditch Report – no report this month due to snow/frozen water.

Covenant Review Committee – no meeting has been held yet.

New Business:

Non-Compliance Issues – a couple items were noted, letters were sent by Tim, and the issues were immediately corrected.

Review Financial Reports – Tim reviewed the end of January balance sheet and gave the following reports:

– **HOA Annual Dues:** about 80% have been paid already. Thanks to all those who paid early.

– **Contractor 1099s:** Done (sent out by Gary Hendrix as part of his tax service).

– **DORA (Dept. of Real Estate) Registration Renewal:** *Good Standing.*

– **Taxes 2015:** Done! (IRS Form 1120-H and Colorado Form 112 are complete.) The board unanimously approved the payment of \$100 to Gary Hendrix for his tax service.

Margaret recommended that the *budgeted reserve amount* for the year 2016 be moved to the reserve account.

Tim noted that ALL 2015 financial records and documents have been scanned and provided to the Secretary for backup on a USB storage device.

Discussion of Resolutions 2016-1 & 2016-2:

– 2016-1 Resolution Amending Resolution 2011-1 Fines & Penalties:

The Board approved this Resolution with the correction that it Amends Resolution 2012-1.

– 2016-2 The Board unanimously approved granting check signature authority to Tim Heavers and/or Margaret Noah, as stated in the **AMENDED RESOLUTION AUTHORIZING THE APPROVED SIGNING AUTHORITY FOR ALL BANKING TRANSACTIONS WITHIN THE OTTER POND HOMEOWNERS ASSOCIATION, INC.** Resolution 2016-2 was unanimously approved by the Board at the January 12, 2016 meeting.

2016 Bid Process – While Hermosa agreed to 2016 the Landscaping Job for the same price as 2015, a signed contract (for 2016) had not yet been executed. Roy will provide the 2015 contract to Tim so he can get it signed for 2016.

The trees along the Mailboxes (tennis court sidewalk) will be sprayed in April. Tim will remind the arborist who agreed to do it last Fall.

Ditch Cleaning – Dan will look into getting the ditches cleaned (all the way south to the Woodgate head gate). Tadd King has offered to operate a back hoe which the HOA will rent (via Dan).

Cottonwood Sidewalk Safety Bars – Roy sent a letter in January requesting information concerning an “adequate solution” to the Montrose Chief of Police, who forwarded it to the City Attorney. They both replied with an offer to help, but so far nothing has been forthcoming. Roy will send another letter.

Other New Business – none.

Next Meeting – Next month's meeting will be Tuesday, March 8th at **3:00 pm**, at *Sooolutions*.

Meeting adjourned at 4:40 pm

--Minutes submitted by Roy Anderson, HOA Secretary