

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

May 11, 2016

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

Meeting called to order at 3:00 pm

Minutes: Minutes from the April 13, 2016 OPHOA Board Meeting were approved.

Committee Reports:

ARB – 2 applications in process.

Boat House – no report.

Pond Committee – Pond in good shape; water is going over the silt retention pond dam. Tim noticed the south pump GFI had tripped - probably due to the rain. Reset it and all is well. The wiring (to the pump) needs some support - he and Dan will work on it Thursday.

Social – the area garage sale was a big success (lots of traffic).

Open Space – weeds under control; Hermosa is doing a good job.

Ditches – lots of weeds removed; water flow is good. The Casias ditch is a continuing problem with tumbleweeds. Homeowners along the ditch (by the tennis courts) are reminded that it is their responsibility to keep the ditch clean adjacent to their property.

Rec District Director was contacted about the Casias ditch on Rec Center property - they agreed to keep it clean on their property.

Unfinished Business:

Ditch Maintenance – Tim wrote and submitted to the Board, a *Ditch Contractor Request for Proposal* (RFP). The Board reviewed the document and recommended changes. Roy made a motion that the Board adopt this document as revised during the meeting, and move forward to request proposals from interested parties. Motion seconded by Dan; passed unanimously.

Covenant Review Committee – Changes are now being suggested and reviewed via email among committee members.

Cottonwood Sidewalk – The City responded to an inquiring email indicating that a crosswalk will be painted (to the north sidewalk) sometime this summer.

New Business:

Non-Compliance Issues – Tim sent two letters; one of the residents responded and corrected the issue.

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

- **HOA Annual Dues:** all but 1 are paid; fines are accruing for that property.
- **Checking & Reserve Accounts:** Funds are on target per the 2016 budget.
- **Bills:** all bills to date have been paid.

Other New Business – none.

Next Meeting – Next meeting will be Wednesday, June 8th at **3:00 pm**, at [*Timberline Bank*](#).

Meeting adjourned at 4:47 pm

--Minutes submitted by Roy Anderson, HOA Secretary

OTTER POND HOA

Request for Proposal (RFP)

Ditch Contractor

Dated: May, 2016

POSITION OVERVIEW:

The Otter Pond HOA Board met in April, 2016 and adopted a Water Resource Management Plan whereby expanded services would be required in order to manage the waterways that supply both ground water and water distributed by Uncompahgre Valley Water Users (UVWUA) more productively. The board wishes to contract with an individual or firm to provide annual ditch maintenance in much the same way as we annually contract landscaping needs in our open spaces. The contractor would be responsible for knowing and understanding the Otter Pond water delivery system, preparing the ditches at the beginning of the year prior to the release of UVWUA water in April, arranging for pre-season clearing of ditches with equipment and burning as necessary, inspecting the ditches periodically during the irrigation cycle, and reporting occasionally to a designated HOA board appointee. The Contractor is not an employee and as such acts independently within the scope of a signed agreement.

PERIOD OF COVERAGE: This is a seasonal part-time position that runs April through October.

SCOPE:

- 1) Familiarity with Ditches – Understand where and how water gets to the pond and other pond locations. Maps are available to simplify this task. Although some of the water going into the pond flows year-round, the bulk of the water is purchased from UVWUA and is released beginning mid April.

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Ditch Maintenance Contract

- 2) Work closely with UVWUA and the ditch rider in order to know the schedule for releasing water to the ditches. The schedule is important because the release date determines how much time is required for any pre-season maintenance.
- 3) Coordinate initial water flows with Wildwood Subdivision as water is released to them just before it is turned into Otter Pond ditches.
- 4) Maintain a contact list of property owners on whose land the ditches flow (RE-1J School District, Dr. Singh, TomYoung, Ditch rider and others).
- 5) Inspect the Ditches – Walk the ditches at the beginning of the season to assess the amount of work that may be required to insure that water will flow without obstruction. Inspect ditches monthly between April and October in order to check for any obstructions, and verify that the water weirs are set properly. A final walk of the ditches should be done once in October with the Otter Pond Board to identify any major work that might be required before the following spring.
- 6) Remove debris and obstructions - Have the necessary equipment to clear and haul away debris that accumulated over the fall and winter. Secure burn permits as needed and burn weeds along ditches where practical to do so.
- 7) Walk the UVWUA water down during its initial release in April.
- 8) Schedule work as needed within a budget (See 'Terms' below)
- 9) Budget – Assist in preparing a budget for ditch work
- 10) Make recommendation to the board for improvement that can be made throughout the year and provide a quarterly summary report to a designated board appointee.

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TERMS:

The board anticipates that this contract will require 40-50 man hours each year. The bulk of the work will be spent in the spring which will minimize issues during the summer. The board recognizes that, due to unforeseen circumstances (those outside of the scope of this contract), additional subcontracting and/or equipment rental may be required from time to time. All such cost would be paid for outside of this contract as mutually agreed upon. The board also expects that the Contractor will likely bid a base fixed fee plus a variable hourly equipment fee (when in use). The board reserves the right to accept or reject any or all bids.

REQUIREMENTS:

- ☐ Basic understanding and experience with gravity flow irrigation systems
- ☐ Access to equipment and labor necessary to fulfill stated requirements
- ☐ Willingness to coordinate and cooperate with all involved parties
- ☐ Full time resident of the County of Montrose
- ☐ Able to provide proof of general liability insurance

PROPOSAL SUBMITTED BY:

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Name of Contractor		Proposed Amount (attach additional sheet if necessary)	Date Submitted
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Address			
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<hr/>	<hr/>	<hr/>	<hr/>
City	State	Zip	Phone
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Email Address			

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OTTER POND HOA Contact Person

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