

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

Dec. 9, 2014

Present: Becky Waugh, Tim Heavers, and Jennifer Taylor, Roy Anderson, and Pat Vitela, Margaret Noah.

Meeting called to order at 10:05am

Board Positions: Welcome Margaret Noah to the board. Jennifer Taylor thanked for her service on the board.

Unfinished Business:

Non-Compliance letters –The board reviewed the HOA covenants and found that home owner's cars must be either in the garage or on the driveways. Guests can park out on the street for a total of 10 days. Those not following these rules will be sent a non-compliance letter. Tim will be sending out the non-compliance letter to the home owner.

Tennis Courts-Improvements to the courts will be postponed until spring.

Tennis Court Sidewalk-Board members will think of ideas of how to deal the situation and come to the next meeting to discuss the ideas.

Annual Board Meeting-Minutes given to all Board Members.

Quick Books-Online version is not yet a good fit for our HOA to use. Tim will keep looking into it as it gets better. The board will continue to look for back up options, and will report ideas in March.

RFP for Landscape Contract-Board members are to review the RFP and the Draft letters. Any changes that need to be made are to be sent to Becky or Roy. Finalization will in January.

New Business:

Non-Compliance letters – No new Non-compliance issues this month.

Board Meetings-Meeting time will be changed to the 2nd Wednesdays of each month and held at 10-12.

Review Financial Reports-Pat moved to approve the 2015 budget, Roy 2nd. Board approved the 2015 budget.

HOA Dues-Dues for 2015 will stay the same as 2014. Pat moved to approve motion, Roy 2nd, board approved. Notice of 2015 dues will be sent out soon with the final due date of February 15, 2015.

Otter Pond Email- Mail will be monitored by Roy.

Otter Pond Mail-while Tim is on vacation, Margaret will take over the mail box and the items that are received.

Newsletter Items-No newsletter will be sent out until January.

Meeting adjourned at 11:20am