

MINUTES OF THE BOARD OF DIRECTORS
SPECIAL MEETING
OTTER POND HOMEOWNERS ASSOCIATION, INC.
February 27, 2015

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

Meeting called to order at 11:00 am

Unfinished Business:

Repair of Pond Bank (near outlet) – A bid was provided by Carl Romero Construction for \$800 to repair the bank with stone as requested. A motion was made by Tim to approve this bid; it was seconded by Margaret. The board voted unanimously to pass the motion. Becky will draft a contract to send to Carl.

Sidewalk Issues – Two bids for the tennis court sidewalk have been obtained: one from Haynes Excavation and one from Carl Romero Construction. Tim placed a call to Todd Haynes for clarification, and the board asked many questions which were all answered satisfactorily. A motion was made by Pat to approve the Haynes bid of \$4,600; it was seconded by Margaret. The board voted unanimously to pass the motion. Becky will draft a contract that will include notes from the phone call to send to Todd.

It was confirmed by phone that both companies have the necessary liability insurance.

Meeting adjourned at 11:55 am

--Minutes submitted by Roy Anderson, HOA Secretary