

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

March 11, 2015

(revised 6Apr15)

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

Meeting called to order at 10:20 am

Minutes: Minutes from the February 11, 2015 OPHOA Board Meeting were approved. Minutes from the Special Meeting on February 27, 2015 of the OPHOA Board were approved.

Unfinished Business:

Non-Compliance Issues – Pat talked to the gentleman at the Holman residence about the Audi parked in the driveway (with expired plates) which moves infrequently. Becky pointed out that the car does move occasionally, and that the Covenants, paragraphs 1 and 3 on page 6 are contradictory. It was decided to take no action at this time.

Landscape Review Walk Through – Becky, Pat & John (Vitela) went with Hermosa on March 9th "everywhere" and John explained "everything" - the OP members were very pleased with thoroughness of subjects covered.

Records Security Discussion – Tim summarized his study of the situation:

- *Financials* [keep for 7 years, minimum] – no problem! Tim has all these on thumb drive and any report can be recreated with Quickbooks.
- *Minutes* [keep 'forever'] – Tim has verified he has all from 1995 through 2009 on his thumb drive. Jennifer has 2014, and Roy has 2015. Years 2010 through 2013 are missing and will be searched for Roy with Becky's help.
- *Complaints* [how long should these be kept?] – Not clear where these currently are stored.
- *ARB Requests* [how long should these be kept?] – Not clear where these currently are stored.
- *Lien Forms* [how long should these be kept?] – Not clear where these currently are stored.
- *Legal Documents* [Current copies are, and should be, kept on the HOA web site] – These are public documents: (1) Bylaws; (2) Covenants; (3) Amendments; and, (4) Policies.
- *Photos* [how long should these be kept?] – Not clear where these currently are stored.
- *Tax Returns* [keep for 7 years, minimum] – no problem! Tim has all these on thumb drive.
- *Annual Meeting Minutes* [keep 'forever'] – Tim has verified he has all from 1995 through 2011 on his thumb drive. 2012 and 2013 are missing; Jennifer has 2014.

Sidewalk & Pond Bank Issues – Becky will provide Roy with the signed contracts with Haynes Excavation (tennis sidewalk) and Carl Romero Construction (pond bank repair) for the Secretary records book.

Snow Removal – The board unanimously authorized Tim to purchase 5 \$25 Visa gift cards for those individuals who helped during the snow storms.

Ditch Maintenance – Tim will disperse \$800 by March 20th to John Vitela for initial ditch cleaning.

New Business:

New Non-Compliance Issues – None.

Review Financial Reports – Tim provided current reports. They were reviewed and approved without comment.

HOA email account – Tim, Becky and Roy will collectively continue to monitor this account.

Wildlife Policy – Concerns about problems with the beaver will be addressed at the next board meeting, with the goal to be adoption of an HOA Wildlife Policy. Pat will call the Parks & Wildlife Department to see what information is available.

Next Newsletter ideas – Nothing noteworthy at this time. The "beaver situation" will be a topic after a "*Wild Life Policy*" has been written and put in place.

Committee Chairs: Open Space – Kathy requested construction updates for the Rec Center and Woodgate Road. Margaret volunteered to monitor the 10 open spaces on a periodic basis; due to the mature nature of all open spaces the board concluded that a "Open Space Committee" was no longer needed, however no action was taken in this regard.

Other Committees – no reports.

Next Meeting – Next month's meeting will be Wednesday, April 8th at 10:00 am (not 10:30!).

Meeting adjourned at 11:55 am

--Minutes submitted by Roy Anderson, HOA Secretary