

MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
OTTER POND HOMEOWNERS ASSOCIATION, INC.
February 11, 2014

Present: Gene Oringderff, Becky Waugh, David Beard, and Jennifer Taylor

Meeting called to order at 11:20am. (Motioned by Gene, second by David)

Minutes: Minutes from the previous OPHOA Board meeting (January 14, 2014) were approved.(Motioned by Becky, second by David)

Unfinished Business:

HOA Board Liability Insurance review-Policy is still under review, and will stay open until our March meeting. Gene will also review with Dan Shaw about our signs throughout the neighborhood.

Ditch Maintenance-John Vitela needs \$700 by 3rd week in March. Tim Heavers will write a check out to John. Cleanup will start April 1, 2014.

Landscape- Contract will be the same as last year. Everyone is very pleased with the job that has been done. Snow removal around the neighborhood was discussed. We appreciate our Snow Removal Guys that volunteer their time to clear the sidewalks. Gene suggested a gift card to show our appreciation. This idea will be kept open until the end of April when we know for certain that the snow season has ended. It was mentioned by homeowners that the common area has had snow removal. A discussion about how to have this snow removed was discussed. The board decided to keep with our volunteers this year and look into the possibility of having Grass Busters perform this duty as well. Item still open.

Silt Pond- David will ask Ed Suppes of UVWUA to help clean out the silt pond or to give ideas on how to clean it out. Item still open.

Tennis Courts-Nancy Bradburn was contacted and more discussion on how to take care of the court will happen once she returns. This item is still open until March. Christina Files has also volunteered to help out with the upkeep of the tennis courts.

Newsletter- Gene presented Newsletter Article Guidelines. It was approved by the board and Becky will write and introduction for the guidelines, and send it to Gene once completed. Once completed Becky will send to Kathy Heavers to be put into the Otter Pond HOA Newsletter. Item is now closed.

New Business:

Review Financial Reports and Actual Costs vs Budget Estimates-David reviewed the Rolling 12 Month P&L. It now shows the 2014 Budget. Becky moved to accept reports, second by Gene. Tim Heavers has sent out multiple reminders to the Otter Pond residences that are past due.

Accountant /bookkeeper- Federal & State reports have not been filed.

Mail Kiosk Bulletin Board Damage-Gene will talk to a locksmith about replacing the lock and to find out the cost of replacing if needed. Item still open until March.

Covenant Inspections- The board had a discussion about how to handle non-compliance letters and how they will be issued. Gene will take it upon himself to give verbal notices. All board members will support Gene and will help with the neighborhood walkthrough.

Newsletter- David presented DORA letter and Annual Dues Assessment letter. Becky presented newsletter guidelines, pet notifications, and beautification articles. All were approved by the board.

Website- David will keep it updated.

Meeting adjourned at 1:05pm.