

MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
OTTER POND HOMEOWNERS ASSOCIATION, INC.
February 7, 2013

Present: David Beard, Christina Files, Dave Woodruff. Absent: Susan Mitchell

Meeting called to order at 1:03. (Motion by David, second by Dave)

Guests: none.

Minutes: Minutes from the previous OPHOA Board meeting (January 8, 2013) were approved. (Motion by David, seconded by Dave)

Additions/Changes to the Agenda:

Review Monthly Tasks: This item was omitted from the agenda, and will be visited during "Unfinished Business".

Unfinished Business:

Compliance Issues: There were no compliance issues brought to the Board this month, and no compliance letters were sent out.

Covenant Review: Dave has received no responses from our call for volunteers to participate in a review of the covenants. We will put out a second request for volunteers, and then consider contacting people who may be interested directly.

Reserve Study: Similar to the Covenant Review, only one person, Jim Burgner, has volunteered to be part of this study. We will put out a second request for volunteers, and then contact people within OP who may be well suited to help with the study.

Community Landscape: Dave has contacted four landscape companies to request bids for taking care of the OP open spaces. He received three bids. The bids can be found in the secretary's notebook. They are from Alpine, Grass Busters and Prestige. We decided to contact Grass Busters and Prestige to ask them to make modifications to their bids including changes to scope. David will review these two contracts for what changes are necessary.

Monthly Task List: There were no items the Board wanted to add to the list. David reviewed the actions that had taken place due to what was on the monthly task list.

Insurance: Insurance is due in March. David compared different options for insurance plans and decided to stick with what we have been using. The Board agreed.

Tax Documents: These have been done in the past at no charge by OP residents Ken and Cathleen Heister. They have agreed to do them again this year.

Tennis Court: David is going to talk with Linda Karlson about maintenance of the tennis court for this year.

New Business:

Community Insurance: American Family Insurance has offered us Terrorism Insurance. The Board was in agreement to not add this coverage.

Community Correspondence: We received three letters from OP residents since our last board meeting: A thank you note from the Waughs; a request for a newsletter article from Gina Johnson; and a letter from Fred Schneider regarding HOA dues. We decided to not pursue the article from Gina as it did not relate to the OP community. The response to Fred is included in this meeting's packet and is in the Secretaries Notebook.

Ditch Maintenance: Maps of the OP ditch system are in this meeting's packet. We decided to continue to pay John Vitela \$50 per month during the water season for his work maintaining our ditches, and to pay him for the pre-water ditch clean out he does this year. Motion by Christina, second by Dave.

Newsletter: We would like to re-request volunteers for the Covenant Review and Reserve Study efforts.

Budget: The budget was reviewed and is part of this meetings packet.

Financial Review: We reviewed the financial documents. The Yearly HOA Dues are coming in, although there is still quite a list of residents who have not yet paid.

Committee Reports: None.

Meeting adjourned at 2:35.

Next Meeting: The next meeting will be in the home of Christina Files on Tuesday March 12, 2013.