

**MINUTES OF THE BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**OTTER POND HOMEOWNERS ASSOCIATION, INC.**  
**January 14, 2014**

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

Meeting called to order at 10:35am. (Motioned by Dave, second by Becky)

**Guests:** Pat Vitela

**Minutes:** Minutes from the previous OPHOA Board meeting (December 10, 2014) were approved.(Motioned by Dave, second by Becky)

**Unfinished Business:**

**Compliance Issues:**Ditch rework at Mirecki residence has come to a halt until they are able to get more bricks. David submitted an ALRB for the Mericki's. The form is now in the secretary book.

**New Business:**

**Newsletter:**Pat Vitela suggested that we add a congratulations portion into the newsletter. Or a have a section in the newsletter were we input positive things that are happening to those in the Otter Pond Community. A discussion followed about what impact this would have on the newsletter. It was suggested that we talk to the Social Committee to see if they wanted to start a second newsletter that would only have 'good news' items. If they choose to do a second newsletter we will then discuss guidelines that should be followed for it. David will talk to Kathy Heffernan to discuss with the Social Committee. A report will be given by the next board meeting.

**DORA HB13-1276 (DEBIT COLLECTION) notice of new HOA Legislation Change-**Discussion of partial payment of HOA dues were discussed by the board, and the fees that would be assessed. David presented a letter to be sent out with the newsletter. Letter was approved by the board. Item is now closed.

**Pay DORA-**fees were paid by David Beard and a receipt was turned into Tim Heavers. Item is now closed.

**HOA Board Liability Insurance review-** David reviewed with the board the insurance policy. The amount of coverage and the different policies were discussed. Gene asked to review the policies, and they are now with him. Item is now closed.

**Accountant/Bookkeeper-** Tim Heavers mailed out annual dues invoices, and 1099's to contractors. Item is now closed.

**OPHOA Correspondence-** Gene received the letters of correspondence. The issue is now closed.

**Financial Reports-** Balance sheets were presented to each board member. The total will be adjusted by \$1000.00 due to a double payment to Grass Busters.

David reviewed the rolling 12 month profit & loss sheet. (Gene moved to accept the report, seconded by Becky)

David presented the Grass Buster contract for the year 2014. It will be reviewed further by David and the board will discuss the contract at our next meeting.

**Common Areas-**

**Pest Control-** there was discussion among the board on how to take care of the yearly midges problem around the neighborhood. The board decided to stay with the decision made last year.

**Ditch Maintenance-** Gene will ask John Vitela to continue to take care of the ditch maintenance.

**Silt Retention Pond-**once it is unfrozen it will be checked and then decide what cleaning needs to happen. Gene and David will work on this together.

**Tennis Courts-**The Open Space Committee is to discuss with Linda Carlson about the proper way to take care of the court. Becky will contact Nancy Bradburn and report back to the board.

**Newsletter Items-** Becky brought to the board's attention that the drain covers around the neighborhood are not always secure and could be dangerous to pedestrians and bikers. Becky also submitted pictures of the drain that is not secure. David volunteered to ask Public Works about who is in charge of the maintenance of the drains.

Becky also asked to make all of the Otter Pond residence aware that there are many coyotes roaming. She will submit a notice for the newsletter to Kathy Heavers.

It was decided by the board that the Vice President (Becky Waugh) will be the contact for submissions to the newsletter.

Becky submitted a notice on Keeping Otter Pond Beautiful to be added into the next newsletter. And to add a note about cleaning up after your pets while walking them in the neighborhood. Both were approved by the board.

Becky will also contact Kathy Heavers to change the name of the newsletter to Otter Pond HOA Newsletter.

**Neighborhood Watch-** Alma Buis submitted to the board safety suggestions to be added to our next newsletter. They were approved by the board.

Meeting adjourned at 12:45pm