

MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
OTTER POND HOMEOWNERS ASSOCIATION, INC.
March 15, 2013

Present: David Beard, Christina Files, Dave Woodruff and 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 (Feb 12, 2013) were approved. (Motion by Dave W., seconded by Sue)

Additions/Changes to the Agenda:

Website: in addition to the agenda items, we will discuss the status of the OP HOA website.

Unfinished Business:

Compliance Issues: Only one letter was sent out last month – to 1828 Otter Pond Circle. It will be filed in the Secretaries book.

Covenant Review & Reserve Study: Several people including Jim Waugh, Gerry Witt, Dan Shaw and Bill Codd have volunteered to participate in one or both studies.

Community Landscape: The Board would like to see a couple of changes to the Grass Busters contract: We would like to have a credit if they do fewer cuttings than contracted. One reason for fewer cuttings may be the shorter watering season expected this year. We would also like to see the distance from the sidewalk that will be mowed or weeded across from the spillway to be increased to six feet. A motion to accept the Grass Busters bid with the above changes to the contract was made. (Motion by Sue, seconded by Dave B.)

New Business:

Community Correspondence: We received a letter from Fred Schneider regarding our response to his letter from last month. The response from Fred is filed in the Secretaries Notebook.

Ditch Maintenance:

- We reviewed the proposed contract for ditch maintenance by John Vitela. The work was approved during the previous OP HOA Board meeting. The Board suggested adding signature lines to the contract, and approved it.
- Dave B. will be contacting the ditch rider – Kip to turn on the water, as is suggested by the OP HOA calendar.
- The ditch north of Cottonwood elementary is eroding. Dave B. will contact the school district to discuss it.
- Dave B. will discuss the side walls between the silt retention pond and the culvert with Dan Bradburn. They are leaning in and will need to be fixed.
- As part of this meetings packet is a great document regarding Ditch Start-up Procedures and Contacts. This document was written by Dave B. and will prove very useful to the next Board, or whomever is responsible for the ditches for OP HOA.

Pet Dispensers: The dispensers that we had in place were very expensive to re-fill. Last year we tried using cheaper bags from a different manufacturer to save costs. Those bags did not work well in this

dispenser. Rather than continuing to pay for expensive re-fills, we choose to install new dispensers that take a less expensive bag. The cost of the new dispensers and bags was less than the cost of just getting refills for the old dispensers.

Newsletter: Suggested topics for the next newsletter include: Catch and Release reminder, Thank you note for snowplow drivers, Thank you to the Heffernans for all they have done recently, Notice about the Woodgate road cleanup, and How to Water Efficiently.

Website: The Otter Pond website, which hadn't been updated in years, but still had valuable information, has gone down entirely. We will discuss what to do about it at the next meeting.

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

Financial Review: We reviewed the financial documents including tax documents. Taxes have been completed and filed. We don't owe any taxes this year.

Committee Reports: None.

Meeting adjourned at 2:15.

Next Meeting: The next meeting will be in the home of Susan Mitchell on Tuesday April 9, 2013.