



## Otter Pond Homeowner's Association

**Board Meeting Agenda**  
**Wednesday, April 8, 2015; 10:00 A.M.**

At "Sooolutions" Mailing Center, Oxbow Drive,  
across from Applebee's Restaurant  
(next to Pancho's restaurant) Montrose CO  
Email: [otterpondhoa@gmail.com](mailto:otterpondhoa@gmail.com)

**Board Members: (2015)** President - Becky Waugh;  
Vice President - Margaret Noah; Secretary - Roy  
Anderson; Treasurer - Tim Heavers; Member-At-Large -  
Pat Vitela

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### WELCOME:

Call the meeting to order; Roll Call; Recognition of Homeowners; Scheduled Visitors & Guests, if any

### ADDITIONS/CHANGES TO THE AGENDA:

Review and approve minutes from the Board meeting of March 11, 2015.  
(Roy will email these minutes in advance of our meeting.)

### UNFINISHED BUSINESS:

- \* **Ongoing Non-Compliance Issues:** Pat & Board – Updates on last month's issues
- \* **Records Security Discussion:** Tim & Roy – Present any updates on past records retrieval
- \* **Hermosa Landscaping:** Board – Any comments?
- \* **Sidewalk/Spillway Repair Issues Update:** Becky
- \* **Snow Removal 'Thank You' Update:** Becky

### NEW BUSINESS:

- \* **New Non-Compliance Issues:** Pat & Board
- \* **Review Financial Reports:** Will be emailed by Tim – Board Discussion (please print a copy to bring to meeting); discuss outstanding collections, if any
- \* **Upgrade Version of QuickBooks:** Tim
- \* **Time Retention Requirements:** Discuss length of retention for following: non-compliance records; ARB request forms; liens paperwork; other legal items; photos; tax returns, etc. – Board
- \* **Policy Regarding O.P. Wildlife:** Board discussion regarding drafting a new policy
- \* **Otter Pond Policy #2:** Board members to review this policy in advance of signing compliance form
- \* **Presentation of any other new business and/or other concerns:** Board (monitoring of HOA emails by Board members, use of glass case at mailbox kiosk for advertising, etc.)
- \* **Discuss ideas for the next Newsletter:** Board
- \* **Committee Input:** Margaret
  - Architectural
  - Neighborhood Watch
  - Open Space
  - Pond
  - Social
  - Boathouse

**NEXT REGULARLY SCHEDULED BOARD MEETING:** Wednesday, May 13, 2015 – 10:00 a.m.