



Otter Pond Homeowner's Association

Board Meeting Agenda Wednesday, February 8, 2017; 3:00 P.M.

Board Members ('16): President – Margaret Noah
Vice President – Charli Oswald
Secretary – Roy Anderson
Treasurer – Tim Heavers
Members-at-Large – Dan Bradburn & Mark Bollinger

Location: Timberline Bank*, 1561 Oxbow Dr.

**Entrance faces Townsend; Conference Room
nearest door (main floor)*

Email: otterpondhoa@gmail.com

WELCOME:

Call the meeting to order; Roll Call; Recognition of Homeowners, scheduled Visitors & Guests.

ADDITIONS/CHANGES TO THE AGENDA:

Review and approve minutes from the Board meeting of January 11, 2017.

COMMITTEE REPORTS:

Reports from Chairpersons (Architectural; Ponds; Neighborhood Watch; Social; Open Space; Boathouse).

UNFINISHED BUSINESS:

- **Ditch Maintenance Review:** (Bull Basin Construction, LLC): Tim
- **Review Community Snow Removal:** Board
- **Covenant Change Proposal Ballot Status Report:** Roy

NEW BUSINESS:

- **Financial Review:** Tim
 - Review any outstanding collections
 - Annual Dues Payment status
 - Prepare Contractor 1099s
 - Pay DORA (Dept. of Real Estate) Registration Renewal for year
 - Prepare Federal and State Tax Reports
- **Non-Compliance Issues:** Dan Bradburn
- **2017 Bid Process:** Board
 - *As needed:* landscaping, pest control, ditch maintenance, silt pond clean-out, tennis courts;
- **Other new business or concerns:** Board
- **Next Newsletter ideas:** Board

NEXT REGULARLY SCHEDULED BOARD MEETING: **Wednesday, March 8, 2017 – 3:00 p.m.**