



## Otter Pond Homeowner's Association

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

**Board Members ('17):** 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](mailto:otterpondhoa@gmail.com)

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#### 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 October 11, 2017.

#### COMMITTEE REPORTS:

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

#### UNFINISHED BUSINESS:

- **Review New Signage:** Lois Sailors
- **Ditch Maintenance Review:** (Bull Basin Construction, LLC): Tim
- **Covenant Change Proposal Ballot update:** Lois/Roy
- **Review Annual Meeting Documents:** Roy
  - Proof of *Postal mail* Annual Meeting Notice to all HOA Members on October 16, 2017;
  - Send email with Annual Meeting Packet containing all documents (including financials/budget);
  - Post the Annual Meeting Notice at the mailbox kiosk & on web site;

#### NEW BUSINESS:

- **Financial Review:** Tim
  - Budget & Financial Statement
- **Non-Compliance Issues:** Dan Bradburn
- **Reminders:** Board
  - Review landscape bids; consideration awarding 2018 contract;
  - Confirm all watercraft have been removed from the Pond;
- **Other new business or concerns:** Board
- **Next Newsletter ideas:** Board

**NEXT REGULARLY SCHEDULED BOARD MEETING:** Wednesday, December 13, 2017 – 3:00 p.m.

**ANNUAL MEETING:** Wednesday, November 29, 2017 – 6:00 p.m.