



Otter Pond Homeowner's Association

Board Meeting Agenda Wednesday, October 9, 2019; 3:00 P.M.

Board Members ('19): President – Lois Sailors
Vice President – Charli Oswald
Secretary – Roy Anderson
Treasurer – Tim Heavers
Member-at-Large – Mark Bollinger

Location: Timberline Bank*, 1561 Oxbow Dr.

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

Email: otterpondhoa@gmail.com

[revision 0]

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 September 11, 2019.

COMMITTEE REPORTS:

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

UNFINISHED BUSINESS:

- **Ditch Maintenance Review:** (Bull Basin Construction, LLC): Tim
 - Condition of all ditches, head gates and pipes; Confirm UVWUA water shut-off date.
- **Insurance Coverage Matters update:** Tim
- **Review Landscaping/Weed Control:** Lois
- **Review Annual Meeting Documents:** Roy
 - Identify Date of Annual Meeting; Agenda and Meeting Notice;
 - Proof of *Postal mail* Annual Meeting Notice to all HOA Members by October *??*, 2019;
 - Send short email with Annual Meeting Notice alerting reader to pending postal mail;
 - Post the Annual Meeting Notice & Annual Meeting Agenda at the mailbox kiosk & on web site;
 - Other Documents: [a] 2018 Annual Meeting Minutes; [b] Proxy Form; [c] 2020 Budget;

NEW BUSINESS:

- **Financial Review:** Tim
 - Proposed 2020 Budget and Financial Statement
- **Non-Compliance Issues:** Charli Oswald
- **Reminders:** Board
 - Landscaper blows out sprinkler lines, removes hoses & canisters from pumps and stores them in Boathouse for winter;
 - Send notice that all watercraft must be removed from the Pond by November 1st;
- **Other new business or concerns:** Board
- **Next Newsletter Ideas:** Board

NEXT REGULARLY SCHEDULED BOARD MEETING: Wednesday, November 13, 2019 – 3:00 p.m.

ANNUAL MEETING: Wednesday, November 20, 2019 – 6:30 p.m., Centennial Meeting Room