



Otter Pond Homeowner's Association

Board Meeting Agenda Wednesday, September 13, 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

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 August 9, 2017.

COMMITTEE REPORTS:

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

UNFINISHED BUSINESS:

- **Ditch Maintenance Review:** (Bull Basin Construction, LLC): Tim
 - Current condition report
- **Boathouse:** Board – *Primary* and *Secondary* applications must be renewed by 9/29/17
- **Covenant Change Proposal Ballot update:** Margaret/Roy

NEW BUSINESS:

- **Financial Review:** Tim
 - Budget & Financial Statement
 - Bills due; outstanding collections
- **Non-Compliance Issues:** Dan Bradburn
- **Common Areas:** Board
 - Sprinkler systems condition update
 - Weed control status
- **Annual Homeowners Meeting:** Board – *Preparation Topics* –
 - Discuss meeting format/assign topics to Board members;
 - Meeting Documents – assign owners for: 1) Annual Meeting Notice; 2) Minutes from last year's meeting; 3) Proxy Form; 4) Budgets from Committee Chairpersons, including next year's budget requests;
 - Have above documents ready for review at next meeting (October 11th);
- **Other new business or concerns:** Board
- **Next Newsletter ideas:** Board

NEXT REGULARLY SCHEDULED BOARD MEETING: **Wednesday, October 11, 2017 – 3:00 p.m.**