



## Otter Pond Homeowner's Association

Board Meeting Agenda  
Wednesday, December 18, 3:00 p.m.  
Location: 1830 Otter Pond Cir.

Email: [otterpondhoa@gmail.com](mailto:otterpondhoa@gmail.com)

Web: [otterpondhoa.com](http://otterpondhoa.com)

### **Board Members ('21):**

President — Christina Files

Vice President—

Treasurer – Valerie Harper

Secretary – Mindy Claggett

Member-at-Large – Tammi Padilla

---

### 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 November 2024.

### COMMITTEE REPORTS:

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

### FINANCIAL:

Report from Tammi Padilla

### NEW BUSINESS:

Review Annual Meeting documents and format.

The Annual Meeting document package needs to be mailed by U.S. mail (**mandatory**) by the Secretary to ALL HOA members **at least 10 days before the meeting**.

An email should also be sent to ALL HOA members.

Post the Annual Meeting Notice & Annual Meeting Agenda at the mailbox kiosk.

Update otterpondhoa.com with the entire package.

Other new business or concerns:

Next Newsletter Ideas:

### NEXT REGULARLY SCHEDULED BOARD MEETING:

TBD at 1830 Otter Pond Cir.