

**MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING
OTTER POND HOMEOWNERS ASSOCIATION, INC.**

January 8, 2020

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Present: Lois Sailors, Charli Oswald, Tim Heavers

Guests: Kathy Heavers, Bill Codd

Meeting called to order at 3:05 pm.

Minutes: Minutes from the November 20, 2019 OPHOA Board Meeting were approved.

Committee Reports: No Committee reports were given.

Unfinished Business:

Ditch Maintenance — Tim reported that ditches are in good shape and not much should need to be done.

Community Snow Removal — Kathy Heavers reported on comments received and her inquiries made into who the individuals are that voluntarily help their neighbors by plowing sidewalks and driveways. The Board, along with Mr. Codd further discussed homeowner and HOA responsibilities and how we might better inform residents as to what is a neighborly gesture versus what are individual responsibilities by law and our covenants. Lois agreed to draft a letter to the community to be sent out by email in the near future.

Tennis Court — Options, positive and negative, on how best to utilize this amenity that requires costly maintenance were received and reviewed, and a resident survey is proposed for the near future.

Boat House — A New Boat House procedures for 2020 have not yet been received.

New Business:

Financial Reports — Tim presented a “very healthy” financial report. Also reported were the results of the Independent Financial Analysis of the 2018/2019 books, performed by Teresa Campbell, CPA, that was received and indicated satisfactory. Bid cost was \$400 and paid. Lois made a motion to accept the report; seconded by Charli, and passed. A motion to hire Teresa Campbell for 2019 tax returns was made by Lois; seconded by Charli, and passed. Tim reported there are no outstanding collections, that all 1099's have been sent out, and that the registration renewal to DORA has been paid.

2020 Bid Process — Lois reported the landscaping maintenance contract is currently being worked on.

Non Compliance Issues — Lois reported animal control had to be called once regarding a barking dog complaint.

Other New Business/Concerns:

Covenant changes — Still in review; the issue was tabled until the February meeting.

Next Meeting — Next month's meeting will be Wednesday, February 12th at 3:00 p.m. at Timberline Bank.

The meeting adjourned at 4:24 pm.

—Minutes submitted by Charli Oswald, HOA Vice President