

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

**October 11, 2017**

**Present:** Charli Oswald, Tim Heavers, Mark Bollinger & Roy Anderson.

**Guests:** Kathy Heavers & Lois Sailors.

Meeting called to order at 3:05 pm.

**Minutes:** Minutes from the September 13<sup>th</sup>, 2017, OPHOA Board Meeting were approved as revised.

**Committee Reports:**

**Open Space Committee** – Kathy reviewed landscape bids from three companies; after discussion the Board decided to see if another company (Green N Bearit) would be willing to bid, as there was not complete satisfaction with any of the three bidders. The Board tabled the decision until next month.

**Pond** – Mark noted that the falling leafs (into the pond) are now a daily issue – a resident's son (Josiah) offered to clean them from the spillway on a daily basis until they stop falling! Thank you Josiah! **PLEASE NOTE:** ALL watercraft must be out of the pond by November 1<sup>st</sup>.

**Other Committees** – no reports.

**Unfinished Business:**

**Ditch Maintenance** – Tad continues to monitor the ditches. Tim noted that the padlock attached to the weir gate last month appears to be deterring those who had been changing it.

**Pond Signs** – Lois showed updated sign designs from the selected bidder – *In Design Signs*. The Board approved them with only a slight wording change, and authorized the large (Marina) sign and 4 smaller ones (12"x18").

**Covenant Change Voting Status** – no report.

**New Business:**

**Financial Reports** – Tim said the 2018 budget is nearly finished and comes close to matching the 2017 budget which has been very accurate so far this year. A few new expenses were planned, which will be reviewed at the Annual Meeting. Tim reported that the Quickbooks software is going "Cloud-based" and will no longer support the traditional program code on personal computers. As a result he said we need to go to the web-based subscription software, costing \$35/month. A motion was made by Roy to authorize this expense beginning on January 1, 2018; seconded by Mark; passed unanimously.

**Non Compliance Issues** – none.

**Annual Meeting Date** – 29-November-2017, 6:00 pm at the Montrose Library Community Meeting Room. The following documents are complete, except Financials\*, and will be emailed to all residents by the middle of November: 1) Annual Meeting Notice; 2) Annual Meeting Agenda; 3) *Financials*; 4) 2016 Annual Meeting Minutes; and, 5) Proxy Form. These are also on the web, at the bottom of the "*Documents*" page. The Annual Meeting Notice and Agenda will be postal mailed (as required by the Covenants) by October 16<sup>th</sup> to comply with the 50 days in advance requirement.

**Next Meeting** – Next month's meeting will be Wednesday, November 8<sup>th</sup> at **3:00 pm**, at *Timberline Bank*.

Meeting adjourned at 4:45 pm.

--Minutes submitted by Roy Anderson, HOA Secretary

\* Financials will be completed through October by November 3<sup>rd</sup>.