

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

October 13, 2020

[revision 2]

***Note:** this virtual meeting was held via Zoom...*

Present: Lois Sailors, Charli Oswald, Roy Anderson, Chris Hebert, Wade Pynes

Meeting called to order at 3:05 pm.

Guests: (none)

Minutes: Minutes from the September 8, 2020, OPHOA Board Meeting were approved.

Committee Reports:

Open Space — Dan Shaw offered to provide snow removal services, but since he can't do it in January and February, it was decided to ask Prestige Lawn Service for a bid. Lois will talk to them.

Pond — all watercraft must be removed from the water by November 1st.

Social — Christmas hay ride has been scheduled on December 4th; this will be the only Christmas activity due to Covid. Masks will be required, hand sanitizer provided. Details will be emailed in November.

Other Committees — no reports

Unfinished Business:

Ditches — Tadd reported water will be turned off October 31st. Tadd will continue providing his services

New Business:

Financial Reports — Finances are all on track; Note that YTD depreciation has not been posted and, in the estimates of our bookkeeper, that amount to be posted is approximately \$3K. Therefore, our margins are roughly \$3K less. Wade has prepared the required documents for the Annual Meeting packet.

Non Compliance Issues — none.

Annual Meeting — all documents were approved with one correction to the Proxy form, and an agreed financial insert from Wade. Lois, Roy & Charli will help prepare the physical (postal) mailing. The meeting will be held on Zoom, November 19, at 6:30pm..

Next Meeting — Next month's meeting will be Tuesday, November 10th at 3:00 p.m. **on Zoom**

The meeting adjourned at 3:50 pm.

—Minutes submitted by Roy Anderson, HOA Secretary