



## Board Meeting Agenda

**Tuesday, January 12<sup>th</sup> - 3:00 pm**

Online via *Zoom* until further notice

**\*ZOOM Link:** <https://us02web.zoom.us/j/82328517070?pwd=OWJDVHdpZE1JZTFMdnNMK0tXb0lTZz09>

Zoom meeting ID: 823 2851 7070

Passcode: 195189

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

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

### ***OTTER POND BOARD MEMBERS:***

Lois Sailors – **President**

Kristie Sanchez – **Vice President**

Mindy Clagett – **Secretary**

Wade Pynes – **Treasurer**

Janene Beard – **Member-at-Large**

### **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 10, 2020, and the required meeting of November 19, 2020

### **COMMITTEE REPORTS:**

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

### **UNFINISHED BUSINESS:**

- **Common Areas:** Board

Pond

Silt Pond

**-Boathouse:** Lois

New Boathouse written procedure 2021

**NEW BUSINESS:**

**- Financial Review:** Wade

2021 Final Budget and Financial Statement

**- Bookkeeper:**

mail annual dues invoices;

prepare/send 1099's to contractors used prior year;

pay DORA (Dept. of Regulatory Agency) registration renewal for year;

**-Board:**

update contacts for DORA and the Secretary of State

update signers on accounts

**- New business or concerns: Board**

Discuss non-residents in open space/issue guest passes?

**– Next Newsletter ideas: Board**

**- Other new business or concerns: Board**

**NEXT REGULARLY SCHEDULED BOARD**

**MEETING:**

**Tuesday, February 9, 2021 – 3:00 p.m.**

*Concerns submitted by Janene Beard:*

**Pond Management**

1. Common area shoreline maintenance
2. Member shoreline maintenance
3. Silt Retention Pond maintenance
4. Marina maintenance
  - a) Silt Cleanout
  - b) Possible use as a secondary silt trap
  - c) Dock Replacement/Repair
  - d) Plan for reserve
5. Determination of Silt buildup in the Pond
  - a) Develop plan for Reserve to handle the issue

1. Try to determine original pond depth and current depth to understand time span remaining before Pond dredging is needed and where.
  2. Determine cleanout method
  3. Obtain cost estimates
6. Midge & Gnat Mitigation
- a) Problem comes from an OP Common Area. Should be a Common Area maintenance issue.
  - b) Review of our current actions.
  - c) Discuss further actions and when they should be implemented.
7. Dock consideration for North End (CC&R's pg. 14, Article VI, iii) "water activities are not permitted in or around spillway"
8. Record Water Quality Studies by an independent party
9. Fish Management
10. Goose Management in the Winter
11. Aeration Winter/Summer
12. Potential formation of HOA membership committees to share the workload

#### **Short Term Rentals**

1. What types of rentals are to be included and excluded?
2. Legal advice on what is allowable and possible Covenant change
3. Potential formation of HOA membership to help share workload

#### **Select new Board member(s) to collect the mail & adding Kiosk information**

1. Change OPHOA email password. Current Officer(s) only
2. Add second email password for Newsletter only

#### **DORA & CO Secretary of State**

1. Dave Beard is listed as a contact for Dora. Update each time there is a new Board
2. Tim Heavers is listed as a contact for CO Sec. of State, Change of State

These positions are only valid for 1 year at a time and need to re-registered to a current Board member.