



## Otter Pond Homeowner's Association

**Board Meeting Agenda**  
**Tuesday, January 24, 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 — Kristie Sanchez

Vice President—

Treasurer –

Secretary – Mindy Clagett

Member-at-Large – Christina Files

---

### **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 15, 2022.

### **COMMITTEE REPORTS:**

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

### **FINANCIAL:**

Report from Tim Heavers

### **UNFINISHED BUSINESS:**

### **NEW BUSINESS:**

The accountant/bookkeeper needs to:

- mail annual dues invoices; mail 1099's to contractors used prior year.

Begin Community bid process for: landscaping, pest control, ditch maintenance, silt pond clean-out, tennis courts.

Pay DORA (Dept. of Real Estate) Registration Renewal for year.

Other new business or concerns:

Next Newsletter Ideas:

### **NEXT REGULARLY SCHEDULED BOARD MEETING:**

TBD at 1830 Otter Pond Cir.