



Otter Pond Homeowner's Association

Board Meeting Agenda
Thursday, November 16, 2023
5:00 pm
Location: 1830 Otter Pond Cir.

Email: otterpondhoa@gmail.com
Web: otterpondhoa.com

Board Members ('21):

President — Christina Files
Vice President—Jack McKelvy
Treasurer – Valerie Harper
Secretary – Mindy Clagett
Member-at-Large – Tony Padilla

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 October board meeting.

COMMITTEE REPORTS:

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

FINANCIAL:

Report.

UNFINISHED BUSINESS:

Dam rebuild update.

NEW BUSINESS:

Review report on all ditches, head gates and pipes.

Review Community landscaping and weed control.

Review Annual Meeting documents and format.

* The Annual Meeting document package needs to be mailed by U.S. mail (**mandatory**) by the Secretary to ALL HOA members **at least 10 days before the meeting**.

* An email should also be sent to ALL HOA members.

* Post the Annual Meeting Notice & Annual Meeting Agenda at the mailbox kiosk.

* Update otterpondhoa.com with the entire package.

* Verify irrigation water shut-off date with contact at the UVWUA.

* Be certain the Community Landscaper:

- blows out sprinkler lines; removes hoses and canisters from pumps and stores them in the Boathouse for the winter.

NEXT REGULARLY SCHEDULED BOARD MEETING:

TBD at 1830 Otter Pond Cir.