



Otter Pond Homeowner's Association

Board Meeting Agenda
Tuesday, November 15, 2022 3:00 p.m
Location: 1830 Otter Pond Cir.

Email: otterpondhoa@gmail.com

Web: 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 October 25, 2022.

COMMITTEE REPORTS:

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

FINANCIAL:

Report from Tim Heavers

UNFINISHED BUSINESS:

Spillway/Dam repair progress report.

NEW BUSINESS:

Prepare documents and announcements for the Annual Meeting.

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.

Other new business or concerns:

Next Newsletter Ideas:

NEXT REGULARLY SCHEDULED BOARD MEETING:

January 17, 2023 at 1830 Otter Pond Cir.

2022 Recap/Review ANNUAL HOA MEETING:

January 24, 2023 CMU, time and details to follow.