

MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING OTTER POND  
HOMEOWNERS ASSOCIATION, INC.  
November 16, 2023

Present: Christina Files, Mindy Clagett, Valerie Harper, Jack McKelvy, Tony Padilla

Guests: David Beard, Tammi Padilla, Lois Sailors, Becky Waugh

Call to Order 5:05 pm

Minutes from the October meeting approved.

COMMITTEE REPORTS:

ARB: Violation update provided.

SOCIAL: *(Still no volunteers to form a committee, but neighbors are stepping up to host various social activities.)*

Friday, December 8, Horse Carriage Rides and party at the Sylvester's.

Ginger to host Christmas Cookie Exchange.

OPEN SPACE: Lois is still awaiting landscaping bids before the annual budget review. She will follow up with those she hasn't heard from.

Sprinkler system has been winterized.

POND: David Beard made a presentation of concerns to be addressed as the dam rebuild gives opportunities for the water flow into our pond to be healthier, the water to be cleaner, and the silt managed more efficiently. He proposed a two phase plan that would give priority to the urgent concerns, namely; current silt levels, midges, chemical and organic matter in the pond, algae, and the maintenance of our aeration system; and follow up with maintenance for long-term pond health. The repair of the culvert under the road by the marina would also be included in phase one.

Working with two prospective contractors for silt removal, and alongside EcoResource Solutions for long-term maintenance, David gave detailed plan proposals and cost estimates to be considered.

FINANCIAL:

Reports provided by Tammi Padilla. She is identifying some Quickbooks categories that need clarifying and streamlining.

Tammi suggests we establish a chain of command for expense approvals; and develop a standardized form for reimbursements that could be available on our website.

American Family Insurance is discontinuing HOA policies, and so we need to seek a new company. Jack will pursue other options including State Farm Insurance.

The finance committee will work together to prepare a proposed 2024 budget, to include the recent Reserve Study findings; define policies related to finances; and create a reimbursement form. Two more members with financial wisdom would be ideal to complete this committee. Jack to contact some possible volunteers.

The board unanimously approves the opening of a separate account at Timberline bank to receive and send funds related to the dam rebuild.

#### DAM TIMELINE UPDATE:

There was an informational HOA Dam Rebuild meeting at CMU on October 23, attended/proxy supplied by 75% of OP homes. All present homeowners raised their hands to affirm continuing with the plans to rebuild our dam. Following that, all homeowners were asked to come to the boathouse and sign their names to papers stating either: YES, I want the HOA to proceed with contracts to rebuild the dam; or NO, I do not want the HOA to proceed with the contracts to rebuild the dam. 70 properties (82%) were represented with signatures on the YES list, and zero signatures were placed on the NO list.

Additionally, homeowners were invited to sign a petition to pursue an SID loan with the city. A minimum of 50% of the properties was required to go forward with this option. 87% signed. It has been brought before City Counsel, and they are supportive.

Special Assessments (\$3,000) are due December 15, 2023.

Before signing any contracts, Christina proposes we host another meeting, open to all interested homeowners, to review the contracts.

The State approval of our plans is anticipated in the next two weeks.

Work to move wet utilities may begin sometime mid-December to early January. The pond level will be lowered 4 feet before that work begins.

The board unanimously approves giving the City a utilities easement on OP property to relocate wet utilities.

#### ANNUAL MEETING:

Tuesday, January 16, 2024, 6 pm, to be sought for meeting room availability.

Mindy will prepare the notice, agenda, and proxy form for the board to review before mailing to all homeowners at the end of the year. Notice and agenda will also be posted at the mailbox kiosk.

Meeting adjourned at 7:25 pm

Next meeting Tuesday, December 12, 5:00 pm at 1830 Otter Pond Cir.

Following meeting Tuesday, January 9, 5:00 pm at 1830 Otter Pond Cir.

ANNUAL HOA MEETING Tuesday, January 16, 2024, 6 pm, location TBD.

Minutes submitted by Mindy Claggett, HOA Secretary.