



## Otter Pond Homeowner's Association

**Board Meeting Agenda**  
**Tuesday, September 14, 2021; 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 – Lois Sailors

Vice President – Kristie Sanchez

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 August 10, 2021

**COMMITTEE REPORTS:**

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

**UNFINISHED BUSINESS:**

Boathouse Applications and deadline

Review community landscaping and weed control

Volunteers Needed

**NEW BUSINESS:**

Financial Review

Short-term Rental Vote

2022 Budget process/review

Prepare for Annual Homeowners Meeting. (Review last year's package.)

- Assign responsibility for obtaining meeting site; discuss meeting format; assign topics to each Board member.

- Discuss formats & assign responsibility for creating the following documents:

- \* The Annual Meeting Notice; the Agenda; Minutes from previous year's meeting;

Proxy Form; Budgets (Request Committee Chairmen to submit their budget requests, proposed next year's budget, and proposed 5-year budget)

- Have all documents ready to review by the next Board meeting

**Next Newsletter Ideas:** Board

**NEXT REGULARLY SCHEDULED BOARD MEETING:**

**Tuesday, October 12, 3:00 pm. Location TBD**