



## Otter Pond Homeowner's Association

Board Meeting Agenda  
Tuesday, September 13, 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

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### 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 16, 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:

Review Community landscaping and weed control.

Review report on all ditches, head gates and pipes

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

Other new business or concerns:

Next Newsletter Ideas:

### NEXT REGULARLY SCHEDULED BOARD MEETING:

TBD at 1830 Otter Pond Cir.