



Otter Pond Homeowner's Association

Board Meeting Agenda
Tuesday, September 10, 3:00 p.m
Location: 1830 Otter Pond Cir.

Email: otterpondhoa@gmail.com

Web: otterpondhoa.com

Board Members ('21):

President — Christina Files

Vice President—

Treasurer – Valerie Harper

Secretary – Mindy Claggett

Member-at-Large – Tammi 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 Board Meeting of August 7, 2024.

COMMITTEE REPORTS:

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

FINANCIAL:

Report from Tammi Padilla

UNFINISHED BUSINESS:

DAM PROJECT UPDATE:

NEW BUSINESS:

Discuss plan for pump platform maintenance/repair at the tennis courts.

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.