

MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING OTTER POND HOMEOWNERS
ASSOCIATION, INC.
January 7, 2025

Board Members Present: Christina Files, Valerie Harper, Tammi Padilla, Mindy Clagett
Guest: David and Janene Beard

Call to Order 3:03 pm
Minutes from the December meeting approved.

No Committee Reports.

Annual Meeting Preparation:

Mindy to follow up with the social committee about refreshments and name tags.

We need someone to monitor the sign-in sheets so people can verify contact information, without allowing others to acquire email and phone numbers.

Sign-in will be counted, along with proxies, to determine quorum.

Mindy to send last year's minutes to Christina.

Mindy will do recognitions, as well as request for volunteers.

Review budget/reserve considerations and evaluate deficiencies.

Define Operations Budget compared to Reserve Fund.

Operation: day to day expenses and maintenance;

Reserve: saves for costly repairs, replacements, and emergencies.

Clarify 2025 expenditures/funding of Reserve.

Budget modifications: Add line item for bridge repair; move pumps from operating budget to reserve

Christina will clarify the \$9,500 rollover at the meeting.

Address the deficiency, and plans to reevaluate new pond and landscaping costs after changes at the end of this year.

Janene will be the new Open Space committee chair. Put her phone number in the newsletter, encouraging neighbors to report needs/negligence pertaining to shared landscaping.

Meeting adjourned at 4:38 pm

Next meeting Tuesday, February 18, 3:00pm at 1830 Otter Pond Cir.

Minutes submitted by Mindy Clagett, HOA Secretary.