

## WINDING BROOK MEETING MINUTES

MARCH 25, 2004

The Winding Brook Board of Directors held their meeting on Thursday, March 25, 2004 at 7:00 p.m. in the offices of Sandy Lacroix Property Management. President Michel St. Germain called the meeting to order at 7:02 p.m.

PRESENT: Michel St. Germain, Steve Berkett, Brenda Wright, Susan Deacon and John Canning; Board of Directors. Homeowner's George and Evelyn Perraudin and Jane Brulatour were present. Linda Spellman and Sandy Lacroix represented Sandy Lacroix Property Management.

REVIEW OF THE FEBRUARY MEETING MINUTES: The Board of Directors did not approve the minutes for the February meeting. Board members had not reviewed the minutes; they will be submitted at the next Board meeting for review.

REVIEW OF THE FEBRUARY FINANCIAL STATEMENT: Income for the month of February totaled \$13,631.89, disbursements totaled \$6,204.26 leaving a net income for the month of \$7,427.63. Winding Brook currently has assets totaling \$40,688.00.

All monthly association fees not paid by the 30<sup>th</sup> of each month will be fined \$10.00 the first month, \$20.00 the second month, \$30.00 the third month and \$30.00 each month thereafter. The Board gave Steve permission to waive any fee that is under \$10.00. These fees are on the accounts received from Appletree Bay Property Management.

Steve Berkett, the treasurer of Winding Brook, is moving all of the monies to the Merchants Bank. He is closing out the account with the Chittenden Bank. Each month \$6,000.00 will be deposited into a reserve fund. This money will be used for capital expenditures as needed.

OLD BUSINESS: The boiler project must be completed by the end of May. The cost of the project is approximately \$6,300.00 to \$8,400.00. This expense is paid for by the association. Access to all units must be made available; Steve Berkett will be contacting homeowner's to set up arrangements for entry to their units. The Board discussed

consulting with another engineer for a second opinion. Steve Berkett will check with David Slade, the engineer from UAI about using pink insulation around the boiler collar.

NEW BUSINESS: If you have problems with your garage door closing because of ice build up, contact the management company. Do not call Champlain Door for this problem. Also any problems concerning your plumbing should be called into the management company. They will arrange for a plumber to contact you.

All resident's having work performed at their unit should notify the vendor at the time of contact that they should park their vehicles on the South side of Winding Brook Drive. Resident's should notify their visitors to park on the South side of the street until midnight, or park in the overflow parking lot. If your car is going to be left in the overflow parking lot for more than two days, please put your unit number and telephone number in the window.

Quotes for power washing were reviewed by the Board. Sandy will contact one company to inquire about lowering the price for four buildings. Steve will contact Leo Martineau, handyman for Winding Brook, to have him submit a bid.

Please send a key to your unit to the management company if you have not done so in the past. These keys are needed in case of an emergency and you are not at home. A letter will be sent to each unit if we do not have a key to your unit.

Richard Bushnell will start the roofing project in July. D building and F building will be completed this year. A notice will be sent to each homeowner before the work begins so you may remove any personal objects. Privacy fences must be opened while the roofers are working on your building.

John Canning will be going to Waterbury to see if he can locate the original plans for Winding Brook in the archives. The Board wants to review the plans to see if the project was built according to plan.

Mike St. Germain has met with John Farrell from Bayview Landscaping and reviewed proposed sketches for buildings A, E and I. These sketches involve trees to be removed, bushes to be planted and an overall picture of what the landscaping will look like. The cost for this comes in under the \$7,000.00 in the budget. Bayview Landscaping will prune all of Winding Brook at a cost of \$2400.00.

The Board discussed the storm water issue. The state will be two or three years before they issue permits. They may issue a permit sooner if no new water is going into the lake. Nothing has been voted on at this time.

Evelyn Perraudin reported that a tree should be replaced at the front of her unit. The tree that was there was removed years ago by mistake. Jane Brulator reported flaking trim around her doors and windows. She needs a privacy fence installed in the back of her unit. George Perraudin suggested that numbers be installed along the parking lot curbs.

ADJOURNMENT: With no further business to discuss, Mike St. Germain motioned to adjourn the meeting. Steve Berkett seconded the motion, all in favor, meeting adjourned at 8:20 p.m. The Board of Directors then went into an executive Board meeting.

The next meeting will be held on Thursday, May 6, 2004 at 7:00 P.M. at the South Burlington town offices.

Respectfully submitted by Sandra Lacroix