

To: All Winding Brook Condominium Homeowners

From: Board of Directors

Subject: Updates and Reminders

Date: June 20, 2005

Air Conditioner Rules - With the advent of the hot weather, many homeowners and renters are installing their window air conditioners for the summer season. Such installations are permitted from April 1st through October 31. It is a homeowner responsibility to properly install all window units, and any damage to the window or surrounding frame caused by the installation or removal of an air conditioner is a homeowner responsibility. All such units should operate on standard 110-volt power, and no cutouts of walls are permitted for a permanent installation without Board approval. For a complete understanding of the rules regarding the use of air conditioners, please consult the Administrative Rules which can be found on the Winding Brook website.

Carbon Monoxide Detectors – All residents are urged to install carbon monoxide detectors in their units. Every unit in Winding Brook uses natural gas as the primary heat source, and one of the by-products of this combustion is carbon monoxide. Normally this gas is harmlessly released through the vent pipes that start in the heater closet and run to the roof, but in rare instances, fatal malfunctions can occur. This toxic gas cannot be seen, felt, or smelled. Detectors can be purchased at local hardware stores or through Vermont Gas, and buyers should consult the owner's manual about the best placement in their homes.

Exhaust Pipe Inspection – During the recent inspections of the boilers, it has been discovered that condensation from the burning of natural gas in the boiler and water heater can create brittleness or holes in the exhaust pipes located in the heater closet. These pipes should be inspected periodically, and if any holes or brittleness are detected, the pipes should be replaced immediately. The pipe's real function is to carry carbon monoxide out of the unit, and any leakage in the boiler closet can have deadly consequences like the recent incident at UVM.

Parking - Parking is not permitted on Winding Brook Drive between the hours of midnight and 6:00 AM. Owners, renters, and guests should understand that cars left parked on the street during these hours are subject to random towing at the owner's expense. Additional parking for extra vehicles is available in the Overflow Lot that is located between Buildings C and E.

Sink and Toilet Use – The sewer system for each building at Winding Brook feeds into a central pump station that sends all the sewage to the South Burlington System running along Hinesburg Road. Over the years, experience has shown that residents should never flush any items of clothing, cat litter, eggshells, banana peels, onion skins, or coffee grounds down the drains. These items cause the pumps to malfunction, and emergency repairs have cost the Association over \$7000.00 in unbudgeted expenses.

Woodstove Inspections – All unit owners with woodstoves are reminded that they must be inspected annually. Copies of the inspections are to be sent to the management company so that they arrive no later than December 15th. Details about the required inspections can be found in the Administrative Rules on the Winding Brook website.

Bathroom Fan Inspections – Homeowners are reminded that it is a good practice to clean all bathroom fans in the unit at least once per year. Over time airborne dust can accumulate at the beginning of the vent pipe and in extreme cases ignite due to the heat generated by the fan. Access to the pipe requires removing the light cover and bulb and unscrewing the support screw holding the fixture in place.

Road Resurfacing - In the next month or so, there will be some repairs to the road and parking lots where holes or indentations have appeared. This work may require some special driving maneuvers while the pavement sets up. Please try to give any red cones a wide berth during the initial setup of the new asphalt.

Pet Waste – With the advent of the summer season many homeowners are walking their pets more frequently, and they are reminded to minimize all accidents on condo lawns. These kill the grass and cause unsightly brown patches in the lawns that will take additional time and money to fix.