

To: All Winding Brook Condominium Homeowners

From: Board of Directors

Subject: Updates and Reminders

Date: October 18, 2005

Air Conditioner Removal - With the advent of fall, all homeowners are reminded that window air conditioner units must be removed by October 31. It is a homeowner responsibility to properly remove them, and any damage to the window or surrounding frame that occurs during this process is a homeowner responsibility.

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 Vent Inspections in Heater Closets – With the advent of the fall heating season, it is a good idea to inspect the condition of the exhaust pipes from the water heater and boiler in each heater closet. Each appliance runs on natural gas, and one of the byproducts of this combustion is water vapor. This water vapor can over time corrode these pipes and create holes which can allow deadly carbon monoxide exhaust gas to escape into the living area of the condominium. If a homeowner finds any holes or brittleness in these pipes, they should be replaced immediately.

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.

It has also been noted that residents in Building I have been parking two cars back-to-back in assigned outside parking spaces. This practice is not permitted because it could hamper the access of emergency vehicles to parts of the building beyond the parked cars.

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.

Wood & Gas Stove Inspections – All unit owners with either wood or gas stoves 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.

New Fire Regulation – As of October 1, 2005 the State of Vermont has issued a new regulation regarding the use of certain devices near multi-family buildings or on balconies. It states that no hibachi, gas fired grill, charcoal grill, or other similar device used for cooking, heating, or any other purpose, shall be used or kindled on any balcony or under any overhanging portion or within 10 feet of any structure. This would seem to prohibit all grilling on any patio at Winding Brook, and homeowners should act accordingly. Since this regulation is in full effect now, the Board will be enforcing this rule immediately while the Administrative Rules are being updated.

Personal Safety – With the recent spat of home invasions in Chittenden County, homeowners are reminded to lock all doors and windows particularly at night. It is also a good practice to report any suspicious activity to the South Burlington police for follow-up.

Gutter Cleaning – With all the rain recently, the Board has asked our landscaper to clean all the building gutters. This work should be done by the end of this week, and homeowners should not be concerned about noise from the roof or ladders on the siding.

Next Board Meeting – The next meeting of the Board will be at 7:00PM on November 17th in the South Burlington City Offices. One item on the agenda will be a discussion of the proposed budget for CY2006 including a detailed look at the work to be done and the costs. Homeowner input in this process is vital, and all are encouraged to attend.