

Winding Brook Condominium Association

Board of Directors Meeting Minutes

February 23, 2006

The Winding Brook Condominium Association held a meeting of its Board of Directors on Monday, February 23, 2006, at the South Burlington Town Offices. President Michel St. Germain convened the meeting at 6:58 p.m.

PRESENT: Steve Berkett, Susan Deacon, Richard Parent, Michel St. Germain, Betsy Walters, Board of Directors. Sandy Lacroix, representing the Management Company.

1A Removal of 2005 Annual Meeting from Suspension

Michel St. Germain removed the 2005 Annual Meeting from suspension. Sandy Lacroix reported that she has received 16 YES votes in favor of the contingent assessment, and 2 NO votes not in favor. This brought the total number of votes to 61 in favor, 3 not in favor, passing the contingent assessment. With the passage of the contingent assessment, the business of the 2005 Annual Meeting was concluded. Steve Berkett motioned to adjourn the Annual Meeting. Susan Deacon seconded the motion, and the 2005 Annual Meeting was adjourned at 7:06 p.m. on February 23, 2006.

1B Call to Order

Michel St. Germain called the Board of Directors meeting to order at 7:06 p.m.

1C Review of 2005 Annual Meeting Minutes

The minutes of the 2005 Annual Meeting were presented and reviewed. Michel St. Germain moved to reject the minutes as they were incorrect. A meeting of the Board of Directors had immediately followed the Annual Meeting, and yet was not reflected in the minutes. Sandy Lacroix and Richard Parent agreed to revise the Annual Meeting minutes to include the agenda of this second meeting. The revised Annual Meeting minutes will be e-mailed to the Board for approval.

2 Review of January Financials

Steve Berkett reported that he was able to transfer \$6,990 from the 2005 budget into the Association's reserve account.

The new Key Bank account is earning around \$150 in interest per month, a substantial increase from the \$40 interest we were receiving previously at Merchant's Bank. To take full advantage of this higher interest rate, the \$16,000 we have at Merchant's Bank will be moved to Key Bank.

Costs for salting are increasing, but remain lower than last year's amount.

All available funds will be placed into the reserve account. The summer's expenditures will require funds to be paid from the reserve account, but income from the second half of the year will replenish the reserve account by the year's end.

Line items for the storm water permitting project have been added to the budget. Currently, those items are listed as \$0. As we learn the actual costs involved with construction and permitting, those figures will be added to the budget.

Steve is investigating the possibility of establishing a direct payment method for Association dues. This would mean that each month owners' association dues would be automatically debited from a designated bank account. This program would save time and energy for everyone involved, but would not be mandatory. Owners would have the option to participate in the automatic program or not. Steve will report back on this as he learns more.

The Association may also be able to get a debit card which would draw directly from the Association's accounts. This would simplify Association purchases for Board members (such as for construction and/or repair items at Home Depot). Steve Berkett will investigate and report later.

3 Status of the Special Assessment for Storm Water

The special contingent assessment (as reported above in item 1A) passed with a final vote of 61 to 3.

4 Storm Water Update

Michel St. Germain, Steve Berkett, and Richard Parent met with Martin Courcelle (Champlain Consulting) and Tim Grover (City of South Burlington Stormwater Utility Superintendent) on February 22, 2006 to discuss Champlain Consulting's plans for improving the Winding Brook storm water system.

This is the process for Winding Brook to get its State stormwater permit:

Martin Courcelle (Champlain Consulting) has completed the plans for Winding Brook's improved system. This system will meet all required limits except one. The new plan is not able to meet the Net-Zero Discharge requirement, which demands that Winding Brook discharge no more sediment into Potash Brook than the land itself would have if there were no development at all. Presently, Winding Brook discharges 200 more pounds of sediment into Potash Brook than the land would have prior to the construction of Winding Brook. Meeting the Net-Zero Discharge requirement is prohibitively expensive for Winding Brook. The City's new Stormwater Utility appears confident that this requirement will not hinder its ability to acquire a State permit for Winding Brook.

Once the City approves the plans for the improved system, Winding Brook will begin construction on the new system. When the new system is complete (which is expected by the end of August), Winding Brook will deed the management of the improved system to the City's Stormwater Utility. The Utility will then begin work with the State to secure the stormwater permit Winding Brook needs. Tim Grover feels confident that this process will be resolved before the Association's temporary stormwater permit expires in 2007.

The Association's attorney, Tom Carlson, is now meeting with the City's attorney, to work through the details of Winding Brook's construction of the improved system, the City Stormwater Utility's assumption of the new system, and then the City's acquisition of a Vermont State Stormwater permit. Martin Courcelle is also providing Tim Grover with plans and all of the documentation necessary for Grover to give City approval of the plans. Once Grover approves the plans, and the attorney's reach an acceptable understanding of the entire process, the Association will begin soliciting bids from contractors to perform the necessary improvements to our existing stormwater pond.

Champlain Consulting estimates the cost of the pond improvements will be at least \$63,000, with the possibility of additional costs of up to 20%. The consulting and engineering fees of Champlain Consulting are \$16,000. These costs do not include any fees associated with permitting, which we assume will also need to be paid.

Because of this, the Board decided to proceed with the full \$25,000 special assessment. Each owner's share of the assessment will be calculated and distributed to the owners soon. The Board expects to begin collecting the assessment around April.

5 Correspondence

Sandy Lacroix reported on the following correspondence she had received.

The former owner of unit #64 wrote to inquire as to the status of the \$2,000 she had placed in escrow pending the resolution of the stormwater issue. The current owner will use this fund to pay the unit's share of the special assessment. Once the City assumes responsibility for the improved pond, then the remaining funds will be releasable to Sandy Hudson.

Unit 48 wrote to complain about excessive stereo noise from one of the adjacent units. SLPM will send a letter to the neighbor explaining that the administrative rules of the Association allow for a fine of \$25 to be imposed at the next infraction of the Association's noise rules, and for every infraction after that.

The tenants in unit #42 also wrote to complain about an adjacent unit's loud stereo bass. Similarly, SLMP will send a letter to the neighbor explaining that the administrative rules of the Association allow for a fine of \$25 to be imposed at the next infraction of the Association's noise rules, and for every infraction after that.

Unit 17 has an ice dam under their concrete patio slab. This issue was addressed with Tim Grover at the meeting on February 22, 2006 (discussed in item #4). As the water is reaching unit 17 from Kennedy Drive (and the construction there), the City will investigate the ice buildup and how to prevent it from continuing. A letter will be sent to the owners explaining this.

Unit #24's bathroom linoleum was removed to investigate the possibility of a crack in their foundation. No crack was found. However, the linoleum will need to be removed. The Board agreed to remove the remaining linoleum, and to replace the bathroom's linoleum in March or April.

6 Roofing Proposals

SLPM and Steve Berkett approached roofing contractors for estimates of the cost of replacing the roof on Building G and the garages for Buildings E & F. Bids were received from A One Roofing, Salyer Architectural Consulting, and Richard Bushnell. Because the cost for A One Roofing was substantially higher than that for either of the other options, the Board decided not to consider A One for the roofing.

The cost for replacing the roof on Building G were as follows:

Richard Bushnell:	\$26,000
Salyer Architectural Consulting:	\$22,928

The cost for replacing the roofs on the E & F Garages were as follows:

Richard Bushnell:	\$5,200
Salyer Architectural Consulting:	\$8,192

The Association has employed Richard Bushnell for roofing before, but Salyer is an unknown quantity. The Board decided to further investigate Salyer's references, and if they seemed worthy, to contract with Salyer to replace the roof on Building G, and to contract with Richard Bushnell to replace the E & F Garage roof. This approach minimizes the roofing expense to the Association.

Salyer Architectural Consulting also submitted a bid to replace both cracked cement patios (discussed at the Annual Meeting) for \$2,500. This amount is substantially lower than other options, so the Board agreed to contract with Salyer to replace the patios.

Richard Bushnell also submitted a bid to seal the chimney caps on buildings that feature the caps. The original design for the chimney caps did not include sealant, and owners who have chimneys have reported significant leakage through the unsealed chimney caps. Steve Berkett will negotiate with Bushnell to reach the lowest price possible for sealing the caps, and to determine which chimneys require cap sealing.

7 Door Hardware for Trash Rooms

The doors to the Association trash rooms need new hardware, as they are becoming increasingly difficult – and in some cases, impossible – to close. SLPM will investigate new door hardware and other solutions for this unsightly problem.

8 Revision of the Rules and Regulations

Steve Berkett is in the process of revising the Association's Administrative Rules & Regulations, simplifying them and bringing them up to date with current policies and practices. When the revisions are complete, Steve will e-mail the revised Rules to the Board for approval.

Steve discussed the carbon monoxide detector and gas-powered grill issues with the Association's attorney, Tom Carlson. Carlson agrees that the new laws allow for misuse of gas grills or failure to properly install or maintain carbon monoxide detectors to be the responsibility of each individual owner, rather than of the Association or the Board. This will be incorporated into the new Rules.

9 New Business

Sandy Lacroix reported that all of the financials for Winding Brook will be converted to the Quick Books software program in a few months. Sandy Lacroix Property Management has hired a new bookkeeper, Joyce Curry, to do all of the accounts.

10 Other Business

Michel St. Germain discussed the need for a long-term Board Member replacement strategy. Steve Berkett will be retiring from the Board at the end of December 2006. Michel St. Germain also expects to retire once the stormwater issue is resolved. The absence of these two long-time Board leaders cannot be underestimated.

However, this also provides a tremendous opportunity for owner involvement in the Association.

To encourage owners to become more involved with their community, the Board agreed to send tentative agendas for all Board meetings (which are all open to the community and happen about every six weeks) to owners about a week before each meeting.

Owners who are interested in what's going on in and with their community are encouraged to come to these meetings.

The next Association Board meeting is scheduled for Tuesday, April 11th. SLPM will attempt to reserve a conference room at the South Burlington Town Offices for this meeting.

11 Adjournment

The meeting was adjourned at 8:38 p.m.