

Winding Brook Homeowners' Association

Board of Directors Meeting Minutes

April 11, 2006

The Winding Brook Homeowners' Association held a meeting of its Board of Directors on Monday, April 11, 2006 at the St. John Vianney Church Parrish Hall. President Michel St. Germain convened the meeting at 7:14 p.m.

PRESENT: Steve Berkett, Susan Deacon, Richard Parent, Michel St. Germain, Betsy Walters, Board of Directors. Sandy Lacroix, representing the Management Company. Penny Murtie and Barbara Romanoff, Association Members.

1) Review of the March Meeting Minutes

The March Meeting Minutes were reviewed, and it was discovered that item 4 was missing an important word. The Minutes were amended so that item 4 now reads, in part: "The City's new Stormwater Utility appears confident that this requirement will *not* hinder its ability to acquire a State permit for Winding Brook" (italics added for clarity). The March Minutes were accepted as amended.

2) Review of the March Financials

Discussion of the March financials was deferred until the next meeting as the Treasurer wanted more time to examine the Management Company's new reporting format.

The February financials were finalized, and Steve Berkett explained that the Association is now starting to pay Champlain Consulting Engineers for its work on the Storm Water System issue. Also, the Association will now begin spending funds from its reserve account on the roofs of Building G and repairs to Building F prior to repainting. This will cause the reserve account to appear very low, but by October or November the reserve account will again be fully funded. The February Treasurer's Report was accepted as presented.

3) Discussion of the Association's Administrative Rules

There was much discussion of the revisions to the Administrative Rules. Steve Berkett, Mike St. Germain, and Richard Parent worked to update, clarify, and bring into conformity with current practices the Administrative Rules for the Winding Brook Homeowners' Association. These revisions (which are far too numerous to detail here) were discussed by the Board, the Management Company, and the present members of the Association.

The final revisions to the Administrative Rules will be voted on by the Board at the next Board meeting, scheduled for May.

A copy of the revised Administrative Rules will be distributed to each owner and/or tenant. The Board urges all residents to read the new Administrative Rules and to contact a member of the Board or of the Management Company with any questions.

4) Discussion of Carbon Monoxide Detector Communication

Steve Berkett has drafted a memo to the owners and tenants explaining the state's new carbon monoxide detector requirements. Attached to this memo is information directly from the Vermont Department of Public Safety concerning the carbon monoxide detector requirements. These important materials will be distributed to the entire Winding Brook community as soon as possible.

5) New Grounds Contract and Spring Clean-up Plan

The new contract for grounds keeping and maintenance has been signed, and the spring clean-up has already begun. There will be pine mulching added to the grounds soon. The crab apple trees have already been pruned.

6) Report on Storm Water Work

The Board is proceeding with all due diligence to resolve the stormwater permit issue. The City has not yet approved our stormwater plans, but Steve Berkett reports that progress is being made on this point.

The latest revised cost estimate for stormwater work is \$66,769, not including the amount (at least \$6,000) we owe to Champlain Consulting Engineers for their work. Because these amounts are still only estimates, and the final cost could end up being as much as 20% higher than this, the Board voted to collect the full \$25,000 special assessment amount approved by the Association earlier this year. Any and all funds collected in this assessment that are not spent on the stormwater permitting work will be refunded to the Association members.

The special assessment will be due August 1, 2006.

In June or July of this year, the Board will call a special meeting of all Association members to discuss the stormwater permitting process and engineering plans. The Board encourages all members to attend this important meeting.

ADDENDUM: Due to recent developments, the special assessment collection will be postponed. This collection, and the amount to be collected, will be discussed at the next scheduled Board meeting. Steve Berkett will send a memo to all owners and tenants explaining our progress to date on this issue.

7) Garage Light Discussion and Plan

This item was tabled until the next meeting.

7) Patio Replacement

Steve Salyer will be doing the two patio replacements needed.

8) Other Business

There is no grass around Unit 16. The Board decided to have sod installed.

9) Adjournment

The next meeting of the Board will be six weeks from this meeting.

With no further business, the President adjourned the meeting at 9:20pm.

Respectfully submitted by Richard Parent, Board of Directors Secretary