

WINDING BROOK HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

MAY 23, 2006

The Winding Brook Homeowners' Association held a meeting of its Board of Directors on Tuesday, May 23, 2006 at the offices of Sandy Lacroix Property Management. President Michel St. Germain called the meeting to order at 7:01pm.

PRESENT: Steve Berkett, Susan Deacon, Richard Parent, Michel St. Germain, Betsy Walters: Board of Directors. Sandy Lacroix and Linda Spellman: Sandy Lacroix Property Management. Carol Cummings, Ernie Haas, Evelyn Perraudin, George Perraudin, Barbara Romanoff: Association Members.

1) REVIEW OF APRIL MEETING MINUTES

The April Meeting Minutes were reviewed and approved as submitted.

2) REVIEW OF THE APRIL FINANCIALS

Board Treasurer Steve Berkett presented the Financial Report for April.

Reserve Funds:

As announced in earlier meetings, the Association's reserve funds are beginning to decrease. Reserve levels will be replenished to normal levels as the year progresses.

The stormwater reserve funds will be consolidated at Key Bank to get the highest possible interest rate on them.

Repairs and Maintenance:

Unit 46 had a major plumbing leak in its kitchen walls. The Association will pay for these repairs as the leak occurred within the walls.

The trim-work on building F was budgeted at \$6,000, but will actually cost \$7,000.

The replacement backyard privacy fences are on order. Next year the Board will be looking for a less expensive vendor selling these.

The patios were replaced by Steve Salyer for less than the amount budgeted, and are draining correctly now.

Tree removal around Building A and behind unit 30 needs to happen. This will cost between \$600-\$1,000. The Board will continue to examine trees looking for dead and dying trees that will need to be removed in the future.

The painting of Building F is about to begin.

C Building will need to be painted next year. The exterior of the building is damaged and will need repair work.

The long garages for buildings I and A will need to be re-roofed next year.

The Board has budgeted for four (4) replacement screen doors this year. Because of the unexpectedly high demand for these (the demand is, in fact, far exceeding our budget), the Board will discuss this issue in more detail at our next meeting.

The Treasurer's Report of the April Financials was approved as presented.

3) REVIEW AND VOTE ON ADMINISTRATIVE RULES & REGULATIONS

The revised Administrative Rules and Regulations were accepted with the exception of Rule #2. This Rule concerns the fee structure for late Association membership dues, and it will be discussed with the Association's lawyers and discussed at the next Board meeting.

4) CORRESPONDENCE

Unit 4 writes to report that the wood window frame in the master bedroom and the trim of the crawlspace is rotted and needs to be replaced. These areas will be brought to the attention of the Association's handyman and landscaper. Building A will be examined for wood rot overall.

Unit 38 writes because the unit's screen door was replaced with a white screen door. The owner requests permission to repaint the door green to match the other doors in the building. Repainting screen doors immediately invalidates the warranty on screen doors, and so at the owner's suggestion, the Board will prepare an agreement with the owner insuring that any subsequent repairs to the repainted door will be paid by the owner (as the warranty will no longer cover such repairs).

Units 41 and 43 want their front railing repainted to correct for peeling paint and algae on the wood. The Board and the Association Handyman will look at the railing and determine an appropriate course of action.

Unit 70 writes to ask whether Board permission is required to install an automatic garage door opener. No such permission is needed, although any damage done to the garage or the garage door will be the owner's responsibility to repair. Also, Roto-Rooter was called to treat the garbage disposal in the unit. The owner asks that the cost of this visit be

reimbursed by the Association because the garbage disposal problem involves the plumbing in the unit. The Board will discuss the issue of garbage disposals and their regular maintenance at its next meeting. Finally, the Unit requests a replacement screen door. The Board will consider this request along with the larger issue of screen doors (mentioned in Agenda Item #2) at its next meeting.

Unit 74 requests a sidewalk from the front door to the road. The Board will talk with Steve Salyer about the costs involved in this, and will discuss the issue at its next meeting.

5A) INSURANCE UPDATES

The Association's policy would cost \$19,035 for coverage from June 2006 to June 2007. Meeting with our insurance agent, Steve Berkett has learned that slight changes in the policy will result in higher coverage at a lower cost. The Board approved changing the deductible from \$1,000 to \$2,500, and raising the umbrella coverage from \$1 million to \$2 million. The cost for the new policy is only \$18,425.

A line item of \$2,500 will be added to the budget to be used solely to cover expenses in the case of an insurance claim.

Flood insurance is not covered in the Association's policy, but the Board will investigate the costs and benefits of adding this at our next meeting.

5B) STORMWATER UPDATE

Progress is once again being made toward the resolution of the stormwater permitting issue. Because of this, a memo will be sent to the Association explaining the progress and our next steps in detail. (Addendum: this memo was sent to the Association on June 2, 2006.)

There will be an open forum at the next Board meeting for all Association Members to discuss concerns or questions regarding the stormwater permitting process, the construction of the improved stormwater system, or its impact on the community. All Winding Brook residents are invited and encouraged to attend this open forum. The next Board meeting will be held at 7pm on July 18th at the offices of Sandy Lacroix Property Management, 600 Blair Park Road Suite 311, in Williston.

6) OTHER BUSINESS

Parking is prohibited around fire hydrants, including around the fire hydrants on Winding Brook Drive. The Board will investigate how close to fire hydrants cars are allowed to park.

The speed bumps on Winding Brook Drive are also in need of fresh paint. The Board will purchase new paint and Board members Susan Deacon and Betsy Walters will repaint the speed bumps.

The number of rental units in Winding Brook must be tracked. The new Administrative Rules and Regulations specify that no more than 15 units may be rental units, and the current number of rental units appears to be 13.

The Board decided to ask for rental agreements from all owners renting, and for information on the identity of their renters. All renters should have a copy of the Administrative Rules and Regulations.

7) OLD BUSINESS

As mentioned in Agenda Item #2, the stormwater permitting issue is again making progress. As we have been encouraged to begin construction on the stormwater system upgrade as soon as possible, the Board announced the due date for the Special Assessment approved at the last Annual Meeting of the Association. The amount of this assessment will be \$25,000, as approved at the Annual Meeting, and will be due on August 15, 2006. The amount owed by each unit, as well as more details about the stormwater issue and the Association's next steps will be explained in a memo to be sent to the members of the Association. (Addendum: this memo was sent to the Association on June 2, 2006.)

The repair of the linoleum in unit 24 has been completed, although neither the Board nor Sandy Lacroix Property Management appear to have approved of the repairs at this time. At its next Executive Session, the Board will discuss how best to implement and track authorization procedures.

8) NEW BUSINESS

The Natural Area behind Winding Brook (adjacent to Potash Brook) is not a dump! Do not leave trash, wooden pallets, recycling items, or junk in this area. All refuse must be properly disposed of by recycling and trash pickups, or by taking large items to a Chittenden Solid Waste Drop-Off Center, such as the South Burlington facility at 87 Landfill Road.

City property value appraisals have been completed. If you wish to protest your appraisal, you must do so in person and individually – the City will not consider protests filed as a group.

9) ADJOURNMENT

With no further business, the meeting was adjourned at 8:17pm.

Submitted by Richard Parent, Board Secretary.