

**WINDING BROOK HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

JULY 18, 2006

The Winding Brook Homeowners' Association held a meeting of its Board of Directors on Tuesday, July 18, 2006 at the offices of Sandy Lacroix Property Management. President Michel St. Germain called the meeting to order at 7:02pm.

PRESENT: Steve Berkett, Susan Deacon, Richard Parent, Michel St. Germain, Betsy Walters: Board of Directors. Sandy Lacroix: Sandy Lacroix Property Management. Barbara Romanoff: Association Member.

1) Review of the May Meeting Minutes

The May meeting minutes were reviewed and approved as submitted.

2) Review of the June Financials

Because of a misrouted deposit (see item #6), the June Financials were not able to be completed. The June financials will be submitted to the Board when completed.

The May financials were reviewed and accepted as submitted.

As predicted, the Reserve account is running low due to the expenses of roofing, painting and landscaping. The Reserves will return to normal levels by the end of the year.

3 & 4) Spillane's Towing Service Performance & Road Painting for Dogleg Parking Spaces

The Board sent a memo about the parking situation on the dogleg to the Association. This is a safety issue because neither the fire department nor ambulances are currently able to reach the back of the building.

If you notice cars parked illegally in this area, call Spillane's Towing Service at 863-7900. Spillane's currently will not patrol Winding Brook, and so residents must call them to have an illegally parked car towed away.

The Board and Sandy Lacroix will investigate whether it will be possible to get Spillane's to regularly patrol Winding Brook in the future.

The Board will post signs stating which areas are not available for parking, and the external parking spaces in this area will have unit numbers and parking lines painted on the pavement.

Sandy Lacroix will get estimates for the cost of painting unit numbers and divider lines on all exterior parking spaces in the development.

5) Water Dept. to Identify Outside Bldg. Water Shutoff Valves

Each building has a main water shutoff valve on its outside that controls the water for the entire building. The City of South Burlington will identify these valves on all buildings to avoid any confusion.

Each unit also has a main water valve that controls the water supply for that unit. Many of these valves are corroding and need to be replaced. This is a Homeowner responsibility. If you have a twist-valve as your main water valve, it is probably original to the development and will need to be replaced with a new lever and ball valve. The Board will get estimates for replacing old water valves with the new ones and will discuss this at its next meeting.

6) Deposit Problem

As mentioned in item #2, a large deposit was made to the reserve account instead of the operating account. The mistake was discovered before there were any serious adverse effects, and the money has been moved to its proper location in the operating account.

The mix-up in the deposit, however, caused a delay in the compilation of the current financial report. This report will be completed soon and will be distributed to Sandy Lacroix and to the Board.

7) Leo's Schedule and Alternatives

Because of the continual rain, Leo's schedule has been severely affected. Handyman services will resume in mid-August.

The Board and Sandy will need to look for a new handyman, as Leo wants to focus his attention on major projects rather than addressing little problems as they arise. Sandy Lacroix will present the Board with alternatives at its next meeting.

8) Update on Storm Water

Martin Courcelle, our engineer for the stormwater project, is submitting final, revised plans to the City for final approval. Once these plans are accepted, the Board hopes to begin accepting bids for the construction in July or early August.

9) Disclosures for Resale Regarding Storm Water

Some new residents are reporting that they were not aware of the stormwater issue when they purchased their homes in Winding Brook. The property disclosure forms prepared by Sandy Lacroix for all Winding Brook sales include this information.

10) Update on New Assessment

Figures on the collection of the Special Assessment for the stormwater construction are not yet available. They will be included in the current financial report. ***Reminder: the special assessment is due by August 15th!***

11a) Call for Budget Committee Members for Next Year's Budget

Each year the Board Treasurer works with a committee of Association members to devise the budget for the coming year. This is a very important annual project, and all residents who are interested in helping the Association develop its financial goals and forecast for 2007 are strongly encouraged to contact Steve Burkett.

11b) Call for Nominating Committee Members for Next Year's Board of Directors

At the end of this year, there will be at least one vacancy when Treasurer Steve Berkett retires from the Board. As Board member terms expire, we may have other vacancies as well. We are calling for the creation of a Nominating Committee made up of Winding Brook members. We cannot stress enough the importance of this committee – please contact Mike St. Germain to be a part of the important and exciting Nominating Committee.

12) Dryer Vent Cleaning Plan

Every other year the dryer vents in each unit must be cleaned to prevent lint buildup, which could cause a serious fire. This year, buildings A, B, C, and D will be cleaned. Next year, the other buildings will be cleaned.

This is an Association expense, and the Board and Sandy Lacroix will be contacting residents in buildings A, B, C, and D to schedule free dryer vent cleanings with residents in September.

13) Survey Work

The exact boundaries of the Winding Brook property are unclear, and will require a surveyor to establish. There is money in the budget specifically designated for this work, so President Mike St. Germain will begin contacting surveyors to resolve this problem.

14) Update on Rules and Regulations

The Board has decided to simplify its late fee policies by implementing a flat fee of \$10 for any resident who is more than 10 days late with an Association dues payment. Vermont state law specifies that any Homeowners' Association dues that are more than three months late are automatically subject to lien from the Association. Sandy Lacroix Property Management will notify residents of late payments to avoid this outcome. Secretary Richard Parent will compose the language for this Administrative Rule.

The parking situation in the dogleg parking lot (discussed in items 3 and 4) needs to be clarified in the Administrative Rules. Treasurer Steve Berkett will compose the language for this Administrative Rule.

Both new Rules will be presented at the next Board Meeting for final approval of the revised Administrative Rules.

15) Special Meeting for Association at Winding Brook with Martin Courcelle

When the City gives its final approval of the plans for our stormwater system, the Board will hold a meeting for the Association to discuss the construction. Engineer Martin Courcelle will hopefully be in attendance at this meeting to answer technical questions residents may have. This meeting will be announced at a later date.

16) Outside Staircase Cleaning B and C Buildings

The exterior stairs of buildings B and C need to be cleaned. Sandy Lacroix will get proposals to have the stairs swept regularly.

17) Storm Doors To Be Purchased

As mentioned in the last Board Meeting Minutes, the Association has budgeted for the purchase of four replacement storm doors this year. Three of those doors have already been purchased and installed. At the next Board meeting, we will discuss this issue. At that time we should have a better idea whether there will be enough money in the budget to purchase more doors.

18) Garbage Disposal Maintenance: Who Pays?

At the last Board meeting, a resident wrote to inquire who was responsible for garbage disposal maintenance: the owner or the Association.

Garbage disposal units are the responsibility of the owner, the same as any other appliance. At least one owner, in fact, has removed the disposal to avoid having to maintain it.

The Association's responsibility for the plumbing in a unit is very limited, and depends on the problem. Problems for which the Association is responsible have to be located between the floors. For example, a leaking faucet is not covered but if the pipes leak between the downstairs ceiling and the upstairs floor, that leak would be covered.

Hopefully, this will help to resolve any confusion on this matter.

19) Unit 74 Sidewalk

An asphalt walkway between the front door of Unit 74 and Winding Brook Drive will be constructed in August.

20) Is Flood Insurance Necessary?

The Board will investigate the cost and coverage for flood insurance for buildings C, I and F. These findings will be reported to the Board at its next meeting, to help the Board decide whether Winding Brook needs flood insurance.

21 & 22) Unit 50 Landscaping Damage from Painting Work on Building & Unit 51 and 52 Wait on Fixing Landscaping

The cherry-picker truck used by the painters for building F damaged the landscaping in front of units 50, 51 and 52. This damage will be repaired in full, but not until the construction at the stormwater system is complete, later this year. The Board feels that these areas will also be affected by the stormwater work, so repair now would be premature.

23) Chimney Cleaning

All units with wood-burning or gas stoves and/or fireplaces are required to have their chimneys cleaned and inspected annually. After passing inspection, all units with fireplaces and/or wood-burning stoves are required to submit a copy of the passing inspection certificate to Sandy Lacroix by December 15th.

Any unit with a wood-burning stove and/or a fireplace that does submit this certificate to Sandy by December 15th will be fined \$25.

24) Unit 6 Window Price

Unit 6 has a cloudy skylight. If the glass can be replaced, the cost will be \$200. If the entire skylight needs to be replaced, the cost will be around \$1,200. The inside of all windows is a Homeowner expense (the outside is the Association's expense), so half of the estimated cost for replacing this should be put into escrow now. Leo will investigate whether this repair will require the entire replacement of the skylight.

25) Unit 43 Stain on Second Floor Ceiling

Unit 43 reports a stain forming on one of its second-floor ceilings. As there are no water pipes in the attic, this seems to indicate a leak in the roof. The roof on this building is less than five years old and so is still under warranty. The roof will be examined and repaired.

26) Unit 84 Mold

Unit 84 reports multiple problems with mold. The owner will purchase a dehumidifier to help lower the interior humidity, and the rotten exterior boards on the unit will be replaced.

27) Annual Neighborhood-Wide Yard Sale

Winding Brook's Annual Neighborhood-Wide Yard Sale has been scheduled for Saturday August 26th from 9am until 2pm. This is a great chance to get rid of things you no longer need, to pick up things you might need at a great price, and to meet and socialize with your neighbors. We hope to see you all there!

28) Other Business

Unit 15 reports having rot problems. The rotten wood will be replaced. Also, the sliding screen back door and window screens need repair. These should be taken to Burlington Glass on Williston Road for repair work.

Unit 76 reports problems with clogged gutters. These will be examined and repaired/cleaned as needed.

29) Adjournment

With no further business to discuss, President Mike St. Germain adjourned the meeting at 8:40pm.

The next Board Meeting will be held on Tuesday, August 22nd at 6pm at the offices of Sandy Lacroix Property Management. All residents are invited and encouraged to attend.

Submitted by Board Secretary Richard Parent.

Revised: 08/22/2006