

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

AUGUST 22, 2006

The Winding Brook Homeowners' Association held a meeting of its Board of Directors on Tuesday, August 22, 2006 at the offices of Sandy Lacroix Property Management. President Mike St. Germain called the meeting to order at 6:01pm.

PRESENT: Steve Berkett, Susan Deacon, Richard Parent, Mike St. Germain, Betsy Walters: Board of Directors. Sandy Lacroix: Sandy Lacroix Property Management. Justin Eastman, Evelyn Perraudin, George Perraudin, Alan Yandow: Association Member.

1) Review of the July Meeting Minutes

Items 6 and 17 were amended and the minutes were passed.

2) Review of the July Financials

The building painting has been completed, though there is still garage trim work that needs to be completed. The installation of the artificial-wood fencing will be completed soon. This year's roofing work has been completed. Storm doors have proven to be more expensive than expected.

Steve Berkett has gotten Key Bank to agree to increase the interest rate on our accounts to 4%.

The July/August financials have not been completed due to a number of factors. Once those are complete, they will be sent to the Board.

Not all owners have sent in their Special Assessment funds for the stormwater project yet. These funds were due on August 15! A \$10 late fee will be imposed for all late payments.

Sandy Lacroix will send a letter to all owners owing more than \$10. These late owners will have ten days to pay. At that time, Steve Berkett will follow-up personally with all late owners.

3) Long Range Plan/Set Date to Do

This issue was not addressed at the meeting.

4) New Business

4a) Chimney Cleaning

Bill's Clean Sweep will offer the Association special volume deals – they will clean the chimneys of 3 units for \$95, or 4 units for \$90. Sandy Lacroix will call the owners of all units with wood-burning or coal-burning stoves or fireplaces to schedule chimney cleaning on the same day.

4b) Alan Yandow Tree Request

Unit 10's porch is impaired because of the branches from a large tree on one of its corners. The tree is entirely in the backyard area of unit 10, and is not shared with any of the other units in the building.

Because a substantial portion of the porch has been made inaccessible by this tree, and because the tree is not shared with any of the other units, the Association will pay to have the tree removed and the stump ground down.

The Board will compose a policy for all future tree/shrub removal requests. This policy will explain that all future requests to have trees removed must be made to the Board and must come with signed statements from *all* affected/adjoining owners requesting the removal of the tree or shrub in question. The Board does not guarantee approval of requests to remove trees or shrubs, even when this condition is met.

4c) John Bushey Contract

The Association's groundskeeper, John Bushey, has a two-year contract with us. However, his performance in keeping the grounds kept neat has been extremely unsatisfactory. Sandy Lacroix and Mike St. Germain will send Mr. Bushey a letter expressing our dissatisfaction. If the grounds keeping service does not improve, the Board and Sandy Lacroix will replace Mr. Bushey with another grounds keeping company. Sandy Lacroix has ideas for alternative companies if this becomes necessary.

4d) Unit #44: Leaking Pipes in the Walls

There are two locations (the entryway to the unit and the ceiling in the upstairs bathroom) in which pipes in the walls have been leaking. The entryway leak was repaired, but the entryway ceiling was never repaired. The upstairs bathroom ceiling leak may be a problem with the roof, which is still under warranty. Richard Bushnell will examine the roof, and both problems will be repaired.

4e) Parking Numbers and Lines

Sandy Lacroix has gotten a quote of \$420 from Rich Frosolone to paint unit numbers and divider lines on all of the parking spaces in Winding Brook. The Board approved this much-needed service.

4f) Board Meeting Agenda Details

The Board has been trying to encourage more interested residents to attend Board meetings by providing meeting agendas to all residents before each Board meeting. As the meetings have been in various locations, on various days of the week, and have been held at different times over the past year, it is important that the meeting place and time for each meeting be included prominently on all meeting agendas provided to residents. We hope to see *you* at the next Board meeting! (The next Board meeting will be held on Monday, September 25th, at 6pm at the offices of Sandy Lacroix Property Management in Blair Park.)

4g) Solicitations Are Not Allowed At Winding Brook!

VPIRG (the Vermont Public Interest Group) and supporters of Senate Candidate Rich Tarrant have been canvassing Winding Brook. Solicitation of any sort is *not allowed at Winding Brook*. “No Soliciting” signs are posted at each entrance to the neighborhood. Sandy Lacroix will send a letter to VPIRG explaining our no solicitation policy, however, if you see solicitors in the neighborhood, please tell them to leave.

4h) Unit 63: Multiple Issues

The lock on the patio door of Unit #63 fell off. Repairs for sliding patio door locks are split 50/50% between the Association and the owner, as the door lock is half inside and half outside the unit.

The drain pipes on the side of the patio are also in need of repair. The Board will examine the situation and determine a course of action.

The owner of Unit #63 is dissatisfied with slow non-emergency repair times and poor overall communication with Sandy Lacroix Property Management. SLPM will attempt to address these concerns to the satisfaction of all owners.

4i) Unit #24: Replacing a Sliding Glass Patio Door Lock

Unit #24 asks where to get a replacement door lock for a sliding glass patio door. The Board recommends Acme Glass.

5) Old Business

5a) Parking Signs for Dog Leg

The two reserved spots on the street in the dog leg parking area will have signs created for them.

5b) Shrubs for Unit #41

Units #40 and #41 want to have the areas around their units landscaped. The Association will have our landscaper examine the area and develop a landscaping plan.

5c) Estimates for Cold Water Valves

Steve Berkett will prepare a memorandum to the residents discussing a variety of cold weather issues. This item will be explained in full in that memo, which will be sent to residents soon.

5d) Handyman

Jay Dashnow will replace Leo as the Association's handyman. Mr. Dashnow may be reached at 238-1414, and he charges \$25/hour for work done. This is less than Leo's fee. Mr. Dashnow will not work on plumbing.

5e) Cost of Flood Insurance

Flood insurance will cost the Association \$5,000.00 per building covered. Because of the size of this expense, the Board has decided to table this discussion until the next Annual Meeting, at which the entire Association can discuss the pros and cons of flood insurance for Winding Brook.

5f) Disclosure of Storm Water for New Owners

The materials Sandy Lacroix Property Management provides for all sales of units in Winding Brook contain full and accurate information about the stormwater permitting issue. It seems that some real estate agents are not adequately explaining these issues to prospective buyers.

5g) Dryer Vent Cleaning for Buildings A, B, C, and D Letters Sent

Residents of Buildings A-D have received letters about their bi-annual dryer vent cleaning.

5h) Water Discharge from Kennedy Drive

Unit #24 is concerned about water discharge from the Kennedy Drive construction. Steve Berkett and Mike St. Germain will meet with the City about this.

6) Other Business

6a) Off-Leash Dog

Unit #24 reports that Unit #28 is letting its dog run free around the neighborhood. Sandy Lacroix will send a letter about this. Dogs should be kept on-leash in the neighborhood. Off-leash running is most appropriate in one of the nearby dog parks, such as the park on Patchen Road.

6b) Gas Meters

Phase I of the development will receive new gas meters in the near future.

7) 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 Monday, September 25th at 6pm at the offices of Sandy Lacroix Property Management. All residents are invited and encouraged to attend.

Submitted by Board Secretary Richard Parent.