

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

SEPTEMBER 25, 2006

The Winding Brook Homeowners' Association held a meeting of its Board of Directors on Tuesday, September 9, 2006 at the offices of Sandy Lacroix Property Management. President Mike St. Germain called the meeting to order at 6:02pm.

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

1) Review of the August Meeting Minutes

The minutes were accepted as submitted.

2a) Review of the August Financials

As expected, the Reserves account is starting to recover from our heavy summer expenditures.

2b) Stormwater Update

The Association filed the form the City provided to facilitate the transfer of the stormwater pond to the City's Stormwater Utility. This form included some items that could only be completed after all construction had been completed and certified, but the City assured us that this was the correct form. This form also required a \$500 filing fee, which the Association also paid. The City has now cashed the Association's check, but refuses to accept the form.

The City refuses to create a new form, and instead says that it will draft a letter that says that it will accept our stormwater system when the system is completed. That letter, however, has not yet been written.

Currently, construction of the stormwater system has been delayed until the City and the State resolve their ongoing dispute over responsibility for maintaining the culvert under Hinesburg Road. Until the culvert is repaired and the proper authority commits to maintaining it, the Association has been advised not to begin construction. The reasoning behind this is that in a severe storm, water backing up in Potash Brook from the clogged culvert could overflow our system and possibly damage it.

The Association will attempt to get the Stormwater Utility Superintendent Tom DiPietro to provide us with a letter spelling this out.

The Association currently has around \$84,000 in the bank for stormwater work. As of this meeting, \$4,159 is still owed by owners delinquent on their special assessment payments.

3) Tree Removal

A Building has massive trees that block the sunlight and allow moss to grow on the building. They also prevent grass from growing. Clearly, over the last 20+ years they have overgrown the space. There are also cedar trees in front of A Building that need to be removed.

B Building also has large trees hanging over the building in potentially unsafe ways.

Two trees by C Building are dead and need to be removed. This building also has a very large pine tree leaning over the building.

Unit 59 also has a tree overhanging it, which can be trimmed back rather than removed.

Removing and/or trimming back these dead and dangerous trees will cost around \$1,700, and the Association has already budgeted an additional \$300 to remove the tree that is obstructing the patio for Unit 10. The cost of not removing these trees could be catastrophic, however, if one of them fell on one of our buildings.

DJ's Tree Removal will do all of this work. Steve will discuss with DJ's the most economical ways of getting the most work done.

4) Gutter Installation

New gutters with covers will be installed on Units 48 and 84 to help ameliorate the problems these rear units are having with heavy leaf-fall clogging the existing gutters.

As the trees have grown considerably in the more than 20 years of Winding Brook's existence, the problems many of the buildings are having with clogged gutters are also increasing.

We do not have sufficient funds in our budget to rectify all of the clogged gutter problems we're currently facing, and even taking care of only the immediate problems now will put us at least \$1,000 over our budget.

The Board will discuss development-wide solutions to the gutter problem soon, hopefully in time to include these items in next year's budget.

5) Mold Smell

Units 16 and 26 have a mold smell. Leo will go out and inspect the units, and Barbara Evans from Knight's Engineering will also do an inspection of these units.

6) Date for Long-Range Planning Retreat

The Board will set this date via e-mail. It will most likely occur on a Sunday afternoon from 3-5:30PM.

7) Date for Dryer Vent Cleaning

Dryer vent cleaning will begin on October 23rd. Steve Berkett will send a letter to all of the owners in this year's vent cleaning batch. The cost of cleaning each vent will be \$65, and will be paid by the Association.

8) Parking Lot Painting

At last month's meeting, the Board decided to have all parking lot spaces painted with both unit numbers and guide-lines delineating each parking spot. Painting the lines will require power-cleaning the parking lots, which is now unfeasible given the falling leaves of autumn.

Therefore, the painting will be split into two phases. Soon each parking spot will be painted with the unit number. In the spring, the lines will be painted.

9) Unit 71 Garage Water Problem

A large pool of water forms in front of the garage for Unit 71. In the summer, this pool breeds insects and mosquitoes, and in the winter it freezes, creating a large sheet of ice.

Steve Salyer will be constructing a walkway for another unit soon. The Board will ask him how much it will cost to level the pavement in front of Unit 71's garage. The Board will decide what action to take on this item once we receive this estimate.

10) Grounds Keeping Services Discussion: John Bushey and/or Top Dog

The Board is concerned that John Bushey is not keeping the Winding Brook properties at an acceptable level of neatness. There may be several reasons why this is, but the Board is more concerned about the appearance of our neighborhood than what these reasons may be.

John Bushey's contract runs through April of 2007. The Board has decided to keep John as our main groundskeeper through the end of his contract. Over the next several months, we will continue to monitor his performance, and make a final decision whether or not to keep him when his contract is up for renewal.

In the meantime, the Board has told John Bushey that he is no longer responsible for weeding the property. We have decided to hire Top Dog to weed the grounds. This will cost \$1,000.

11) Exterior and Interior Fixtures for Units 56 & 57

Unit 57 has a patio light that is rusted out. Additionally, Unit 57 is bothered by the use of a white shower curtain for a gate for Unit 56. Steve Berkett will examine the light fixture and repair it if possible.

The shower curtain outside of Unit 56 must be removed immediately. Owners may install gates at their own expense if they receive permission from the Board for such construction. If Unit 56 desires a gate, the Board urges it to pursue this option.

Unit 57 also requests a pull-down stairway be installed in her upstairs hallway outside the bathroom.

Attics are off limits to owners – this is spelled out in the Bylaws and Declarations of the development. Therefore, there will be no pull-down stairway installed. Attics are defined as not being part of a homeowner's space.

12a) Administrative Rules

Steve will e-mail his latest revision of the Administrative Rules. The Board will then vote on the Rules via e-mail.

UPDATE: The Board will discuss the revisions to the Rules at its next scheduled meeting, Wednesday November 15th at 7pm at the offices of Sandy Lacroix Property Management.

12b) Light Committee

The Board needs to form a Light Committee to talk with the City's light management department regarding our Act 250 permit.

The exterior light fixtures and posts are failing and need to be replaced. The Committee may need to hire a light consultant to help us discover our options under Act 250.

12c) Late Payments

The Board has decided to implement a new policy for dealing with late payments of Association dues and special assessments.

Owners whose payments are late will receive a friendly reminder letter or phone call from Sandy or from a Board member informing them of the lateness of their payment.

Owners whose payments remain outstanding for more than one month will receive a strongly worded letter informing them of the seriousness of their delinquency.

Owners whose payments remain outstanding for more than two months will be subject to an immediate lien for all outstanding Association membership dues and any applicable special assessments. The Board will discuss the payment situation of any owner with payments more than two months late and will decide whether to place a lien on such owners on a case-by-case basis. All owners whose payments remain outstanding for more than two months will receive another strongly worded letter explaining this and the action(s) taken against them by the Board. If the Board decides to place a lien on an owner for extreme lateness of payment, this action will be included in the Minutes of the Board's Meeting. These Minutes are, of course, distributed to all owners.

The Board hopes that this final step of placing a lien against delinquent owners will not be necessary. The Board encourages all owners who find themselves having problems with membership dues payments or special assessment payments to contact Sandy Lacroix immediately to arrange a mutually satisfying solution.

12) Adjournment

The next Board meeting is scheduled for Wednesday, November 15th at 7pm, and will be held at the offices of Sandy Lacroix Property Management. All Association members are welcome and encouraged to attend.

With no further business, Board President Mike St. Germain adjourned the meeting at 7:44pm.