

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

NOVEMBER 20, 2006

The Winding Brook Homeowners' Association held a meeting of its Board of Directors on Monday, November 20, 2006 at the offices of Sandy Lacroix Property Management. President Mike St. Germain called the meeting to order at 6:29pm.

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

1) Review of the November Meeting Minutes

The minutes were accepted as submitted.

2a) Review of the October Financials

First, a technical matter: reimbursements will now be counted as *negative* items in the expenditures column instead of as positive numbers in the income column. This is the proper accounting practice, and will make no substantive difference to our finances.

Speaking of accounting practices, because of an unexpected demand for immediate payment from Leo for replacing fences, the budget lines are out of whack. The budget itself is fine, but one or two of the lines within it will need to be fixed to accurately reflect what *did* happen and what *should* happen when paying Leo for these services. As with the prior item, this too is notable only as an accounting practice.

The Association is still owed \$1,758 from the Special Assessment. Steve will meet with Sandy Lacroix and with our bookkeeper, Joyce, to get more details about what money has come in, and from whom.

Steve has moved \$6,000 into the reserve account, which is now starting to refill. This is all according to the plan and predictions made at the beginning of this budget cycle.

Steve's work with our bank accounts is also paying off handsomely with increased interest being earned on our accounts. Well done!

2b) Stormwater Update

There is now \$86,000 in our stormwater account. This is good news.

The Association hopes to finalize the paperwork for our stormwater improvements by the end of winter or early spring of 2007, and begin construction work in late spring or early summer of 2007.

The financials were accepted as submitted.

3) Proposed Budget for 2007

The budget for 2007 was approved as submitted. The 2007 budget will not increase Membership dues, but will still address the ongoing repair and upkeep needs of the Development. Thanks to the Budget Committee for their excellent work!

4) Annual Meeting Date

The next Annual Meeting will be held on January 11th, 2007 at 6:30pm. Sandy Lacroix will attempt to reserve room in the City Municipal Building for this meeting. Details on the meeting location and agenda will be sent to all residents as it becomes available.

If you cannot attend the Annual Meeting, please fill out the proxy vote form that will be provided with your agenda and meeting materials.

5) Board of Directors for 2007

Two Board members' terms will be expiring this January: Susan Deacon and Steve Berkett. Susan will run for the Board again, and Steve will be retiring from the Board as its Treasurer.

Barbara Romanoff has announced her candidacy for the Board.

Elections for the expiring and retiring Board positions will be held at the Annual Meeting on January 11th, at 6:30pm. If you cannot attend the Annual Meeting, please fill out the proxy vote form that will be provided with your agenda and meeting materials.

6) New Business

6a) Heating System for Unit 8

Steve Berkett wants to update his water heater and upgrade to a more efficient model. Unfortunately, the model Steve would like to use will not fit in the existing water heater closet. Steve proposes to expand his water heater closet by moving its back wall one foot into his spare bedroom. This will allow plenty of room for the new water heater. Steve will pay for all work done.

The Board has provisionally approved Steve's request, pending Steve's submission of a letter from Vermont Energy that the new water heater closet will be up to building code specifications.

6b) Unit 53 Venting System

An inspection of Robyn Warhol's unit revealed that her soffit vent may not be functioning properly. The Board and Sandy will inquire further with Robyn's realtor to investigate this. If repairs need to be made, the Board will schedule them for the coming spring.

6c) Unit 54 Requests

Joanne McQuade has made several requests to the Board. The railing in front of her unit needs to be repainted. This will be added to the scheduled maintenance for the spring.

A bush in front of unit 54 was pulled. A replacement bush will be planted in its place this spring.

She reports that she saw a mouse in her living room. This, she feels, is connected to the cracked concrete of her patio slab, and the missing foam under her unit's slab. The Board will investigate the possibility of plugging the gaps and cracks with aerosol foam, which may solve the problem completely.

7) Other Business

7a) Christmas Tree Pickup

The Association will arrange a pickup of owners' Christmas trees on Monday, January 8th. Details about this will be included in the annual "winterizing" reminder memo to be distributed to all owners soon.

7b) Possible Kennedy Drive Sign Damage

The lights may be malfunctioning on the sign at the Kennedy Drive entrance. Mike St. Germain will investigate.

7c) Construction Affecting Units

Unit 18 reports that some doors in the unit now will not close, and that the top of the stairs has now settled and/or lowered, all due to the Kennedy Drive construction. The Board will investigate this.

8) Adjournment

With no further business before the Board, President Mike St. Germain adjourned the meeting at 8:02pm.

The next meeting of the Board will be the Association-wide Annual Meeting, which will be held on January 11th, 2007 at 6:30pm. Sandy Lacroix will attempt to reserve room in the City Municipal Building for this meeting. Details on the meeting location and agenda will be sent to all residents as it becomes available.