

**WINDING BROOK HOMEOWNERS' ASSOCIATION
2006 ANNUAL MEETING MINUTES**

JANUARY 11, 2007

The Winding Brook Homeowners' Association held its Annual Meeting on Thursday, January 11, 2007 at the Sonny Audette Building. President Mike St. Germain called the meeting to order at 6:31pm.

PRESENT: Steve Berkett, Susan Deacon, Richard Parent, Mike St. Germain, Betsy Walters: Board of Directors. Thirty-one members of the Association were present, in person or by proxy. Sandy Lacroix: Sandy Lacroix Property Management.

1) Declaration of Quorum

With 18 units from Winding Brook I and 13 units from Winding Brook II present in person or by proxy, Richard Parent declared a quorum and President Michel St. Germain officially opened the meeting.

2) Introductions

President Michel St. Germain introduced the members of the Board of Directors: himself as President, Susan Deacon as Vice President, Steve Berkett as Treasurer, Richard Parent as Secretary, and Betsy Walters as Member-at-Large. Mike then introduced Sandy Lacroix, the Association's Property Manager.

3) Review of 2005 Annual Meeting Minutes

Mike presented the minutes of the 2005 Annual Meeting. Association member Alan Yandow moved that the minutes be accepted, and the minutes were approved as submitted by a vote of the membership.

4) President's Report

President Mike St. Germain delivered his annual Report, which is appended to these minutes. This year's report is optimistic, yet the retirement of Treasurer Steve Berkett from the Board marks the end of an era at Winding Brook. The Board and the membership alike thanked Steve for his years of tireless service to our neighborhood.

5) Budget Review for 2006

Steve Berkett presented the review of the 2006 budget.

The Association has done well this year: collection of Association dues and late fees has become much more efficient; all but one owner has paid the special assessment for

Stormwater work; the Stormwater fund is now receiving a healthy 4% interest; and the Association is making additional income by renting the available extra parking spaces to owners and residents.

Some costs increased this year. Administrative expenses for the Association have increased, as the Board has been communicating with the membership more this year about Stormwater and other issues. Building painting and maintenance cost much more than expected, in part due to the Board's decision to replace old and rotting wood trim with new plastic "wood" that will never rot or deteriorate. Though this plastic wood will save the Association in the long term on repair and replacement costs, it is more expensive to purchase than wood. There have been a larger than expected number of dead and dangerous trees removed from the Association property. As the trees continue to grow, often dangerously close to our buildings, the Board is committed to performing all necessary maintenance and removal to keep the threat of a falling tree damaging one of our buildings from becoming an unfortunate and costly reality. The buildings have also had three unexplained plumbing problems as pipes have broken inside the walls of units over the past year. Finally, roof repairs continue, as the chimney caps on buildings with chimneys require attention to prevent leaking.

All Association roofs have been replaced within the past seven years, which means that only periodic inspections of the roofs should be necessary for the next few years.

The water and sewage charges for the Association have remained at almost the same level as last years'.

The Board has started a new pilot project to replace the gutters on units with a high amount of gutter-clogging leaves with covered gutters. These new gutters will prevent leaves from entering the gutters, and thus will never clog. Clogged gutters can lead to many problems with water damage, and are a perennial problem for certain units at Winding Brook. These new gutters seem quite promising, therefore, but they cost around \$600 per unit – much more than regular gutters. Over the next year the Board will have gutters on targeted buildings replaced with the new covered gutters. If this pilot program works as well as we hope it will, all replacement gutters will be the new covered kind.

Financially, the Association is doing well. Steve managed to move \$5000 and \$6900 from last year's budget to the reserve account, which puts the Association in good standing indeed.

The Stormwater funds collected from special assessments is being held in a separate account, and is only being used to pay for Stormwater-related expenses. To date the Association has paid from the account \$6800 to our engineering consultants and lawyer, and \$500 to the City of South Burlington for the required transfer application fee.

Secretary Richard Parent moved to accept the Treasurer's Review as submitted, and the Review was accepted by a vote of the membership.

6) **Presentation of the 2007 Proposed Budget**

Treasurer Steve Berkett presented the proposed 2007 budget that was developed by the Budget Committee.

For 2007 there will be no increase in Membership dues. The 2007 budget will be able to function without this increase in revenue, but this leaves little money to be used for unexpected expenses. The Budget Committee felt that the Association needed a break after the recent increases in property taxes and the special assessments for Stormwater work.

The garages will need more work more often than the Association had previously believed. The shingles seem to deteriorate more rapidly than expected.

Also, the dryer vents need to be cleaned every other year to prevent lint accumulations. These fabric and dust clogs can light on fire in the very hot air produced by the dryer. To prevent this, the Board will schedule dryer vent cleanings for half of the Association every year.

All trim work on buildings and garages will now be more expensive than in previous years because we will be replacing old, rotten wood trim with new indestructible plastic wood trim which costs more (but saves on repair costs) than regular wood.

The budget also includes money to allow the Board to be proactive in dealing with dead, dying, and dangerous trees.

Replacement gutters will also be more expensive as the Association begins to replace old, clogged gutters with new covered gutters.

The lighting on Association property will also need serious attention. Many of the lights are not functioning, or are in a state of disrepair. The Board would like to investigate the available options for replacing the outdoor lights (the ones that now have the “ruffled” shades, not the ones on units’ porches). Because of our proximity to the airport, we must adhere to certain rules concerning our lights, so this is a complicated issue.

Front door screen door replacement is also a big issue for the new budget. As you may recall, the demand for replacement screen doors last year was larger than the budget available to purchase new doors. In years past, owners were able to purchase the doors themselves. Once they were installed, these doors became the responsibility of the Association. Now, all new screen doors purchased by owners remain the property of the owner and it is the owner’s responsibility to maintain and/or replace them. This only applies to screen doors on the front door. The new budget doubles the amount of money available to buy replacement screen doors, which should be able to meet the demand.

At this point a member asked whether the Board has any plans to repave Winding Brook Drive. This will be a massive project, and the Board is interested in repaving the road.

However, because of the size and complexity of the project, it may be that we'll have to repave the road in sections. Also, this work may require substantial financial resources, which will need to be allocated to this project.

Member Alan Yandow moved to approve the 2007 budget as submitted, and by a unanimous vote of the membership, the budget was approved as the official 2007 budget.

7) **Election of Board Members**

Two existing Board members' terms of office expired this year, Vice President Susan Deacon and Treasurer Steve Berkett. Susan Deacon announced her intention to run for the Board for another 3-year term, but Steve Berkett has decided to retire from the Board.

Susan Deacon and Barbara Romanoff announced their candidacy for these two expired positions. No other nominations were received. The membership voted with the following results:

- Susan Deacon received 27 votes
- Barbara Romanoff received 28 votes
- Steve Berkett (not a candidate) received 1 vote

Susan Deacon and Barbara Romanoff were thus elected to the Board, each for a three-year term.

ADDENDUM: In its first meeting after the Annual Meeting, the Board elected its officers for 2007. They are:

- President: Michel St. Germain
- Vice President: Susan Deacon
- Treasurer: Barbara Romanoff
- Secretary: Richard Parent
- Member-at-Large: Betsy Walters

8) **Old Business / Stormwater Update**

The Association's efforts to update its stormwater system continue to progress, though slowly. The final plans for the improved system have been approved by the City, and now the lawyers for the Association and the City are negotiating the details of the City's easement to the improved system.

The Board has questions about the City's standard transfer document, wondering how, exactly, the City Utility will take over the stormwater system, and whether this will clear all Winding Brook titles of ownership for resale. The Board had assumed that once the City assumes control of the system that owners of Winding Brook units would be able to sell their properties. It now may be the case that the State of Vermont may hold the current owners **and** the City Utility responsible for any problems with stormwater. This would prevent owners from selling their properties. Also, the City document grants the City the right to ask for more money from developments (like ours) either if they also ask

for more money from all of the systems or after 20 years have passed since the Utility assumed control of the system. As the Board learns more about these questions, we will keep the membership informed.

As the City seems to want an easement to the stormwater system rather than a full transfer of property, the Board may vote on the easement without requiring complicated signatures from all of the Association members. This will simplify the process greatly.

9) New Business

Carbon Monoxide (CO) Detectors will be required in all Winding Brook units by October 2007, and these units must be wired into the power lines of the units. This means that plug-in CO detectors will not be acceptable after October 2007. The Board is investigating options for replacing the existing hard-wired smoke detectors with dual-action smoke and CO detectors. These smoke detectors are on the second floor, though, and it may be necessary to put CO detectors on the first floor. The Board will continue to investigate this matter, and will arrange a solution for the lowest cost possible. We will keep Association members informed on this important issue.

Parking continues to be a problem in certain lots. The lot for I building, for instance, frequently has cars parked behind other cars, blocking access to the rest of the lot. Owners also report problems with people (possibly residents, possibly visitors) parking in the spots reserved for other residents. Letters will be sent to the residents of H and I building in particular, explaining the parking rules and options.

10) Adjournment

With no further business to discuss, Secretary Richard Parent moved the meeting be adjourned. After unanimous vote of the membership, President Michel St. Germain adjourned the Annual Meeting at 7:48pm.

The next Board meeting is scheduled for Thursday, February 15th at 6:30pm, and will be held at the offices of Sandy Lacroix Property Management. All Association members are welcome and encouraged to attend.

Respectfully submitted by Secretary Richard Parent.