

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

**MARCH 29, 2007**

The Winding Brook Homeowners' Association held a meeting of its Board of Directors on Monday, March 29, 2007 at the offices of Sandy Lacroix Property Management. President Mike St. Germain called the meeting to order at 6:32pm.

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

**1) Review of the January Meeting Minutes**

The minutes have not yet been completed, and will be voted on at the next Board meeting.

**2 Review of the February Financials**

The recent heavy snows have been very expensive for Winding Brook. Present estimates put the costs for snow and ice removal at around \$6,000. At the same time, repairing external and internal damage caused by the snow and ice will cost us around \$4,000. Obviously, these expenses were unexpected, and thus aren't factored into our current annual budget.

To pay for these unexpected costs, Association Treasurer Barbara Romanoff and past Treasurer Steve Berkett propose the following cuts and reductions in the current budget:

- Reduce the number of dryer vents cleaned this year by half, from \$3,600 to \$1,800
- Reduce the amount of money put into the reserve account from \$4,000 to \$0 for this year
- Reduce the number of replacement screen doors purchased this year by half, from \$2,700 to \$1,300
- Remove \$6,000 from the reserve account

With these cuts, the Board believes the Association will be able to continue operating throughout the coming year.

This year we have seen instances of ice accumulating on the roof past the point where the ice and water shield that is already in place ends. When this ice melts, it drains into units and causes damage. To prevent this in the future, the Board is exploring the possibility of extending the ice and water shielding on high-risk buildings. The Board is currently investigating what the cost for this procedure would be, and will then decide whether the Association can or should take this step.

### **3a) Administrative Rules and Regulations**

The Board has completed its work revising and updating the Administrative Rules and Regulations. The new Administrative Rules will be signed by President Mike St. Germain, filed with the City of South Burlington, and distributed to all Association members. All owners and residents are encouraged to read carefully the revised Administrative Rules and Regulations. The Board is proud of the many changes and clarifications in the new document, which we feel best reflects our day-to-day neighborhood practices, the spirit of community discussed by President Mike St. Germain in his President's Address at the most recent Annual Meeting, and the laws of South Burlington and Vermont.

### **3b) Procedure for Major Snow Storms**

Next month the Board will work with Sandy Lacroix Property Management to draft a guiding document that will establish the procedures to be followed by Association members and residents, and by snow removal crews in the event of a major snowstorm. As Sandy Lacroix reported, neighborhoods all over the area were unprepared for the heavy, sudden snows we received this year. The Winding Brook Board is committed to being prepared for the next storm!

### **3c) Report from the Storm Water Committee**

Once again, the Storm Water Committee has made progress, and has been brought to yet another standstill.

Vermont House Bill 154 will, as it is currently written, extend the deadline to have storm water systems in compliance for two more years. This is great news, though the passage of the bill as it currently stands is not guaranteed.

The Storm Water Committee needs to meet with City Storm Water Utility Superintendent Tom DiPietro soon to finalize what our next steps should be, and when we should begin pursuing them. Until then, we can take no further steps.

The latest communications from the City and from our engineers indicate that not only will the Association have to revamp our existing storm water pond, but we will also have to clean and flush our drains and catch-basins, and make sure that they meet the technical specifications of the City. We will also have to pay for a new survey of the exact boundaries of Winding Brook's property. These costs, in addition to the many known costs this project entails, have convinced the Storm Water Committee that the Association does not have enough money to pay for the necessary work to our storm water system.

Storm Water Committee member Steve Berkett will prepare a letter to the Association detailing these costs and the money we have collected and put aside for this work to date. Steve will also announce an Association-wide meeting, hopefully in April, for all owners and residents to discuss the need for another Special Assessment to cover these costs.

This Assessment will be smaller in amount than the last one, and is expected to be due in August or September. Details on this will be coming soon.

**3d) Lighting**

Board members Susan Deacon, Barbara Romanoff, and Betsy Walters have begun investigating the options available to us to replace failing common light fixtures on Association property. The shaded lamps that illuminate the garages, street, and mailboxes are failing at an alarming rate, and need to be replaced. Susan, Barbara, and Betsy will bring a selection of appropriate lighting fixtures to a future Board meeting for the entire Board, and any Association members in attendance, to discuss.

**3e) Garage Roofing**

The roofs on the garages for Buildings A, B, and the long garage for Building I all have leaks. The Board and Sandy Lacroix Property Management are currently accepting estimates from local roofers to repair these roofs, and will select a roofing company soon to complete these necessary repairs.

**3f) C Building Fencing**

As stated previously, the Board is replacing all of the existing wooden fencing in the neighborhood with new plastic-wood fencing that will never peel, never rot, and will remain fresh and new-looking theoretically forever. This new fencing is cost-effective in the long run, but it is costly in the short-run. Therefore, as we've announced, this replacement will happen *in stages*. The current stage involves replacing sections of the fencing behind Building C.

**4) Grounds Contract**

Many Association members were unhappy with the performance of our current landscaping company this past summer. Rampant weed growth, unmowed grass, and other landscaping problems were cited as unacceptable performance from our grounds keepers, John and Amanda Bushey. Similarly, though the conditions were extremely unfavorable and largely unexpected, Association members have also complained about the snow removal performance of the Busheys.

The Board has decided to take the following approach to our grounds contract: when the Board finalizes our new Major Snow Storms Procedure document, we will discuss these procedures with the Busheys. If they are willing to abide by our procedures, we will retain their services. If not, we will terminate our contract with them and find a grounds keeping company that is willing to work with us on this important issue.

In addition, if we do retain the Busheys, we will be monitoring their performance on the mowing and weeding of Winding Brook property. If we again note the sort of neglect and delay in maintaining the grounds, we will terminate our contract with the Busheys.

The Board hopes not to have to take this course of action, but the physical grounds of our neighborhood are important, and should receive the care and attention they need to show their true peacefulness and beauty.

**5) New Business**

The budget cuts detailed in item #2, above, are absolutely necessary to be able to pay for the large expenses caused by the recent snow storms.

All Association members are encouraged to pay their Association dues *in advance, if you can*. This helps the Association to maintain adequate liquid assets to be able to pay for the many daily and monthly expenses of the Association.

Also, the garages for units 57, 59, 61, and 62 have been losing power. We may need to replace the wiring to these garages. The Board will continue looking into this problem and will determine the best and least expensive option for correcting the problem.

**6) Other Business**

There was no other business to discuss.

**7) Adjournment**

With no further business before the Board, President Mike St. Germain adjourned the meeting at 8:55pm.

The next meeting of the Board will be held on April 24<sup>th</sup>, 2007 at 6:30pm at the offices of Sandy Lacroix Property Management in Williston. All Association members are welcome and encouraged to attend Board meetings.