

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

**October 15, 2007**

The Board of the Winding Brook Homeowners' Association held a meeting on Monday, October 15, 2007 at the offices of Sandy Lacroix Property Management. President Mike St. Germain called the meeting to order at 6:30pm.

PRESENT: Susan Deacon, Richard Parent, Barbara Romanoff, Mike St. Germain, Betsy Walters: Board of Directors. Sandy Lacroix, Kari Ploof: Sandy Lacroix Property Management (SLPM).

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**SMOKE/CO2 DETECTORS – YOU NEED ONE NOW!!!**

Some residents still have not installed combination smoke and carbon monoxide detectors in their units. **This is required by law, and units not in compliance may receive substantial fines from the Fire Marshall.** These detectors are the homeowners' responsibility, so the fines are yours to pay if you refuse to install a combination detector in your home. If you have any questions regarding installation, please contact Kari Ploof at Sandy Lacroix Property Management.

**DRYER VENT CLEANING – D, E, F, & G NEED IT DONE NOW!!!**

**If you live in buildings D, E, F, or G and have a vent for your clothes dryer, you must have that vent cleaned this year!** Contact Shirley at Quality Duct – 233-3017 to arrange for your vent cleaning. The Association will pay for this vent cleaning, you just need to call and schedule it!

**SNOW REMOVAL / EMERGENCY WEATHER PLAN**

As we have mentioned before, the Board is working on a comprehensive plan for what do to in a snow or other inclement weather emergency. An important part of this plan will be identifying which Winding Brook residents will need assistance in such an emergency. **If you, or another resident you know, would like assistance in a severe weather emergency, please contact Kari Ploof at Sandy Lacroix Property Management now.** Kari will compile a list of residents who will need assistance shoveling snow or clearing paths to and from their unit.

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**1) CALL TO ORDER**

At 6:30pm President Mike St. Germain called the meeting to order.

**2) SHINGLE CITY PRESENTATION**

Dana Shappy from Shingle City discussed the state of the roofs of C and I buildings with the Board. Dana brought photos of the damage to the roof shingles and the improperly installed roof hardware and flashing (the edge guards). These roofs need, at least, to be repaired. Ideally, they will be replaced by a competent roofing company.

Shingle City has submitted bids to repair both roofs in December, and to patch the worst spots immediately.

The Board, after seeing the state of both roofs, voted to replace the C Building roof and to repair the I Building roof. This work will be completed in December.

**3) APPROVAL OF SECRETARY'S MINUTES**

The minutes from the September 12, 2007 meeting were approved as submitted.

**4) FINANCIAL REVIEW**

The Treasurer's report was approved as submitted.

**5) OLD BUSINESS**

**5a. STORM DRAIN REPAIR**

The City required that certain storm drains be repaired and/or rebuilt, as one condition of their assumption of our storm water system. Following the instructions provided by the City, the Association completed those repairs. It is now apparent that the City's charts for our storm water drains don't quite match the Association's plans from the original development. One of the broken drains that we repaired was not in the City's instructions, leaving a drain that they wanted repaired untouched.

As the City's plans for assuming our storm water system have been put on hold, temporarily, while they sort out matters with the State, the Board has decided to postpone this last drain repair until next year.

**5b. SMOKE/CO2 DETECTORS PROJECT**

As mentioned above, some residents still have not installed combination smoke and carbon monoxide detectors in their units. This is required by law, and units not in compliance may receive substantial fines from the Fire Marshall. These detectors are the homeowners' responsibility, so the fines are yours to pay if you refuse to install a combination detector in your home. If you have any questions

regarding installation, please contact Kari Ploof at Sandy Lacroix Property Management.

**5c. UNIT 67: LEAKING SLIDER DOOR**

Shingle City will visit the unit and examine the leaking door. Once the Board has received this second estimate, we will proceed with repairs.

**5d. DRYER VENT CLEANING: BUILDINGS D, E, F, AND G**

As mentioned above, if you live in buildings D, E, F, or G and have a vent for your clothes dryer, you must have that vent cleaned this year! Contact Shirley at Quality Duct – 233-3017 to arrange for your vent cleaning. The Association will pay for this vent cleaning, you just need to call and schedule it!

**6) NEW BUSINESS**

**6a. UNIT 56 – MULTIPLE ISSUES**

Unit 56 appears to have multiple issues requiring attention: one of the water pipes appears to be leaking; the CO alarm went off, indicating a potentially dangerous carbon monoxide level in the unit; there is at least one mouse in the unit; and there are ants in the unit. The plumbing issue appears to be the owner's responsibility. The Association will pay to repair and plug any and all holes that rodents are using to enter the unit. Finally, the CO alarm was triggered because of an issue with the furnace. The furnace needs to be cleaned, and this is also the owner's responsibility.

**6b. UNITS 78 AND 83 – WATER DAMAGE AND WINDOW FRAME ROT**

The Board will get estimates for the repair or replacement of these issues.

**6c. HANDY'S CONTRACT FOR TOWING**

Handy's is doing a good job so far of keeping Winding Brook Drive clear of cars after midnight.

**6d. CLOGGED DRAINS – WHO IS RESPONSIBLE?**

Recently, the Board was asked about who is responsible for clogged drains: the Association or the owner? If the clog is located above the foundation slab for the unit, its removal is the owner's responsibility. If the clog is located below the slab, it's the Association's responsibility.

**7) OTHER BUSINESS**

**7a. PROPOSED BUDGET INCREASE FOR 2008**

Last year, the Budget Committee proposed, and the Association accepted, a budget that included no increases over the previous year. This year, the Budget Committee has proposed an 8% increase in the Association Budget. As we have seen this past year, unexpected costs and severe weather can devastate a tight budget like ours. This budget will allow us to maintain Winding Brook and to better handle the predictably unpredictable surprises that 2008 will almost certainly throw our way.

**7b. ELECTRICAL WIRING FOR 61 AND 62 GARAGES**

The estimate for repairs to the electrical wiring in the garages for Units 61 and 62 are extremely high. The Board is currently working on ways to lower these costs and make the repairs affordable.

**7c. SNOW REMOVAL / EMERGENCY WEATHER PLAN**

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**8) ADJOURNMENT**

The next meeting of the Board is scheduled for Wednesday, November 14<sup>th</sup>, 2007, at 7:00pm at the offices of Sandy Lacroix Property Management. All Association members are welcome and encouraged to attend.

The Association-wide Annual Meeting will be held on Thursday, January 17<sup>th</sup>, 2008, at 6:30pm. The location will be announced soon. All Association members are encouraged to attend this important meeting.

With no further business to discuss, President Mike St. Germain adjourned the meeting at 8:24pm.