

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

December 18, 2007

The Board of the Winding Brook Homeowners' Association held a meeting on Tuesday, December 18, 2007 at the offices of Sandy Lacroix Property Management. President Mike St. Germain called the meeting to order at 6:28pm.

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

CARS LEFT UNATTENDED IN THE PARKING LOT !!!

During heavy snowstorms, snow plows will clear Winding Brook Drive first. All residents are encouraged to move their cars from the parking lots onto Winding Brook Drive as soon as the street has been cleared. This will let the plowers clear the parking lots and garages. Once the parking lots and garages have been cleared, residents may move their cars back to the lots.

CHIMNEY CLEANING IS MANDATORY EVERY YEAR !!!

All residents in units with chimneys MUST have their chimneys cleaned each year by a professional chimney-cleaning service and report that cleaning to Sandy Lacroix Property Management. The deadline for this cleaning is December 10th of each year. Failure to do this is a fire hazard that puts the entire community at needless risk.

1) CALL TO ORDER

President Michel St. Germain called the meeting to order at 6:28pm.

2) APPROVAL OF SECRETARY'S MEETING MINUTES

The minutes for the meeting held on November 14, 2007 were approved as amended.

3) FINANCIAL REVIEW

The reserve account continues to suffer from the unexpected expenses the Association has faced this year, but the situation may not be quite as grim as we had feared. The Board tries to keep \$50k in the reserve account at all time, as a hedge against catastrophic events, and as an important sign to mortgage companies that the Association is strong and stable. After a very challenging year, Treasurer Barbara Romanoff will be moving \$8k

into the reserve account this month, bringing the total amount in our reserve account up to \$40k. This is still \$10k less than our target balance, but the hard work of Barbara and Treasury Consultant Steve Berkett are to be commended – because of their diligence, the Association is in surprisingly good shape.

4) OLD BUSINESS

4a) UNIT 83

No work has yet been performed on the repairs needed in Unit 83. The insurance company has allocated \$734 for these repairs, which our contractors estimate will actually cost almost \$1500. Kari Ploof will investigate why no work has yet been performed, as well as the discrepancy between the insurance settlement and the actual cost of repairs.

4b) UNIT 84

After being repaired, the slider door on Unit 84 is still leaking. Kari Ploof will send someone to examine the door, to find out why it still leaks after repairs.

4c) UNIT 82

The ceiling in Unit 82 needs to be repainted in spots. Kari will send John Cannizarro to do this work.

4d) BOARD APPROVAL OF PROPOSED CY 2008 BUDGET

The Board has approved the proposed budget developed by the Budget Committee, and now sends this budget to the Association Membership to be voted upon at the 2007 Annual Meeting, to be held on Thursday, January 17, 2008, at 6:30pm at the Sonny Audette Public Works Building on Patchen Road.

5) NEW BUSINESS

5a) CARS LEFT UNATTENDED IN THE PARKING LOT

As mentioned previously, during heavy snowstorms, snowplows will clear Winding Brook Drive first. All residents are encouraged to move their cars from the parking lots onto Winding Brook Drive as soon as the street has been cleared. This will let the plowers clear the parking lots and garages. Once the parking lots and garages have been cleared, residents may move their cars back to the lots.

5b) JOHN BUSHEY'S CONTRACT

The Board and Sandy Lacroix Property Management have begun compiling a list of items and provisions to add to our grounds maintenance contract with John Bushey. The Board is confident that this will help us to craft a new contract in the spring that will more clearly delineate our expectations for John, and will help him to better satisfy our neighborhood's needs.

6) OTHER BUSINESS

6a) SNOW REMOVAL PROBLEM

Residents noted that the snow removed from the I Building parking lot was piled up against the garage doors, preventing residents from getting to their cars. President Mike St. Germain will discuss this problem with John Bushey, and will work with John to devise new methods of removing the snow in our more difficult parking lots.

6b) UNIT 28 – CHIMNEY CLEANING IS MANDATORY EVERY YEAR

Residents noted smoke coming from the chimney in Unit 28. This unit had not had its annual chimney cleaning, and thus is not allowed to create fires in its fireplace or stove. As mentioned above, all residents in units with chimneys **MUST** have their chimneys cleaned each year by a professional chimney-cleaning service and report that cleaning to Sandy Lacroix Property Management. The deadline for this cleaning is December 10th of each year. Failure to do this is a fire hazard that puts the entire community at needless risk.

7) ADJOURNMENT

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

The Association-wide Annual Meeting will be held on Thursday, January 17th, 2008, at 6:30pm at the Sonny Audette Public Works Building on Patchen Road. All Association members are encouraged to attend this important meeting.