

**Indian Creek Board Meeting Minutes - APPROVED**

Meeting Date: March 17, 2025

Meeting Called to Order: 5:00 PM via zoom

**Board of Directors (5) Present**

- James Smith, President
- Melinda Tate, Vice President
- Anne Welsh, Treasurer
- Dorene Quesnel, Secretary
- Kristin Leavitt, Member at Large

**Property Management Associates:**

- Caleb Kelley absent
- Ted Gamache

**Homeowners Present: (5)**

- Ten Eck and Leslie Swackhamer
- Julie Winn Sylvie Frisbie
- Joan Bowker Paige Savage

**Reminders**

**The 2025 monthly HOA fee is \$400 PLUS one extra assessment of \$1,400 due June 1.**  
 Fees are due on or before the first of every month. Fee payments received after the 10th of the month, may be assessed a late payment fee. Homeowners are responsible to ensure that their fee payments are current.

**PLEASE use the reporting form on the Indian Creek website to submit non-emergency:**

- requests
- observations of damage and/or repairs needed on Common Property.
- complaints concerning violations of Admin Rules

**Please report them to the Association via the website form.**  
 The status and review of non-emergency owner reports will take place at the next Board meeting.

**In case of emergency, contact Property Management Associates. 802-660-3315**

**Our website is: [www.indiancreekcondos.org](http://www.indiancreekcondos.org).**

Agenda Item		ACTION ITEMS
Call to Order	5:00 PM	
Owner Questions/Concerns	Paige mentioned that there appears to be a crack down the center of the road in the circle at phases 3&4 and asked if that is normal.	<i>The board will review this with the paving contractor when they are on site to review the 2025 paving work.</i>
Approval of Minutes:	A motion and second to approve the February draft minutes was made and approved by the majority of the Board, with one abstention.	
Financial Reports	Anne noted that, as planned, \$4,500 is being transferred from the Checking Account to the Capital Reserve Account monthly.	
Accounts Receivable	As of March 17, 2025 Past due accounts total \$1,321.15	<i>PMA: Collection of delinquent fees and statements to owners with credits.</i>
<b>Old Business - Updates</b>		
Fuel Burning Heating Appliances	<p>State and Local Fire Codes for multi-unit buildings require all Fuel Fired Heating Appliances be inspected and certified at least every two years.</p> <p>Dorene proposed the Board submit a survey to owners requesting an update on all fuel fired heating appliances in their unit. This includes gas fireplace inserts, gas heating appliances such as direct vent units (like Rinnais), gas hot water heaters, gas boilers, etc.</p> <p>Discussion was held and all agreed that we create a Fire Safety/Vehicle Registration survey to identify the Fuel Burning Heating Appliances by unit, and vehicle registrations. (Vehicle registration records should be updated annually).</p> <p>In addition, State Fire Code and Indian Creek Bylaws also require that Dryer Vents be cleaned and certified every 2 years.</p> <p>The Association records on Dryer Vent and Fuel Fired Heating Equipment inspection dates are not current. The Board agreed that this same survey should request owners confirm their most recent certification dates.</p>	<i>Ted to provide sample survey for the Board to review.</i>
Admin Rules Revisions	Board members will meet for a working session on Tuesday, March 25th from 5:00 - 6:30 PM.	<i>Dorene to set up zoom meetings.</i>

Tennis Courts	<p>As was noted at the 2024 Annual Meeting, the majority of fence posts at the tennis court are rotted at their base and no longer anchored in the ground. Replacement of the posts was quoted at a minimum of \$15,000. Before proceeding with that work this year, due to minimal use of the tennis courts, and concerns about the surface condition of the courts, the Board sought a cost analysis for updating the fence posts and the court surface. We obtained an initial quote and felt we should also seek a quote for court removal so we can offer a comparative analysis with homeowners and listen to input from them before making a decision about this area. At present we are in the information gathering stage and seeking an update and precise estimate of costs</p> <p>We proactively sought a legal opinion regarding authorization to remove an amenity as it is not specified in the Declaration or Bylaws. That opinion was recently received and Anne read the summary read during this meeting. The opinion is that it is allowable.</p> <p>PMA is now tasked with obtaining written, current quotes, with statements of work, from suppliers for:</p> <ol style="list-style-type: none"> <li>1. Post replacement (include information of number and locations of posts quoted, material, how they are anchored and removal of debris, etc.). note: the quote we have is a year old and doesn't contain a thorough scope of work.</li> <li>2. Removal of the courts, fill, seeding</li> <li>3. Replacing section of fence around the pool to match the other 3 sides.</li> </ol> <p>The Board has no position on this decision except a commitment to share information that we collect from professionals and listen to feedback from homeowners before taking any action.</p>	<i>James to communicate with Caleb regarding required quotes.</i>
Fall Walk Through findings/actions	Two unit owners have received requests based on the fall walk through findings. No update at this time.	<i>Caleb to follow through.</i>
2025 Projects	<p>Projects currently committed include:</p> <ol style="list-style-type: none"> <li>1) Replacement and painting of front doors to Phase 1 (Owners have been contacted regarding door style).</li> <li>2) Paving of main road (year 2 of 3): Anne will contact ECI to set up an on site review with the Board and firm up their quote for 2025.</li> </ol>	<i>Anne to set up site meeting.</i>
Pool Gate	PMA is tasked with finding a solution to the lock on the gate so that it is self locking when closed; requiring a key to enter from the outside, but allowing exit from inside without a key. Caleb reported that this may very likely require replacing the existing gate.	<i>PMA to continue to seek solution to current lock issues before opening the pool in 2025.</i>
<b>New Business</b>		
ACH payments	PMA has provided much information to Anne regarding the service and logistics of offering fee payments to owners via the Automated Clearing House (ACH) process that PMA offers to other clients. Based on these findings it would be cumbersome to administer with no benefit to the Association. At this time Anne does not recommend we use the process. The majority of the Board members agreed.	
2025 Master Insurance Policy renewal	Hickock and Boardman will provide their revised quote within a week. It will be reduced due Dorene pointing out that one building size was misrepresented in their proposal.	<i>Awaiting quote.</i>
Pool Contract Status	Dorene asked that we request the pool maintenance contractor to include the following in his 2025 contract proposal: Note that the cost of chemicals is included in the pricing and identify the chemicals/ process employed. Melinda suggested that we contract and be billed for chemicals separately. The Board would like to review his proposal when submitted.	
Garage door rust	Dorene and Anne volunteered to identify and compile a list of garage doors with bottom panels that are rusting, for the Board's use to prioritize bottom panel replacement, to create a plan to replacement them over time, and to budget accordingly. Dorene recommended that we include rustproofing on the lower sections of the replacement bottom panels.	<i>Dorene and Anne to walk around.</i>
<b>New Business</b>		
Website Forms	none outstanding	
Other	none	
<b>Adjourned the open portion of the meeting.</b>		
The Board reconvened in Executive Session		
<b>The next meeting is 4/21/2025</b>		
<b>The Indian Creek Board Meets on the third MONDAY of each month at 5:00 pm via Zoom. Homeowners will receive notification via email.</b>		