

Indian Creek Board Meeting Minutes - approved

Meeting Date: Aug 18, 2025

Meeting Called to Order: 5:00 PM via zoom

Board of Directors (5)

James Smith, President	<input checked="" type="checkbox"/>	Present
Melinda Tate, Vice President	<input checked="" type="checkbox"/>	
Anne Welsh, Treasurer	<input checked="" type="checkbox"/>	
Dorene Quesnel, Secretary	<input checked="" type="checkbox"/>	
Kristin Leavitt, Member at Large		absent

Property Management Associates:

Caleb Kelley	absent
Ted Gamache	<input checked="" type="checkbox"/>

Homeowners Present: (3)

Joan Bowker
Paige Savage
Sylvie Frisbie

Reminders

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

Owners of RENTAL UNITS are reminded that they must register with the City of South Burlington Rental Registry. This is a requirement to retain approval to rent your Indian Creek unit.

In case of emergency, contact Property Management Associates:
802-660-3315
Our website is: www.indiancreekcondos.org.

Agenda Item		ACTION ITEMS
Call to Order	5:00 PM	
Approval of Minutes:	The July meeting minutes were unanimously approved.	
Financial Reports	Anne received an update just prior to this meeting and is reviewing the details.	
Accounts Receivable	Owner fees delinquent, as of July 31, total \$2,014.37 from 5 units.	<i>PMA: Collection of delinquent fees and statements to those owners.</i>
Owner Questions/Concerns Website owner reports	#25 reported a series of dents in a vertical line, in the garage door. The source is unknown. #25 reported rotted wood at the base of the rear slider. It's to be determined if this is part of the door frame or the building. #57 reported signs of bats potentially living in the eaves above the rear deck slider.	<i>#25 garage door and slider wood rot added to walk thru list. Ted will investigate and advise on bats.</i>
Old Business - Updates		
2024 Fall Walk Follow up	Caleb will obtain an update from the owner with two "owner installed" window replacements required.	<i>Caleb to advise.</i>
Fire Safety/ Vehicle Registration Survey	Ted reported that approximately 10 units have not responded to the survey. He will be contacted those units individually until completed. He also provided the current response information to the Board members.	<i>Ted</i>
2025 Capital Projects	1) Replacement and painting of front doors to Phase 1. Owners will be advised by the contractor, of the installation date and contacted by the painter to schedule painting. 2) Tennis Court Fence: This work has been deferred to 2026 for budgetary reasons.	
Pool Lock	Caleb is awaiting a response from another manufacturer. Melinda reported on a conversation with our Pool service provider regarding other Association's pool locks and they suggested ICCA consider a lock similar to that used by Brennan Woods (PMA is the property management company there as well).	<i>Caleb to advise on potential lock response, and PMA to investigate Brennan Woods lock and advise the Board.</i>
LeClair Bros. findings / quote upon roof inspection	During discussion to approve the quote from LeClair Bros for additional roof caps, Dorene noted that the quote does not specify the quantity of units and garages, and does not identify the unit numbers of those units and garages to be worked on. She felt that it isn't reasonable to vote on the quote until we have that information. Further discussion and a decision was postponed until the board's working meeting for prioritizing findings from our recent walk thru, currently planned for Aug 26th.	
Admin Rules Revisions	Dorene will schedule a working meeting in September.	<i>Dorene</i>
2025 Master Insurance Policy and posting on website	Anne will contact the insurance company to have them correct the building and unit numbers in the policy to match the actuals to ensure that the policy details are accurate. The building for units 11-15 (3 units vs. 4 units, as there is no #13), and a phase 5 building may also need some correction on the policy.	<i>Anne</i>
New Business		
Removal of items left on common property	The Board voted in favor of hiring Home Town Haulers to remove and dispose of the the old garden shed and its contents (tipped over, rusting in the woods and considered hazardous). Plastic chairs left at the pool will be disposed of as well. Two quotes were received and HTH was the lowest, at aprox \$500.	<i>James will move the chairs and PMA will contact Home Town Haulers to schedule removal.</i>

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2025 Walk-through	Completed. The Board will have a separate planning meeting on 8/26 to prioritize the findings, while also considering the existing budget and long range plan.	
Tree work/removal	The Board will walk the property with Teachers Tree Service to identify work required for 2025 - 2026, including a health check of 3 apple trees at unit #1.	<i>PMA to get some available dates from Teachers.</i>
Other		
Puddling on new pavement	Ann will follow up with ECI regarding the low spot in the paving on the main road, opposite unit #25.	
Adjourned the open portion of the meeting.		
The Board reconvened in Executive Session		
The next meeting is 9/15/2025		
The Indian Creek Board Meets on the third MONDAY of each month at 5:00 pm via Zoom. Homeowners will receive notification via email.		