

Approved

Meeting Date:	Nov 10, 2025	
Meeting Called to Order:	5:00 PM via zoom	Reminders
Board of Directors (5)	Present	<p>PLEASE use the reporting form on the Indian Creek website to submit non-emergency:</p> <ul style="list-style-type: none"> - requests - observations of damage and/or repairs needed on Common Property. - complaints concerning violations of Admin Rules <p>Please report them to the Association via the website form.</p> <p>The status and review of non-emergency owner reports will take place at the next Board meeting.</p> <p>Owners of RENTAL UNITS: Be advised that these minutes are distributed by the BOD to Owners only. You are responsible to communicate pertinent information to your tenant.</p> <p style="text-align: center;">In case of emergency, contact Property Management Associates: 802-660-3315 Our website is: www.indiancreekcondos.org.</p>
James Smith, President	<input checked="" type="checkbox"/>	
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	<input checked="" type="checkbox"/>	
Property Management Associates:		
Caleb Kelley	<input checked="" type="checkbox"/>	
Rob Eno	<input checked="" type="checkbox"/>	
Homeowners Present: (2 units)		
Joan Bowker_Dan Close Ten Eyck Swackhamer		

IMPORTANT REMINDER:
SEASONAL SHUT-OFF OF WATER LINE TO EXTERIOR REAR FAUCET as a measure to prevent serious damage and costly insurance claims on owners' personal and the Association's Master Insurance Policies.

- Every Fall, prior to outside temperatures that fall below 38 degrees F, Owners are REQUIRED to:
- Disconnect all hoses to the exterior spigot/faucet of your unit.
- Shut off the water line to the rear spigot. This involves:
 - Locating the shut off valve which, in most cases, is in the utility closet of the unit. If the Owner does not know exactly which valve that is, contact a Board Member or Property Management. It is recommended that Owners label this valve.
 - Shut off that valve completely.
 - Test the water line by opening the spigot on the back of the unit and keep it open until it drains and doesn't drip.
 - Opinions vary on if the faucet should then remain open or closed.
- Once drained, it is recommended to insulate the spigot with a commercially available cover.
- The Owner may reverse this process the following Spring when temperatures are consistently above 38 degrees F.

OWNERS WHO FAIL TO COMPLY WITH THIS REQUIREMENT MAY FACE CONSIDERABLE COSTS FOR DAMAGE AND REPAIR TO YOUR UNIT AND OTHERS, AND INCREASES IN THE MASTER INSURANCE POLICY DUE TO A BURST PIPE CLAIM AT THEIR UNIT.

Agenda Item		ACTION ITEMS
Call to Order	5:00 PM James called the meeting to order. Caleb noted that he will need to leave the meeting early and Rob will represent Property Management in his absence.	
Approval of Minutes:	The October meeting minutes were unanimously approved.	
Financial Reports	Nothing remarkable to note	
Accounts Receivable	Wasn't available as the meeting was held prior to PMA bank deposits this month. PMA will provide to the BOD as soon as available.	<i>PMA: Collection of delinquent fees and sending statements, including credit balances, to owners.</i>
Owner Questions/Concerns Website owner reports	#9 report of exterior closet utility door damage. Narrow door needs repair or replacement. #25 photos received in the past month regarding water at front of unit. Drainage issue. (no discussion).	<i>PMA to resolve door concern. #25 drainage issue is on the 2026 work list.</i>

Old Business		
2025 Capital Projects	1) Phase 1 front door replacement is considered complete. Painting of the doors is underway and should be completed this week, weather permitting. 2) Pool gate lock: A replacement lock has been received and will be installed in early spring. The pool is currently closed and padlocked.	
Tree work/removal	A contract with Teachers Tree Service, in the amount of \$8,382.50, was approved by the BOD members, via email, and signed Oct. 31, 2025. The work to take place was identified by the BOD during our annual walk-thru, and revised based on additional findings during a walk-thru with Teachers. This project fits within the 2025 budget for this category. Teachers is scheduled to be on site the first week in December (weather permitting) to remove the identified large and smaller trees that are diseased or severely damaged. In addition they will remove identified dead, hanging, loose, and obstructive limbs and dispose of the debris. Residents are advised to keep your distance from the work areas.	

Roof Work	<p>Photos are requested by the BOD in order to determine priority of LeClair Bros. comments regarding the report of rusting fan vents and chimney crickets.</p> <p>Ridge cap replacement approved in October, is near completion.</p>
Admin Rules Revisions	<p>Dorene provided a final DRAFT of updated Admin Rules to the Board after the October meeting. A motion was made and seconded and voted held in this meeting to approve them.</p> <p>They will be provided to Owners at the Annual Meeting with an opportunity for Owners to ask questions or provide comments.</p>
New Business	
Mail Box Vandalism	<p>A number of mailboxes were broken into overnight, between Nov. 6-7. The morning of 11/7 James contacted the police, who arrived and an incident report was made. Dorene reported the damage to the U.S. Postal Service (USPS) office on Pine Street on Monday, 11/10. The USPS is the current owner of our mail boxes. They requested that we provide them with the Police report number. Their carrier was to take photos and they will follow up. Dorene also emailed them photos on 11/10, and will ensure that they get the police report number.</p> <p>Note that the USPS stated that, at their discretion and determination, they would replace the Indian Creek mailboxes "1 (more) time", and, due to cost, not to expect it for this event. After that, the Association would be responsible.</p>
Annual meeting	<p>The Annual Meeting will take place in person this year.</p> <p>The date has been established as Tuesday, December 9th, at 6:00 PM.</p> <p>Location: TBD</p> <p>All owners will receive a meeting packet in advance.</p>
Annual meeting Prep	<p>With additional owner input, and concurrence from the BOD, the decision to hold this year's Annual meeting in person was made. PMA was requested to find a nearby location.</p> <p>The Meeting agenda, contents and timing to provide notice were reviewed.</p> <p>There are three 2-year terms that expire this year.</p> <p>Two members will be running for re-election, One will not. Owners with interest in becoming a BOD member are requested to advise the Property Manager or a BOD member ASAP. Nominations will be noted in the meeting packet and also accepted at the meeting. Owners voting by proxy, will not be aware of nominations made during the meeting. All Owners are encouraged to attend in person. Zoom will not be available.</p>
2026 Budget	<p>Anne provided a draft 2026 Budget to the BOD at the October BOD meeting, for review by BOD members prior to the this meeting. A motion was made, seconded and all BOD members voted to approve. This will be presented to the Owners at the Annual Meeting for approval.</p>
Long Range Plan (LRP)	<p>An updated LRP will also be reviewed and discussed at the Annual Meeting.</p>
Adjourned the open portion of the meeting.	
The Board reconvened in Executive Session	
The next regular meeting is 1/19/2026	
The Indian Creek Board Meets on the third MONDAY of each month at 5:00 pm via Zoom. Homeowners will receive notification via email.	