

**APPROVED**

Meeting Date: Oct. 21, 2024

Meeting Called to Order: 5:00 PM via zoom

**Board of Directors (5)**

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

**Property Management Associates:**

Caleb Kelley

**Homeowners Present: 10 (9 units)**

Beth Alpert	Joan Bowker
Aili Beeli	Dan Close
Lauren Carr	Paige Savage
Janet McSorley	Edith Ainsley
Julie Winn	Sylvie Frisbie

**Reminders**

The 2024 monthly HOA fee is \$362 + one extra assessment of \$362 due July 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
- complaints concerning violations of Admin Rules
- observations of damage and/or repairs needed on Common Property. 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).

**If not yet performed this season, ALL Owners/Residents should complete this task IMMEDIATELY**

**SEASONAL SHUT-OFF OF WATER LINE TO EXTERIOR REAR FAUCET**

TO PREVENT SERIOUS DAMAGE AND COSTLY INSURANCE CLAIMS ON OWNER'S PERSONAL AND THE ASSOCIATION'S MASTER INSURANCE POLICIES THIS STRINGENT, ANNUAL REQUIREMENT IS EFFECTIVE AS OF AUTUMN 2023.

- 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 your unit. If you do not know exactly which valve that is, contact a Board Member or Property Management. It is recommended that you label this valve.
  - Shut off that valve completely.
  - Test the water line by opening the spigot on the back of your unit and keep it open unit it drains and doesn't drip
  - Opinions vary on if the faucet should then remain open or closed.
  - Once drained, it is recommended that you insulate the spigot with a commercially available cover.

You may reverse this process the following Summer.

**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 YOUR UNIT.**

Agenda Item		Action assigned to:
<b>Owner Questions/Concerns</b>	<p>Homeowners from 8 units present, voiced their displeasure regarding the posting of the 3 Private Property signs posted on our road in October. Most comments were specific to restricting access to non resident walkers and unfriendliness of signage.</p> <p>Kristin summarized, for the Board, that Association liability to the general public and non-residents recreating on the private road, has been on Board meeting agendas every month since March 2024, including the legal advice solicited, and resulting in the 3 signs being posted. The signage minimizes the risk of the Association members being held liable to trespassers, in the event of a claim for damage or injury. This was precipitated by 2 or more complaints in the Spring by non-residents walking on the road.</p> <p>One homeowner advised that the pool gate was unlocked and poses a hazard to the community. Note: The notice at the gate advises everyone who enters, to lock the gate after leaving. Another owner reported that they locked the gate the same day as the meeting. It is not known who left it unlocked. Property Management is seeking a self locking solution for the gate without having to replace the entire gate. The gate will be secured with a padlock as soon as the lounge chairs have been stowed in the pump house.</p> <p>NO ONE should be entering the pool area at this time.</p>	
<b>Approval of Minutes:</b>	The September Minutes were read and approved by the Board	
<b>Old and New Business</b>		
Financial Reports	Nothing to report	
Accounts Receivable	<p>Accounts Receivable (money due to the Association from owner fees): \$1,562 is delinquent to the Association, as of September 30, 2024</p> <p>Advance Payments: Some discussion was held regarding advanced fee payments by owners. Some owners pay their fees annually or quarterly, etc. The Board asks that owners who do so, to NOT prepay amounts that leave you with a 2024 credit at the end of the calendar year.</p>	<i>PMA: Collection of delinquent fees</i>
<b>Old and New Business</b>		
Status of dryer vent/ gas heating appliance inspections	PMA is preparing the report on owner compliance with the 2 year inspection requirements on these devices. Owners are to provide proof of cleaning / inspection of both your dryer vent and all gas fire places and other gas heating appliances every 2 years, at minimum.	<i>Caleb compiling report</i>
Admin Rules Revision Planning	postponed to 2025 due to current volume of workload	

Fence Posts at tennis court.	\$15,000 will be in the proposed 2025 Budget, which is the wooden post replacement with new wooden posts. PMA is requested to obtain a written scope of work and quote from the business that provided that verbal estimate.	<i>Caleb</i>
Website Management	PMA is to request a written quote and scope of work from Beau, who has verbally quoted \$50/month.	<i>Caleb</i>
Indian Creek Sign Damage	Caleb to advise of the expected completion date for the new sign installation and it's lighting. Caleb to report on the insurance payment status from the driver of the car that damaged the sign and lighting.	<i>Caleb</i>
Fall Walk Through by Board	Rescheduled to October 23rd.	
Fall Gutter Cleaning	During the Walk through the Board will record which units need fall gutter cleaning and advise PMA.	
2025 Budget and Long Range Plan (LRP)	Much time was spent reviewing a draft 2025 Long Range Plan. There are additional items that the Board needs additional pricing information on before finalizing. A revised draft Budget and LRP will be reviewed by the Board at the next meeting.	
Rust colored muck and culvert under road just past Phase 2 units.	Rusty colored muck in the swale, downstream from this culvert, was reported by a community member as a potential concern. One Board member took a closer look at the culvert leading to that swale, and raised a concern that we may want to get this culvert assessed prior to road work in the spring of 2025. If the culvert needs replacement that might be the most economical time to do so. We need clarification regarding maintenance of the swale and culvert: is it a S.B. Stormwater Management responsibility or the Association.	<i>Anne will contact So. Burlington Storm Water Management</i>
Mailbox lighting for the carrier	The mail carrier has advised that it is too dark in back of the mail boxes to see well and perform his job this time of year (mail is loaded from the back side). One Board member proposed that we move the motion sensor light, previously used at the garage of units 26-27, to the mail box. The Board approved.	
Rental form checklist	No Change	
Beneficial Ownership Information Reporting (BOIR)	An email from PMA to the Board members, was received just prior to this meeting with the following request "We are reaching out to make you aware of a mandatory filing that all condominium and co-op Boards must comply with by January 1, 2025. The Corporate Transparency Act requires that all condominium associations file a Beneficial Ownership Information Report (BOIR) no later than January 1, 2025. This report requires that all sitting Board members provide their full legal name, date of birth, address and a scanned copy of a valid driver's license or passport...Property Management Associates will file a BOIR for your Association for a flat fee of \$150."  This request for personal information from the Board members is new and was unexpected. The Board requires additional information before taking further action..	
<b>Website Forms:</b>		
<p>#32 reported a tilting light pole in parking area for #30-31: This has been repaired by Williston Electric. 2 of the 4 bolts that hold the pole up had rusted through and broken.</p> <p>#28: Wood rot in privacy wall: will look at during walk-through</p> <p>#35 reported multiple street lights were out before and after the turn to the overflow parking area. Williston Electric required an underground locator to resolve this. The work was completed on the date of this Board Meeting.</p> <p>#38 &amp; #53: The Board approved the requests from Units #38 and #53 to replace the rear sliding door to their units, at the owner's cost, conditional that they contract with the Roy's Windows and Doors (Ron Roy) and the doors installed are the equivalent appearance, quality and style of those that Roy's has installed for the Association.</p> <p>#35: The Board approved the unit #35 request to install an outdoor electrical outlet, at the owner's expense, on the front of the unit: PROVIDED it is installed by a licensed Master Electrician, located on the side wall shared with the kitchen dining area, and meets all industry requirements. Note: If others wish to do the same, you must submit a request to the Board, as it involves cutting through the exterior wall of the unit.</p> <p>#57 Requested that all Board Meetings be recorded and emailed to owners or posted on the website after meetings. Some discussion was held regarding violations of Privacy and protecting digital recordings of voices and images from being used for illegal purpose (also, potentially complicated as our webmaster currently resides in a foreign country). The Board has not made a decision at this time but will continue to consider this.</p> <p>#50 First floor water spots on the ceiling: The Association inspected the exterior of the unit and found no evidence of leakage into the unit from outside. During that inspection some unrelated holes were found in the siding and repaired. Per the Indian Creek Declaration, Section 4.1, Description of Townhouse, the first floor ceiling, and up to the unpainted surface of the 2nd floor ceiling, are part of the Townhouse. The owner is responsible for repair of the water spots.(See the Declaration for specific language).</p> <p>#23,24,48,53: Concern about signs. See Owner comments above. A copy of the correspondence with the attorney was requested and provided by the Board., prior to the meeting.</p>		
<b>Other:</b>		
Rental Checklist	no change	<i>Kristin</i>
<p><b>Adjourn</b> 7:15 PM  <b>Executive Session-</b> if necessary  <b>Next Meeting: 11/18/2024 5:00 PM VIA ZOOM</b>  <b>Effective July 2024 the board meets the third MONDAY of each month at 5:00 pm</b> via Zoom. Contact Caleb at PMA if you would like to participate in Board Meeting and don't have access.</p>		