

Indian Creek Board Meeting Minutes

Meeting Date: Feb 13, 2024

Meeting Called to Order: 6:15 PM via zoom

Board of Directors

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

Present

Property Management Associates: Caleb Kelly
 Ted Gamache

Homeowners Present (5): #26 - Corinne Long
 #34 - Elizabeth Navin
 #43 - Ten Eyck
 #46 - Joan Bowker

Reminders
The 2024 monthly HOA fee is \$362. An additional assessment of \$362 is due July1 (roof and road reserve)
For repair requests and complaints concerning violations of Admin Rules, please use the Reporting Form at our website www.indiancreekcondos.org . If you do not use email, please phone Property Management Associates (PMA) 802-860-3315.
For reference: Phase 1: Units 1-11 Phase 2: Units 12-25 Phase 3: Units 26-38 Phase 4: Units 39-50 Phase 5: Units 51-60

Agenda Item	Follow-Up / Completion
Homeowner Comments:	
none	
Approval of Minutes:	
January minutes approved	
Financial Reporting:	
Carried over from Jan. Meeting: The December 31, 2023 year end balance sheet contains some errors and requires revision. This was due to PMA not receiving the bank statements. James will ensure that PMA is provided that information and monthly going forward. A Revised 2023 Year End Balance sheet, and any other affected financial reports for the 2023 year end, will be made and distributed to the Board.	<i>Action : James & PMA</i>
Anne inquired about the significant increase in the Capital Reserve from Dec. 31 2023 to Jan 31 2024 on the Balance Sheets. For reference: the 2023 and 2024 budgets include monthly transfers from the checking account to the Capital Reserve Account of \$5,000 and \$5,166.66 respectively.	
James explained that a multi-month transfer from the Checking account to the Capital Reserve account was made in January and that accounts for the significant increase.	
2024 Projects:	
Master Insurance Policy: Hitchcock and Boardman (H&B) has advised ICCA that the 2024 Insurance carrier is no longer offering condominium master policies. The ICCA current policy expires April 1. H&B has been actively soliciting multiple insurers to take ICCA as a client. To date, no proposals have been provided to ICCA. Caleb will contact H&M.	<i>Caleb: follow up with H&B</i>
Icy Road: The west portion of the road around the dry pond, near phases 3&4, has been covered with a very thick build up of ice, presenting a hazard to both drivers and pedestrians. ECI is evaluating repair and will submit a proposal to PMI. There is significant damage to the road which will require asphalt removal and digging etc. to replace that section and pitch it correctly.	<i>Caleb: follow up with ECI</i>
Dog Walkers: There has been a huge, visible increase in the number of non-residents walking their dogs on Indian Creek property. Reports of dogs being let loose, outside dog owners walking on the lawns and between units, some resident dogs (and perhaps children) being fearful, and dog feces not being cleaned up were discussed. Following that, Concerns about retaining owner's privacy and safety, as well as protecting the Association's liability, were discussed. Kristin will obtain legal advice on the best wording for any signage we might post that encourages non residents coming off the bike path from Hummingbird Lane, onto our road, to continue up the road to where the bike path continues and not further down our road to the residential areas. Follow-up at our next meeting.	<i>Kristin</i>
Overflow Parking: Before Spring, parking in the overflow lot will be restricted to the left side only as the Landscapers (KT) will be needing access to the right side and into the debris area it leads to, with their equipment. More information will follow.	

Take Note:

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Road Committee Update	<p>Kristin reported that the Road Committee members(Kristin, Melinda, Dorene):</p> <p>a) have done some research on potential grants (nothing positive yet but worth researching)</p> <p>b) Melinda spoke with the S. Burlington Director of Public Works, Tom Pietro, to inquire about both the potential to upgrade the road to the level that the City would take ownership, and if the City would consider any type of financial assistance to ICCA for upgrade or replacement of the existing road. The Director said he would not recommend Indian Creek for City participation in cost-sharing or road improvement. We would have to hire an engineer who is knowledgeable about City requirements. The project would require surveyors, legal documents for easements, rights of way, reconstruction, etc. If we decide to go ahead with the project, we should involve him so there would be no surprises. Melinda asked if we followed his guidance, would there be assurances that the road would be accepted by the city. He would not give an affirmative answer. He also said that approval was not his call. It is the City Council that prioritizes projects. Note that at least 2 positions on the City Council are open and will be filled by new members in the March election. PMA advised that another small association in S. Burlington did upgrade their road to the city standard and the city did not agree to take it over.</p> <p>c)The ICCA board discussed this and agreed to the following: Pursuing upgrade of the road would definitely be cost prohibitive to the ICCA owners to fund 100%. Costs for professional services would be incurred even to get an estimate of what the road upgrade might cost us. In addition, now is not the time to go to the City Council with any request. It certainly can be done at a later date and when they have more on the job experience. We will focus our current efforts on the path of replacement of the existing road</p> <p>d) Dorene did some research on loans to HOAs and learned that banks that offer such loans typically limit the repayment term to 5-10-15 years and occasionally 20. Caleb (PMA) noted that to qualify, an HOA must provide a significant amount of financial information from the Association. Assuming that we would want to save 30-50% of the project costs before taking out a loan (as proof of our financial ability and to save on interest fees), and using an amortization schedule, Dorene prepared a few scenarios for the committee but they are not yet ready to present to the Board pending more information.</p> <p>e) The Committee recognizes that they need more financial information regarding the other Capital projects in the Long Range Plan (LRP) in order to consider a road replacement schedule and financial impact on owners. The Committee has requested that the Road reserve be separate (not bundled with a Roof reserve). The Committee has invited the Treasurer (James) to its next working meeting to review the LRP.</p>	
Tree Replacement 24-25	Caleb advised that the Contract has been signed with Teachers Tree Service for planting this Spring on the green area behind the tennis courts to help remedy privacy concerns. This was approved in 2023. No additional planting is in the 2024 budget.	
#32 tree removal request	Removal of this tree and stump grinding, by Teacher's Tree Service, was approved. The tree poses a hazard due to it's condition and proximity to the building. Grinding of 2 other stumps behind units 31 and 32, and privacy shrubs will be reviewed later this year or when preparing the 2025 budget.	<i>Caleb: follow up with Teacher's</i>
Phase 5: Wood Rot, Painting, Front Doors	Caleb (PMA) reported that all providers have been contacted and confirmed. Schedules will be provided closer to the start dates. Ted (PMA) reported that 4-5 Phase 5 unit owners have not responded with their front door selection. Your response MUST be submitted ASAP, otherwise you will not have a choice. Doors are about to go on order.	<i>Action: PMA</i>
Pothole Repair:	Tabled until the next meeting.	
Updates/Other:		
Exterior Lights Out #26-27	A temporary solution for the light out on the garage has been installed. The electrician notes that it will require digging in order to provide a permanent solution to this light as well as to the hitching post light between 26-27. #26 unit owner will leave white holiday lights on the shrubs until resolved. Caleb will ask the electrician if there is a product recommended in the interim for the hitching post.	<i>Caleb</i>
Adjourn 7:45 PM		
Next Meeting: 3/12/2024 5:30 PM VIA ZOOM Note the change in the regular meeting time.		

The board meets the second Tuesday of each month at 5:30 pm via Zoom. Contact Caleb at PMA if you would like to participate in Board Meeting and don't have access to Zoom.