

Meeting Date: Aug. 19, 2024

Meeting Called to Order: 5:00 PM via zoom

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

Property Management Associates: Caleb Kelley present

Homeowners Present (1): Corrine Long

Reminders
<p>The 2024 monthly HOA fee is \$362. 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.</p> <p>WEBSITE ACCESS: Owners are reminded to set up a user name and password in order to access the ICCA private information on the website (financials etc.). If you have not done so, the website will prompt you to.</p> <p>To submit 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</p>

Service Reminders
<p>DRYER DUCT CLEANING SERVICE REMINDER: Owners are responsible for cleaning and maintenance of the full length of the dryer ducts. At least every two years, owners are responsible to provide proof of professional dryer duct cleaning to the Property Manager (a signed and dated invoice from the provider is sufficient). Failure do so may result in a fine. Note: <u>Gas Dryers are prohibited in units, as well as installation of any gas lines to the second level.</u></p> <p>GAS HEATING EQUIPMENT REMINDER: According to the Vermont Fire Code, all fuel-fired heating appliances in multi-unit buildings must be inspected by a certified technician at least every two years. The inspection must adhere to the following standards and procedures: •Comply with NFPA 31, NFPA 54, and NFPA 211 •Measure carbon monoxide in the flue gas •Mark the appliance with the date of the inspection •Mark the appliance with the name and certificate number of the inspector •At least every two years, owners are responsible to provide proof of gas heating equipment inspection, to the Property Manager. Failure do so may result in a fine. Completing the heating equipment service, prior to the start of the heating season, is recommended. Wood, pellet and other solid fuel burning devices (stoves, fireplace inserts, etc.) are prohibited.</p>

Agenda Item		Action assigned to:
Homeowner Comments:	None.	
Approval of Minutes:	July minutes approved by the Board.	
Old and New Business		
Financial Reports	See Accounts Receivable (AR)	
Accounts Receivable	Accounts Receivable (money due to the Association from owner fees): \$1,716.97 is delinquent to the Association, as of the meeting date. 3 units are responsible for \$1,506 of this amount. <i>PMA to ensure that all owners with delinquent accounts receive regular statements, including late fees.</i>	<i>Caleb</i>
Old and New Business		
Open Owner Reports	#26-27 exterior garage electrical and lamp-post: <i>awaiting Williston Electric</i> #34 downspout: <i>Caleb to confirm is completed</i> #21 drainage / lawn: <i>Contractor has been contacted - to return and rework the job</i> #32 stump hole fill: <i>partially filled</i> #20 Interior repairs and access prevention measures re: raccoons: <i>Caleb to inquire of status</i> Pool lock replacement: <i>Pending Locksmith</i> #27 holes near front entry to unit: resolved per PMA	<i>Caleb</i>
Fence Posts at tennis court.	Anne suggested that we consider an interim fix to shore up the rotted posts. Caleb noted that a contractor who assessed the damage, said that wasn't viable. Anne then recommended that we include replacement of the posts in the 2025 budget and Long Range Plan that will be presented and voted on at the Annual Meeting in December. There was consensus on the Board that we must consider that for 2025. Expected cost: \$15,000 (wood) - \$22,000 (metal).	<i>Caleb: get additional professional quotes</i>
Admin Rules Revision Planning	Postponed	

South Burlington Rental Registry Ordinance	<p>Effective in February 2024, the City of South Burlington adopted a Rental Registry Ordinance. Dorene reported on her discussion with the Registry Manager and advised the Board that the Ordinance does apply to condominium owners as well as owners of homes and apartments etc. It is the rental property owner's responsibility to register with the City of South Burlington. The City may fine rental property owners for non-compliance.</p> <p>For more information go to https://www.southburlingtonvt.gov/news_detail_T7_R1347.php</p> <p>The City Rental Registry is in addition to, and does not negate, the requirements spelled out in the Indian Creek Bylaws and Administrative Rules regarding rental of ICCA units. As a reminder, short term rentals are not allowed at Indian Creek.</p> <p>Caleb / PMA to advise all current owners of ICCA rental units and add the need for the owner to register with the South Burlington City Rental Registry on all future rental forms.</p>	<i>Caleb / PMA advise rental owners and update forms</i>
Website Management	Melinda reported on her meeting with Beau Fox (former PMA employee), who created the current site, regarding ongoing updates and maintenance. Melinda will work with Beau on a statement of work for him (and others, if determined) to submit a maintenance proposal. In the interim, Beau has agreed to post meeting minutes, etc.	<i>Melinda</i>
Indian Creek Sign Damage	<p>Caleb reported that Chris Cooper (Coopstrom Home and Property Mgt) is behind schedule creating the replacement sign, due to unexpected workload, but will install a temporary replacement soon, using the new framing but elements of the old sign as well.</p> <p>Caleb to confirm with Chris that he has received payment from driver's insurance and also update installation and completion dates.</p>	<i>Caleb : confirm payment with Chris and installation/completion dates</i>
Roads and Roofs Informational Meeting Follow-up	<p>All Owners are invited and requested to attend the FOLLOW-UP INFORMATIONAL MEETING This will be the last of these meetings prior to the Annual Meeting Purpose: To respond to owners questions from the Information meeting held in July regarding the budget plan, expected assessments, and timeline for road and roof replacements over the next 9 years. Please mark your calendars for September 25, 2024. 6:00 PM, via ZOOM Invitations will be sent via email, including the link.</p>	
Phase 5: Front door replacement and painting	<p>Front door replacement is complete.</p> <p>Access to each unit will be required by Kevin of KD Fine Painting for painting of the front door (both sides). PMA or KD will notify owners of the date(s) for their unit.</p>	
Landscaping	Weeding of front yard planting areas was recently done by KT. A recommendation was made by the personnel that ICCA consider replacing the large beds on the property where plantings have been removed (and are now mulch) and prepare and seed them with grass. This will be assessed by the Board during the fall walk-through.	
Other:		
Storm Damage	Significant storm damage occurred recently to a number of trees on the property; primarily willow trees and primarily along the roadway. KT has completed the ground work they can perform toward clean up. Teachers Tree Service will be removing the larger tree damage and fallen limbs.	
Fall Walk Through	Board Walk Through of Property. Dates TBD	
NEW Website Forms / owner reports:		
New: Jul-Aug Owner reports	#60 lawn in front of unit and at end of driveway: Will be assessed (with others) during the Fall Walk Through. Owner may overseed grass in front area, if desired.	
<p>Adjourn 6:30 PM Executive Session- Accounts Receivable Next Meeting: 9/16/2024 5:00 PM VIA ZOOM Effective July 2024 the board meets the third MONDAY of each month at 5:00 pm via Zoom. Contact Caleb at PMA if you would like to participate in Board Meeting and don't have access.</p>		