

Meeting Date: July 15, 2024

Meeting Called to Order: 5:00 PM via zoom

Board of Directors Present

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

Property Management Associates: Caleb Kelley present

Homeowners Present (3): Ten Eyck
Sylvie Frisbie
Joan Bowker

Note that Board Meetings now occur on the 3rd Monday of each month, starting at 5PM

Reminders

The 2024 monthly HOA fee is \$362.
The 2024 Road and Roof Fund Contribution of \$362 was due July 1st. If you have not sent this payment, your account is considered delinquent and you may be charged late fees.

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 to do so may result in a fine.
Note: Gas Dryers are prohibited in units, as well as installation of any gas lines to the second level.

GAS HEATING EQUIPMENT REMINDER:
According to the Vermont Fire Code, 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 to do so may result in a fine. Completing the heating equipment service, prior to the start of the heating season, is recommended.

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

Agenda Item		Action assigned to:
Homeowner Comments:	None.	
Approval of Minutes:	June minutes approved.	
Financial Reporting	As of July 15th it appears that a number of owners have not yet submitted the \$362 Road and Roof fund payment that was due July 1. In the event that checks have been received by PMA but not yet credited to the accounts, they will be reviewed again prior to the end of the month. Delinquent payments may be charged late fees.	
Master Policy Insurance Deductible - REMINDER	With the 2024-2025 Master Policy insurance, the Association deductible rose from \$10,000 to \$25,000. The Master Policy insurance agent recommends that each unit owner ensure that your personal Homeowners Insurance Policy includes "loss protection," in the amount of at least \$25,000. This does not replace your need for dwelling coverage and personal property coverage. It is advised that you consult with your insurance agent regularly regarding your "loss protection", "dwelling" coverage and all other aspects of your personal insurance policy.	
Accounts Receivable	The Board will meet in executive session to review delinquent accounts.	
Old and New Business		
Fence Posts at tennis court.	Numerous tennis court fence posts have completely rotted at the base, presenting a safety concern. To date, one business has inspected and quoted replacement to PMA. PMA has solicited a second business and is awaiting their response. There will not be funds in the 2024 budget to perform work in this calendar year.	<i>Caleb: get professional quotes</i>
Website Management	We do not currently have a website manager. Items are updated by a PMA volunteer, as time allows, and that person will no longer be available soon. PMA is requested to query all of their clients to ask if any are using a local website management service they would recommend.	<i>Caleb</i>
Indian Creek Sign Damage	Caleb was requested to get the estimated date for installation of the new sign (that was damaged when hit by a vehicle).	<i>Caleb</i>
Roads and Roofs Informational Meeting	All Owners are invited and requested to attend the INFORMATIONAL MEETING July 24 at 6:00 - 7:00 PM at the South Burlington Middle School Library	
	Purpose: To learn about the work the Board has done this year to determine the need and cost, and establish a budget plan and timeline for road and roof replacements over the next 9 years. There will be time allowed for Q&A and feedback from owners.	

Private Road signage-liability	Follow up from the June meeting: Based on the legal opinion "To reduce/minimize liability, the Association does have an obligation to make it clear to everyone that may enter ICCA, that this is private property"; there was discussion among the Board members and a compromise made that added signage state "Private Property No Pubic Access". The quantity and placement of the signage is TBD.	
Phase 5: Wood-rot repair, Painting, Front door replacement:	Wood rot repair and painting is still underway. Front door replacement should begin the end of July by Ron Roy New View Inc. contractor. Owners will be notified of the date of their unit and that access will be needed. Painting of the doors by a different contractor, KD Fine Painting, will occur after doors are installed, at a date TBD.	
Restore electricity to units 26-27 exterior garage light and walkway lamp post light.	Loss of electricity to these exterior lighting fixtures occurred over the winter and a temporary fix was put in place on the garage. The electrician assured PMA that he has fixing this issue on his to-do list, before winter, but is currently working flood damage emergencies.	<i>Caleb</i>
Pool Door Lock - Responsibilities	All residents are reminded to lock the door to the pool after arriving and especially when leaving. This does require inserting the key. PMA has contacted a locksmith to modify the lock so it will automatically lock when closing the door. Date TBD. Until that time, the key is required.	<i>Caleb</i>
Foliage Close to Buildings	Owners are reminded that the limbs and growths from shrubs, trees, flowers and other plantings should be cut back to allow a minimum of 18 inches space from the side of the building. Owners can help by ensuring that plantings at ground level are trimmed back to allow air flow and access by providers such as painters and exterminators.	
Website Forms / owner reports:		
Completed Owner Reports etc.	KT performed a thorough brush-hogging of the areas on the property, noted in their contract for mid-summer work, which includes the swales reported in the June meeting minutes. Ash borer treatment on ash trees has been completed. #52 garage door was repaired Exterior garage light fixtures at #30-35 repaired Board Member Contacts have been updated on the Website #20 Raccoon Removal Compost Removal #49 advised that subject shrubs are not original #15 advised of measures to discourage moles/voles in yard	
Owner Reports Work in Process	#34 downspout #21 drainage #32 stump hole fill #20 Interior repairs and access prevention measures re: raccoons Pool lock replacement	
Other	#27 holes near front entry to unit - Report needs clarification Gaps at the bottom of garage doors - is common to many garages; to be addressed at a future date, such as when driveways are paved.	<i>Caleb: PMA to inspect the holes near entry to the unit and report to Board</i>
Updates:		
Adjourn	6:30 PM	
Next Meeting: 8/19/2024 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 to Zoom.		