

Indian Creek Board Meeting Minutes - Approved

Meeting Date: July 21, 2025

Meeting Called to Order: 5:00 PM via zoom

Board of Directors (5)

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"/>
Ted Gamache	absent

Homeowners Present: (7)

- Ten Eyck & Leslie Swackhamer
- Julie Winn
- Joan Bowker & Dan Close
- Karen Mills
- Prue Milnes

Reminders

All owners have received a survey, from Property Management (PMA), regarding bylaws and City/State fire code requirements related to inspection and servicing of fuel fired equipment and dryer vent cleaning. Vehicle registration information is also requested in the survey. 50% of the surveys have been submitted, to date. Please complete your survey as soon as possible. If the required services are overdue, schedule them with your provider and submit those receipts to PMA when the work is completed. In both cases, please submit the survey by August 31.

One owner with a Rinnai direct-vent heater, reported difficulty finding a service provider. Falcon Plumbing is listed by Rinnai as a provider in our area and has been responsive. Their number is: 802-878-0077

Owners of RENTAL UNITS are reminded that they must register with the City of South Burlington Rental Registry. This is a requirement to retain approval to rent your Indian Creek unit.

In case of emergency, contact Property Management Associates:
802-660-3315
Our website is: www.indiancreekcondos.org.

SECOND NOTICE: USERS MUST LOCK THE POOL GATE

During the past month, the pool was found unlocked many times. This is a significant liability issue for the Association. Failure to follow this requirement and the posted Pool Rules may result in early closure.

Remember to bring your Key when you go to the pool, and do not leave family members there without one. The gate is NOT self-locking and USERS ARE RESPONSIBLE TO:

- 1) lock the gate from the inside after you enter (even when other people are there) and
 - 2) lock the gate from the outside, when you leave (even when other people are there). And double check it.
- This is to ensure that unaccompanied children are not entering the area, that non-residents are not using the pool, and that we minimize our liabilities. The Board is actively working on a self-locking solution and will keep owners advised when one is installed.
Owners of rental units must ensure that your tenant is aware of this requirement.

Additional POOL RULES AND REGULATIONS

- The Pool is open from 6 am to dusk
- NO Diving permitted: jumping allowed only from standing position at deep end
- NO Parking, NO Smoking, NO Lifeguard on Duty, NO Alcohol, NO Glass containers, NO Running or rough play, NO pets allowed in pool area
- RESIDENTS MUST ACCOMPANY GUESTS to the pool. There is a limit of 3 guests per unit.
- CHILDREN UNDER 14 years of age must be supervised by an adult
- Babies must wear swim diapers to reduce contamination
- When you leave the pool, please remove your trash and personal items, and return lounge chairs to where you found them.
- Entrance to the pool house is for maintenance purposes only
- Owners may not make copies of the pool keys or loan out keys to non-residents

GENERAL CONSIDERATIONS WHEN USING THE POOL The pool is a community facility and owners are asked to be considerate of others when using the pool. To this end, owners are asked to adhere to the following guidelines: • In general the pool will be reserved for adult swimmers for the periods 6am to 8am and 6pm to 7pm daily. • Owners bringing children to the pool should be considerate of adults who may want to swim laps, and therefore leave a lane open. • Owners with older children should ensure they are considerate of younger children using the pool • The pool is a relatively small space that 59 owners share. So please be considerate of the amount of time you spend in the pool area. If you have been using the pool for one hour or more, and other owners want to use the pool, consider taking a break to share the facility. • The pool is located close to many residences. Please be considerate of the noise level generated.

Agenda Item		ACTION ITEMS
Call to Order	5:00 PM	
Approval of Minutes:	The June meeting minutes were unanimously approved.	
Financial Reports	Ann reported that the Bank Statements to PMA do not include the Roof and Road Account. She updates PMA with that information monthly.	
Accounts Receivable	Caleb reported that all Road and Roof assessments have been paid by Owners and that there are no Owners with a balance due in excess of \$400.	<i>PMA: Collection of delinquent fees and statements to those owners.</i>
Owner Questions/Concerns	Julie noted that a package is stuck in her mail slot that will not fit through the opening. Further discussion about adding package lockers took place. The Board will consider this at a later date TBD. Other questions were asked related to items on the agenda and covered in turn, during the meeting.	<i>Dorene will contact the Post Office, asking them to remind their carriers that the front opening is smaller than the back.</i>

Open Owner Reports	Prue Milne reported that Rhododendrons in front of units 2-4 have winter kill and requested that they be hard pruned, in hopes of rejuvenation.	<i>The board will review during the walk through</i>
New Website Owner Reports	#34 reported the burning bush next to her garage is so tall that it blocks the unit numbers. KT has removed the tree that fell on the road. Teachers Tree Service will remove the willow limb noted, along with other tree damage, at next visit. Anne reported the puddling in the road to ECI. Expect them to follow up during next visit.	<i>The board has included this on the walk through report.</i>
Old Business - Updates		
2024 Fall Walk Follow up	Caleb will obtain an update from the owner with two "owner installed" window replacements required. Work needs to be completed in 2025 as that building is scheduled to be painted in 2026.	<i>PMA to report back to the Board in August.</i>
2025 Capital Projects	1) Replacement and painting of front doors to Phase 1 (Owners will be advised of start date). Expect the contractor to cash checks when he has received delivery of the doors. Expectations are that work will commence in August. 2) Paving of main road (year 2 of 3): complete. 3) Tennis Court Fence: This work is being deferred 2026 for budgetary reasons.	
Pool Lock	The contractor who provided the most recent, and preferred quote has recently been unresponsive. The lock recommended by that provider was identified to Melinda. When discussing it with the lock manufacturer, she was advised of a different lock as a better solution. PMA was requested to confirm that this lock is appropriate and quote other contractors regarding installation. It's been unusually difficult to find a lock that will work with the existing fencing and a contractor willing to take on what it considered a small job. A new pool lock must be self locking and be a quick exit or easy egress style, that does not require a key to leave the pool area.	<i>PMA to follow up. Owners are responsible to lock the gate after entry AND when leaving.</i>
Leclair Bros. findings upon roof inspection	Leclair Bros. was requested to recently inspect the condition of the roofs. While doing so, they made some repairs to seals around various service pipes or vents and chimneys; determined at their discretion, based on conditions observed. The cost to the Association was \$3,540 which was approved by the Board. Caleb confirmed for this meeting that ALL service pipe seals were inspected. LeClair Bros. is preparing a quote for any additional repairs (mainly replacement of some ridge caps) that are recommended at this time and can be done over the next 6 months. PMA will report back to the Board.	<i>PMA to provide quote to ICCA</i>
Fire Safety/Vehicle Registration survey status Fuel Burning Heating Appliance 2-year certifications Dryer Vent cleaning 2-year certifications Vehicle Registration	50% of the surveys have been submitted, as of this meeting date. Please complete your survey as soon as possible. If the required services are overdue, schedule them with your provider and submit those receipts to PMA when the work is completed. In both cases, please submit the survey by August 31.	
Admin Rules Revisions	Dorene and Kristin are working on creating a Rental Application and Rental Rules. Kristin is working on the Rental Rules. Dorene will update the Admin Rules to refer to the Application and Rules and call the BOD together for one more working meeting on the Admin Rules update.	<i>Dorene to set up zoom meetings.</i>
2025 Master Insurance Policy and posting on website	The 2024 Policy has been renewed but requires correction to the # of units in one building. Caleb will follow up with the Insurance company	<i>Caleb will follow up with the Insurance company</i>
New Business		
2025 Walk-through	Areas remaining to be reviewed are around Units 1-8 and Phase 5. The next, walk through date will be in early August. After that the Board will meet in a working meeting to prioritize the list based on need and budget.	
Tree work/removal	The Board will walk through with Teachers Tree Service to identify and prioritize trees on the property that may need removal. Dorene suggested we consider removal of the 5 Ash trees in phase 5 as well, with a long term plan of replacing some of them. The cities of So. Burlington and Burlington are doing the same, to remove all host trees for the emerald ash borers that have now been seen in our county. We have been inoculating these trees every two years but that is expected to eventually become ineffective. This will also be discussed with Teachers.	
Stormwater documents	Dorene suggested that we obtain and post the Agreement between Indian Creek, Ridgewood Estates and the South Burlington Storm Water District on the Indian Creek Website to make it readily available to the current and future Board and Property Management.	<i>Caleb to obtain these documents from the City.</i>
Other		
Adjourned the open portion of the meeting.		
The Board reconvened in Executive Session		
The next meeting is 8/21/2025		
The Indian Creek Board Meets on the third MONDAY of each month at 5:00 pm via Zoom. Homeowners will receive notification via email.		