

Indian Creek Board Meeting Minutes

Meeting Date: Feb 17, 2025

Meeting Called to Order: 5:00 PM via zoom

Board of Directors (5)

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

Present

Property Management Associates:

Caleb Kelley

Homeowners Present: (5)

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| Dan Connelly | Sylvie Frisbie |
| Joan Bowker | Dan Close |
| Paige Savage | Rhonda Hayward |
| | Corrine Long |

Reminders

The 2025 monthly HOA fee is \$400 PLUS one extra assessment of \$1,400 due June 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
- observations of damage and/or repairs needed on Common Property.
- complaints concerning violations of Admin Rules

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.

ENSURE THAT THE EXTERIOR, REAR, WATER LINE VALVE IS SHUT OFF INSIDE YOUR UNIT!

| Agenda Item | | ACTION ITEMS |
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| Statement regarding Private Property signs | James reported that the Board will not be taking any action in 2025 to reconsider the posting and language of the "Private Property, No Public Access" signs installed on the property. The 2024 Board made the determination to post the signage after careful and extensive research by the Board regarding property ownership, usage and liability, obtaining legal opinions and advice, and lengthy consideration over many months, as was reported in the 2024 agendas and meetings minutes. The Board invested much consideration to make it clear that the signs convey "no trespassing" while using less offensive language. The Board determined that the signage is required to protect the owners from what could be significant cost to every unit in the event of reckless insurance claims, legal and litigation expenses. | |
| Owner Questions/Concerns | Multiple owners commented on recent snow removal. See the Snow Removal agenda item. Joan shared that the Draft January Meeting Minutes were confusing, as they stated they were for a meeting date in December, and she noted that one attendee was not listed. The Board has identified this and the Secretary responded that the prior months minutes are used as a template and she missed changing the date as well as listing one attendee. They will be corrected in the final version, posted on the website, after approval as listed in this agenda. Paige requested replacement of a salt bucket. Caleb will report this to KT. | Caleb - salt bucket replacement |
| Approval of Minutes: | After a correction to the meeting date and attendees, the February minutes were approved by the Board. Approved minutes are posted on the website. | |
| Financial Reports | P+L Statement: "Winter Salt Expense" needs to be removed from the "Buildings and Grounds" category and into the "Winter Salt Expense" category in the ledger and report. | Caleb to advise PMA |
| Accounts Receivable | As of Feb 14, 2025 Past due accounts total \$2,983. | PMA: Collection of delinquent fees and statements to owners with credits. |
| Old Business | | |
| Updates on Open Items | Semi-annual Dryer Vent and Fuel fired Heating Appliance Inspection certifications from owners. These are Vermont State and South Burlington Fire Code requirements of all homes in multi-unit buildings, and the responsibility of the unit owners to submit certifications to the Indian Creek Property Manager. PMA is updating a spreadsheet of the owner certifications provided. To ensure that all Fuel Fired heating appliance installations are accurate, may require contacting each unit owner to confirm installations. | Caleb/ PMA to provide status report to Board members. |
| | Admin Rules Revision Status: Dorene reported that two, 40-minute meetings have been conducted to date, via Zoom. Additional meetings are required. The meetings to date did determine that the Rules and Policies on Rentals should be separated from the Admin Rules, as they are extensive and contain multiple documents. Separate meetings specific to Rentals will be conducted. 40-minute, free zoom meetings are proving to be too short. Dorene requested a 2 hour working meeting on Admin Rules. The Board asked Caleb if PMA would provide a 2 hr. Zoom meeting for the Board members and he agreed. | Dorene will coordinate a March Admin Rules working meeting date with the Board and Caleb. |

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| | Rental Form Checklist etc: Dorene, Melinda and Kristin attended a meeting with PMA Management and Caleb regarding bringing ICCA's Rental Policies and Forms up to current standards and requirements. This was a very productive meeting. ICCA was provided with many recommendations and examples of policies and forms used by other properties in the area, similar to ICCA. There is a lot of information for each Board member to familiarize themselves with prior to the first working meeting on this. | Dorene will convene a Rental Policy and Forms meeting after the Admin Rules project is completed. |
| | Pool Gate/Lock: Kristin obtained a lock and chain to further prevent entrance when the pool is closed in the off season. She will apply it within a week and provide a back up key to Melinda. PMA remains tasked with finding a solution to the lock on the gate so that it is self locking when closed; prohibiting entry from outside but allowing exit from inside without a key. Caleb reported that this may very likely require replacing the existing gate. | PMA to continue to seek solution to current lock issues before opening the pool in 2025. |
| | Tennis Court: Before presenting current and future cost estimates for retaining or removing the Tennis Courts, the Board will ensure we follow reasonable or required steps for the Association to consider removal of an amenity. Dorene reported that she had not found any language in the Declaration or Bylaws regarding removal of an amenity. There were no findings by others reported. The Board agreed to ask PMA to make a request to their attorney, who is considered an expert in Vermont Condominium law, to cite any applicable laws regarding removal of an amenity and if not, what would be considered a reasonable process for the ICCA Association to follow. When all data is available, the Board will review it with the community. Due to rotted fence posts Dorene suggested the tennis courts be assessed for safety before allowing use, until the fence posts are replaced, or removed. The Board chose to postpone further discussion at this time. The need could be overcome by events such as repair or removal in early Spring. | Caleb: PMA to inquire with your attorney |
| | Completed owner reports: #31 garage door: repaired 3 units have been advised of fall walk through findings that require the owner's action (weather permitting) | Caleb: Follow up on fall action items |
| | 2025 Capital Projects (and comments): 1) Paving main road (year 2 of 3) 2) Front doors replacements Phase 1 - when is it time to order doors? 3) Tennis court fence post replacements for removal - pending | Caleb to contact Roy's Windows and Doors for order date and to check the storm door at unit 46 |
| New Business | | |
| Snow Removal - parking | A request to residents regarding parking and snow removal was sent to owners in February via email. The effectiveness of that request wasn't discussed. Some attendees complained briefly about late day snow removal on the sidewalks. The Board discussed the possibility of establishing and maintaining a list of volunteer residents willing to shovel sidewalks in an emergency, but meeting attendees responded that they do have neighbors they can call on. This idea was tabled, without vote. All were reminded that the snow removal contract states the following: An initial pass on roadway will be made prior to 6:00 A.M.. During the day all drives, parking areas, sidewalks, and in front of garages will be cleared with best efforts to have that work completed by the time people return from work, around 4:00 P.M. | Caleb, to speak with KT about earlier snow removal on sidewalks in the event of deep snowfall, which prevents owners from getting to their garage. |
| Contracts Expiring - Board Procedure | When contract proposals are received the Board reviews and discusses them in executive session. Any negotiation or requested changes to the proposal should be presented to the offeror in writing. Only the President has authority to sign contracts. | |
| Website Forms | #32 rusted garage door panel | Caleb to ask Champlain door to assess |
| Other | Items placed on top of mailboxes. Occasionally unwanted belongings, food, pet supplies etc. has been left (usually by unknown persons) on the mailboxes and marked "free" or something similar. This is not acceptable or permitted. Along with being unsightly, it poses a liability risk to the Association. The Board approved posting a temporary sign at the mailboxes forbidding such actions. The necessity and approval of a permanent sign is TBD. | Dorene will post a temporary sign. |
| Summarize Action Items: | see right hand column | |
| Adjourned the open portion of the meeting. | | |
| The Board then met in Executive Session | | |
| The next meeting is 3/17/2025 | | |
| The Indian Creek Board Meets on the third MONDAY of each month at 5:00 pm via Zoom. Homeowners will receive notification via email. | | |