

Approved

Meeting Sep 15, 2025

Meeting Called to Order: 5:00 PM via zoom

Board of Directors (5) Present

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

Property Management Associates:

Caleb Kelley
 Ted Gamache absent

Homeowners Present: (3 units)

Joan Bowker & Dan Close
 Ten Eck Swackhammer
 Karen Mills

Reminders

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

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.

Agenda Item		ACTION ITEMS
Call to Order	5:00 PM	
Approval of Minutes:	The August meeting minutes were unanimously approved.	
Financial Reports	Nothing to report.	
Accounts Receivable	Caleb noted that the report shows a few delinquencies of \$400, or less. Note that receipts will show delinquent until PMA deposits them in the bank.	<i>PMA: Collection of delinquent fees and statements to those owners.</i>
Owner Questions/Concerns Website owner reports	The motion sensitive light at the back of the mail boxes is out.	<i>PMA to have the batteries and light bulbs checked.</i>
Completed Website reports	#25 reported rotted wood at the base of the rear slider: Repaired #57 reported signs of bats potentially living in the eaves above the rear deck slider: Worker was not able to access the attic however the owner has reported that the problem is no longer occurring. Closed.	
Old Business - Updates		
Fire Safety/ Vehicle Registration Survey	PMA reported that to date there are 4 units that have not responded. PMA will hand deliver notes to the specific units. PMA and the Board are grateful for owners attention to this.	<i>PMA</i>
2025 Capital Projects	1) Phase 1 front door replacement is considered complete. The Painter will be contacting owners to schedule painting. 2) Tennis Court Fence: This work has been deferred to 2026 for budgetary reasons.	
LeClair Bros. findings / quote upon roof inspection	Specific unit and garage numbers are not included on the LeClair inspection report and proposal. PMA is to ask LeClair to revise those documents to identify the units and garages by number as the BOD can not make an informed decision without them. Include a price for the pool house as well.	<i>PMA to request additional information from LeClair Bros.</i>
Tree work/removal	The Board will walk the property with Teachers Tree Service to identify work required for 2025 - 2026, including a health check of 3 apple trees at unit #1.	<i>PMA to get some available dates from Teachers.</i>
2025 Master Insurance Policy and posting on website	Caleb to obtain revised document from provider and have it posted on the website.	<i>Caleb</i>
New Business		
Chimney Crickets Rusting	The LeClair report includes a note that chimney crickets are rusted and should be painted. PMA will obtain photos so we can address this.	<i>PMA to obtain some photos of the rusted chimney crickets.</i>
Pool Closing and Pool Lock	Expect the pool to close on or around Sept. 24th. There will be no access after closing. PMA will store the pool chairs in the pool house. Caleb has a lock in hand and will send a crew to install it after the pool closes. Additional security of a cable and lock on the gate will also be installed for the winter.	

2024 Fall Walk Through Follow up	<p>PMA will send a letter from James, to owners, to remind all about owner responsibilities to maintain specific exterior items. This will address many of the exterior issues identified on the walk thru. Owners are expected to recognize if they have actions and correct them. If not, the BOD will have to address individuals directly.</p> <p>The BOD will directly address other findings with PMA, the Landscaping contractor, the Paving contractor and the Tree Service contractor. The specific work noted on each list have been prioritized by provider, by year; 2025, 2026 and later.</p>	<i>Caleb to advise the Board of dates to meet with Tree Service and Landscapers on their lists.</i>
Budget and LRP Planning, Annual Meeting Date	<p>Anne is preparing a worse case / draft of the 2026 Budget and LRP for the Board to review. As there is still a fair amount of work to complete before the end of the year, the ending balance is difficult to determine at this time.</p> <p>Scheduling the Annual Meeting is postponed until all BOD members are present to consider.</p>	
Admin Rules Revisions	Dorene to provide draft to the BOD by 9/23.	<i>Dorene</i>
Other		
Tennis Court Fence	Caleb is requested to obtain a competitive quote for the fence replacement, for the Spring of 2026, using black metal posts and black chain link fencing.	<i>Caleb</i>
Placeholders	<p>1) Ann will follow up with ECI regarding the low spot in the paving on the main road.</p> <p>2) For sanitary reasons, the following tasks should be scheduled and completed PRIOR to pool opening in the Spring:</p> <p>a) Power washing the fence (both sides)</p> <p>b) Tennis court fence replacement (if passed in the budget)</p>	
Adjourned the open portion of the meeting.		
The Board reconvened in Executive Session		
The next meeting is 10/20/25		
<i>The Indian Creek Board Meets on the third MONDAY of each month at 5:00 pm via Zoom. Homeowners will receive notification via email.</i>		