

Indian Creek Board Meeting Minutes - Approved

Meeting Date: Nov. 18, 2024

Meeting Called to Order: 5:00 PM via zoom

Board of Directors (5)

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

Present

absent

Property Management Associates:

Caleb Kelley
 Ted Gamache

absent

Homeowners Present:

Aili Beeli	Paige Savage
Janet McSorley	Sylvie Frisbie
Joan Bowker	Betty Navin
Dan Close	Prue Milne
Mary Glass	Ten Eck Swackhamer

Reminders

The 2024 monthly HOA fee is \$362 + one extra assessment of \$362 due July 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
 - complaints concerning violations of Admin Rules
 - observations of damage and/or repairs needed on Common Property. 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.

The Annual Meeting of Owners will take place on December 12th at 6:00 PM via Zoom.

Agenda Item		Action assigned to:
Owner Questions/Concerns	<p>Joan Bowker requested board meetings on Zoom be recorded and posted on the website. <i>This subject will be under consideration in the future. As noted in previous meeting minutes, the Association is awaiting a draft contract with a website provider.</i></p> <p>Dan Close listed a number of condominium complexes in the greater Burlington area and signage posted at them, or not. <i>The Board noted that many of the complexes stated are on Public roads (city owned, maintained and with the City liable for injury/damages); as opposed to Private roads.</i></p> <p>Janet McSorley spoke again against the Private Property signage. <i>Board members spoke to attendees regarding some general misconceptions among the community seen posted on Facebook pages and in an owner report received by the Board since the October Meeting.</i></p> <p>Sylvie Frisbee asked for the status of her owners report regarding the bathroom vent. (See "Website Forms" below).</p>	
Approval of Minutes:	The October Minutes were read and approved by the Board	
Old and New Business		
Financial Reports	Nothing to report	
Accounts Receivable	<p>Accounts Receivable (money due to the Association from owner fees): \$2,144 is delinquent to the Association, as of November 16, 2024. Owners are reminded that your payments are due, in the hands of PMA, on the 1st of the month. After the 10 day grace period you WILL be fined a late fee.</p> <p>Fees paid in Advance: Owners who pay multiple months in advance are requested not to pay any amount in excess of fees and assessments due in the current calendar year. If an owner has a credit greater than this amount, please reconcile it. PMA is requested to submit a statement to every owner who does have a credit, to advise them of the amount and request that they apply that credit to their next payment submittal.</p>	<p><i>PMA: Collection of delinquent fees and statements to owners with credits.</i></p>
Old and New Business		
2025 Budget and LRP	The Board approved the draft Budget and LRP to be presented at the Annual Meeting.	
Updates on Open Items	<p>Dryer Vent and Gas Heating Appliance Inspections: <i>Ted noted that PMA has received some but not all responses from owners and they will continue to remind owners who did not submit these in 2023 or 2024.</i></p> <p>Website Maintenance Contract: <i>awaiting draft contract from provider</i></p> <p>Beneficial Ownership Information Reporting (BOIR): <i>all board members have submitted to PMA</i></p> <p>Rental Form Checklist: <i>Board members are requesting a meeting with PMA to review process and forms in use for multiple property management duties..</i></p> <p>Sidewalk light at Unit #8: <i>repaired</i></p>	<p><i>PMA to provide status report at next meeting.</i></p>
Admin Rules Updates / Plan	postponed to 2025	
Indian Creek Sign Repair Status	Completed. PMA reported that reimbursement for expenses, from the driver's insurance company, have been approved and are expected soon.	

Fall Walk Through findings/actions	<p>Individual owners will be contacted regarding the following items that they are responsible for: Removal and disposal of broken gas grill. Removal of 2nd gas grill. Removal of broken picnic table, Placement of gas grill ON THE PAVERS ONLY, Care and maintenance of decks, Owner installed master bedroom window (was approved) in need of repair or replacement by owner.</p> <p>The Board will address the following: Repair of sidewalk light at unit 8 (completed). 2025 Pruning of forsythia on common property. Health of apple trees at unit #1.</p> <p>The Board observed miscellaneous wiring at the backs of multiple units, some going to the second floor. What is it and why was it put there? Is it for old items no longer in use (like satellite dishes or old telecommunication devices, etc.). Reminder to owners: Owners need approval from the Board for anything to be installed through the exterior of the building (even a wire).</p> <p>Garage damage of unknown origin. Garages are limited common property for the use of the assigned unit owner. For structural and safety purposes, the Board agreed to resume garage inspections, interior and exterior, until all have been completed.</p>	<p><i>Letters to be sent to specific unit owners in violation of the bylaws.</i></p> <p><i>The Board to consider method to address outside wiring.</i></p>
Fall Gutter Cleaning	Phases 3, 4 and 5 reported that their gutters have not yet been cleaned.	Caleb
Pool and Tennis Court	<p>Pool: Store deck chairs and padlock the gate Anticipate some patio repairs in 2025 Tennis Court: Remove nets and lock the gate. \$15,000 is in the proposed 2025 Budget, which is the rotted post replacement with new wooden posts. PMA is requested to obtain a written scope of work and quote from the business that provided that verbal estimate. Obtain these additional estimates so the community can consider future investments in the tennis courts:</p> <ol style="list-style-type: none"> 1) Resurfacing and painting 2) Demolition 3) Restore to woodland 	Caleb
Annual Meeting Preparations	<p>The Annual Meeting of Owners will take place on December 12th at 6:00 PM via Zoom. Meeting packets containing the Agenda, Financial Reports, Proposed Budget, Long Range Plan, President's and Treasurer's Reports, Ballots and Proxy forms, and any other pertinent information will be delivered door to door to on site owners, and mailed to absentee landlords. Owner attendance is encouraged. Zoom dial-in instructions will be emailed.</p>	
Website Forms:		
<p>#57 undetermined source of odor from downstairs bathroom vent and exterior vent not be exhausting to the outdoors: <i>PMA to send handyman over to examine exterior vent flap.</i></p> <p>#15 Indian Creek Private Road: <i>Sending response to owner and posting multiple documents noted therein.</i></p> <p>#14 possible critter in wall: has been addressed. <i>Stronger material installed under soffit to prevent entry to attic</i></p> <p>#14 exterior faucet - back of unit - valve? <i>Melinda will check with owner to see if she may have two shut off valves</i></p>		
Other:		
Fall Leaf Removal - KT	<p>Board members and attending owners agreed that the Fall yard clean up, to date is not to the level of previous years. There are piles of leaves remaining and blowing around. The last clean up crew only addressed grassy areas. They did not remove leaves from most of the mulched areas including plantings at the entry to the units, next to garages, and under trees and shrubs. We questioned if KT has one more cleaning to perform. PMA is requested to contact KT, share our comments, and ask if they feel that they have done their final cleaning and/or when is that going to take place.</p>	Caleb
<p>Adjourn 6:30pm Executive Session- if necessary Next Board Meeting: 12/16/2024 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>		