

Approved

Meeting Date:	Oct 20, 2025		
Meeting Called to Order:		5:00 PM via zoom	Reminders
Board of Directors (5)		Present	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
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: (3 units)			
	Joan Bowker		
	Paige Savage		
	Sylvie Frisbie		

IMPORTANT REMINDER:
SEASONAL SHUT-OFF OF WATER LINE TO EXTERIOR REAR FAUCET as a measure to prevent serious damage and costly insurance claims on owners' personal and the Association's Master Insurance Policies.

- Every Fall, prior to outside temperatures that fall below 38 degrees F, Owners are REQUIRED to:
- Disconnect all hoses to the exterior spigot/faucet of your unit.
- Shut off the water line to the rear spigot. This involves:
 - Locating the shut off valve which, in most cases, is in the utility closet of the unit. If the Owner does not know exactly which valve that is, contact a Board Member or Property Management. It is recommended that Owners label this valve.
 - Shut off that valve completely.
 - Test the water line by opening the spigot on the back of the unit and keep it open until it drains and doesn't drip.
 - Opinions vary on if the faucet should then remain open or closed.
 - Once drained, it is recommended to insulate the spigot with a commercially available cover.
 - The Owner may reverse this process the following Spring when temperatures are consistently above 38 degrees F.

OWNERS WHO FAIL TO COMPLY WITH THIS REQUIREMENT MAY FACE CONSIDERABLE COSTS FOR DAMAGE AND REPAIR TO YOUR UNIT AND OTHERS, AND INCREASES IN THE MASTER INSURANCE POLICY DUE TO A BURST PIPE CLAIM AT THEIR UNIT.

Agenda Item		ACTION ITEMS
Call to Order	5:00 PM James called the meeting to order	
Approval of Minutes:	The September meeting minutes were unanimously approved with a minor correction in attendance numbers.	
Financial Reports	Anne noted some discrepancies between the PMA account balances and bank records.	
Accounts Receivable	\$3,050 refund from R.J. Lang was received and deposited. \$1,620 in Owner's fees is currently in arrears (6 units) Three owners have credit balances that exceed to the balances due in 2025. In total, they equal \$3,083 in credits toward their 2026 fees. Dorene requested that we confirm, with these owners, to ensure that they are fully aware of the credit amounts.	<i>PMA: Collection of delinquent fees and sending statements, including credit balances, to owners.</i>
Owner Questions/Concerns Website owner reports	Joan Bowker reported that pieces of roof shingles were found on the ground near her unit after the recent heavy winds.	
Website reports	#15: crabapple hitting garage roof. This is on the list with Teacher's Tree Service #27: recommendation that the Association take over painting of gas lines to units: Added to the agenda; see below. Phase #3: Two Owners have made reports of an outdoor cat wandering onto their decks, causing stress and disturbance to their house pets.	<i>RE: Cat: PMA will contact the Unit Owner and remind them of the Bylaws requirement that dogs and cats must be leashed when outdoors.</i>
Old Business - Updates		
Fire Safety/ Vehicle Registration Survey	PMA will follow up with the few owners that have not submitted a report and all owners who, per the information reported, are delinquent is having the required 2-year inspections and cleanings of dryer ducts and all fuel fired heating equipment. Owners should continue to provide updates to PMA, via email.	PMA

2025 Capital Projects	<p>1) Phase 1 front door replacement is considered complete. PMA is contacting the painter originally requested to paint the doors. If he is no longer available, PMA will reach out to other painters. TBD</p> <p>2) Tennis Court Fence: This work has been deferred. Input from owners will be on the agenda at the Annual meeting.</p> <p>3) Pool gate lock: Replacement of the lock is scheduled for 10/21. PMA will report on the results.</p>	
Roof Work	<p>Discussion was held regarding Leclair Bros proposal to replace ridge caps on units and garages not yet done, per their quote of Oct 1.2025.</p> <p>A motion was made to approve replacement on the ridge caps on units, at \$11,895 and on the pool house for \$144, with garages to be considered at a later date. Four Board members voted in favor, one abstained.</p> <p>B) Painting of rusting fan vents and chimney crickets: <i>No discussion</i></p>	
Admin Rules Revisions	<p>Dorene reported she is prepared to submit a final DRAFT to the Board for review and approval by the BOD members. Three of the BOD members requested to do this via email and not a meeting. Dorene will email the final draft to the BOD members with a deadline for responses. After BOD approval it will be sent out to owners with an opportunity to submit any questions or comments.</p>	
Exterior gas lines	<p>The Board discussed the owner report and request that the Association pay for painting of any rusted, exterior gas pipes to units. This would remove the requirement as an Owner's responsibility. All Board members participated in discussion and a motion was made, voted on and passed, to make this change.</p> <p>During discussion it was noted that at least two units have unapproved gas lines going to the second level of the unit. Since 1995, when natural gas became available at Indian Creek, the Natural Gas Installation policy prohibits gas lines to the second level. Removal of those gas lines will be required and addressed with the specific Owners.</p>	
Tree work/removal	<p>The Board completed a walk-thru of the property with Teachers Tree Service on 10/14, to identify work required for 2025 - 2026 and itemized quotes. Included in the findings are 4 trees identified as needing removal due to infestation or disease. The Board will review the proposal, when received, and determine work remaining for 2025 and work for 2026, based on priority and budget constraints. The BOD is awaiting Teachers proposal.</p>	
Additional Updates on 2025 Walk-thru report	<p><u>Owners:</u> All Owners have received an email letter from the BOD that included a list of findings on the property that are an Owner's responsibility to address. Dorene proposed that, as follow up, the letter be sent via mail or door-drop to the Owners of the specific units requiring the Owner to take action. The Board members agreed, including a reminder to address the issues and reply to the Property Manager when completed, and/or a plan to complete them (mail or via door drop). PMA will proceed with this.</p> <p><u>KT Landscaping:</u> KT provided quotes on some of the work on their section of the report, and some unsolicited work. At this meeting the BOD approved KT to proceed with: 1B.) Hard pruning of the burning bushes by #34 garage and #18-#23 garages (\$1,400.00) 3.) Pruning of all dead wood off of Rhodos by #1-4 (\$250.00) 5.) Pulling and cutting back vegetation in areas near unit #1, in preparation for 2026 painting (\$400).</p>	
New Business		
Capital Projects 2026:	<p>Painting Contract: The Board approved the proposed quote for painting Phase 1 buildings and garages, provided the contract include, in writing, a clause that requires the provider to contact the Association, no later than reaching \$20,000 of billable work on wood rot. At that point, a review of the remaining wood-rot work should be presented to the BOD with a request for authorization to proceed.</p>	
2026 Budget, Long Range Plan and Annual meeting	<p>A draft 2026 Budget and draft Long Range Plan (LRP) was provided by Anne and James, to the Board members on this date. BOD members are asked to comment to the BOD, via email, prior to the next BOD meeting.</p> <p>The Annual Meeting date has been established as Tuesday, December 9th, at 6:00 PM, via Zoom. More information will be provided in advance of the meeting.</p>	

Placeholders	<p>1) Anne 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/when approved in the budget)</p>	
Adjourned the open portion of the meeting.		
The Board reconvened in Executive Session		
The next meeting is 11/10/25 NOTE THAT THE NOVEMBER MEETING IS THE 2ND MONDAY OF THE MONTH		