

CHIMNEY HILL OWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING MINUTES  
CHIMNEY HILL CLUBHOUSE  
Saturday, January 17, 2026

Call to Order: Paul DiPietro, President, called the meeting to order at 9:29 AM.

Present in person were Gene Clark, Kevin Comeau, President Paul DiPietro, Dennis Heberlein, Patricia McDonough, Kate Trinklein, Kristen Wenger, and James Walker, Executive Director. Steve Boyce and Tom Sewall joined via Google Meet. Homeowner Carlotta Gladding was present via Google Meet. Homeowner Roy Schluter was present in person. Board member Laura Powers was absent.

The **Minutes** of Saturday, November 15, 2025 were approved.

**Financial Report:**

Kate Trinklein presented an overview of the financial report as of January 16, 2026, highlighting increases in assessments, allocations to reserves, additional income, and DRL lot activity resulting from two recent sales. Kevin Comeau reminded board members that assessments were budgeted at 100%, though some accounts are currently in arrears. He noted that overall financials remain stable and that salaries represent the largest expense, currently at 75% of the projected budget.

Dennis Heberlein moved that the report be approved; Kevin Comeau seconded the motion. All approved.

**Committee Reports:**

**Operations**

**Architectural Control:**

Kate Trinklein noted the committee met prior to the board meeting. They had two letters, including one like for more request that the ACC is recommending approval to the board. James Walker presented this proposal on Upper Damn Road, which includes two DRLs. Kate Trinklein motioned to approve the request, seconded by Gene Clark. All approved.

Kate shared the next meeting is to be determined, depending on need.

**Landscape:**

No report at this time.

**Maintenance:**

James Walker presented a summary of the Maintenance Report, noting that the team has completed repairs on several trucks, continued work on Tank 3, and addressed multiple water leaks. They have also maintained ongoing snow removal operations, including plowing and sanding roads and driveways.

Patricia McDonough inquired about the status of the hot tub, and James confirmed that it is currently operational.

**Water Commission:**

Steve Boyce presented the Water Commission report, noting that the design for Tank B is underway. The permit application for the 4" transfer line and well tie-in remains under state review. New generators for Tank 3 and Wells 12/15 have been ordered, and proposals have been issued for generators for Tanks B and C. Tank 3 pumps are operational, and the commission is obtaining quotes for installation of the 4" transfer line. He also reviewed water usage data for November and December. James Walker added that Tank B is scheduled for inspection.

**Management**

**Management Review:**

Kate Trinklein shared that there is no update at this time. She noted that the committee will need to meet to complete the year-end review and establish goals for the upcoming year.

**Financial/Legal**

**Budget/Tax/Insurance:**

Kevin Comeau noted that the budget will be presented under New Business.

**Legal:**

Paul DiPietro provided a legal update, explaining that the lawyer is reviewing James' request to incorporate the Executive Director duties into the bylaws and to revise the Executive Director contract to include indemnification provisions, as well as terms addressing termination, separation, and benefits.

Paul then inquired about the status of the collections policy. James Walker explained that the board needs to review the timing of late payment fees and interest on unpaid invoices after 90 days, as the lawyer has recommended revising the policy to 60 days to expedite the process. After discussion, board members agreed to change the timeframe to 60 days.

Kevin Comeau asked about the timeline for annual assessments, which are due April 1, noting that invoices are not mailed until April. James Walker responded that he will update the language to clarify that invoices are mailed in March. Tom Sewall raised concerns regarding mail delivery timing, and board members discussed that the new electronic process may help improve the timeline.

Dennis Heberlein made a motion to update the collections policy to reflect that late payment fees and interest will be charged after 60 days. Kevin Comeau seconded the motion, and it passed unanimously.

**Rental Management:**

Paul DiPietro presented the Rental Management update, noting that income increased between November and January; however, it remains approximately \$1,700 below the budgeted target.

**Real Estate:**

Paul DiPietro provided the real estate update, reporting that revenue is slightly below the projected \$25,000. He noted this may be attributable to current market conditions, including mortgage interest rates and the rising cost of lumber and building materials. He also shared that several sales are currently in the queue.

### Administration

#### **Long Range Planning:**

Dennis Heberlein presented the Long Range Planning Report, beginning with an update on lot soil testing. Surveys are underway, and approximately 21 lots are expected to be available for sale.

Dennis then provided an update from the Short-Term Rental Subcommittee, noting that they met with the town in December. Attendees included two selectboard members, the new zoning administrator, and the town manager. Dennis reviewed the presentation, which addressed concerns about failed septic systems and their impact on both Chimney Hill and the wider town. The discussion also covered short-term rental violations and the limitations of the current permitting system and fire safety measures, which largely rely on an honor system. Town representatives recommended that the subcommittee present their findings to the selectboard. The subcommittee plans to propose using an outside agency to help monitor short-term rentals in Wilmington. Dennis requested board approval to attend a selectboard meeting, and after discussion, all board members agreed to have the subcommittee present their findings and recommendations.

#### **Elections:**

Kevin Comeau provided an election update, noting that up to three board positions may be opening. The first notice was published in the Thursday Blast, and there are currently three potential candidates expressing interest. He plans to distribute information about the board to all new homeowners.

### Community Affairs

#### **Events and Recreation:**

Kristen Wenger provided the Events and Recreation update, noting that the November karaoke event was a success. She shared plans to continue with the snow sculpture contest in February and to promote the Olympics. Kristen mentioned that they are exploring music options, although many dates are already booked.

She also presented the Clubhouse report, including usage and facility updates. James Walker reported that the hot tub is now operational and that he is awaiting quotes for flooring and electrical work to install a new gunite hot tub, with plans to complete the replacement during the spring shutdown. Dennis Heberlein noted that he had observed the system and the ongoing cracking issues, and he commended the clubhouse team for keeping the facility operational in the meantime.

#### **Communications/Public Relations:**

Paul DiPietro shared the Thursday Blast continues. Sales of the 50<sup>th</sup> Anniversary merchandise totaled approximately \$6,000.

### **Executive Director's Report:**

- a. James Walker summarized his Executive Director report, which is available in the Board folder. He reviewed the 26/27 budget draft, financial activities with CDs, merchandise sales, Fidium updates for internet and cellular upgrades, foreclosure updates and prior arrears, water sampling plans with calendar and Ziptility controls, the master water build-out plan, IRAs, rink and employee updates, and state and federal taxes. He also reviewed the PayHOA and CondoVoter programs.

Board members discussed the master water build-out plan, specifically the maximum capacity of 702 versus 650, and James Walker and Steve Boyce will investigate this further.

### **Old Business:**

- a. **Reserve report:** Tom Sewall noted that the committee will begin allocating the reserve budget once the next fiscal year's budget is approved. He explained that they will review which items can be included in operating expenses and will initially focus on the next five years to determine what replacements will be necessary.

Kevin Comeau added that the Reserve report was included in the Thursday Blast and expressed hope that homeowners review it and understand the importance of maintaining adequate funds in the budget.

### **New Business:**

- a. **26/27 Budget:** Kevin Comeau presented his summary of the proposed 2026/2027 budget. He noted that the largest change from the current budget is related to lot sales, which are allocated directly to the reserves. He reviewed this year's CPI of 2.7% and explained that assessments were increased by the covenants' maximum of 3% plus the CPI, for a total projected increase of 5.7%. Kevin emphasized that this increase reflects both the allowable covenant limit and adjustments for inflation.

Kevin noted that no increases are proposed for standard services as these have been increased in recent years, with only minor adjustments for firewood and resale certificates. On the expense side, he highlighted the rationale for increases: a proposed 2.5% salary increase for staff, higher costs for roads and maintenance due to material and operational expenses, the purchase of a recycling compactor, and increased insurance costs driven by rising health insurance premiums. The proposed budget totals \$1,886,000, maintaining a balanced budget.

Board members discussed the assessment increase, service fees, renter guest fees, firewood pricing, resale certificate fees, and rubbish options. Regarding rubbish, the potential removal of the partial-year option was considered; James Walker noted that several homeowners only reside in the community seasonally and do not require a full-year service. After discussion, the board agreed to retain both partial- and full-year rubbish options to accommodate both full-time and seasonal residents.

Following a line-by-line review, all board members agreed to update the budget with the following decisions:

- Home, lot, and DRL assessments increase by 5.7%
- Maintain plowing, sanding, and rubbish fees at current-year levels
- Keep renter guest fees at current-year levels
- Retain both partial- and full-year rubbish options
- Increase firewood to \$400 per cord, up \$65 per cord
- Increase resale certificate fees to align with the national average

Dennis Heberlein reminded the board that currently 49% of the budget is funded by assessments and 51% by services, and suggested this allocation should be reconsidered when the covenants are updated.

Kevin Comeau concluded that the budget will be revised with these changes and noted the goal of presenting it for board approval at the February meeting.

- b. CondoVoter:** James Walker reviewed the CondoVoter proposal, highlighting that the program can streamline the distribution of annual meeting information and simplify the voting process. He noted that CondoVoter can send automatic reminders, and for homeowners without email, they can vote by phone or request a paper ballot. The program is expected to increase response rates, reduce ballot errors, and save time and costs associated with printing and mailing documents. Board members discussed the proposal, including its ability to accommodate write-in nominations from the floor.

Dennis Heberlein made a motion to approve the CondoVoter proposal, which was seconded by Patricia McDonough. The motion was approved unanimously.

- c. PayHOA:** James Walker reviewed the PayHOA proposal, explaining that it is an all-in-one accounting software offering additional benefits for the association, including invoicing, website management, and an owner's portal. He noted that one key advantage is that, unlike Sage 50—which compounds interest on late fees in a manner that is not considered ethical—PayHOA compounds interest only on the principal. The program will also automate invoicing for homeowner services, which is currently a manual process, and has the capability to build the budget within the system.

Board members discussed the proposal, focusing on available company support, feedback from the Board of Directors Advisory panel, and the need to run the current system alongside PayHOA during the first year. They also discussed the implementation timeline, aiming to start with the next fiscal year, along with the importance of not delaying critical ongoing projects. Paul DiPietro noted that the product can be purchased and the implementation process initiated. James Walker will provide ongoing updates and report to the board in February, with a planned implementation date of April 1; if necessary, the launch can be postponed until the following year.

Patricia McDonough made a motion to approve the PayHOA proposal, seconded by Kevin Comeau, and the motion was approved unanimously.

**Other Business/Owner, Public Comment:**

None.

**Next BOD Meeting Dates:**

February 21<sup>st</sup> at 9:30am

March 21<sup>st</sup> at 9:30am

April 18<sup>th</sup> at 9:30am

May 23<sup>rd</sup> annual meeting 9:30am

**Executive Session:** Executive session was entered at 1:10 PM. Employee issues were discussed. Exited at 1:17 PM.

**Adjournment:** Upon a motion made by Dennis Heberlein and seconded by Kristen Wenger, the meeting was adjourned at 1:18 PM.

**Approvals:**

- Meeting Minutes
- Financial Report
- STR subcommittee select board meeting presentation
- Proposed 2026/2027 budget updates
- CondoVoter Proposal
- PayHOA Proposal
- Collections policy

**Action Items:**

- Set-up CondoVoter for Annual meeting May 2026
- Begin set-up of PayHOA with update for February meeting and decision for go/no-go
- Adjust proposed 2026/2027 budget for February meeting approval
- Continue work on town meeting STR presentation
- Plan upcoming snow sculpture event in February
- Continue work on reserve report
- Review hot tub proposals
- Follow up on water permits
- Follow up on maximum number of homes for water master plan
- Await feedback from lawyer on Executive Director duties in bylaws and contract
- Update collections policy and language regarding mailed invoices and due dates

Respectfully submitted,  
Kristen Wenger  
VP/Secretary

FINANCIAL REPORT  
AS OF  
Jan. 16, 2026

	2025-2026 BUDGETED	2025-2026 COLLECTED	VARIANCE
<b>ASSESSMENTS &amp; SERVICES</b>	\$	\$	
Beginning Balance	-	21,680	
Beginning Medical Deductible Balance	-	8,949	
Assessment Total (interest, DRL, houses, lots, prior, late fee)	920,107	929,041	101%
Allocation to Reserve	90,800	93,800	103%
DRL Lot Sales & Fees to Reserve	6,000	22,800	380%
Renter Guest Total	74,475	80,225	108%
Maintenance Services Total	501,725	512,475	102%
Misc. Maint. Services Total (water meters, rubb.bins, curb stops, maint. services, spec. rubb., firewood, water loss chgs.)	77,050	83,661	109%
Other Income (trailer storage, advertising, merchandise, owner services, cc fee, services surcharge, misc., bldg. permits, interest, asset sales, lot sales, insurance income, DRL deposits, re-sale cert., game machines)	48,500	199,233	411%
Rental Total	85,000	79,005	93%
Real Estate Total	25,000	21,463	86%
<b>Total Income @ 1/16/26</b>	<b>\$ 1,828,657</b>	<b>\$ 2,052,331</b>	<b>112%</b>
Total Accounts Receivable @ 1/16/26:	92,183.77		
Prior Delinquent & Interest @ 1/16/26:	67,128.55		
<b>Total Expenses @ 12/31/25</b>	<b>\$ 1,828,657</b>	<b>\$ 1,444,890</b>	<b>79%</b>
<b>BANK BALANCES</b>	<b>AS OF:</b>	<b>LAST MEETING</b>	<b>LAST YEAR</b>
	<b>1/16/2026</b>	<b>11/14/2025</b>	<b>1/17/2025</b>
<b>OPERATING</b>			
Checking	59,132.32	118,774.39	79,257.10
M & T Bank Savings .12%	8,904.09	6,432.66	5,335.14
Community Bank Spec. Activities MM	1,101.08	1,101.08	5,715.18
Brattleboro S & L MM .65%	111,058.35	160,889.26	186,879.88
Edward Jones MM 3.21%	125,371.52	148,640.50	210,460.45
Edward Jones CD - 1 month 4.25% (2/6/26)	100,000.00	-	-
Edward Jones CD - 1.5 month 4.90% (12/8/25)	-	100,000.00	-
Edward Jones CD - 3 month 3.95% (1/30/26)	100,000.00	100,000.00	-
Edward Jones CD - 1 month 4.15% (10/30/25)	-	-	-
Edward Jones CD - 1 month 4.15% (10/30/25)	-	-	-
Edward Jones CD - 1 month 4.55% (12/19/24)	-	-	-
Community Bank MM .40%	28,910.43	28,891.11	26,710.79
Medical Deductible	14,901.28	3,061.63	12,080.82
<b>TOTAL OPERATING</b>	<b>549,379.07</b>	<b>667,790.63</b>	<b>526,439.36</b>
<b>RESERVE</b>			
SEG. MM (M & T Bank) .10%	158,723.24	139,262.33	26,815.91
Citizens Bank MM .01%	48,444.63	96,536.86	135,808.56
Edward Jones CD - 3 month 3.80% (4/7/26)	200,000.00	-	-
Edward Jones CD - 2 month 3.80% (3/5/26)	150,000.00	-	-
Edward Jones CD - 1.5 month 4.40% (12/18/25)	-	200,000.00	-
Edward Jones CD - 3 month 4.35% (10/27/25)	-	-	-
Edward Jones CD - 2.5 month 4.15% (12/17/25)	-	-	-
Edward Jones CD - 2.5 month 4.15% (12/17/25)	-	150,000.00	-
Edward Jones CD - 3 month 4.55% (2/18/25)	-	-	100,000.00
Edward Jones CD - 3 month 4.15% (4/15/25)	-	-	100,000.00
Citizens Bank ckg.	4,852.49	4,852.49	4,852.49
<b>TOTAL RESERVE</b>	<b>562,020.36</b>	<b>590,651.68</b>	<b>367,476.96</b>