

CHIMNEY HILL OWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
CHIMNEY HILL CLUBHOUSE
Saturday, February 21, 2026

Call to Order: Paul DiPietro, President, called the meeting to order at 9:31 AM.

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

The **Minutes** of Saturday, January 17, 2026 were approved.

Financial Report:

Kate Trinklein presented an overview of the financial report as of February 20, 2026, noting assessment totals are at 101%, allocation to the reserves are at 104%, and DRL lot sales and fees to the reserves are 430%, all increased from last month. Rental guest total and maintenance services have also increased from last month. Kevin Comeau shared there is an income surplus anticipated for the year driven by strong lot sales. Delinquent reserves have also decreased.

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

Committee Reports:

Operations

Architectural Control:

Kate Trinklein noted there was no meeting this month. Kate shared the next meeting is to be determined, depending on need.

Landscape:

Laura Powers shared there is a new member for the committee and they will start meeting this spring. She shared the committee is looking to add a memorial tree for Marguerite Babor. Paul DiPietro noted to add one for Jim Bogard as well.

Maintenance:

Tom Sewall presented a summary of the Maintenance Report, highlighting ongoing work on the water system and several recent leak repairs. The team has also been actively managing snow plowing while continuing routine responsibilities such as equipment repairs and rubbish collection. Tom inquired about current overtime levels, and James Walker reported that overtime remains on track since most storms have occurred during the week. At this time, the only area over budget is sand.

Water Commission:

Steve Boyce presented the Water Commission report, providing updates on the Tank B design, the 4-inch line permit currently with the state, new generators, and Tank 3 pumps. He also

reviewed water usage data and highlighted ongoing work addressing water leaks. Steve noted that the new quote for the 4-inch line project has increased to approximately \$300,000 due to state-mandated pipe sleeving. James Walker is pursuing additional quotes and following up on the generator installations.

Management

Management Review:

Paul DiPietro noted that the association is nearing the end of the fiscal year and the time for annual reviews. Reminders for the Executive Director's six-month and year-end evaluations have been scheduled in the OPM.

Financial/Legal

Budget/Tax/Insurance:

Kevin Comeau noted the budget will be reviewed during old business.

Legal:

Paul DiPietro provided a legal update regarding the inclusion of the Executive Director's duties in the bylaws. The attorney advised that incorporating these duties into the bylaws would be too complex and instead recommended including them in the Executive Director's contract. Paul also noted that he will work with the attorney to update the contract, particularly regarding termination clauses.

Rental Management:

Paul DiPietro presented the Rental Management update, noting that the current commission report is at \$84,180 of a budgeted \$85,000.

Real Estate:

Paul DiPietro provided the real estate update, reporting that the current income is at \$21,463 compared to the budget of \$25,000. He shared there is a property awaiting closing and two lots scheduled to close in March. Paul reminded board members that while real estate has slowed in general, real estate has no real expenses, and is all profit.

Administration

Long Range Planning:

Dennis Heberlein presented the Long Range Planning Report and reported that two triple lots and one DRL are scheduled to close in late March. James Walker noted that the sale of the two triple lots sets a new record for CHOA land sale prices.

Dennis also provided an update from the Short-Term Rental (STR) Subcommittee, summarizing their recent presentation to the Town of Wilmington Selectboard. The subcommittee discussed goals related to monitoring STRs, addressing violations, and protecting water sources and community resources that impact both CHOA and the Town. Recommendations included establishing an STR registry, correcting permits that may have been issued incorrectly based on septic system capacity, and strengthening the permitting process by requiring documentation of bedrooms, wastewater design, and permits rather than relying on the honor system. The Selectboard thanked the group and indicated they would investigate the STR situation further. A reporter from the Deerfield Valley News also met with James Walker and Paul DiPietro to obtain additional information.

Elections:

Kevin Comeau provided an update on the upcoming election, noting that information has been shared in the Thursday Blast. One submission has been received so far, with a few others expressing interest. Steve Boyce suggested reaching out to individuals who ran last year but were not selected, and Kevin will follow up with those potential candidates.

Community Affairs**Events and Recreation:**

Kristen Wenger provided the Events and Recreation update and highlighted the snow sculpture competition that is ongoing and ends today. She also shared the Clubhouse report noting clubhouse usage along with gym, hot tub, and pool repairs.

Communications/Public Relations:

Paul DiPietro reported that the Thursday Blast continues, though last week's open rate dropped to 35%, which is around the national average but significantly lower than CHOA's typical 75% rate. James Walker noted that this week's open rate has returned to approximately 75%. Carlotta Gladding and other board members expressed their appreciation for the informative updates and ongoing communication.

Executive Director's Report:

- a. **Executive Director (ED) Report:** James Walker summarized his ED report, highlighting progress on lot and DRL sales, the recent presentation to the Town of Wilmington Selectboard, and updates related to snow plowing and homeowner communication. He also discussed assistance with plowing operations and the ease of use of Ziptility, the implementation of PayHOA and CondoVoter, exploration of solar energy opportunities, and participation in Vermont legislative action committees addressing issues affecting common interest communities. Additional updates included water operations reporting, response to water leaks and frozen pipes, collaboration on a spring piping plan, and ongoing work related to financials, audits, and legal matters.

James also provided an update on the draft and audit financials, noting that account balances temporarily exceeded FDIC insurance limits due to combined funds from accounts and rentals. He is currently exploring alternative money market options to address this.

- a. **Collections Policy:** James Walker noted that he revised the collections policy to reflect a 60-day period instead of 90 days and updated the language regarding invoices and email addresses, contingent on the outcome of the PayHOA vote.

Old Business:

- a. **Reserve report:** Tom Sewall stated that once the budget is approved, he would like to review the reserve report to identify items that can be removed from the operational budget and to prioritize projects that need to be completed over the next five years.

- b. **26/27 Budget:** Kevin Comeau presented the updated 2026/2027 budget, which had been reviewed last month. Dennis Heberlein inquired about the cost of storage rentals in the Valley compared to CHOA's rates and suggested considering a future increase. James Walker noted that rates were doubled two years ago and emphasized that storage remains a value-added benefit for owners.

Laura Powers moved to approve the 2026/2027 budget, seconded by Kate Trinklein, and the motion was unanimously approved.

- c. **Condovoter:** James Walker shared that he will have access to the portal by the next board meeting, as the company already has the necessary dates scheduled for setup.
- d. **PayHOA:** James Walker updated the board on PayHOA, demonstrating the portal to board members. He reviewed the homeowner dashboard, which includes invoices and payments, request forms (ACC, general, clubhouse use, CHOA optional services, key release), violations, and documents, as well as the administration side, highlighting features such as email, text, and robocall broadcasting. He noted the need to survey members regarding their notification preferences.

Tom Sewall expressed concern about the timing of implementation, particularly regarding homeowner notifications and those who may not open the blasts. James explained that he can track who opens invitations and send reminders for both invitations and invoices. Tom suggested running both systems in parallel to ensure financial accuracy, but Paul DiPietro noted that office staff prefer not to do so due to increased workload.

Homeowner Carlotta Gladding recommended providing tutorials and support for homeowners. The board also discussed viewing service prices, homeowner support, security controls, and flexibility with late fees during the transition. James assured the board that office staff understand the system will be a priority and are committed to supporting homeowners. Board members agreed to send a physical mailer to announce the change, followed by email blasts.

Dennis Heberlein moved to approve the use of PayHOA for April 1, 2026, seconded by Kevin Comeau, and the motion was approved unanimously.

New Business:

- a. **Hot Tub:** James Walker presented potential options for hot tub replacements. The board discussed residential versus commercial models, including size, warranties, installation timing, and the need for contractors for different aspects of the project. Following the review, the board approved working with Quality Design Nor'easter Pool and Spas in a 5-3 vote, aiming for completion during the spring shutdown. The higher cost was justified by the long-term durability (25 years) and the convenience of a single, turnkey contractor. Logan will continue discussions with the company to obtain a final quote and provide updates to the board via email as needed.

- b. **Priority To Do List:** Kevin Comeau shared the reserve study's "to-do list" for the next two years, noting that the board's project list is currently long and lacks clear prioritization. He suggested that the board review the items to identify essential projects and help establish priorities. Kevin also noted that the list could support monthly reporting by indicating project leads and demonstrating delegation. Dennis Heberlein recommended that the review include input from James Walker and department heads to align with operational priorities. Kate Trinklein suggested adding timeframes to each project. Board members will review the list and bring their feedback for discussion at next month's meeting, with the goal of creating a prioritized strategic plan to focus resources and improve accountability.

Other Business/Owner, Public Comment:

None.

Next BOD Meeting Dates:

March 21st at 9:30am

April 18th at 9:30am

May 23rd Annual meeting at 9:30am

Executive Session: Executive (executive) session was entered at 12:33 PM. Employee matters were discussed. Exited at 12:57 PM.

Adjournment: Upon a motion made by Dennis Heberlein and seconded by Kristen Wenger, the meeting was adjourned at 12:58 PM.

Approvals:

- Meeting Minutes from January 2026
- Financial Report
- 26/27 Budget
- PayHOA Implementation for April 1, 2026

Action Items:

- Landscape committee to plan and plant memorial trees
- Kevin Comeau to follow up with past election candidates
- James Walker to follow up on generator proposals and solicit additional quotes for the 4-inch water line project
- Update Executive Director Contract with job duties and termination clauses
- Negotiate a final price for the Nor'easter hot tub
- Implement Pay HOA and monitor implementation and homeowner support
- Prepare US mailer for PayHOA and information for Thursday Blast
- Implement Condovoter and show the portal at the March board meeting
- Continue work on Reserve study with approved budget
- Board members to review the "to do list" and reserve study priority action items for discussion next month

Respectfully submitted,

Kristen Wenger
VP/Secretary

FINANCIAL REPORT
AS OF
Feb. 20, 2026

	2025-2026	2025-2026	
	BUDGETED	COLLECTED	
ASSESSMENTS & SERVICES	\$	\$	VARIANCE
Beginning Balance	-	21,680	
Beginning Medical Deductible Balance	-	8,949	
Assessment Total (interest, DRL, houses, lots, prior, late fee)	920,107	932,710	101%
Allocation to Reserve	90,800	94,100	104%
DRL Lot Sales & Fees to Reserve	6,000	25,800	430%
Renter Guest Total	74,475	80,675	108%
Maintenance Services Total	501,725	519,269	103%
Misc. Maint. Services Total (water meters, rubb.bins, curb stops, maint. services, spec. rubb., firewood, water loss chgs.)	77,050	86,580	112%
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	203,369	419%
Rental Total	85,000	84,795	100%
Real Estate Total	25,000	21,463	86%
Total Income @ 2/20/26	\$ 1,828,657	\$ 2,079,390	114%
Total Accounts Receivable @ 2/20/26:	87,230.12		
Prior Delinquent & Interest @ 2/20/26:	67,091.48		
Total Expenses @ 1/31/26	\$ 1,828,657	\$ 1,559,085	85%
BANK BALANCES	AS OF:	LAST MEETING	LAST YEAR
	2/20/2026	1/16/2026	2/14/2025
OPERATING			
Checking	107,841.69	59,132.32	33,961.73
M & T Bank Savings .12%	12,117.01	8,904.09	5,335.59
Community Bank Spec.Activities MM	1,101.08	1,101.08	5,715.18
Brattleboro S & L MM .65%	11,128.76	111,058.35	100,000.00
Edward Jones MM 3.06%	125,703.57	125,371.52	211,022.18
Edward Jones CD - 1 month 3.70% (3/3/26)	100,000.00		
Edward Jones CD - 1 month 4.25% (2/6/26)	-	100,000.00	-
Edward Jones CD - 3 month 3.95% (1/30/26)	-	100,000.00	-
Community Bank MM .40%	25,920.25	28,910.43	26,719.86
Medical Deductible	14,809.56	14,901.28	10,491.90
TOTAL OPERATING	398,621.92	549,379.07	393,246.44
RESERVE			
SEG. MM (M & T Bank) .10%	162,036.01	158,723.24	7,743.78
Citizens Bank MM .01%	48,445.04	48,444.63	101,159.68
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 - 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 - 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
TOTAL RESERVE	565,333.54	562,020.36	313,755.95