

CHIMNEY HILL OWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
CHIMNEY HILL CLUBHOUSE
Saturday, June 21, 2025

Call to Order: Paul DiPietro, President, called the meeting to order at 9:30 AM.

Present in person were Gene Clark, Kevin Comeau, President Paul DiPietro, Laura Powers, Tom Sewall, and James Walker, Executive Director. Steve Boyce, Dennis Heberlein, Patricia McDonough, Kate Trinklein, and Kristen Wenger joined via Google Meet.

The **Minutes** of Saturday, May 25, 2025 were approved.

Financial Report:

Kate Trinklein provided an overview of the financial report as of June 20, 2025, noting assessments are at 84% due to payments. James Walker shared this is increased from 79% last year at this time. Kate continued by noting expenses are up slightly compared to last year and real estate income is not yet reflected in the financials, as expected. James also noted that there are several owners who owe full assessment payments and they will be charged late fees.

Tom Sewall moved that the report be approved; Kristen Wenger seconded the motion. All approved.

Committee Reports:

Operations

Architectural Control:

Gene Clark noted the committee met prior to the board meeting and reviewed letters for tree removals, home repairs, home updates, and driveway repairs. The committee had one application for a new garage to be brought to the board as it will require a front variance. James Walker shared the land in front is common land. Dennis Heberlein moved that the variance be approved, seconded by Kevin Comeau. All approved.

Gene shared the next meeting is July 19th at 8am.

Landscape:

Laura Powers shared the Landscape committee met last month and is awaiting to speak with Mike Kiernan from Bee the Change. Board members discussed the kiosk that is undergoing repair and the storage of fertilizer.

Maintenance:

Tom Sewall gave the maintenance report and shared the maintenance team fixed water leaks and completed tree and road work, along with driveway repairs. They also completed piping and work at tank 1 as well as installing sleeves for water lines in the B section prior to paving. The team continues to perform trash cleanup from bears; James Walker noted that reminders about bears continues to be placed in the Thursday Blast.

Water Commission:

Steve Boyce shared the water commission report, noting Engineering Ventures was chosen from the three proposals received for tank B engineering and project management. The permit for the transfer pumps at tank 3 is administratively complete by the state and is awaiting engineering review. Engineering Ventures is working on the permitting for the new lines and will work on the design for tank B.

Management**Management Review:**

Kate Trinklein shared there is no update at this time.

Financial/Legal**Budget/Tax/Insurance:**

Kevin Comeau shared the Budget/Tax/Insurance report and shared we are two months into the financial year and the committee will do a thorough look of the budget at the end of the first quarter. They will also follow up regarding the tax auditor's report. James Walker noted the tax audit has just begun.

Legal:

Paul DiPietro asked for an update on the foreclosure letters. James Walker shared that one owner has started paying their back payments.

Rental Management:

Paul DiPietro shared there is no report at this time. He noted the accrued rental income is not on the financial report at this time, but it will be sent to board members for review.

Real Estate:

Paul DiPietro shared the real estate update noting there are a few homes in cue, but no closings at this time.

Administration**Long Range Planning:**

Dennis Heberlein shared there is no report at this time.

Elections:

Kevin Comeau shared there is no update at this time.

Community Affairs**Events and Recreation:**

Kristen Wenger shared the events and recreation update, noting the pickleball tournament was cancelled due to a lack of sign-ups. She noted they have confirmed the Bar Cart for July 5th along with the summer music schedule.

Kristen continued by sharing the Clubhouse report and explained that the Clubhouse usage over Memorial Day weekend was slightly decreased from last year, but this year had an increase in owner usage compared to renters. She also noted equipment that is available to check out from the Clubhouse and they will include this in the Thursday Blast next week.

Communications/Public Relations:

Paul DiPietro shared the Thursday Blast continues. Laura Powers explained she still uses Instagram to share informative posts for the community. Kevin Comeau suggested placing save the dates for events at the top of the blast. Board members discussed expanding advertising to the Instagram page as well.

Executive Director's Report:

- a. James Walker shared the maintenance team has been busy and found and repaired another water leak in C section this past week.

Old Business:

- a. **Rules and Regulations:** Paul DiPietro explained this document has been reviewed and revised over the last few years, but rentals still needs further discussion. Board members discussed this progress and agreed to approve the Rules and Regulations as is and then work on potential updates to the rental section with an amendment if needed. Board members reviewed the major changes and discussed the timeline for the installation of the RF water meters and the tracking of the septic system submissions. RF water meter installation deadline of 12/31/2029 confirmed for all properties.

Board members also discussed the Rental section in terms of owner/rental/guest compliance, the definition of bedrooms, and the need for constant monitoring. Kate Trinklein suggested requiring the town permit to be submitted to the office for anyone who is renting. James Walker suggested we ask for a copy of the application before it is submitted so we can be within the fifteen day appeal period. Board members discussed adding a bullet #6: owners must supply, to the CHOA office, a copy of the Town STR permit application when submitted to the Town for review.

Kevin Comeau made a motion to approve the updated Rules and Regulations; seconded by Tom Sewall. All approved.

Board members also reviewed those items that need specifically need to be announced to the homeowners

- i. Septic system maintenance schedule
- ii. RF water meter installation requirements and deadline
- iii. Submission of Town's short-term rental (STR) compliance form

James Walker noted that along with a Thursday Blast article, he will include a mailing of these changes, specifically outlining those that have time requirements. Paul DiPietro also noted the updated Rules and Regulations can be hyperlinked to the

blast. The rental subcommittee will continue their discussion and review of rental policies and enforcement approaches.

New Business:

- a. **Homeowner Letter:** James Walker presented a homeowner letter regarding a request to re-appeal their waiving of interest and fees on past due assessments. He noted the owners are caught up except for the interest and fees. Board members discussed this request in terms of our policies for all members, fairness, precedent-setting, and the appeals process.

Tom Sewall made a motion to deny the request; seconded by Laura Powers. Board members voted 6-3 to deny homeowner's request to waive late fees and interest.

Other Business/Owner, Public Comment:

None at this time.

Next BOD Meeting Dates:

July 19th at 9:30am

August meeting will be skipped

September 20th at 9:30am

Executive Session: Entered at 11:20am. Personnel and legal issues were discussed. Exited at 11:30am.

Adjournment: Upon a motion made by Dennis Heberlein and seconded by Kristen Wenger, the meeting was adjourned at 11:00 AM.

Approvals:

- Meeting Minutes
- Financial Report
- ACC Variance request
- Rules and Regulations

Action Items:

- Work on septic system tracking system
- Send updated Rules and Regulations and summary of changes to owners and post in Thursday Blast
- Continue rental discussion with rental subcommittee

Respectfully submitted,
Kristen Wenger
VP/Secretary

FINANCIAL REPORT
AS OF
June 20, 2025

	2025-2026	2025-2026		
	BUDGETED	COLLECTED		
ASSESSMENTS & SERVICES	\$	\$	VARIANCE	
Beginning Balance	-	-		
Assessment Total (interest, DRL, houses, lots, prior)	920,107	775,976	84%	
Allocation to Reserve	90,800	75,050	83%	
DRL Lot Sales & Fees to Reserve	6,000	9,300	155%	
Renter Guest Total	74,475	54,381	73%	
Maintenance Services Total	501,725	411,475	82%	
Misc. Maint. Services Total (water meters, rubb.bins, curb stops, maint. services, spec. rubb., firewood, water loss chgs.)	77,050	10,541	14%	
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.)	44,500	101,727	229%	
Rental Total	85,000	-	0%	
Real Estate Total	25,000	7,906	32%	
Total Income @ 6/20/25	\$ 1,824,657	\$ 1,446,356	79%	
Total Accounts Receivable @ 6/20/25:	238,241.03			
Prior Delinquent & Interest @ 6/20/25:	81,629.18			
Total Expenses @ 5/31/25	\$ 1,828,657	\$ 435,432	24%	
BANK BALANCES	AS OF:	LAST MEETING	LAST YEAR	
	6/20/2025	5/23/2025	6/14/2024	
OPERATING				
Checking	123,508.23	137,142.67	145,469.77	
M & T Bank Savings .12%	5,337.60	5,337.05	362.47	
Community Bank Spec. Activities MM	7,586.20	7,206.12	7,715.85	
Brattleboro S & L MM .65%	158,151.97	158,061.90	211,277.31	
Edward Jones CD - 3 month 5.3%	-	-	150,000.00	
Edward Jones MM 3.68%	244,016.26	243,466.00	203,084.94	
Edward Jones CD - 3 month 4.2% (7/21/25)	200,000.00	200,000.00	-	
Edward Jones CD - 3 month 4.3% (8/22/25)	200,000.00	200,000.00	-	
Community Bank MM .38%	26,703.04	1,713.04	201,422.40	
M & T Bank - ins. Liability	7,601.89	8,137.82	25,072.97	
TOTAL OPERATING	972,905.19	961,064.60	944,405.71	
RESERVE				
SEG. MM (M & T Bank) .10%	165,775.09	192,740.71	119,059.31	
Citizens Bank MM .01%	180,765.48	49,351.97	232,205.95	
Edward Jones CD - 3 month 4.25% (7/24/25)	200,000.00	200,000.00	-	
Edward Jones CD - 2 month 4.25% (6/23/25)	100,000.00	100,000.00	-	
Edward Jones CD - 3 month 5.35%	0	-	165,000.00	
Edward Jones CD - 3 month 5.4%	0	-	100,000.00	
Edward Jones CD - 3 month 5.3%	-	-	100,000.00	
Edward Jones CD - 3 month 5.3%	-	-	100,000.00	
Citizens Bank ckg.	4,852.49	4,852.49	4,536.48	
TOTAL RESERVE	651,393.06	546,945.17	820,801.74	