

CHIMNEY HILL OWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING MINUTES  
CHIMNEY HILL CLUBHOUSE  
Saturday, November 15, 2025

Call to Order: Paul DiPietro, President, called the meeting to order at 9:32 AM.

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

The **Minutes** of Saturday, October 18, 2025 were approved.

**Financial Report:**

Kate Trinklein provided an overview of the financial report as of November 14, 2025, noting increases since last month in assessment totals, maintenance service totals, real estate, and rental totals. Kate reported the financials are performing well overall. James Walker added there has been some progress with delinquent payments.

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

**Committee Reports:**

**Operations**

**Architectural Control:**

Kate Trinklein noted the ACC met this morning prior to the board meeting. They had ten letters for maintenance and repairs, one change to plans for a garage, and two member concerns that were addressed by James Walker with the homeowners (driveway encroachment and treehouse).

Kate shared the next meeting is January 17<sup>th</sup> at 8:30am.

**Landscape:**

Laura Powers presented the Landscape Committee report, noting they have not met since the last meeting. Board members expressed their appreciation for the winter kiosk decorations.

**Maintenance:**

Tom Sewall provided a summary of the Maintenance Report, noting that work continues on water system and preparations for the winter weather. Kevin Comeau inquired whether the plow crew would be staking driveways at individual homes. James Walker explained that stakes have been placed in areas where locations might not be easily remembered.

**Water Commission:**

Steve Boyce shared the water commission report and thanked James Walker for the Executive Director summary highlighting additional work completed during the month. Steve reviewed recent water system activities, including line upgrades, interior piping work, ongoing Tank B

design, and the status of the permit for the new 4-inch well transfer line. He also noted that Tank 3 transfer pumps are now on site.

### Management

#### **Management Review:**

Kate Trinklein shared that she and Paul DiPietro met with James Walker on October 30<sup>th</sup> for his six month review. She relayed James' request to review the bylaws to add a section outlining the Executive Director's job requirements, standards, duties, and limitations. He also requested updates to the Executive Director contract to include indemnification language and revisions to the PPR form. The committee will review these items as part of the 2026 review, and Paul will contact the lawyer regarding the bylaws update.

### Financial/Legal

#### **Budget/Tax/Insurance:**

Kevin Comeau presented the Budget/Tax/Insurance Report and reviewed the financial summary, highlighting Clubhouse expenses and lot sales. Board members discussed part time help at the clubhouse, with James Walker noting that this may need to be increased in next year's budget. James requested committee members submit budget requests by December 10<sup>th</sup>.

#### **Legal:**

Paul DiPietro reported that the Collections policy was reviewed by the lawyer and is available in the board folder for review. Laura Powers inquired about promissory notes. James Walker will follow up with the lawyer regarding possible conflicts with state law and the association's covenants.

#### **Rental Management:**

Paul DiPietro presented the Rental Management update, noting that income is slightly below the budgeted amount. He also reported that a few long-term and half-share rentals are available and that a fire marshal tour is scheduled for a new property.

#### **Real Estate:**

Paul DiPietro provided the real estate update, noting that with the properties in cue, the budgeted target is expected to be met. He requested clarification on the real estate income reported in the financial report; James Walker noted that a check was received yesterday. Dennis Heberlein raised a concern about a house for sale being advertised with more rooms than its approved bedroom and septic design. James Walker explained that this can be reported to the state, but the state determines next steps. Board members discussed the potential risk to buyers of homes that are misrepresented, and James noted that all association documents are provided to buyers prior to purchase.

### Administration

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

Dennis Heberlein presented the Long Range Planning Report, reviewing the status of lot sales. He praised James and CHOA for the program's success, noting it has surpassed the one million dollar mark. Dennis also discussed the recent fall soil testing and the lots currently listed for sale

with Chimney Hill Realty. Steve Boyce added that he and Dennis will be meeting with a potential new member to gather fresh ideas for the next long range project.

Dennis continued by sharing the short-term rental report, noting the need to notify homes that are advertising 9-16 guests and who are violating state law. He explained the committee has put together a letter to be sent out, with board approval. James Walker proposed meeting with the town first to see if they would take this on; if they refuse, then we can send the letter. Board members discussed next steps and decided upon setting up a meeting with the town's Zoning Administrator and town select board members to present data and request town enforcement. If the town fails to act, the Board will approve sending certified letters to the 34 non-compliant homes, detailing violations. Dennis also suggested a database of dated house photos taken from public roads to aid STR and ACC enforcement.

#### **Elections:**

Kevin Comeau shared an election update noting that three board positions will be open. Currently, there are three potential candidates. Election information will begin appearing in January blasts, and an informational meeting will be planned.

### **Community Affairs**

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

Kristen Wenger shared the events and recreation update, noting the committee has planned a karaoke event for the weekend after Thanksgiving, which was promoted in the Thursday Blast. While pumpkins were available for decorating, no pictures were submitted. The committee is now focusing on planning music for the winter season. Paul DiPietro added that the Twin Valley boys' soccer team spaghetti dinner was a success, with everyone enjoying the event and the team winning their game.

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

Paul DiPietro shared the Thursday Blast continues. James Walker shared the 50<sup>th</sup> anniversary merchandise sale will end on December 31<sup>st</sup>.

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

- a. James Walker summarized his Executive Director report that is available in the Board folder. He reviewed goals after the reserve meeting, CHOA homes in foreclosure, ACC updates, surveyor work on lots, upcoming soil lot tests, letters for owners in arrears, professional development activities and certifications completed, work on the water system, accounting and administrative work after the Sage 50 meeting, firewood processing update, financial updates, and review of the CHOA retirement plan. Board members congratulated James regarding his spotlight in a recent magazine article.

#### **Old Business:**

- a. **Reserve Report:** Tom Sewall shared that the reserve report committee has held one meeting so far. The next step is to gather additional details on certain items, such as trucks. He plans to meet with James Walker to collect more information and clarify goals before scheduling the next meeting.
- b. **Collections Policy:** Reviewed in the Legal committee report.

- c. **OPM ACC fines and fees:** Steve Boyce inquired about the alert regarding the review of ACC fines and fees. Kate Trinklein noted that this topic was reviewed at today's ACC meeting.

**New Business:**

- a. **Proposal: Water system generators** – James Walker presented the proposal for Wells 12 and 15, and the Tank 3 new liquid cooled generators. The board discussed the proposal in the context of the reserve study timeline and their desire to replace the air-cooled generators at the B and C water systems with liquid cooled/low rpm generators. The upgrade will ensure reliability and longevity. Dennis Heberlein made a motion to accept the proposal for the two new generators and replace the two existing with low RPM models, not to exceed \$100,000. Kevin Comeau seconded the motion, and it was unanimously approved.
- b. **Proposal: Truck sale** – James Walker shared the proposal for the sale of the 2022 Ford 350 Dump Truck. Steve Boyce made a motion to approve the proposal, seconded by Laura Powers. All approved.
- c. **Proposal: 2026 Health Insurance** – James Walker shared the 2026 Health Insurance Options proposal. Board members discussed the increase in the health insurance premiums and deductibles, along with the current job market and retention of employees. Dennis Heberlein made a motion to approve CHOA's absorption of the premium and deductible increases. Tom Sewall seconded the motion and it was unanimously approved.

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

None.

**Next BOD Meeting Dates:**

December will be skipped

January 17<sup>th</sup> at 9:30am

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

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

**Executive Session:** Executive session was entered at 12:04 PM. Legal and employee issues were discussed. Exited at 12:41 PM.

**Adjournment:** Upon a motion made by Steve and seconded by Laura Powers, the meeting was adjourned at 12:42 PM.

**Approvals:**

- Meeting Minutes
- Financial Report
- Water system generator proposals
- Truck sale proposal
- 2026 Health Insurance

**Action Items:**

- Paul to contact Hans to update bylaws for ED job description, duties, and limitations

- Update ED contract and PPR form for 2026 review
- Committees to send budget requests to James by December 10<sup>th</sup>
- Budget committee to schedule line by line review prior to January board meeting
- Board members to review Collections policy
- Schedule meeting with town officials on STR enforcement
- Solicit bids for new generators
- Survey homeowners on the firewood program's value
- Draft board memo announcing new health insurance decision
- Consult attorney on promissory notes for delinquent accounts
- Schedule upcoming board meetings

Respectfully submitted,  
Kristen Wenger  
VP/Secretary

FINANCIAL REPORT  
AS OF  
Nov. 14, 2025

	2025-2026 BUDGETED	2025-2026 COLLECTED	
<b>ASSESSMENTS &amp; SERVICES</b>	\$	\$	VARIANCE
Beginning Balance	-	21,680	
Beginning Medical Deductible Balance	-	8,949	
Assessment Total (interest, DRL, houses, lots, prior, late fee)	920,107	906,014	98%
Allocation to Reserve	90,800	90,950	100%
DRL Lot Sales & Fees to Reserve	6,000	9,300	155%
Renter Guest Total	74,475	72,875	98%
Maintenance Services Total	501,725	495,100	99%
Misc. Maint. Services Total (water meters, rubb.bins, curb stops, maint. services, spec. rubb., firewood, water loss chgs.)	77,050	70,001	91%
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	192,168	396%
Rental Total	85,000	14,640	17%
Real Estate Total	25,000	19,063	76%
<b>Total Income @ 11/14/25</b>	<b>\$ 1,828,657</b>	<b>\$ 1,900,739</b>	<b>104%</b>
Total Accounts Receivable @ 11/14/25:	123,045.79		
Prior Delinquent & Interest @ 11/14/25:	74,984.67		
<b>Total Expenses @ 10/31/25</b>	<b>\$ 1,828,657</b>	<b>\$ 1,187,043</b>	<b>65%</b>
<b>BANK BALANCES</b>	<b>AS OF:</b>	<b>LAST MEETING</b>	<b>LAST YEAR</b>
	11/14/2025	10/17/2025	11/15/2024
<b>OPERATING</b>			
Checking	118,774.39	31,618.83	81,543.75
M & T Bank Savings .12%	6,432.66	6,432.06	5,334.24
Community Bank Spec.Activities MM	1,101.08	1,076.08	5,665.18
Brattleboro S & L MM .65%	160,889.26	160,794.76	161,776.59
Edward Jones MM 3.64%	148,640.50	247,276.23	208,320.78
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	-	-
Edward Jones CD - 1 month 4.15% (10/30/25)	-	100,000.00	-
Edward Jones CD - 1 month 4.15% (10/30/25)	-	100,000.00	-
Edward Jones CD - 1 month 4.55% (12/19/24)	-	-	150,000.00
Community Bank MM .40%	28,891.11	28,881.30	26,692.12
Medical Deductible	3,061.63	4,485.78	15,117.97
<b>TOTAL OPERATING</b>	<b>667,790.63</b>	<b>680,565.04</b>	<b>654,450.63</b>
<b>RESERVE</b>			
SEG. MM (M & T Bank) .10%	139,262.33	111,517.27	188,460.57
Citizens Bank MM .01%	96,536.86	115,080.29	135,806.14
Edward Jones CD - 1.5 month 4.40% (12/18/25)	200,000.00	-	-
Edward Jones CD - 3 month 4.35% (10/27/25)	-	200,000.00	-
Edward Jones CD - 2.5 month 4.15% (12/17/25)	150,000.00	-	-
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 4.7% (12/30/24)	-	-	100,000.00
Citizens Bank ckg.	4,852.49	4,852.49	4,852.49
<b>TOTAL RESERVE</b>	<b>590,651.68</b>	<b>581,450.05</b>	<b>529,119.20</b>