

CHIMNEY HILL OWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
CHIMNEY HILL CLUBHOUSE
Saturday, April 18, 2026

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

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

Homeowner Carol Sewall was present in person along with Patricia Small.

The **Minutes** of Saturday, March 21, 2026 were approved.

Financial Report:

Kevin Comeau presented an overview of the financial report, reviewing the current reserve and operating balances at the close of the last fiscal year. Both balances increased due to a March lot sale and strong assessment collections. He noted that the association had a very successful financial year, with increased income allowing more than \$500,000 to be transferred into reserves. Assessment payments and collections improved compared to the prior year. Overall expenses ended at 91% of the approved budget. Board members discussed the rapid turnaround of new assessments through the PayHOA system. James Walker also reviewed the variety of financial reporting options available through PayHOA, and copies of these reports were placed in the board folder for review.

Steve Boyce moved that the report be approved; Tom Sewall seconded the motion. All approved.

Committee Reports:

Operations

Architectural Control:

Gene Clark reported that the committee met prior to the board meeting to review maintenance letters as well as two variance requests submitted by homeowners. The first request sought a 3.5-foot variance for deck stairs from 20 feet to 16.5 feet, which the ACC recommended for approval. Questions were raised regarding the neighboring property location and approval. Steve Boyce made a motion to approve the variance, seconded by Tom Sewall. The motion passed unanimously.

Gene then presented a second homeowner request for a garage variance, reducing the driveway setback reduction from 40 feet to 25 feet, which aligns with town requirements. Kevin Comeau made a motion to approve the variance, seconded by Tom Sewall. The motion also passed unanimously.

Gene shared the next ACC meeting is May 16th at 8:30am.

Landscape:

Carol Sewall provided the Landscape Committee update and shared that the committee's first meeting is scheduled for Sunday, April 19. She reported that the committee is exploring memorial trees in honor of Marguerite Babor and Jim Bogard, discussing plans for the kiosks, and considering the increased use of perennials as a cost-saving measure over the next several years. Carol also noted that the Town Beautification Committee is promoting a red, white, and blue floral theme, which the Landscape Committee plans to incorporate throughout Chimney Hill.

Patricia Small then addressed concerns regarding invasive species, specifically an area near the clubhouse driveway affected by Japanese knotweed. She requested assistance from the maintenance team for removal of the affected section. James Walker confirmed that the maintenance team would be able to assist.

Maintenance:

Tom Sewall presented a summary of the Maintenance Report, noting that the team has completed winter equipment cleanup and prepared equipment and facilities for the upcoming seasons. The maintenance team has continued ongoing work on the water system, with particular attention to identifying and repairing water leaks. They have also continued road cleanup in addition to completing routine weekly maintenance tasks.

Water Commission:

Steve Boyce presented the Water Commission report, noting that it had been a productive month. He shared that the state permit has been received for the 4 inch water line and that a contractor has been hired for the project. Steve also reviewed water usage statistics for March and reported that the design work for Tank B is progressing. In addition, he announced that a five-part educational series on the water system will be featured in the Thursday Blast.

Management**Management Review:**

Kate Trinklein provided the Management Review Committee update and reminded board members that the revised Executive Director contract and updated annual review document via Google Forms had been distributed for review. She noted that the committee welcomes feedback from both James Walker and board members as part of the documents review process.

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

Kevin Comeau shared the budget update was covered in the opening financials discussion.

Legal:

Paul DiPietro provided a legal update, noting that he had received the revised Executive Director contract from the association attorney, which will be reviewed by James Walker. He also shared feedback from the attorney regarding the bylaws and the practice of accepting nominations from the floor during the annual meeting. The attorney recommended drafting an amendment to the bylaws, which was subsequently distributed to all board members for review. The proposed amendment includes provisions for electronic voting and would eliminate nominations from the

floor. This change would allow the board to modernize and update the bylaws during the next review cycle. Board members discussed the proposed amendment, including procedures for in-person voting on motions introduced during the annual meeting and the use of proxy voting.

Steve Boyce made a motion to approve the bylaw addendum related to the electronic voting process, seconded by Tom Sewall. The motion passed unanimously.

Rental Management:

Paul DiPietro presented the Rental Management update, reporting a net profit of approximately \$5,698 from the close of the previous fiscal year. He shared that the first three weeks of the new fiscal year reflect planned accrued income.

Real Estate:

Paul DiPietro provided the real estate update, reviewing last year's total gross income and net profit. He noted that revenue finished approximately \$3,000 below the \$25,000 budgeted amount for the previous fiscal year; however, there are currently two homes awaiting closure.

Administration

Long Range Planning:

James Walker provided the Long Range Planning update, noting that a lot on Fox Mountain Road is currently awaiting a wastewater permit prior to closing. He also reported that there are currently 13 lots available for sale, with one additional lot expected to become available soon.

Elections:

No update at this time.

Community Affairs

Events and Recreation:

Kristen Wenger provided the Events and Recreation update, announcing that the Jacksonville Blues Band has been booked to perform on July 4 in celebration of the 250th Anniversary of the United States. Charlie Foster of the Club Car Bar Cart also attended the meeting to discuss summer availability, as well as setup and service options. The committee will review dates for a Bar Cart summer event.

Kristen then reviewed the Clubhouse report, including spring shutdown upgrades to facilities and proposed hot tub plans and model options. Board members raised questions regarding the expected lifespan of the hot tub, and James Walker clarified that the hot tub would only require refinishing over time, similar to the maintenance performed on the pools.

Communications/Public Relations:

Paul DiPietro reported that the Thursday Blast continues. James Walker shared they made a donation to the Valley's youth sports.

Executive Director's (ED) Report:

James Walker summarized his Executive Director report, highlighting the completion of the previous fiscal year and the continued implementation of the PayHOA system, including homeowner education and troubleshooting support. He also worked closely with the insurance broker on policy reviews and provided updates related to foreclosure and bankruptcy matters.

James reported that he has continued working with homeowners regarding garages and DRLs, installed "No Campfires" signage at Lookout Point, ensured completion of the landscaper's contract, and continued efforts to finalize the roofing, siding, and office walkway repaving projects. He also shared that the association conducted a successful interview process for the bookkeeping position and reviewed the selected candidate's experience, qualifications, and anticipated start date. In addition, James finalized details related to the hot tub replacement project and coordinated the placement of patriotic flag bunting throughout Chimney Hill in recognition of the 250th Anniversary of the United States.

Old Business:

- a. **Reserve Report:** Tom Sewall reported that the Reserve Committee recently met to review projects and discuss items recommended for transition into the operating budget with funding support from reserves. The committee recommended moving forward with the clubhouse roof and siding project, the purchase of a new hot tub, and water system projects. He noted that once bids are received, projected start and completion dates will be established. Board members also discussed the purchase of a new plow and has been deferred at this time, but it will need to be replaced within the year.

Steve Boyce made a motion to accept the proposal that includes using \$133,000 from the Clubhouse Reserve line to complete the clubhouse roof and siding projects along with \$360,000 for the 4 inch water piping project, seconded by Laura Powers; the motion was unanimously approved.

- b. **Hot Tub:** No further update at this time.
- c. **Condovoter:** James Walker shared the Condovoter implementation has continued and will send updated documents on Monday Paul DiPietro asked that proposal 1 be updated to be the bylaw amendment. He also shared he will include this updated amendment into the Thursday Blast.
- d. **PayHOA:** No further update at this time.

New Business:

- a. **Bylaws Amendment Proposal:** See legal discussion
- b. **Clubhouse Roof and Siding Proposal:** See Reserve report section.

Other Business/Owner, Public Comment:

- a. Questions were asked about the annual meeting notice draft and if changes were made based on board feedback. James Walker noted these have been made and the annual meeting script will be reviewed via email.

Next BOD Meeting Dates:

May 23rd Annual meeting at 9:30am

June 20th at 9:30am

Executive Session: Not needed.

Adjournment: Upon a motion made by Paul DiPietro and seconded by Steve Boyce, the meeting was adjourned at 11:17 PM.

Approvals:

- Meeting Minutes from March 21, 2026
- Financial Report
- Bylaws amendment
- Reserve funding proposals for Clubhouse siding and roofing projects, along with 4 inch water line piping

Action Items:

- Annual meeting preparation with Condovoter and annual meeting packet
- Thursday Blast articles on the bylaw amendment and water system
- Continue water system work and repair of water line leak
- Events and Recreation committee to schedule Bar Car event

Respectfully submitted,
Kristen Wenger
VP/Secretary