

CHIMNEY HILL OWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
CHIMNEY HILL CLUBHOUSE
Saturday, April 19, 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, Tom Sewall, Kate Trinklein, and James Walker, Executive Director. Steve Boyce, Patricia McDonough, Laura Powers, and Kristen Wenger joined via Google Meet. Homeowner Carlotta Gladding was present in person. Board member Dennis Heberlein was absent.

The **Minutes** of Saturday, March 15, 2025 were approved with grammatical corrections.

Financial Report:

Kate Trinklein provided an overview of the financial report as of April 18, 2025. She explained we are in the first few weeks of the new fiscal year and allocations to the reserves were made. Paul DiPietro noted a few budget lines need to be corrected with clerical updates.

Kevin Comeau moved that the report be approved; Kristen Wenger seconded the motion. All approved.

Committee Reports:

Operations

Architectural Control:

Kate Trinklein noted the committee met prior to the board meeting and reviewed 16 letters for requests and repairs. They had one new permit for a garage and placed five fines. The next meeting is scheduled for May 17th at 9am.

Landscape:

Laura Powers shared the Landscape committee met this past weekend and noted they are working to put more native species plants in the kiosks. She also explained she is working with Bee the Change to coordinate their visit to Chimney Hill. The committee also discussed potential upcoming presentations and events such as pressed flower art. The next meeting is planned for June.

Maintenance:

Tom Sewall gave the maintenance report and shared projects the team has been working on such as tree work and road repairs. They have also worked on equipment, begun preparing for summer, and continued work on water projects including the fire hydrant. There are ongoing interviews for two open maintenance positions.

Water Commission:

Steve Boyce shared the water commission report, noting work on the water project has continued and the fire department will test and flush the new hydrant in the next few weeks. The state is

currently reviewing permits for the tank 3 transfer pumps. The committee is in the process of gathering quotes for electrical work along with quotes for engineering of the B tank and pump house. James Walker continues to work with the state on additional water allocations as our upgrades continue.

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 noted there is no update at this time, but he will follow up on the clerical budget lines on the financial report. Paul DiPietro noted we need to follow up with the accountant regarding the rental budget line.

Legal:

Paul DiPietro reminded board members that demand letters are being sent out for delinquencies. Paul also discussed the small claims report.

Rental Management:

Paul DiPietro shared the rental update, noting there is no report at this time.

Real Estate:

Paul DiPietro shared there is no update at this time.

Administration

Long Range Planning:

Paul DiPietro gave the long range planning committee update and noted they continue preparing upcoming lots for sale. James Walker explained there are new state requirements where lot resolutions will now need a motion by the board. That resolution will then go with the sale of the lot. James continued by sharing two resolutions for lot sales.

Kare Trinklein made a motion to approve the lot resolutions; Tom Sewall seconded the motion. All approved.

Elections:

Kevin Comeau shared the election update, noting there are five candidates for three open positions.

Community Affairs

Events and Recreation:

Kristen Wenger shared the events and recreation update, noting they are currently working on the summer music schedule. Kate Trinklein asked to continue having candy at the clubhouse for holidays and to place this on the recurring schedule of events for tracking. Paul DiPietro shared a

request from Brian Lynch regarding the use of the Clubhouse for Lions Club meetings. James Walker to look into the need for a certificate of insurance and a potential charge.

Kristen continued by sharing the Clubhouse report noting the year to date usage, along with spring upgrades and projects that are being completed.

Communications/Public Relations:

Paul DiPietro shared the Thursday Blast continues and shared emails from readers regarding their love for the blast. James Walker noted there are samples of 50th Anniversary merchandise at the office and the Clubhouse. He also noted the online store now has children's sizes available.

Executive Director's Report:

- a) **Finances:** James Walker shared we closed out the 2024/2025 financial year with a \$221,000 surplus. He moved this minus the \$21,000 starting balance to capital reserves. He also shared that the 2025/2026 services and assessments have been mailed. James noted that by next week, we will have \$400,000 in operating funds in CDs, which is a month earlier than normal.
- b) **Staff:** James explained that employee reviews are underway and they have placed an ad in the Deerfield Valley News for the maintenance openings.
- c) **Proposals:**
 - a. **Equipment:** James asked the board for approval to use capital reserve funds to purchase a zero turn mower (\$13,700) and tractor mount wood chipper (\$9,300). Tom Sewall made a motion to approve; Kevin Comeau seconded the motion. All approved.
 - b. **Grounds:** James asked the board for \$6,900 from the grounds reserve line for the urgent removal of trees in front of the clubhouse. Kevin Comeau made a motion to approve; Kate Trinklein seconded the motion. All approved
- d) **Aged Receivables:** James noted that as explained earlier, there are eight attorney demand letters going out next week. There are three additional owners who have already had letters sent and who are in bank foreclosure
- e) **Homeowner Request to Board:** James shared a request to the board from a homeowner. He explained the owners came to the board in late fall to have their interest fees waived, as they were in arrears. This request was tabled. Board members discussed this new request and denied the request due to precedence and concerns with fairness to all.

Old Business:

- a. **Rules and Regulations:** Paul DiPietro noted the updated Rules and Regulations are in the shared drive and the Board needs to further discuss rentals. Board members decided to add this to the agenda for upcoming meetings.

New Business:

- a. **Reserve Study:** James Walker noted the reserve study will begin with an onsite visit on April 29th. He shared he will create an online option for the summary meeting.

- b. Annual Meeting:** Annual meeting script and minutes are in the shared drive for review. The booklets are ready for mailing.

Other Business/Owner, Public Comment:

- a.** Plowing: Board discussed plowing concerns and damage to property stakes. To be discussed in the fall.

Next BOD Meeting Dates:

May 24th Annual Meeting at 9:30am

June 21st at 9:30am

July 19th at 9:30am

Executive Session: Not needed.

Adjournment: Upon a motion made by Kate Trinklein and seconded by Kevin Comeau, the meeting was adjourned at 11:00 AM.

Approvals:

- Meeting Minutes
- Financial Report
- Lot sale resolutions
- \$13,700 for new zero turn mower and \$9,300 for wood chipper from miscellaneous equipment capital reserves fund
- \$6,900 for urgent tree removal at clubhouse from grounds reserve line of capital reserves fund

Action Items:

- Finalize annual meeting preparations, including script and roles
- Schedule discussion of Rules and Regulations review

Respectfully submitted,
Kristen Wenger
VP/Secretary

FINANCIAL REPORT
AS OF
April 18, 2025

	2025-2026 BUDGETED	2025-2026 COLLECTED		
ASSESSMENTS & SERVICES	\$	\$	VARIANCE	
Beginning Balance	-	-		
Assessment Total (interest, DRL, houses, lots, prior)	920,107	315,331	34%	
Allocation to Reserve	90,800	30,100	33%	
DRL Lot Sales & Fees to Reserve	6,000	-	0%	
Renter Guest Total	74,475	12,575	17%	
Maintenance Services Total	501,725	181,775	36%	
Misc. Maint. Services Total (water meters, rubb.bins, curb stops, maint. services, spec. rubb., firewood, water loss chgs.)	77,050	650	1%	
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	774	2%	
Rental Total	85,000	-	0%	
Real Estate Total	25,000	3,069	12%	
Total Income @ 4/18/25	\$ 1,824,657	\$ 544,274	30%	
Total Accounts Receivable @ 4/18/25:	745,139.25			
Prior Delinquent & Interest @ 4/18/25:	88,238.18			
Total Expenses @ 3/31/25	\$ 1,828,657	\$ 1,981,585	108%	
BANK BALANCES	AS OF:	LAST MEETING	LAST YEAR	
	4/18/2025	3/14/2025	4/19/2024	
OPERATING				
Checking	196,693.97	17,417.20	66,547.16	
M & T Bank Savings .12%	5,324.03	5,323.50	382.47	
Community Bank Spec. Activities MM	5,365.18	5,715.18	4,975.02	
Brattleboro S & L MM .64%	1,061.72	50,048.27	11,171.36	
Edward Jones CD - 3 month 5.3%	-	-	150,000.00	
Edward Jones MM 3.73%	43,108.08	211,684.45	201,622.65	
Edward Jones CD - 3 month 4.2% (7/21/25)	200,000.00	-	-	
Community Bank MM .38%	1,723.04	26,728.06	51,388.87	
M & T Bank - ins. Liability	8,948.79	9,823.59	30,677.42	
TOTAL OPERATING	462,224.81	326,740.25	516,764.95	
RESERVE				
SEG. MM (M & T Bank) .10%	219,411.51	128,226.98	197,076.63	
Citizens Bank MM .01%	911.32	101,160.46	150,179.88	
Edward Jones CD - 3 month 4.25% (7/24/25)	200,000.00	-	-	
Edward Jones CD - 3 month 4.15% (4/15/25)	-	100,000.00	-	
Edward Jones CD - 2 month 4.25% (6/23/25)	100,000.00	-	-	
Edward Jones CD - 6 month 5.5%	0	-	165,000.00	
Edward Jones CD - 3 month 5.25%	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	525,175.32	334,239.93	816,792.99	