CHIMNEY HILL OWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
CHIMNEY HILL CLUBHOUSE
Saturday, May 23, 2026

Call to Order: Paul DiPietro, President, called the meeting to order at 11:27 AM.

Present in person were Richard Allin Jr., Elizabeth Adzima, Steve Boyce, Kevin Comeau, Past President Paul DiPietro, Tom Sewall, Steve Smith, Kate Trinklein, Kristen Wenger and James Walker, Executive Director. Board member Patricia McDonough was absent. Homeowner Dennis Heberlein was present in person.

New Business/Letters:

a. **Nominations for Executive Officers**
Kate Trinklein nominated Kevin Comeau to serve as President, seconded by Tom Sewall. Tom Sewall nominated Kate Trinklein for VP/Treasurer, seconded by Steve Boyce. Kate Trinklein nominated Kristen Wenger for VP/Secretary, seconded by Steve Boyce. All nominated officers accepted these roles and the Board voted its approval for the Executive Officers.

b. **Election of Officers**
Completed during the Annual Meeting prior to the Board of Directors meeting.

c. **Committee Assignments**
Operations:

ACC: Kate Trinklein Chair and Steve Smith Vice Chair

Landscape: Carol Sewall Chair and Richard Allin Jr. Vice Chair

Maintenance: Tom Sewall Chair and Steve Boyce Vice Chair

Water Commission: Steve Boyce Chair and Tom Sewall Vice Chair

Management:

Management Review: Kevin Comeau, Kate Trinklein, and Kristen Wenger Tri-Chairs

Financial/Legal:

Budget/Tax: Kevin Comeau, Richard Allin Jr., and Tom Sewall Tri-Chairs

Legal: Kevin Comeau and Paul DiPietro Co-Chairs

Rental and Real Estate: Elizabeth Adzima and Patricia McDonough Co-Chairs

Administrative:

Long Range Planning: Steve Boyce and Tom Sewall Co-Chairs

Elections: Kevin Comeau Chair

Community Affairs:

Events and Recreation: Kristen Wenger Chair and Steve Smith Vice Chair

Public Relations: Elizabeth Adzima, Paul DiPietro, and Kristen Wenger Tri-Chairs

d. The **Minutes** of Saturday, April 18, 2026 were approved.

e. Committee Reports

Kevin Comeau asked whether any additional committee reports needed to be shared following the Annual Meeting updates. Steve Boyce noted that he had distributed the Water Commission report to all board members via email.

Kate Trinklein shared that the ACC meeting scheduled for last week was cancelled due to a lack of business, and that the next meeting is planned for June 20th.

Tom Sewall expressed appreciation to James Walker and the maintenance department for their efforts and leadership during the Executive Director transition.

Kevin Comeau reviewed several upcoming projects, including the clubhouse roof and siding replacement, installation of the new hot tub, and tree clearing scheduled to begin next week in preparation for the 4-inch line work.

Kristen Wenger reported that the Events and Recreation Committee has scheduled the Jacksonville Blues Band and the Bar Cart for a July 4th celebration. She also noted that the committee will review the Keeping the Events Alive fund to schedule additional music events throughout the summer.

f. Authorized Check Signers and Credit Card representative: James Walker shared that Kevin Comeau, Tom Sewall, and Mark Zylberfuden will be added as authorized check signers, joining current signers Paul DiPietro and Kate Trinklein. James also noted the need for a designated credit card representative to ensure the account remains active during the Executive Director transition. Kevin Comeau volunteered to serve as the representative and have the account placed in his name.

Kristen Wenger made a motion that Kevin Comeau, Tom Sewall, and Mark Zylberfuden will be added as authorized check signers and Kevin Comeau will become the credit card representative. Seconded by Kate Trinklein. All board members approved.

g. ED Transition Document: Kevin Comeau shared James Walker has been creating an Executive Director transition document. James shared the document and actions performed daily, weekly, monthly, and annually.

h. **Downs, 908 Letter:** Kevin Comeau shared the letter discussed at the annual meeting regarding a property concern and requested that the ACC review both the matter and the related process. Elizabeth Adzima inquired about the responsibilities of the ACC, and Kate Trinklein provided an overview of the committee's role. Kate noted that the ACC will further review the property concern, as well as develop a broader process for identifying properties that may be in violation of the rules and regulations or ACC guidelines.

Other Business, Owner Comment:
None at this time.

Next BOD Meeting Dates:
June 20th at 9:30am
July 18th at 9:30am
August meeting will be skipped
September 19th at 9:30am

Executive Session: Executive session entered at 12:27 PM. Employee matters were discussed. Exited at 12:50 PM.

Adjournment: Upon a motion made by Steve Boyce and seconded by Tom Sewall, the meeting was adjourned at 12:51 PM.

Approvals:
- Meeting Minutes from April 18, 2026
- Election of Executive Officers
- Authorized Check Signers
- Credit Card representative

Action Items:
- Update committee membership
- ACC to review property concerns and process for identifying violations
- James Walker to update authorized check signers
- James Walker to update credit card representative

Respectfully submitted,
Kristen Wenger
VP/Secretary