CHIMNEY HILL OWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
CHIMNEY HILL CLUBHOUSE
Saturday, June 20, 2026

Call to Order: Kevin Comeau, President, called the meeting to order at 9:31 AM.

Present in person were Elizabeth Adzima, President Kevin Comeau, and Tom Sewall. Steve Boyce, Paul DiPietro, Patricia McDonough, Steve Smith, and Kristen Wenger joined via Google Meet. Richard Allin Jr. was absent. Homeowner Carol Sewall was present in person and homeowner Carlotta Gladding was present via Google Meet.

The **Minutes** of Saturday, May 23, 2026 were approved.

Financial Report:
Kevin Comeau presented an overview of the financial report and budget, reviewing income and expenses. He noted that assessment income remains strong and collections are expected to exceed last year's totals by the end of June despite a slight year-to-date lag. Revenue from rubbish, sanding, and plowing is below last year's levels which may be attributable to changes in homeowner service selections through the new PayHOA system. The Association remains in a strong financial position, with approximately $1.7 million in combined operating and reserve funds.

He also reviewed operating expenses, highlighting increases related to the annual audit, software implementation, road maintenance, equipment purchases, and insurance costs. The Board discussed strategies to reduce interest expenses by evaluating the early payoff of outstanding truck loans using existing funds, and a proposal will be presented at a future meeting.

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

Committee Reports:

Operations

Architectural Control:
Kate Trinklein reported that the committee met prior to the board meeting and had 31 letters or requests. She noted the Thursday Blast helped increase information to members. Kate shared there were three homes that completed work without proper notification. The committee reviewed the fines and penalties in the current ACC guidelines.

The Board discussed proposed revisions to the ACC fines and penalties. The ACC recommended changing the current minimum $250 fine to “up to” $250 for minor violations. Members discussed concerns about applying a range of fines consistently and suggested establishing clear guidelines that differentiate fines based on the severity of the violation. The Board also considered issuing warnings before assessing fines and providing homeowners with a link to submit ACC requests through PayHOA in the Thursday Blast. Paul DiPietro reviewed the history of the $250 fine, noting it was established in consultation with legal counsel to address ongoing noncompliance with community rules.

Steve Smith made a motion to revise the ACC guidelines by changing the fine from a minimum of $250 to "up to $250." The motion was seconded by Elizabeth Adzima and approved unanimously. The ACC Committee will review the revised guidelines with the new Executive Director and ensure that the website and all related documents are updated accordingly.

Kate shared the next ACC meeting is July 18th at 8:30 am.

Landscape:
Carol Sewall provided the Landscape Committee update, noting that the committee met last month. She reported that all kiosks are now planted with approximately 50% perennials, which will help reduce annual planting costs in future years. In recognition of the nation's 250th anniversary, the committee approved a red, white, and blue floral theme for this year's displays.

The annual "Sip and Dig" volunteer event is scheduled for Sunday, July 19, and will be promoted in the upcoming Thursday Blast. The committee continues to focus on general landscape cleanup efforts, and Carol thanked Carlotta Gladding for her work maintaining the gardens around the office.

A memorial tree was purchased in honor of Marguerite. The committee also discussed installing commemorative plaques for memorial trees, which would be approximately $100 per plaque. Members reviewed garden plantings, including selecting plants that are less likely to harbor ticks as an alternative to increased pesticide spraying. The committee will meet again on Monday to continue planning, including discussing a memorial service for Marguerite.

Maintenance:
Tom Sewall presented the Maintenance Report, describing the past four weeks as both busy and productive. He thanked Steve Boyce, Steve Smith, Dean, and Logan for their teamwork and dedication in keeping maintenance projects on schedule.

Tom acknowledged Steve Boyce for his work on the water system, including securing the permit for the water stream crossing, coordinating with Jake, and completing the annual inspection. He also recognized Dean for overseeing numerous ongoing projects, Jake for assisting with water system operations, and Chris for helping obtain driveway repair estimates. In addition, staff continue to make progress toward earning additional water system certifications, with two more employees currently working toward certification.

The hot tub replacement project is progressing as planned. The gunite interior finish, along with the electrical and plumbing work, is scheduled to be completed this week. Filling the hot tub with water is expected to begin by the end of the week or early next week, followed by the required 30-day curing process.

Tom also provided an update on the clubhouse siding and roofing project. A revised proposal has been received and will be reviewed by the committee before work is scheduled to begin in September. Steve Smith added that the committee intends to inspect the underlying wood structure before the project moves forward.

Water Commission:
Steve Boyce presented the Water Commission report, noting progress on several infrastructure projects. Tree clearing for the new 4-inch water line has been completed, with pipe installation underway and the stream crossing project scheduled to begin after July 1 following the required preconstruction meeting with the State. Design work for the Tank B rebuild is advancing, with civil, mechanical, and electrical plans under review.

New backup generators have been installed at several water system facilities and are awaiting final propane connections before startup. The maintenance team also repaired two leaks in the water system and continues planning repairs to the Brown Springs line when site conditions improve.

Steve announced that Donald "Jake" Pratt has been approved as the operator in charge of the water system and has successfully completed the required state reporting. The Association also completed its three-year sanitary inspection with the State, receiving positive feedback with only minor corrective items identified. Additional efforts include renewing the Brown Springs permit, completing the Tank 3 transfer pump permit, and monitoring average water usage, which was reported at 90.51 gallons per day per home for June.

Management

Management Review:
Kate Trinklein provided an update from the Management Review Committee and asked about the timeline for conducting the Executive Director's first performance review, noting that the new Executive Director would begin in July. Paul DiPietro recommended conducting an initial three-month review to help establish expectations and familiarize the new Executive Director with the evaluation process.

Financial/Legal

Budget/Tax/Insurance:
Kevin Comeau noted that the budget had been reviewed during the financial report. Paul DiPietro asked whether a response had been sent to an individual who expressed interest in reviewing the Association's investment funds. The inquiry had been directed to the Board of Directors, and Kevin stated that he would provide a response.

Legal:
Paul DiPietro reported that he has been in contact with the Association's attorney regarding the appointment of the new Executive Director and updates to the Board's membership.

Rental Management:
Elizabeth Adzima provided the Rental Management Committee update, noting that she is reviewing the committee's documents and evaluating progress toward its six-month goals. She also reviewed Wendy's recent update with the board.

Board members discussed a proposed homeowner and guest survey related to rental management through PayHOA and will review the survey with Wendy before distribution. Members also discussed homeowner concerns regarding seasonal clubhouse fees, as well as services such as

shoveling around propane tanks and decks, which may present potential revenue-generating opportunities for the Association.

Elizabeth also reviewed the short-term rental (STR) tracking report. The Board noted that the current tracking system requires revisions to better measure time, workload, and operational efficiency, with the expectation that the new Executive Director will provide oversight and guidance for improving the process.

Real Estate:
No updated at this time.

Administration

Long Range Planning:
Steve Boyce provided the Long Range Planning Committee update, noting that there are Association owned lots to be sold. He reported that Sigrid is managing the current list of available lots, with additional parcels being prepared for engineering review as the next phase of the process. Steve also reviewed the updated Long Range Planning Committee folder, including the revised inventory of CHOA-owned lots dated June 17.

Elections:
Kevin Comeau reminded the Board that three Board member positions will be up for reelection next year.

Community Affairs

Events and Recreation:
Kristen Wenger provided the Events and Recreation update, announcing that the Jacksonville Blues Band and Bar Cart are scheduled for the July 4 celebration, with RSVP information to be included in the upcoming Thursday Blast. She also highlighted the return of the outdoor summer movie nights. The committee reviewed the budget and discussed upcoming events and musical entertainment, with plans to schedule a future planning meeting.

Kristen reported that American Leak Detection is scheduled to inspect the outdoor pool on June 30 to investigate ongoing water loss. The Board also discussed the installation of a safety railing for the new hot tub. Although railings were not included in the original design, members agreed that a railing is necessary for safety and liability purposes.

Communications/Public Relations:
Kevin Comeau reported that the Thursday Blast continues to be an effective communication tool and emphasized the importance of maintaining frequent communication with homeowners. He also noted that a standard section with a link to the ACC request process will be added to future editions of the Thursday Blast.

Executive Director's (ED) Report:
Kevin Comeau, President reported that maintenance operations continue to run smoothly and commended the leadership of the maintenance team. He noted that major projects are progressing as planned, including the recent cleanup of the area behind the clubhouse.

Kevin also discussed internal operations, noting that additional work is needed to refine the rental management processes and financial reporting within PayHOA. While he expressed confidence in the accuracy of the system, he indicated that reporting should be streamlined by developing custom reports that better meet the Association's needs.

The Board discussed the process for obtaining signatures from Kristen Wenger and Paul DiPietro on bank documents. Kate Trinklein will contact the bank to determine whether electronic signatures, such as DocuSign, are acceptable to help expedite the process.

The Board reviewed the Association's banking operations and discussed opportunities to simplify the current account structure while maintaining appropriate FDIC insurance coverage. Kevin will work with Mark to evaluate potential account consolidation and investment options for excess operating funds.

Old Business:

a. **Reserve Report:** Tom Sewall provided an update on reserve projects, noting that work continues on the hot tub replacement, as well as the clubhouse siding and roofing projects. The Board also discussed the indoor pool mechanical systems and agreed to obtain bids to better understand potential replacement costs and prepare for future capital needs. In addition, an electrician is scheduled to review the electrical work next week.

a. **Hot Tub:** Kristen Wenger presented a formal proposal for a new upgraded hot tub from Premier Outdoor Group, requesting $125,000 from the Clubhouse Reserve line. Although the Board had previously approved the hot tub at the February 21, 2026 meeting, the specific dollar amount had not been recorded. Steve Boyce moved to approve the expenditure, seconded by Tom Sewall, and the motion passed without opposition.

New Business:

a. **Committee Members**
   The Board reviewed committee rosters, leadership assignments, and responsibilities to ensure they accurately reflect current membership and organizational needs. Committee chairs were asked to review and update their membership lists, with assistance available as needed. The Board approved adding Paul DiPietro and Elizabeth Adzima to the Long Range Planning Committee.

   The Board also reviewed the roles and responsibilities of the Communications and Public Relations Committee, including oversight of the Thursday Blast, website content, community surveys, and other communications. The new Executive Director will assume a greater role in coordinating community outreach, including charitable donations and local partnerships, given their familiarity with area organizations.

b. **Member Email**
   Tabled.

c. **Thursday Blast Advertising – FY25/26 $822**

Kevin Comeau reported that advertising rates in the Thursday Blast were increased from $25 to $35 per week. He also shared that a vendor inquired about paying for a full year of advertising in advance in exchange for a discounted rate, which could generate more revenue than in previous years. The Board discussed the possibility of offering discounts for bulk or long-term advertising packages as a way to encourage participation.

Elizabeth Adzima suggested brainstorming additional ways to enhance the advertising program, including developing an approved vendor list. The Board agreed to table further discussion until the new Executive Director can review the program and provide recommendations.

Other Business/Owner, Public Comment:
Homeowner Carlotta Gladding thanked the Board for stepping up and providing leadership during the Executive Director's absence. She also asked about oversight of the Association's social media platforms. The Board discussed the importance of monitoring social media activity and confirmed that the office staff plays a role in operating the Facebook page.

Next BOD Meeting Dates:
July 18th at 9:30am
August will be skipped
September 19th at 9:30am
October 17th at 9:30am
November 21st at 9:30am

Executive Session: Entered 12:11PM. Personnel issues were discussed. Exited at 12:26 PM.

Adjournment: Upon a motion made by Tom Sewall and seconded by Kate Trinklein, the meeting was adjourned at 12:27 PM.

Approvals:
- Meeting Minutes from May 23, 2026
- Financial Report
- Change to ACC Guideline Fines
- Hot tub proposal

Action Items:
- Review the ACC fine and penalties with new Executive Director
- Update ACC Guidelines with new fine language
- Thursday Blast to include a standard ACC reminder
- Follow-up on rental management survey for homeowners
- Review rental tracking system with new Executive Director
- Follow up on indoor pool mechanical system and hot tub railing quote
- Review Thursday Blast Advertising options
- Update committee membership documents

Respectfully submitted,

Kristen Wenger
VP/Secretary