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

Call to Order: Kevin Comeau, President, called the meeting to order at 9:30 AM.

Present in person were Richard Allin Jr., President Kevin Comeau, Paul DiPietro, Kate Trinklein, and Tracy Wheeler, Executive Director. Elizabeth Adzima, Steve Boyce, Patricia McDonough, Steve Smith, and Kristen Wenger joined via Google Meet. Board member Tom Sewall was absent. Homeowners Francine and Robert Flynn were present via Google Meet.

The **Minutes** of Saturday, June 20, 2026 were approved.

Financial Report:
Kevin Comeau presented the financial report and budget update. The Association remains in a favorable financial position, with revenues exceeding expenses through June due to assessment collections and a significant lot sale. Reserve balances continue to track ahead of the prior year. Kevin reviewed several budget categories, noting that rubbish, sanding, and plowing services are behind prior year, potentially due to the change in processing of service payments with PayHOA. He also noted higher expenses for administrative recruitment, insurance, and owner services, while salary expenses remained favorable due to the Executive Director vacancy earlier in the year. Water maintenance and roadway expenses were discussed and will continue to be monitored. The Board discussed improving communication with residents regarding maintenance activities and possible income through the Thursday Blast, PayHOA, social media, and other notification methods. Kevin also reviewed the operating and reserve bank balances. In response to a question from Kate Trinklein, Kevin confirmed that he and Mark Zylberfuden. are the current authorized bank account signers.

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 ACC met prior to the Board meeting and approved 15 requests, including a shed and a setback waiver. The ACC also requested Board approval for a variance on Spring Court to reduce the setback from 20 feet to 10 feet, consistent with Town of Wilmington requirements. The homeowner will complete a survey prior to final ACC approval.

Kristen Wenger made a motion to approve the 10-foot setback variance, seconded by Steve Smith. Motion approved unanimously.

Kate shared the next ACC meeting is August 15th at 9:00 am.

Landscape:

Richard Allin Jr. provided the Landscape Committee update, noting that the Sip and Dig event is scheduled for tomorrow. He also reported that he identified more affordable memorial tree plaques, reducing the cost to under $100 each. The Committee will work to include funding for the plaques in a future budget.

Maintenance:
Steve Boyce presented the Maintenance Report and reported that contracts and change orders have been finalized for several clubhouse improvement projects, including roof and siding replacement, hot tub upgrades, and the hot tub custom handrail. Additional maintenance work includes evaluating the roof and siding for moisture damage and obtaining quotes for moisture-resistant painting behind the hot tub. Board members were also advised that estimates will be needed for future repairs to the indoor pool mechanical systems and the outdoor pool leak.

Water Commission:
Steve Boyce presented the Water Commission report and provided an update on the water system projects, reporting continued progress on the 4-inch water line installation, with completion expected next week, and successful state-approved stream restoration. Engineering plans for the new tank site and related civil, mechanical, and electrical work are being finalized for state review. New backup generators have been installed at the wells, tanks, and pump houses, and are awaiting final propane connections. Staff are preparing to repair the Brown Springs water line leak once site conditions improve, renewing the Brown Springs permit, and closing out the permit for the Tank 3 transfer pumps. The state completed its required three-year inspection of the water system with no significant findings, and average June water usage was 95.08 gallons per day per home.

Steve and Paul DiPietro discussed the upcoming expiration of the Well 15 permit and the goal of bringing the well online before September 8 or requesting an extension if necessary. An update was also provided on a water line break near 10 Fern Lane, with staff confirming that the repairs have been completed.

Management

Management Review:
Kate Trinklein provided an update from the Management Review Committee and reviewed the performance evaluation process. The Committee plans to conduct a three-month performance review on October 8, following the Executive Director's July start date. Kristen Wenger and Kate will review the evaluation form located in the Management Review folder on the shared drive and distribute it to Board members in advance of the review.

Financial/Legal

Budget/Tax/Insurance:
Kevin Comeau noted the budget was reviewed during the financial report. No further update.

Legal:
Kevin Comeau provided a follow-up regarding the bylaw amendment approved at the Annual Meeting, noting that the addendum will be incorporated at the end of the Association's bylaws.

Paul DiPietro reminded Board members about the August 6 calendar invitation to review the Association's investment policies and encouraged everyone to check their calendars and participate in the review.

Rental Management:
Patricia McDonough provided an update from the Rental Management Committee, including a summary of the history of the rental program. She noted that she and Wendy developed a proposed owner survey through PayHOA. The survey is intended to gather information regarding the number of homeowners currently renting their properties, the rental services or platforms being used, homeowners' awareness of the Chimney Hill rental program, potential barriers to using the program, and recommendations from homeowners currently participating in the program. The survey will be distributed to Board members for review and approval prior to being sent to the membership.

Patricia will also work with Tracy Wheeler to review the rental tracking information and incorporate Tracy's experience and recommendations. Kevin Comeau reported that he will obtain updated rental revenue figures and compare them with the previous year, but that current revenue is approximately $56,000, compared with a budgeted amount of $85,000.

Real Estate:
No update at this time.

Administration

Long Range Planning:
Steve Boyce provided the Long Range Planning Committee update, noting that lot sales continue to progress. He also reported that the committee is working to develop a homeowner survey to gather feedback on desired amenities and services, which will help inform future planning efforts. The committee is also exploring several long-term initiatives, including revisiting a solar energy proposal next year, gathering information on the feasibility of a wind turbine at Tank 1, evaluating potential restructuring of the snow plowing program through a tiered approach, and considering the relocation of the sand pile to the top of the hill to improve maintenance operations.

Elections:
Kevin Comeau shared there is no update at this time.

Community Affairs

Events and Recreation:
Kristen Wenger provided the Events and Recreation Committee update, reporting that the July 4 Jacksonville Blues Band performance and Bar Cart event were well attended and successful. She also noted that the clubhouse recorded its highest attendance for the day since attendance tracking began. The committee will reconvene to discuss and plan future music events.

Kristen inquired about the ongoing leak at the outdoor pool. Tracy Wheeler reported that the pool was marked yesterday to monitor water loss and that an update on the amount of water lost would be available later today.

Communications/Public Relations:
Kevin Comeau reported that the Thursday Blast newsletter continues to be well received and thanked Paul DiPietro and Kristen Wenger for their efforts in keeping it running over the past six weeks. Paul also expressed his appreciation to Board members for contributing photos for the newsletter.

Executive Director's (ED) Report:
Tracy Wheeler provided an update on her first month with the Association, including meetings with Board members and staff, review of Association operations, financial reports, delinquent accounts, and collection efforts. She also began training on Association software and systems.

Tracy shared plans to meet with homeowners regularly, with a goal of meeting with owners at least once per month. She will continue working with staff and vendors, reviewing maintenance processes and project schedules, and strengthening operational procedures.

The Board discussed the proposed sale of the Willard Lot, which is not part of Chimney Hill and includes a 10-foot community space and easement off Spruce Grove granted by a previous Executive Director. Paul DiPietro provided historical context regarding the lot, including prior concerns about water access. Tracy will follow up with the Flynn family regarding the status of the sale, remain in communication with them regarding any developments, and provide an update in her September Executive Director's report.

Upcoming priorities include completing ACC training with the goal of assuming ACC responsibilities in September and continuing to monitor the Association's financial performance.

Old Business:

a. **Reserve Report:** No update at this time.

New Business:

a. **CHOA Collection Policy:** Kevin Comeau noted that he will review the Collection Policy to ensure it reflects the new PayHOA system and current collection processes. Kevin will follow up on the language regarding email versus mailed notices and circulate the revised policy to the Board via email for review and approval.
b. **Check Signers:** Kristen Wenger noted that Tracy Wheeler needs to be added as a check signer for Chimney Hill. Kate Trinklein made a motion to add Tracy Wheeler as a check signer, seconded by Patricia McDonough. All approved.

Other Business/Owner, Public Comment:
None.

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

Executive Session: Entered 11:08 AM. Personnel and legal matters were discussed. Exited at 11:57 PM.

Other Business/Owner, Public Comment:

a. **Service Payments:** Board members discussed requiring payment for services prior to the work being performed. Going forward, services will not be scheduled or completed until payment has been received from the homeowner. The Board also discussed driveway work, which requires a 50% deposit. Driveways are not included in the predetermined service fees because they require an individual estimate.

   Kate Trinklein made a motion that predetermined service fees must be paid in full prior to the service being performed. Kristen Wenger seconded the motion; all approved.

Adjournment: Upon a motion made by Richard Allin Jr. and seconded by Kate Trinklein, the meeting was adjourned at 12:01 PM.

Approvals:

- Meeting Minutes from June 20, 2026
- Financial Report
- ACC variance
- Update language regarding predetermined services and payment

Action Items:

- Review ways to increase maintenance services
- Review Management review form
- Update bylaws document with addendum
- Send rental survey to board members for review and approval
- Review collections policy with updated language and processes

Respectfully submitted,
Kristen Wenger
VP/Secretary