CHIMNEY HILL OWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
CHIMNEY HILL CLUBHOUSE
Saturday, September 19, 2026

Call to Order: Kevin Comeau, President, called the meeting to order at 9:34 AM.

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

The **Minutes** of Saturday, July 18, 2026 were approved with one correction.

Financial Report:
Kevin Comeau presented the financial report and budget update, noting increased monthly income from rubbish, sanding and plowing, maintenance services and other income, and clubhouse guest fees. While these revenue categories remain below the same period last year, they reflect a slight improvement over the previous month. Kevin will continue to monitor income, particularly in light of changes to PayHOA booking services and owner payment processes. He also noted that overall income remains favorable due to lot sales. Kevin then reviewed expenses, including salaries, data processing, audit and recruitment fees, road maintenance, water line repairs, and insurance premiums. Board members discussed monitoring recruitment fees and determining at the end of the fiscal year whether these expenses could be covered through contingency funds or reserves. The Board also discussed notifications regarding water issues. Tracy Wheeler and Kevin will follow up on notifying affected homeowners and all Board members, as well as explore the use of PayHOA to establish email distribution lists.

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

Committee Reports:

Operations

Architectural Control (ACC):
Kate Trinklein reported that the ACC met prior to the Board meeting and had 21 maintenance requests that were approved along with two sheds. She shared the committee will be reviewing the ACC application in November.

Kate shared the next ACC meeting is 10/17 at 8:30am.

Landscape:
Richard Allin Jr. provided the Landscape Committee update and shared the kiosks are being updated with seasonal fall decorations.

Maintenance:
Tracy Wheeler presented the Maintenance Report, including an update on the Clubhouse roofing and siding project scheduled to begin Monday through Wednesday during the clubhouse closure

to minimize disruption during foliage season. Additional projects include painting the wall behind the hot tub and pouring a concrete pad outside the hot tub. She also noted the maintenance team has completed three water line repairs. A part-time maintenance worker has been hired to address clubhouse improvements, including interior painting, window trim and baseboard updates, indoor pool room work, the pickleball court deck, and picnic table staining. Estimates for the outdoor pool crack repair and other proposed projects, including concrete work and door replacements, are being gathered and available for Board review, with a second quote being obtained.

Kevin discussed concerns regarding the amount of work scheduled for completion during the three-day clubhouse closure. The Board discussed notifying homeowners through an Extra Extra Blast, which will be sent Monday afternoon, regarding the possibility of additional Thursday closures over the next two weeks. The outdoor pool will close for the season after Columbus Day, with updates communicated through the regular Thursday Blast.

Tracy requested Board approval to proceed with pouring the concrete pad. Board members discussed the contractor's estimate and compared it with the potential cost of completing the work in-house, which would require renting a cement mixer in Albany.

Steve Boyce made a motion to approve the cement pouring for $1350 from Sprague Construction. Tom Sewall seconded the motion. All approved.

Water Commission:
Steve Boyce presented the Water Commission Report, sharing the significant news that Chimney Hill was granted its 650-lot water allocation, allowing for maximum buildout in accordance with the water study. He reported that the 4-inch pipeline connecting Wells 12 and 15 to Tank 3 has been completed, and the civil drawings for Tank B have been submitted to the state for permitting. New generators have been installed at Wells 12 and 15, Tank 3, and the B and C pump houses.

Steve also reported that average water usage remained consistent throughout July and August. Permit renewals for Brown Spring have been submitted, and the drone is expected to return from repairs shortly to support the Tank B inspection. Maintenance efforts will now prioritize repairing the Brown Springs leak before winter. Kevin Comeau thanked Steve for his significant work and dedication to the community's water system over the past several years.

Management

Management Review:
Kevin Comeau provided an update from the Management Review Committee, proposing that the review be held in November rather than October to allow set-up and preparation for a full year review. Kate Trinklein outlined the process for gathering Board input through a Google Form, and Tracy Wheeler will also complete a self-evaluation. Kevin will coordinate a meeting in November.

Financial/Legal

Budget/Tax/Insurance:

Kevin Comeau noted that the budget was reviewed as part of the financial report and shared that efforts are underway to identify a new CPA for tax preparation. He also reported a slight improvement in delinquencies, which will be discussed further in executive session.

Legal:
Paul DiPietro asked Kevin Comeau to consult with the attorney regarding the covenants. Kevin will follow up.

Rental Management:
Kevin Comeau reviewed the current rental program financials, noting that winter rentals are being accepted while the long-term direction of the program is evaluated.

Patricia McDonough provided an update from the Rental Management Committee, noting that the committee met with Tracy Wheeler on August 3. Based on the Executive Director's assessment, the current rental program is not financially sustainable in its existing form. The committee recommended discontinuing the current program and conducting research over the next 12 months to develop recommendations for a redesigned program, including its structure, pricing, staffing, and offerings. Further discussion will take place in executive session.

Real Estate:
No update at this time.

Administration

Long Range Planning:
Steve Boyce provided the Long Range Planning Committee report and noted that the water system and lot sales remain major projects for the current year. He shared the committee reviewed suggestions from the 2021 owner survey, including projects already implemented or evaluated and those deemed not feasible. The committee will revisit remaining suggestions and consider new ideas in collaboration with the Reserve Committee to assess funding availability. Potential projects will be shared through the Thursday Blast and monthly Board meetings to gauge owner interest and identify volunteers willing to develop project details and cost estimates for review. The committee plans to meet again this fall.

Elections:
Kevin Comeau reported that there are no updates at this time. The election process is expected to begin in late December or early January, with three Board positions open.

Community Affairs

Events and Recreation:
Kristen Wenger provided the Events and Recreation Committee update, reporting a successful summer season featuring the Fourth of July celebration with live music and bar cart, Labor Day live music, the annual Fishing Derby, and weekly movies. At its September 10 meeting, the committee reviewed recurring seasonal activities and discussed new programming opportunities, including a Valentine's music and dance event, trivia night, family-friendly Super Bowl gathering, pizza event, scavenger hunts, and a potential winter Fire and Ice Festival. Future ideas include a family-friendly New Year's Eve celebration, Festival of Trees, a 2027 summer pool

party, and a Summer Olympics theme for 2028. The committee will continue exploring these opportunities based on interest, staffing, and clubhouse availability. The next scheduled activity is Pumpkin Decorating, October 9–16.

Communications/Public Relations:
Paul DiPietro reported that the Thursday Blast newsletter is ongoing and emphasized that any proposed format changes should be reviewed offline before being implemented. Tracy Wheeler noted that efforts are underway to reimagine the newsletter's format and layout.

Executive Director's (ED) Report:
Tracy Wheeler provided updates on ongoing clubhouse improvements, pool projects, completed water line work, and the closure of driveway repair requests. Staffing updates included the hiring of a new Clubhouse Manager and part-time maintenance staff member. Weekly safety training and clubhouse team meetings continue. Three staff members will participate in Class 3 Water Operator training in preparation for the November exam. Tracy also reported on committee meetings and ongoing work to evaluate the rental program. Upcoming priorities include completing clubhouse projects, restoring the office, staff development, water operator training, reviewing financial investment strategies, redesigning the website, and reimagining the Thursday Blast newsletter. Tracy also discussed signage for the CHOA multi-use trails, with the recommended wording: "Multi-Use Trail – Slow Down – Yield to Pedestrians, Children, and Dogs."

Tracy raised concerns about mold in the office following testing completed by RSI. Two restoration quotes are available: a more comprehensive and costly option intended to prevent future issues, and a less expensive option involving removal of affected materials and application of sealant, which may provide another five to six years of protection but does not guarantee the mold will not return. Tracy requested that funds originally budgeted for driveway sealing be reallocated to address the mold concerns. With $3,000 currently budgeted for driveway sealing and an additional $2,000 potentially available in the administrative operating budget, the Board agreed to review both quotes by email before the next meeting to avoid delays. Work can begin as soon as approval is provided.

Tracy also discussed coordinating CPR, first aid, and safety training for staff through DVR, with the possibility of opening the training to the public. Additionally, she explored opportunities for clubhouse staff to support community-building events, such as hot cocoa gatherings at the skating hut, and to capture photos and videos that promote community engagement and enhance experiences for both homeowners and renters.

Old Business:

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

New Business:

a. **Investment Policy:** Kevin Comeau shared that he has reviewed the investment policy with Tracy Wheeler, Executive Director and will continue discussions on this.

Other Business/Owner, Public Comment:

None.

Next BOD Meeting Dates:
October 17th at 9:30am
November 21st at 9:30am

Executive Session: Entered 11:22 AM. Personnel and legal matters were discussed. Exited at 12:18 PM.

Other Business:
Kevin Comeau made a motion to discontinue the rental program, seconded by Kate Trinklein. The motion was unanimously approved.

Adjournment: Upon a motion made by Richard Allin Jr. and seconded by Paul DiPietro, the meeting was adjourned at 12:19 PM.

Approvals:
- Meeting Minutes from July 18, 2026
- Financial Report
- Cement pouring for hot tub pad for $1350 from Sprague Construction
- Rental program discontinuation

Action Items:
- Kevin Comeau to review covenants with attorney
- Kevin Comeau to review investment policy with Executive Director
- Executive Director's six month review to be scheduled for November
- Tracy Wheeler to follow up on office restoration quotes

Respectfully submitted,
Kristen Wenger
VP/Secretary