

CHIMNEY HILL OWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
SATURDAY, NOVEMBER 17, 2018

The meeting was called to order by Gene Clark at 9:30 AM at the Chimney Hill office.

Board members present were Keith Mears, Mary Ann Montano, Diana Gould, Jane Cary, Kerri Tyerman. Also present were owners Roy Schluter, Martin and Lisa Ricker, Keith Hebert, Chris Cogdill, Joseph Martin, and Craig Creller.

The minutes of July 7, 2018 were approved unanimously.

The minutes of the September 1, 2018 meeting were approved with a one-sentence deletion, per Diana's request. Diana moved the change, Jane seconded, and the vote was four in favor, none opposed. Keith and Diana abstained from voting as they had not attended the 9/1/18 meeting.

The **Financial Report** was reviewed by Kerri. Diana moved approval; Keith seconded, and all voted in favor.

New Business

Correspondence had been received by the Board from owner Joseph Martin. The letter was not received in time to be placed on this meeting's agenda for discussion. This item will be placed on a later Board meeting agenda.

Old Business

Covenant and By-Law Review Update:

The Board received a second draft of the By-Laws and Covenants from the attorney. A Legal Committee meeting to discuss it was tentatively planned for Dec. 1 at 9:30 AM. Keith really wants the lawyer there in case we have questions. Kerri will see if the lawyer is available.

Executive Director's Report

Ken Spicer reported that a new maintenance employee, Chris Magnant, has been hired to replace Chris Ross. Ken also reported that Sarah Hyde has been hired for the rental/office position to replace Donald Koelsch. Thanks to Wendy for stepping into this role between Don and Sarah, and doing a good job.

Ken Spicer reported that the new water system SCADA system (Tank #1, #2, B and C) have been installed and three phase motors have been installed in the B and C distribution houses. The SCADA installation will automatically show water flows and will send out an alarm via phone and computer when tank levels fall and/or high flow rates are detected. The three phase motors in the B and C sections will assist in constant pressure flows in these areas, reduce water hammering and will save electrical costs. Ken also reported that he is working with efficiency Vermont in the hopes of obtaining some rebates for the 3 phase pumps and motor.

Ken reported on the embezzlement issue concerning the unauthorized transfer of funds from the rental program account to the personal account(s) of a prior employee. That employee has been formally charged. Ken reported that the majority of the funds have been recovered to date.

Jane asked Ken if the ice rink would be ready by Christmas, and Ken said they hoped so. In answer to a question from Kerri about the swing sets that were in poor condition, Ken said that they had been taken down.

Committee Reports

Architectural Control

Gene Clark reported that a meeting of the committee occurred prior to this Board meeting. The owner of 32 Overlook Drive had submitted an application for a mudroom addition to the home which showed a section of the addition (porch area) encroaching into the forty (40) foot front property line set back. This would require a variance to the forty (40) foot set back of two and one half (2 ½) feet, thirty seven and one half (37 ½) feet from the front property line. Gene reported that the committee approved the application pending Board review and approval for the set back variance and that the committee recommends that the variance be granted.

After review and discussion Kerri moved that the set-back variance be granted. Diana seconded the motion, and all voted in favor.

Budget/Audit

Mary Ann led a discussion about the auditing of CH finances in light of the recent embezzlement. Ken takes responsibility for not auditing the account more closely. Amounts not recovered are \$3,047 of the \$32,747 embezzled. Should we change accounting firms? Gene recommended one in Brattleboro. Ken has sent a request for a proposal out to them. Mary Anne says we need to make a motion to have a 6-month audit done. One year is too long a time to wait for the audit; we should pay for 6 mos, though that will cost \$1,000. Martin Ricker asked how much a forensic audit would cost. The Board asked that Ken solicit bids from firms for next year's audit as well as a mid-year review and a possible forensic audit. Keith moved that we pay \$1,000. to do a mid-term audit. All were opposed in the discussion. Kerri is opposed because we are looking at other auditing options first.

Landscape

Jane thanked Pam Massey, Diana Gould, and Anne Saracino for planting 100 tulip and daffodil bulbs on the Hill that we will admire next spring. Kerri said she very much enjoyed the fall kiosk displays.

Clubhouse/Recreation

Keith said the committee needs to come up with Clubhouse dates for the Christmas party. The committee will also be seeking new members to relieve some of the long-time members.

Mary Ann Montano reported that the plug in for I-Phones on the exercise equipment was an older style and not compatible with the new I-Phones. Ken said that he would purchase a few adapters to have available at the front desk of the Clubhouse for sign out. Martin Ricker added that a bluetooth adaptor would be even better

Public Comment

Joseph Martin took copies of BOD minutes to a lawyer. He (lawyer/Joseph) said we must name the people who make/second motions. We should also only discuss employee matters in Executive Session.

Public comment speakers will be limited to 5 minutes of remarks in the future.

Craig Creller reiterated that all committee meetings must be open.

Executive Session

The Board entered Executive session at 11:25 AM. Employee matters were discussed. The Board exited Executive Session at 12:15 PM.

It was moved by Kerri that the BOD approve the Association's covering the employee health care coverage increase (\$7.07 per month, a 1.67% increase). Keith seconded the motion, and all voted in favor

The next meeting is January 26, 2019, 4 PM, at the office.

The meeting was adjourned at 12:20 PM.