

MINUTES

The regular meeting of the Board of Directors was held on Sunday August 27, 2017, at the Chimney Hill office in Wilmington, Vermont. The meeting was called to order by Gene Clark, President, 9:33 a.m. Present were Kerri Tyerman, Jane Cary, Diana Gould, Craig Creller and Ken Spicer, Executive Director.

Upon a motion duly made and seconded, it was **RESOLVED** to accept the Board of Directors Minutes of June 24, 2017 and Board of Directors Special Meeting of June 28, 2017.

FINANCIAL REPORT

The Financial Report was given by Ken Spicer, Executive Director stating that as of August 25, 2017 assessments were 481 received, up from 450 last year at the same time and the budget is “on track” and reflecting a small surplus through period 4.

ASSESSMENTS & SERVICES	2017-18 BUDGET UNITS	2017-18 COLLECTED UNITS	2017-18 COLLECTED \$	LAST MEETING 6/23/17	LAST YR. 8/26/16
Assessments – (H) (includes 76 ½ pmt. Houses)	530	481	518,011	439	450
Assessments – (L) (includes 7 ½ pmt. Lots)	60	50	42,152	43	48
Special Water Assessment	530	515	51,500	466	510
Assessments – DRL	177	176	30,426	171	172
Prior Assessments	0		\$4,135	\$3,593	\$11,646
Seg. Allocation – (H)	0	522	52,200	485	517
Seg. Allocation – (L)	0	54	1,350	47	55
Prior Seg. Allocation – (H & L)	0		\$125	\$125	\$550
Rubbish – Summer	7	8	2,240	6	6
Rubbish – Year-round	21	15	6,870	14	20
Renter Guest – Summer	6	6	2,550	4	6
Renter Guest – Year-round	33	39	28,150	35	33
Renter Guest – Winter	22	3	1,125	3	0
Renter Guest – 5 Use	15	8	1,080	4	9

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Plowing/Rubbish – Year-round	98	101	69,918	91	105
Plow/Sand/Rubb. – Winter	38	3	2,400	3	2
Plowing/Rubbish - Winter	30	3	1,794	3	5
Plowing/Sand/Rubbish – YR	157	171	151,783	159	149
Plowing/Sanding	37	9	5,760	8	7
Plowing	85	12	5,343	10	7
TOTAL Renter Guest	76	56		46	48
TOTAL Plowing	445	299		274	275
TOTAL Rubbish	351	301		276	287
TOTAL Services	872	656		596	610

BANK BALANCES OPERATING	AS OF 8/25/17	LAST MTG. 6/23/17	LAST YEAR 8/26/16
Checking	37,115.72	4,825.90	28,060.32
Money Market – Peoples (.35%)	115,077.96	244,942.80	14,891.67
Merchants Spec. Activities MM	2,042.36	1,987.36	1,535.98
Brattleboro S & L MM (.35%)	245,112.21	244,968.85	221,466.25
Citizens Bank MM (.02%)	0.00	0.00	151,807.42
Citizens Bank ckg.	0.00	0.00	1,900.00
Peoples Bank. – ins. liability	2,692.90	2,800.12	4,402.45
TOTAL Operating	402,041.15	499,525.03	424,064.09

BANK BALANCES RESERVE	AS OF 8/25/17	LAST MTG. 6/23/17	LAST YEAR 8/26/16
Seg. MM – Peoples (.35%)	127,563.68	128,816.02	279,902.75
Citizens Bank MM (.25%)	247,452.38	229,680.71	0.00

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Citizens Bank ckg.	25.84	25.84	0.00
Seg. MM – TD Bank (.10%)	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Reserve	375,041.90	358,522.57	279,902.75

NEW BUSINESS/LETTERS

The Board agreed that the Labor Day pot luck BBQ would be held on Sunday, September 3, 2017 beginning at 5 p.m. with hamburgers and hotdogs supplied by CHOA and appetizers, sides, and desserts being brought by residents. Bingo fundraiser will start at 7 p.m. with two cards for \$10 for the regular game and a final game special card with the winner receiving CHOA plowing for the 2017/2018 winter season.

Letters

Stephen and Patricia Small – Request for Like-Kind Exchange

Stephen and Patricia Small, owners of # 4 Pond Loop, had discovered by survey that their home at # 4 Pond Loop was partially on CHOA common property (west side). The Smalls submitted a survey, by Merrill Mundell P.E., showing a proposed like-kind exchange of their property and common land adjacent to their property (.21 acres of common land on the west side for .21 acres of the Smalls' property on the east side). Upon a motion duly made, seconded and unanimously carried it was **RESOLVED** to approve the like-kind exchange as shown on the survey map of Merrill Mundell, P.E. dated August 25, 2017. All costs associated with the like-kind exchange will be at the Small's expense including but not limited to: Survey, State of Vermont approval, legal fees and recording.

OLD BUSINESS

Board of Directors Ethics Policy

A revised Code of Conduct policy was discussed by the Board. Upon a motion duly made, seconded and carried by a vote of 4 to 1 it was **RESOLVED** to approved the revised Chimney Hill Owners Association, Inc. Board of Directors Code of Conduct as adopted by the Board this 27th Day of August 2017.

EXECUTIVE DIRECTOR'S REPORT

Phone System

Ken Spicer, Executive Director, reviewed a memo to the Board concerning the existing phone system and possible issues if the system went down. The current system, Centrex, was installed 25 years ago and, if problems arise with the system, replacement parts are now unavailable. Ken Spicer is recommending replacing the system with an NEC system, SL2100 Communications System, at a cost of 3,161.52 installed. Ken noted that the association could also lease the system for two years at \$ 158.90/mo. with a \$1.00 buy out at the end of two years.

Ken indicated that the funds for the purchase could be made out of operating (reducing the contingency) or out of the reserve funds. Upon a motion duly made, seconded and unanimously carried it was **RESOLVED** to approve the new phone system from NEC under the terms of the two year lease. The lease payments will be expensed out of operating funds.

Bears and Rubbish Issues

Ken Spicer, Executive Director, reported that because many owners in CHOA still did not have wildlife proof rubbish bins and that many owners still refused to remove their bird feeders the bear population has grown dramatically and now poses a risk to our membership, property and pets.

The Board discussed how to discourage bears from visiting residents' homes and property and residents from encouraging bear visitations. It was very clear that the Board should take steps to not only encourage the purchase of wildlife proof garbage bins but also prohibit the use of any type of bird feeders from April 1 – November 30. Ken Spicer, having introduced the subject, will send out an enewsletter to CHOA owners that would 1) encourage owners to purchase a wildlife proof rubbish bin and allow for a four pay option with no interest and 2) prohibit the use of any type of bird feeders from April 1- November 30 under penalty of fine. Ken also agreed to find out how many people on our Garbage Collection Program still have wooden bins.

COMMITTEE REPORTS

There were no committee reports.

EXECUTIVE SESSION

None.

OTHER BUSINESS/OWNER/PUBLIC COMMENT

In response to an email from Ken Spicer to the Water Commission, copied to the Board, a question raised by Craig Creller, with regard to the placement of the water tank that needs to be changed, was answered satisfactorily.

It was suggested by Ken Spicer that a contribution might be in order from Chimney Hill to the Deerfield Valley Rescue, which has had to purchase, reconstruct and move to a new location. Since this rescue service is invaluable to CHOA residents, a donation of \$1,000 was approved by the Board.

Ken Spicer read a letter that was addressed to the Board from Patricia Nye thanking the Board for their gift to her.

NEXT MEETING DATE

Sunday, November 12, 2017, 9:30 a.m., CHOA Office

The meeting was adjourned 11:13 a.m.

Respectfully submitted,

Diana Gould, Secretary

Chimney Hill Owners Association, Inc.
Board of Directors Code of Conduct
Adopted by the Chimney Hill Board of Directors, August 27, 2017

Board members should:

1. Strive at all times to serve the best interests of the association as a whole regardless of their personal interests.
2. Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances and resources.
3. Act within the boundaries of their authority as defined by law and the governing documents of the association.
4. Provide opportunities for residents to comment on decisions facing the association.
5. Perform their duties without bias for or against any individual or group of owners or non-owner residents.
6. Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.
7. Conduct open, fair and well-publicized elections.
8. Always speak with one voice, supporting all duly adopted board decisions—even if the board member was in the minority regarding actions that may not have obtained unanimous consent.


Board members should not:

1. Reveal confidential information provided by contractors or share information with those bidding for association contracts unless specifically authorized by the board.
2. Make unauthorized promises to a contractor or bidder.
3. Advocate or support any action or activity that violates a law or regulatory requirement.
4. Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
5. Spend unauthorized association funds for their own personal use or benefit.
6. Accept any gifts—directly or indirectly—from owners, residents, contractors or suppliers.
7. Misrepresent known facts in any issue involving association business.
8. Divulge personal information about any association owner, resident or employee that was obtained in the performance of board duties.
9. Make personal attacks on colleagues, staff or residents.
10. Harass, threaten or attempt through any means to control or instill fear in any board member, owner, resident, employee or contractor.
11. Reveal to any owner, resident or other third party the discussions, decisions and comments made at any meeting of the board properly closed or held in executive session.

I, _____, recognizing the important responsibility I am undertaking in serving as a member of the Board of Directors of Chimney Hill Owners Association, Inc., hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role as a Board member and abide by this Code of Conduct.

Signature

Date


Drava D. Goulet

11-12-17
11/12-17

Engine Clark 11/12/17

Keri Myerman
Jane Cary

11/12/17
11/12/17