

2025 VLFHA Annual Homeowner's Meeting
Auburn Village School
November 5, 2025

MINUTES

Present: Tim Kleiner, President
Bethany Keefe, Treasurer
Valerie April, Secretary
Greg Glassman, Maintenance
Darrell Gates, ARC

The Board determined that 31 homeowners were in attendance combined with three proxy votes confirmed a quorum (34 of 63).

The 2025 VLFHA Annual Homeowner's Meeting was called to order by Timothy Kleiner at 7:05 p.m.

Secretary's Report:

Valerie April presented the Secretary's Report. Homeowners were encouraged to review their email inboxes and/or Facebook to obtain the minutes of past meetings and relevant community notices. Homeowner's were reminded of the Board's email address, vlfhaboard@gmail.com, as a means to communicate with Association representatives. The presentation included the signed proof of mailing notice.

Without any questions or concerns voiced by homeowners, Jackie Sylva moved to accept the 2024 Annual Homeowner's Meeting minutes; the motion was seconded by Ned Gordon. The minutes were unanimously approved.

President's Report:

Tim Kleiner shared the President's Report and requested that homeowner's offer assistance to help reduce costs and expenditures. Tim Kleiner discussed with the homeowners that the Board is looking for 2 to 3 homeowners to volunteer to assist in making calls to obtain quotes, discuss best practices or applications on a single task to get completed.

2026 VLFHA Board & Committee Chair members were introduced:

Officers:
President, Tim Kleiner (V)
Secretary: Valerie April (V)
Treasurer: Bethany Keefe (V)

Committee Chairs:

ARC: Darrell Gates (V)

Maintenance: Greg Glassman (V)

Social: Debra Stitt

Jim Tillery moved to approve the board members and Claude Rouleau seconded the motion. The 2026 VLFHA Board motion was passed unanimously.

Tim Kleiner welcomed Nick & Autumn Way (4 Quarry Court), Hank Eppich (31 Wood Hill), Bruce & Taylor Bain (122 Forest) and Kevin & Diane Murray (46 Wood Hill) as our newest homeowners.

The newly-elected Board announced the meeting dates for the 2026 Board Meetings to be held quarterly on Tuesday evenings: February 10, 2026, May 12, 2026, August 11, 2026 and November 10, 2026 (annual meeting).

Treasurer's Report:

Bethany Keefe presented the Treasurer's Report. Bethany introduced new electronic payment method available to homeowners under Zelle. She also advised that coupons would still be available under the Facebook page. Bethany advised there are no homeowners that are past due.

Bethany reviewed the association's finances as of October 31, 2025: checking at \$21,694.89, savings at \$24,245.52, and two CDs totaling \$79,366.02.

Bethany then presented expenses for 2025: \$30,035.00 for maintenance and special projects; \$10,000 for replacement reserves; \$1,923 for administrative costs (i.e. internet, insurance, legal, domain), and \$1,950 for utilities.

The total budget for 2026 is set at \$62,668.00. The current projected amount for 2025 is \$45,000.00, while actual expenditures were \$55,400.00 in 2024 and \$46,006.13 in 2023. Any unspent funds from the projected budget will be allocated to capital expenditures.

Jim Tillery voted to accept the budget for 2026 and John Gilroy seconded the motion. The motion was passed unanimously.

Tim Kleiner discussed financial records. No concerns were raised. Jim Tillery motioned to accept without an audit and Jackie Sylva seconded the motion. The motion passed unanimously.

ARC Report:

Darrell Gates presented the ARC update providing homeowners with an overview of the project-approval process and how approval of home improvement projects increase property values in the community.

Darrell discussed that there were six projects reviewed in 2025:

- 119 Forest Drive – Resurfacing and expansion of existing driveway
- 15 Massabesic Drive – Repainting of shutters and front door from blue to black
- 126 Forest Drive – paver walkway installed to basement entrance
- 172 Forest Drive – 11x12 Deck Expansion to existing deck
- 30 Wood Hill Drive – 6x6 treehouse with 11x15 platform and ships ladder/perimeter railings
- 4 Quarry Court – red cedar swing set

Maintenance Report:

Tim Kleiner reviewed the 2025 completed projects as listed below.

- Aeration and fertilization for grass areas at the entrances and throughout development
- Sensor was replaced on Wood Hill Drive
- Crack Sealing Wood Hill roadway
- Replaced a few streetlight bulbs
- Edges of roadways were cut back with a brush hog in the spring to improve sightlines
- Cleaned catch basins
- Re-graveled fire roads

2026 Planned Projects:

- Drainage improvements
- Tree trimming (overhang to be reduced)
- Aeration and fertilization of grass areas on all common land. The current common area appears to be becoming thicker and greener.
- New gates for fire-road – Tim Kleiner reached out to homeowners to see if anyone may be interested in doing some research – no current volunteers.
- Continue to work on entrances and islands on Forest Drive and Massabesic Drive.

Important Notes

Tim reminded homeowners to maintain the area in front of their house up to the roadway and to keep front yards tidy. He also reminded homeowners that there is about 15' from the edge

of most roadways that serves as a right of way. This 15' edge is for storage of snow and to improve roadways down the road.

Tim reminded homeowners to regularly maintain their respective leach fields. Tim further suggested that every homeowner should mark their candy cane with their name and address to identify their leach bed, especially for those in a common leach field.

New Committee Idea

Tim announced plans to form a Covenants Committee to review and propose updates to our community covenants. We need three volunteers. All covenant changes require approval from two-thirds of homeowners before implementation.

Feedback/Concerns

Tim asked homeowners if they had any topics that the board should be addressing. Any new business to address? Tim advised who homeowners may contact with questions, feedback or immediate issues.

New Business:

Tim asked the homeowners if they had any other topics they would like to discuss:

Mike Cutter discussed the possibility of revisiting having the school bus pick the kids up on the various locations within the community. There was discussion about the fact that the buses would have difficulty turning around after pick-ups, etc.

Brad Diver also discussed his interest in having the bus pick up on property instead of end of street. Deb Stitt stated that it would be up to the bus driver if they are willing to do so.

Katie – asked about the access road and why there is a need to have a gate blocking the road. The Board discussed that the Fire Dept. doesn't want a thru-way as it is not an improved road and just a fire access. Homeowners discussed how the trash guy and others use the fire road to pass through. Katie mentioned how people turning around when they get to the fire road has damaged her driveway and discussed her interest in seeing the Board increase signage to let people know that there is no outlet.

Mark Ruggiero advised that Google maps has unfortunately routed people through to the fire road as well.

Pam Weeks discussed the difficulty in making turns on Massabesic and that you need a 3-4 point turn. Pam will reach out to Greg Glassman to change entrance to avoid turning in people's driveways.

Mark Ruggiero asked about placement of gate. Tim discussed moving gate to both ends of fire road to prevent access.

Pam Weeks suggested to put another sign by the 20-mph sign stating "No Exit"

Mike O'Callaghan suggested DO NOT ENTER signs on both ends of the fire road.

Scott Kimball discussed the swamp across from his house and how the beavers are starting to build which will affect the culvert with branches. He has removed small trees and other debris that gets caught in the culvert. In the past, Grapevine has suggested to remove the grate off to clean out. Scott also advised that technically we are not supposed to break up a beaver dam. He has contacted trappers but they are unwilling to assist.

Darrell Gates addressed the community about the covenants and specifically how the covenants allow only in-ground pools and no above ground pools and that if homeowners want to see this covenant changes that we would need a 2/3 vote to make this an official change to the covenants.

The Board randomly selected two different homeowners to mix up the raffle entries and another homeowner to select the winner – Valerie April was selected as this year's winner for a ½ year free on dues.

Closing:

The motion to adjourn the annual homeowner's meeting at 7:48 pm. Brian Clark moved to adjourn the meeting, and Scott Kimball seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Valerie April, Secretary
VLFHA