



CHOCORUA SKI & BEACH ASSOCIATION

<https://chocoruaskiandbeach.org>

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603-323-6150

Board of Directors Meeting Agenda

November 8, 2025 @ 9 am

Tamworth TownHouse

27 Cleveland Hill Rd

Tamworth, NH, 03886

Present: Jor Molchan - President, Paula McNiff - Vice President, Eileen Lennon - Treasurer, Sherryl Hitte, Dave Hathaway, Jen Riley, Halley Shefler, Ashley Sweeney

By Phone: Cheryl Gannon

Arrived 9:12 AM - John Swenson

Absent: Rob Steinberg

Closed Session: 9:00 AM

No discussion

Open Session: 9:02 AM

Members in Attendance: Dick Lennon

1. Agenda (Discussion 5 mins)
 - A. Time limits and monitoring to keep meetings on track
 - B. Discussion
 - a. Reasoning and the use of time limits were discussed.
 - C. Action: The President will establish reasonable time limits for each section, encouraging preparation by members for the meetings, keep the board focused on issues at hand, and avoid redundant input.

2. Code of Conduct (Discussion 10 mins)
 - A. Discussion

1. Bylaws state that BOD members are bound by the Code of Conduct as written. There is nothing in the bylaws about signing a copy of the bylaws.

- B. **Motion:** Include the Code of Conduct in the New Board Member Packet when it is completed. Do away with the signing of the Code of Conduct. Board members will be held to the Code of Conduct.

Proposed: Dave Hathaway

2nd: Jen Riley

Approve 8 **Oppose:** Cheryl Gannon

Abstain: Cristin McGrath
Ashley Sweeney

3. **Winter Recess** (Report 5 mins):

- A. Rules and Compliance Committee research to be conducted over the winter recess for the March Board Meeting discussion.
- B. Team: Eileen, Halley, John, Jor, Paula, Rob
- C. Will start with some info gathering from the full board
- D. **Discussion :**
 - a. Discussion ensued regarding the process of forming the Committee. According to the bylaws, the president of the BOD can appoint BOD members to a committee.
 - b. Ashley and Cristin opposed not being included in the committee. They may suggest a new bylaw.
 - c. This issue was not resolved

4. **Minutes:** (5-10 mins)

- a. **Motion:** Approve minutes from the prior board meeting.

Proposed: Sherryl Hitte

2nd: Dave Hathaway

Approve: All

Oppose

Abstain

5. **Treasurer Reports** (10-15 mins):

- a. **Motion:** Approve Latest Month Treasurer Reports

Proposed: Dave Hathaway

2nd Jen Riley

Approve 10

Oppose:

Abstain: Ashley Sweeney.

- b. **Motion:** Approve the report from September

Proposed: Jor Molchan

2nd: Jen Riley

Approve 10

Oppose

Abstain: Ashley Sweeney

c. **Discussion**

1. The treasurer would like to open a second account in Norway to deposit the funds from the Bridge Assessment. The interest rate in Norway is higher than at Camden Bank, where the money is currently intended to go.

2. Other banking options to consider for cash management include the Flourish platform and Unibank.

d. **Motion:** Approve the opening of a new high-yield savings account at a bank other than Camden.

Proposed: Eileen Lennon

2nd: Sherryl Hitte

Approve: 11

Oppose

Abstain:

e. **Action:** Halley Shefler, Jen Riley, Eileen Lennon, and Paula McNiff will collaborate on the possible setup of QuickBooks for CS&B financial records and reports

E. Invoices & Payments Status and next steps

1. Discussion

- Invoices to be emailed to all members except those who we know have no email or do not use a computer. (Very few) Eileen Lennon BCC'ed
- November 16th, 2nd notices go out. The fact that a 2nd notice has gone out will be noted on the website. CS&B BCC'ed
- Members who have not paid in January will receive a 3rd notice, noting the 1st 2 by USPS.

2. **Motion/Action** - Email a second notice for payment of CS&B dues and assessments to those who have not paid after Nov 16, 2025 (Bcc - CS&B). Send a third notice by USPS in January to those who have not paid.

Proposed: Sherryl Hitte

2nd: Ashley Sweeney

Approve: Unanimous

Oppose

Abstain

6. Gates & Keys (Discussion 15 mins)

- a. Beach gate key for Beach Chair

Discussion

Who put the lock on the gate near the shed is unknown.

Action: Since the BOD can't obtain the key to the gate near the shed, it will be cut off.

- b. Mason Dr./Indian Trail Gate Lock - Code or Key

Discussion

- The lock was lost during the bridge repair.
- The new lock has a key.
- Several people in CS&B have the key
- Dumping "pine needles" in the Back 44 has become a safety/fire issue, along with the evacuation route.
- The gate will be opened soon for the winter
- The former 2nd gate at the end of the path may be put at the railroad

track crossing

- This needs to involve and be accessible to Eversource.

Motion: Table discussion of gates and key until the March BOD Meeting

Proposed: Jen Riley

2nd: Jor Molchan

Approve: Unanimous

Oppose

Abstain

7. EFT Payments

Report / Discussion (5 mins):

- a. Required NH non-profit filing completed by Eileen
- b. Board is conducting due diligence on Unipay for CS&B safety
- c. Required documents from Unipay sent 10/30 (week+ delay from Unipay) include Master Agreement and Ts and Cs.
- d. Setup fee waiver pending Ashley
- e. Ashley asked about the discounted rate - will get answers soon.

Actions: Ashley

- is looking into setting up a fee waiver/discount.
- Is creating the Certification of Authority.
- Email to community- draft started (make sure to reference/explain phishing)

Other issues

- Licensing - Done
- Finalization of the page.

8. Emails received/sent by subject in order of frequency/volume. Jor

Molchan (Report 5 mins) a. Community Notices

- i. Bridge Closure
- ii. Invoices
- iii. Fall Chores and Invoices
- iv. Bridge Re-open

b. Board Initiated/sent to individuals:

- i. Emails to people in arrears for current and prior years

c. CS&B Member initiated:

- i. Dues and Arrears questions
- ii. Site access
- iii. New resident info
- iv. A&B - Tree removal & shed dormer

9. Log of Phone Calls - Eileen Lennon (Report 5 mins)

- a. Phone log to be presented in the meeting 16
 - 1 - Title company
 - 11 - Members didn't get the invoice
 - 2 - Members - Paying Invoices
 - 2 - new owners - about typical concerns
 - 1 - The member didn't know about the bridge.

10. Committee Reports (3-5 mins per)

a. **A&B - Jen Riley.**

Report

Status Quo, no big changes, no new violations.

Discussion:

- Will look at fines for the A&B in conjunction with the Rules and Compliance Committee.
- Have made progress with one of the violations.

Action None at this time

b. Beach Erosion - Dave Hathaway

Report -

Stony Ridge called back

Should have completed plans for us this week.

Waiting for the Fish & Game report regarding the turtle report

Discussion -

Ask John Roberts to look at the possible work before there is snow, if we get the report in time.

Public Dick Lennon - Erosion on the west side of the beach under a bench could be dangerous

Action - None at this time.

c. Beach - Cheryl Gannon

Report

- **Request:** Guidance and help with beach racks.
- **Decide & Motion:** Repair T-dock ladders \$350 or replace \$479 (plus shipping)
- **The AED** machine needs to be removed and stored for winter.

Discussion

- T-Dock ladder -
 - Replace 2 handles on the ladder

Motion: Replacement for ladders on the t-dock as described above.

Proposed: Ashley Sweeney

2nd: Jor Molchan

Approve: 11

Oppose

Abstain

Action: Paula McNiff. will store the AED machine for the winter

d. Bridge - Dave Hathaway

Report - Waiting for Brooks and HEB reports on the bridge's condition.

Discussion:

- HEB was advised that their original report differed from Brooks' report composed when work on the bridge was being performed.

- Reports and estimates should be in December or January.

Action: None at this time

e. Firewise - NH Fire Ban lifted -

Motion: Lift CS&B Fire Ban

Motion

Proposed: Jor

2nd Jen Riley

Approve 11

Oppose

Abstain

f. **Parks & Rec - Ashley S.**

Report: Nothing

Discussion:

Action: Ashley/others to look for a tether ball.

g. **Parking Stickers - Eileen**

Report - Nothing new

Discussion

Motion/Action - None at this time

h. **Roads & Maintenance - Dave Hathaway**

Report / Discussion - Speed bumps: inconvenience, effectiveness, and placement

Ready for plowing

See above.

Stop sign near E. Chocorua and Mason.

Action - Dave Hathaway- Investigate the possible installation of a speed bump at E. Chocorua and Mason

i. **Website - Jor Molchan**

Report - Contact Page and Email auto-reply both updated. Already had one reply to the auto-reply thanking us because they found the answer they needed in the auto-reply!

11. New Business:

a. **Incident Report -**

Report:

- Ashley S. explains the purpose and process of compiling a procedure regarding the filing of an incident report.

Discussion

- A Final draft was proposed - look and say yes or no. There is still the board process.

Action: BOD members need to review the final draft of the incident report procedure and say yes or no.

b. **Evacuation Plan - Cheryl Gannon and Sherryl Hitte**

Report -

- Used the old plan as a base for a working document.
- Will meet with the fire chief and ask for his input.

Discussion: none

Motion/Action: None at this time

C. Back 44

Report -

- There have been concerns regarding the disposal of brush in the Back 44 area, which is intended to be limited to pine needles. Fire Chief Huddleson from West Ossipee has advised against this dumping practice.
- Additionally, there is recreational use of this property by individuals who are not members of CS&B or their guests.
- Dave H. also reached out to Scrub Oaks regarding a ditch on Madison's property that is adjacent to the Back 44. This ditch could pose a danger to snowmobilers.

Discussion

- The first bullet in the report should be addressed as a board.
- Consider Eversource's need for access get their work done.
- Can we contact the Town of Tamworth for their suggestions about what to do with the brush?
- Need to consider the issue of cleaning up the existing mess.

Actions

- **Halley Shefler**, to call the Town of Tamworth to get their suggestion regarding residential disposal of brush and pine needles specifically. Report back via email

Issues

Jen Riley noticed on the State of NH Department of Secretary Website, CS&B's Secretary of State Annual Report was inaccurate

Eileen Lennon to look into this and make corrections

Google Workspace: Is there any interest in obtaining this platform for the CS&B?

Cost - \$1000.00 or less,

Good for transition purposes

Jen Riley to send out a proposal to BOD members.

12. Public Comment:

Veteran Park is not a responsibility of the BOD

- Dick Lennon is seeking someone to assume the management of Veterans Park, specifically the ordering and placement of bricks. If you or someone you know is interested, please let us know.

13. Motion to Adjourn 12:30 PM

Proposed: Jor Molchan
Approve: Unanimous

2nd: Sherryl Hitte
Oppose

Abstain

**Next meeting: March 14, 2026, @ 9:00 AM, Tamworth
Town House**

Respectfully Submitted,

Paula A. McNiff

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Vice President, CS&B Club Association