



# Bromley Village Association

## Board of Directors Meeting Minutes - Date: February 3 2026

Meeting Called to Order: **7:07 PM**

Adjourned: **8:30 PM**

### 1. Call to Order & Quorum

**Board Attendees:** Cariste, Moriarty, Pangburn, Collins, Mason, Lowy, McCoy

**BPS Attendees:** Elliot, Gage

Quorum was established and the meeting was called to order at **7:07 PM**.

### 2. Motions – following were approved unanimously

- Meeting minutes 10/14 & 10 / 16 2025
  - **Motion:** Cariste
  - **Second:** Collins
  - **Vote:** Approved unanimously
- Adopted updated CSM late fee policy changes
  - **Motion:** Cariste
  - **Second:** Collins
  - **Vote:** Approved unanimously

### 3. Board Updates & Governance

President reviewed the outcomes of the **January 3 Special Board Meeting**, including:

- Announcement of **Rick Elliot's retirement**
- Approval of **2026 Board organizational resolutions**
- **Tomkiel** and **McCoy** approved to complete the remaining terms of Finley and Hyndman
- Approval of **2026 Board Officers** by unanimous vote:
  - President: Cariste
  - Vice President: Collins
  - Treasurer: Pangburn
  - Secretary: Moriarty

### 4. Standing Committee Reports

2026 BVA Board

*Term Exp 2026 - Jon Mason, Michelle McCoy Matt Tomkiel*

*Term Exp 2027 - Bill Cariste, Sandy Pangburn, Skip Omasta*

*Term Exp 2028 - John Collins, Liz Lowy, John Moriarty*



**a. Scope of Work (SOW) Contract Committee between BVA and BPS + terms for COA services - R Fressola**

*Moriarty / Gregor / Ready / Fressola / Cariste / Tomkiel*

- Discussions with Bromley resumed, committee having met earlier that day to further negotiate pricing
- Outreach underway to potential alternative vendors
- Next meeting with Bromley scheduled for **Wednesday, February 11**

**b. Architectural Committee -Mark Omasta**

Two architectural submissions were approved:

- Deck repair for a private home on **Ethan Allen Trail**
- New siding for **Mountain Brook COA**

**c. Treasurer's Report - Sandy Pangburn**

- **Late Fee Policy:**
  - New CSM internal procedures for late fees were reviewed (new terms were attached to meeting agenda)
  - **Motion:** Cariste
  - **Second:** Collins
  - **Vote:** Approved unanimously
- **Community Service Fund:**
  - Approximately **\$19,000** collected
  - **\$761** in expenses
  - Board approved distribution of **\$4,750** to four charities
  - Administrative mailing costs were discussed
- **Financial Position:**
  - Fiscal year ending **September 30, 2025** reflected a deficit driven primarily by fitness center expenses
  - Capital Reserve Fund balance: **\$168,345**
  - Operating account balance: approximately **\$200,000**
  - Outstanding receivables reduced from **66 to 41 accounts**
- **Delinquent Accounts:**
  - Board approved sending **two significantly delinquent accounts** to legal counsel

**d. Capital Expenditure Planning Committee – John Collins**

*Collins / Walsh / Pangburn / Cariste*

- Updated capital plan was presented
- Association remains in a **strong funding position over a 20-year horizon**
- Key upcoming projects include:

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- Clubhouse renovations (planned for 2027)
  - Tennis court fencing, edging
- 

#### **e. Clubhouse Renovation Committee – John Collins**

*Bill Cariste, Sandy Pangburn, Danielle Tauber, Matt Tomkiel, Roger Bayersdorfer, Nancy Fishman, Steve Hyndman, and Sandy Finley*

- Survey results presentation was reviewed
- Interior updates received strong support
- Specific design plans remain in development
- Survey Results link:

[https://bromleyvillage.com/wp-content/uploads/2026/01/Clubhouse\\_renovation\\_survey\\_results.pdf](https://bromleyvillage.com/wp-content/uploads/2026/01/Clubhouse_renovation_survey_results.pdf)

#### **f. Ski Drop-Off Area & Culvert Infrastructure Projects**

- Discussed spring construction for shuttle drop-off on Sap Bucket - including culvert and stonework (**\$4,000–\$6,000**)
- Replace a failing culvert between Ridges and Clovers on Ethan Allen Trail:
  - Proceed with culvert replacement
  - Rick’s team to manage the project
  - Hans Salo likely to be engaged as contractor after thaw – supervised by BPS

#### **g. BVA Records & Archives (new) - Athena Maikish / Anne O’Beirne**

- Proposed to establish formal records and archive protocols
- Includes permanent paper records and future electronic access for Board members and successors
- Athena confirmed readiness to proceed

#### **h. Resort Fee Discussion**

- Topic discussed
- **Action:** Tabled with no decision at this time

#### **i. Pool, Tennis Court & Playground Maintenance**

- **Pool:**
  - Approved repairs to cracked tiles and skimmers (**\$3,000–\$5,000**)
  - Dead River to provide needed + annual heater servicing to address CO safety concerns

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- **Playground:**
  - Safety considerations and surface material requirements discussed
  - Decision to research Vermont playground safety codes prior to improvements
  - All playground structure approved to be stained / sealed
  - Moriarty to follow up at the next Board meeting
- **Tennis Shed:**
  - \$10 K budget approved to replace with larger prefabricated structure

## 5. New Business - *none*

## 6. Adjournment - at 8:30 PM

- **Motion:** Cariste
- **Second:** Collins
- **Vote:** Unanimous

### Feb 3 2025 Board Action Items:

- Sandi: Send checks of \$4,750 each to the four designated charities from the community fund as soon as possible.
- Sandi: Contact attorney for delinquent dues collections
- Rick / BPS: updated proposal and pricing for the tennis shed rehabilitation (Home Depot kit) for the board.
- Rick / BPS: Provide proposal and cost estimate for ski drop-off area (culvert and stone work) at Sap Bucket Circle, including details
- Rick / BPS: Manage and coordinate with Hans (or other vendor) to replace the failing culvert between Ridges and Clovers
- Rick: Resend to Bill (and Sandi) the cost for annual servicing of the pool heaters by Dead River, and include the cost for replacing the pool filter sand, as well as the recommended frequency for sand replacement.
- John Moriarty: Review Vermont playground safety regulations and provide a synopsis, including any requirements for surfacing
- Rick /BPS: Inspect current playground/pirate ship surfacing and staining needs, and provide recommendations for maintenance (pressure washing, re-staining, re-sealing). Provide estimate for approval.
- Clubhouse Committee (led by John Collins): Schedule and hold a meeting at the end of February to begin planning modest and full renovation approaches for the clubhouse, including developing concepts and gathering pricing for different scenarios.
- Athena Maikish and Bill Cariste: Begin organizing and systematizing BVA records and documents, including developing a plan for continuity and handoff of electronic and paper records.

### Reported by:

**John W. Moriarty**

Secretary, Bromley Village Association

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