

Skyline Estates Homeowners Association

Neighborhood Meeting Minutes

Date: June 4, 2026 | **Time:** 6:00 PM – 7:15 PM | **Location:** East Hampton Town Hall

Reference: www.skylineestateshoa.com

Board Members Present

- **Jon Beaulieu** — President
- **Brian Corvo** — Vice President
- **Tim Adams** — Treasurer
- **Lauren Reis** — Secretary

This meeting was open to all residents of the neighborhood.

1. Welcome & Website Review

The President called the meeting to order and reviewed the association website (skylineestateshoa.com), walking through the available pages and resources for residents.

2. Financial Report

The Treasurer presented the financial report, including a review of the budget and expenses.

- Several accounts remain unpaid; affected members were asked to remit payment as soon as possible.
- Key expenses discussed: water retention pond clean-out, state annual fee, miscellaneous start-up fees, and landscaping. The landscaping vendor (AMV) reduced its cost by approximately 20%.
- The Board is currently shopping for insurance.
- Overall financial position is up approximately 21% year-over-year.
- Specific figures noted for discussion: \$3,893.00 actual spent for the 2025/2026 year and \$271.35 in fees collected from neighbors.
- A question was raised regarding the timing of the proposed entry signage; the Board agreed to put the matter to a resident vote.

Dues: A single annual dues payment will be collected in the future, from 7/1 to 7/1.

3. Old & New Business

HOA vs. Town Responsibilities: The Board reviewed which items fall under the HOA versus the town. This information will be added to the website for easy resident access.

Sidewalk Maintenance:

- Snow removal through the town averages approximately \$90.
- Per town ordinance (available online), sidewalks must be cleared within 24 hours.
- The Board will investigate a sidewalk plowing service and obtain a cost estimate.
- For sidewalk repairs, the Board will ask the town whether the HOA can pay upfront and be reimbursed. The Vice President noted this could pose a liability for the HOA.

- Matt Walsh, Public Works Director, will be the point of contact for sidewalk matters.

Entry Signage: The President will organize a resident vote on proposed entry signage at Sunrise and Highland, presenting cost estimates both with and without the sign.

4. Landscaping & Retention Ponds

The Board provided updates and plans for landscaping and for the retention pond clean-out.

5. Open Floor — Resident Questions & Concerns

- **Water Runoff:** A resident asked about runoff measures used by neighboring communities. The Board noted it cannot speak on behalf of other neighborhoods.
- **Landscaping:** A resident asked why landscaping had not yet been completed; the Board explained it was gathering additional quotes at the time and delayed the start until spring 2026.
- **Solicitors:** A resident asked whether the town could be approached about restricting solicitors. Kyle Gauck noted that he had paid \$53 for the no-solicitation sign at the Sunrise entry. The Board will discuss reimbursing Kyle the \$53 for the signage.
- **Above-Ground Pools:** Recent email correspondence on the topic was discussed.
- **Boat Parking on Streets:** Identified as a town matter rather than an HOA matter.
- **Mail Delivery:** Residents reported receiving others' mail. The Board recommended contacting the post office and will revisit mailbox options; a resident suggested contacting the local congressional office. The Secretary will create cohesive, improved mailbox labels.
- **Landscaping Schedule (AMV):** Service is provided under a 39-week contract, once per week.

Action Items

Item	Owner
Pay outstanding dues; single annual payment due by 7/1	All affected members
Continue shopping for insurance	Board / Treasurer
Organize resident vote on entry signage with cost options	Jon Beaulieu
Investigate sidewalk plowing service and obtain cost	Board
Contact Public Works Director Matt Walsh re: sidewalk repairs and reimbursement	Board
Add HOA vs. town responsibilities to website	Jon Beaulieu
Create improved, cohesive mailbox labels	Lauren Reis
Follow up with post office on misdelivered mail; revisit mailbox options	Board
Decide on no-solicitation signage reimbursement (~\$53, Kyle)	Board