HCOA Board Meeting Minutes
Meeting Date January 13, 2024, Saturday 9:00 am
Garden View Room

Board Members in attendance: Arthur Molineaux-President, John Wowk (Via Zoom)-Vice President, Michael Abbott-Treasurer, Kathy Degan-Secretary, Frank Sarno, Ed Chamberland and Tom Tremblay

Owners in Attendance: Leo Dunn and Moxie Gray-G2, Sharon Zaccardi C6U3, Beth Chamberland-315, David Barton-400 and 401

Owners in Attendance via Zoom: Kathy Sweeney and Linda Ho-302 Michelle Butler-211, Jill and Jody Mooradian 107 and C6G3, Sharon Zaccardi C6U3, Karen Garvin-C1

President Arthur Molineaux opened the meeting at 9:00 am.

A motion was made and passed to approve the minutes of the last Board of Directors Meeting.

Owner Discussion

There was a very good question from an owner, what exactly will the new property manager Jake Kennedys hours and responsibilities be?

Ed explained that there is a checklist he developed to aid in managing our properties and we will share that – see attached. This is a work in progress as Jake is still onboarding, but it captures most of Jakes responsibilities.

As far as hours, Jake currently is contracted for 40 hours a week on average, some weeks may be less, some may be more. Jakes responsibility is to manage the properties, so whatever time and hours that entails, it will get done. With the recent storms and heat issues, Jake has not had a day off since he started 1/1.

Another good question, will Jake still be doing regular inspections of the units when there are weather events?

Yes, after the recent storms Jake was here checking the units and found two leaks in the cottages which he addressed immediately. He will also be checking the units regularly during a freeze.

Jake received a compliment from an owner who had a leak during the last storm, and they were very appreciative of his responsiveness.

Managers' Report

- Status of leaks in the building – We will work on a list of all leaks for the march meeting.
- Status of deck inspections – We still have a few decks that have not been inspected yet, either because of no access to the unit or the owner has installed a dry deck, and the contractor could not view the decking. The board will be compiling a list of the status of all inspections. Repairs should be started in the Spring.
- The property log is working out very well, owners can go to the new website and look up any status of current projects on this log.

Treasurers Report-*Mike*

- 68% of fees are in
- We are on budget now, but we have a lot of outstanding projects, so we have to wait for the projects to be completed to know the final details.
- Financial matters that have been previously handled by the property manager (Arthur) are now handled by the Treasurer (Mike).
- Looking into ways to have owners pay condo fees online such as Venmo. If any owners would like to automatically deposit their fees into our account, please contact Mike for account information.

Aesthetics Committee Report-*Kathy*

- The Degan's donated cost and installation of 2 sconces in the newly painted bar area, we are still in need of replacing 10 more but we do not have the funds for that now.
- The Chamberland's donated chair covers the old bar stools which have been refinished and look very nice.
- The Chamberland's and Zaccardi's painted the bar area, and Dave Degan installed a decal.
- Overall the room is looking a little better and the total cost to HCOA was around $350, the rest was owner sweat equity.

Pipe Burst Task Force Report-*Kathy, Frank, and Tom*

- Frank Sarno and Dave Degan inspected most of the unit in the building and fixed a lot of issues on the spot and made lists for Property Manager to fix the things they were not able to fix on the spot.
- Frank would suggest that all the old air conditioners be wrapped and will be completing this soon. We will advise when the work begins.
- The committee will be issuing their report soon.

CIC Report-*Arthur and Tom*

- Tom has investigated pergola kits to build the basic pergola and then attach the historical pieces to make it look like looks now.

- The current state of pergolas is dangerous, we will be taking the pergola's down until we have the money to replace them. We are committed to replacing them.
- There are concerns that if we wait too long to replace that it will become a permit issue.
- The owner suggested having donations to restore the pergolas.
- There is also a 100-year anniversary coming up for the marginal way next year, so we could tie in the pergolas to this event since our property is an entrance the marginal way.
- We need a pergola committee to determine if any funds are available, any grant writing experts are welcome to join and research anything to help us replace the pergola. Tom will head the committee.

Time agenda items

- New technology for the office – laptop, printer, etc. is needed and we are working on a list and will move this to the March meeting.

Old Business

Stairway to C6 in place of walkway-*Kathy*

We have the approval to get this done, we are just waiting for the actual staircase to be built so an architect can come out and draw the plans to register the change in boundaries.

Annex Foundation - *Ed*

Jamie's crew will be in for the next few weeks to demolish the wallboard and expose the wall. He will be jackhammering to remove the ledge and make the hallway 6 inches wider. Insulation is going in to help protect the sprinkler head and heat pipe in that area. Plan is to be done in the next ¾ weeks.

Audit/Financial Review-*Mike*

Arthur and Mike have been working on the audit and hope to have it done for the annual meeting. Cost has been reduced from $7000 to $3000.

Proposal for lobby door key code -*Kathy*

After doing more research and having a locksmith out to the building, the Best key system that would not allow unauthorized duplicate keys to be made is not a good option at this time. The patents have expired, and keys are able to be reproduced. There is another system that the locksmith suggested, but it is high level government/medical grade lock system that absolutely cannot be reproduced. Each key would be $20. The board feels strongly that we should have an unreproducible key so Kathy will do more research.

New Security Cameras -*Mike*

Mike has four Blink cameras that he is willing to donate to the Lookout as a temporary security system until we have the time and resources to research the more professional system we want to install. We will purchase a Blink subscription to monitor these 4 plus the one we already have on the dumpster and the Property Manager can manage all 5. We will work with Jake to get the new cameras installed.

Reserve Study -*Kathy*

After finding out the cost of a reserve study, we were going to try to do one ourselves. We are getting closer to the budget meetings and Kathy would like to go back to purchasing a reserve study at a cost of around $5000. We will table this until the March meeting when we may know more about our financial status.

Gutters (Main building project is complete, still need Cottages inspected)-*not assigned to a board member yet.*

Tom offered to get the cottages inspected and we will coordinate this with the damage to the annex building we had from the last storm.

Fire Pump-*Arthur*

Fire pump should be installed at the end of the month.

Recycling – *Mike*

Recycling is moving along; Mike is not sure the total amount yet.

Storage unit review -*Tom*

Tom has reviewed the storage units with Jake and is working on a fee schedule for next fiscal year. A decision was made to allow one inside unit and one outside unit per unit owner. Owners that currently have more than that are grandfathered.

Parking Passes – *not assigned to a board member yet.*

Mike will take this over and have information for the March meeting. We are looking into either distributing 2 parking hangers per unit to hang on guests/renter's rear-view mirrors or having an online system on the website to register vehicles. Mike will bring prices on hangers to the next meeting and Kathy will distribute the online system.

Association rental fee paid to the association each time a unit is rented - *Tom -tabled.*
New owners buy in fee -*Mike* -tabled.
Address all questions from Annual Meeting -*Kathy -tabled.*

New Owners Information Packet (include cottage information)-*Mike -tabled.*
Gate for Fire Lane (Beachmere) - *not assigned to a board member yet. -tabled*
Garage safety-*Kathy -Table*

10:50 New Business

- **<u>Yellow siding</u>**
  - We are out of the yellow siding needed for repairs to the main building and it is no longer being manufactured. We have a supply of the incorrect texture siding. Ed and Jamie will work on taking the good siding we need from one section of building at a time and replace the entire section with the textured siding, so it matches.
- **<u>Garden Path -*Kathy-tabled*</u>**
  - Owner request to remove path.
  - Owner request to not install railing.
- **<u>Snow removal and parking policy – Mike</u>**
  - We are working on snow removal policy and will distribute it soon. All owners must brush snow off and move their vehicle as directed by the Property Manager. Owners who rent must make other arrangements if their renter is not able to do this.

- **<u>Insurance – *Kathy*</u>**
  - Our policy is up for renewal on 4/1 and we do not yet know if Liberty Mutual will offer renewal coverage yet. Kathy is marketing our renewal to several companies and the feedback is not good. The insurance market is difficult right now, insurers are not looking to cover coastal properties. Due to last year's large loss, we are not very attractive to companies. The agents Kathy has spoken to have mentioned we may need to go to even large deductible or per unit deductible. We currently have an all-inclusive type of policy that is the more expensive type of Master policy, we may have to go to a studs-out type policy which will place more responsibility on the owners HO-6.

- **<u>Pool Canopy – *John and Mike*</u>**
  - Our canopy frame is broken, and it ripped the fabric so both need to be replaced at a cost of $9500. John and Mike will look into repairing the one we have now. We will also look into getting umbrellas to get through this summer.

- **<u>Master Key needed for all units.</u>**
  - Our current key system is very difficult to work with, Jake has a key chain for every unit with various keys on it, some work, some don't. There are some units he is unable to get in to because locks were changed, and a new key was not given to the property manager. Jake is working through the keys one by one for now, but we may have to move to a better system such as a master key and only allowing certain locks on doors going forward.

- **<u>Contractor rules - *Ed*</u>**
  - When Jake was hired, he shared a contractor rule that Ontio uses. We will customize and adopt these rules.

- **<u>Oil Tank</u>**
  - Our oil tank is good until 2028 but will be very pricey so we need to start the planning for that soon.

- **<u>BBQ</u>**
  - An owner had a good suggestion to cancel the BBQ ($4000) and use that money towards a reserve study. We will poll the owners and get their input before deciding.

- **<u>Spectrum – New DTA</u>**
  - Spectrum requires all units to replace the DTA. They plan to send us one for every unit which will have to be installed. We will put this on the agenda for March.

11:00 Executive Session

- **Review lawyer letter *-Kathy***

Next Meeting is March 2, 2024, at 9:00 a.m. in the Garden View Room

Board Meeting Guidelines

We have recently made it possible for owners to attend board meetings remotely via Zoom, and we have been opening these meetings to questions from all owners. While this has achieved our goal of transparency, it is also causing the meetings to run 2-3 hours long. No meeting should ever run that long.

Please understand that while we do invite all owners to attend, we do not have to allow open discussion. The annual meeting in May is for open discussion, and any questions can always be directed to thelookoutboard@gmail.com. The board meetings are when the board needs to get much of our work done, having discussion amongst ourselves, making decisions, and documenting these decisions. Minutes are distributed to all owners via email within 2 weeks of the meeting and as detailed as possible.

Starting with the 11/4/2023 board meeting, we will initiate the following guidelines:

- After the president has opened the meeting, we will allow 15 minutes of owner input. A tally will be taken at the start of this session by the secretary of any owners in attendance that would like to speak. The 15 minutes will be divided by the number of owners that wish to speak, and each owner will be allowed that time. No one owner will be allowed to speak for more than 3 minutes, regardless of the number of owners that wish to speak.
- We will only discuss one agenda item at a time, and in the order presented on the agenda which is prioritized. If you have any questions about a specific agenda item, if time allows, we will take questions during that discussion time.
- Meetings will be limited to 2 hours. The agenda is prioritized, and any items not discussed within the 2 hours will be moved to the next board meeting.
- If you have any questions that only apply to your personal situation, such as a missing bill, document request, maintenance request, etc., these should be handled outside of the meeting. Board related questions can be sent to thelookoutboard@gmail.com and property manager requested can be directed to the property manager. You do not have to wait for a board meeting to send these types of requests in.
- We will not condone disrespectful behavior or disruptive outbursts. If this happens, the owner will be warned once, and if the behavior continues, the owner will be asked to leave the meeting. If the owner does not clear the room within a reasonable time, all owners will be asked to leave, and the meeting will continue without any owner's attendance.

Thank you,

The Lookout Board

Adopted 11/1/2023