

HCOA Board Meeting Agenda
Meeting Date April 27, 2024, Saturday 9:00 am
Garden View Room

9:00 Welcome

9:05 Approve minutes of 03/02/2024 Board Meeting

9:10 Owner Discussion

9:25 Property Managers Report - *Ed*

9:30 Treasurers Report-*Tom*

9:40 CIC Report-*Tom and Michele*

9:50 Time agenda items

- **Proposal for lobby door key code – *Kathy***
- **Pool Canopy**
- **Spectrum Cable and Internet renewal - *Mike***

10:00 Old Business (Stop at 10:45)

- **Property Manager Unit Rental - *Mike***
- **Cottage 6 Loss-*Kathy***
- **Storage Unit Review - *Vinny***
- **Insurance – *Kathy***
- **Stairway to C6 in place of walkway-*Kathy***
- **Security Cameras - *Mike***
- **Reserve Study -*Kathy***
- **Gutters (Main building project is complete, still need Cottages inspected)- *Tom***
- **Association rental fee paid to the association each time a unit is rented- *Mike*.**
- **New owners buy in fee -*Mike*.**
- **New Owners Information Packet (include cottage information)-*Mike***
- **Gate for Fire Lane (Beachmere) - *not assigned to a board member yet*.**
- **Garage safety-*Kathy***
- **Master Key needed for all units.**
- **Ceiling failure in the fourth-floor hallway - *Ed***

10:50 New Business

- **Modify and Approve Parking Policy**
- **Modify and Approve Contractor Rules**

11:00 Executive Session

Next Meeting will be the Annual Meeting on Sunday May 26, 2024
9:00 am – Garden View Room
8:00 am – Coffee and Light Refreshments

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