

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

Board Members in Attendance: Kathy Degan, Ed Chamberland, Tom Tremblay, Michael Abbott, Michele Butler

Owners in Attendance: Beth Chamberland, Sharon Zaccardi, Leo Dunn, Moxie Gray, Lorraine Ilsley, Dave and Cindy Barton, Angela Pollini, Dave Degan, Amy Poe

Owners in Attendance via Zoom: Linda Ho, Kathy Sweeney, Roseanne and Barry Stearns

Also in Attendance: Jake Kennedy, Property Manager

President Kathy Degan opened the meeting at 9:00 am.

A motion was made and passed to approve the minutes of the last board meeting held on 03/02/2024 and special meeting of 04/10/2024

Note:

The April meeting is typically just a budget meeting. We addressed 3 items that had a time constraint, presented the next fiscal year budget, and tabled the remaining agenda items since we have nothing new to report on them.

Time Agenda Items:

2024-2025 Fiscal Year Budget

The attached budget was presented, motion made and approved to adopt the budget as of 07/01/2024.

Proposal for lobby door key code

The attached lock proposal was presented, motion made and approved with the one change that owners will cover the cost of their own keys. \$20 will be added to all owners 10/01/2024 condo fee invoice. New keys and code will be mailed to owners on 10/01/2024 and locksmith will change the locks on 11/01/2024.

Parking Passes

The attached proposal was presented, motion made and approved to adopt the new parking pass policy starting in June. Two Passes will be mailed to all owners starting 5/10/2024. Additional back up passes may be purchased for \$50 each if owners would like to have a extra set on hand. The back up passes are only for when the original passes are not available. For example, a guest leaves the parking lot with the passes by mistake, the owner can use the back up passes in place of the missing passes.

Owner request to amend path.

An owner feels that the new path that leads from the backyard up to the dumpster/driveway was obstructing their view and has requested to make a small change to the path. All costs will be covered by the owner. The board and the owner met with Patten Landscaping to review all the options available. The board meeting moved out to the path area. Please see attached photos. The second staircase of three granite steps will be changed to move the top step, which the owner feels is in their view, back to the first staircase which will now have 4 steps. The result will be a staircase with 4 granite steps with a railing, a gravel flat path with no railing, and then 2 granite steps with no railing. Patten will provide a final price that will be presented to the owner, and if this is acceptable, we will move forward with the change to the path prior to the work deadline

of 6/15/2024. A motion was made and approved to approve the change, pending acceptance of the final cost by the owner.

The meeting was adjourned at 10:30 am.

Respectfully submitted,

Michael Abbott

Michael Abbott

Secretary

	2023-2024 Budget Amount	2024-2025 Budget Amount	Category	Increase %
Condo Fee				
Annually	\$504,180.00	\$587,054.00	\$82,874.00	16.44%
/ 73 Monthly	\$575.55	\$670.15	\$94.61	16.44%
Lowest % .99 Monthly	\$415.95	\$484.32	\$68.37	16.44%
Median % 1.37 Monthly	\$575.61	\$670.22	\$94.61	16.44%
Highest % 1.65 Monthly	\$693.25	\$807.20	\$113.95	16.44%
Income				
Condo Fees	\$504,180.00	\$587,054.00	\$82,874.00	16.44%
Other Fees	\$15,000.00	\$18,000.00	\$3,000.00	20.00%
Estimated PM Unit Rent	\$0.00	\$26,400.00	\$26,400.00	
Total Income	\$519,180.00	\$631,454.00	\$112,274.00	21.63%
Facilities				
Property Maintenance (See Sheet)	\$71,662.00	\$30,500.00	-\$41,162.00	-57.44%
Cottage Maintenance	\$2,100.00	\$0.00	-\$2,100.00	-100.00%
Plumbing and Mechanical (See Sheet)	\$14,700.00	\$26,500.00	\$11,800.00	80.27%
Elevator	\$5,250.00	\$6,000.00 [1]	\$750.00	14.29%
Landscaping and Snow Removal (See Sheet)	\$41,250.00	\$43,000.00 [2]	\$1,750.00	4.24%
Fire Protection (See Sheet)	\$7,875.00	\$35,400.00	\$27,525.00	349.52%
Pool (See Sheet)	\$6,825.00	\$9,450.00	\$2,625.00	38.46%
Trash Removal	\$12,075.00	\$20,000.00	\$7,925.00	65.63%
Windows and Doors	\$0.00	\$10,000.00	\$10,000.00	New
Decks	\$0.00	\$20,000.00	\$20,000.00	New
Total Facilities	\$161,737.00	\$200,850.00	\$39,113.00	24.18%
General Administration				
Legal and Accounting Fees (See Sheet)	\$3,000.00	\$7,500.00	\$4,500.00	150.00%
Property Management (See Sheet)	\$33,075.00	\$78,085.00	\$45,010.00	136.08%
Insurance	\$96,000.00	\$114,000.00	\$18,000.00	18.75%
Office and General Supplies	\$1,575.00	\$1,000.00	-\$575.00	-36.51%
Meeting Dues and Membership	\$5,250.00	\$0.00	-\$5,250.00	-100.00%
Postage	\$420.00	\$500.00	\$80.00	19.05%
Bank Charges	\$100.00	\$100.00	\$0.00	0.00%
Taxes Paid	\$100.00	\$100.00	\$0.00	0.00%
Cottage Heating Rebate	\$9,715.00	\$9,715.00	\$0.00	0.00%
Education	0	\$305.00	\$305.00	New
Technology (See Sheet)	0	\$2,291.00	\$2,291.00	New
Reserve Study	\$0.00	\$0.00	\$0.00	New
Civil Engineer Survey	\$0.00	\$10,000.00	\$10,000.00	New
Total General Administration	\$149,235.00	\$213,596.00	\$64,361.00	43.13%
Utilities				
Electric	\$29,313.00	\$29,313.00	\$0.00	0.00%
Fuel Oil	\$68,015.00	\$68,015.00	\$0.00	0.00%

Water and Sewer	\$12,180.00	\$12,180.00	\$0.00	0.00%
Cable and Internet	\$42,800.00	\$42,800.00	\$3,000.00	7.14%
Telephone and Fax	\$1,700.00	\$1,700.00	\$0.00	0.00%
Total Utilities	\$153,200.00	\$153,200.00	\$3,000.00	1.98%
Total Operating Expenses	\$444,180.00	\$570,694.00	\$106,474.00	22.94%
Miscellaneous				
100K Loan Repayment	\$13,000.00	\$20,400.00	\$7,400.00	56.92%
Contribution to Operational Reserve	\$27,000.00	\$0.00	-\$27,000.00	-100.00%
Contribution to Capital Projects	\$15,000.00	\$90,000.00	\$15,000.00	100.00%
New				
Social Committee	\$0.00	\$400.00	\$400.00	New
Total Expenditures	\$510,180.00	\$621,454.00	\$112,274.00	21.62%
New Category				
Reserving Category				

Lock Proposal

The current lock has not been changed in over 25 years, and there has been no control over keys being produced. To secure the building, we can change all doors to unique system core that will not allow unauthorized duplication of keys. The only way to reproduce the key would be to go to our locksmith, who will not allow unauthorized duplication of keys. For ease of use, change the lobby door to a lock that will open via key AND code.

Specs:

Lobby Door Lock: Adams Rite 3000 Series Keypad Exit Device Lever Trim

- Accommodates up to 150 codes.
- Powered by 4 AA batteries that will support 60,000 activations, which is approximately 350 activations per day for six months. Batteries will be changed every six months.
- Compatible with our current door

Codes:

- The lock can support up to 150 codes.
- One separate code for owners that we will ask owners to protect and not give out to anyone. If they would like a different code for any reason, one will be assigned.
- One separate code for weekly renters that will be changed every year.
- One separate code for winter renters that will be changed every year.
- One separate code for each year-round renter.
- Anyone that needs access to the building, such as Pillsbury Plumbing, Jamie Morrison, Cleaning Crews, etc. will have their own specific code that can be deactivated if they no longer do business with us.

Process:

Work with locksmith to create keys and order parts to be ready to install 11/1/24.

Set up codes and create a system to control distribution of codes.

10/1/2024-Distribute instructions, 2 keys and owner code to all owners. Owners will be charged \$10 per key on their 10/01/2024 quarterly condo fee statement.

3/1/2024-Locksmith will change all locks, fire department key will be switched.

Guest Parking Policy

All guest vehicles parked in Lookout lots are required to display a parking hang tag on their rear-view mirror.

Owners will receive two parking hang tags per unit.

Tags will be tracked by number, so the property manager is aware of which vehicles are guests of which unit.

Owners must keep track of their two permits, there will be a \$50 charge for lost permits.

For owners who rent their units, it is your responsibility to distribute and retrieve your parking passes from your guests.

Two additional parking passes may be purchased if owners who rent would like to keep extra on hand in the event a guest does not return their pass.

A reminder that each unit is allowed two parking spaces only. The new parking passes should only be used for the occasional guest or for owners who rent to transfer their two parking spaces to their guests.

Please keep in mind, a parking pass to a parking lot that is in a very desirable area in beautiful Ogunquit is very valuable. It is up to all owners to help keep control of our parking lots.

04/27/2024

