



**Horizons Condominium Owners Association
Board of Directors Meeting Minutes
Sunday May 26, 2024 | 12:00 pm**

The Meeting of the Board of Directors (the “Board”) of Horizons Condominium Owners Association (the “Association”) was duly held in person at 55 Israel Head Road, Ogunquit, ME on May 26, 2024

There were present:

x	Kathy Degan
x	Ed Chamberland
x	Tom Tremblay
x	Michele Butler
x	Michael Abbott
x	Vinny Zaccardi

Constituting a majority of the directors and a quorum. Also present were:

	David Degan		Kathy Tremblay		Sharon Zaccardi
	Beth Chamberland		Jonathan Butler		

ITEM I. Administrative Items

Kathy Degan

- Election of Officers
 - President - Kathy Degan
 - Vice President - Ed Chamberland
 - Treasurer - Tom Tremblay
 - Secretary - Michele Butler

MOTION WAS MADE BY MIKE ABBOTT AND 2ND BY VINNY ZACCARDI TO APPROVE THE OFFICERS AS PRESENTED

- Selection of 2024-2025 Meeting Dates
 - September 7, 2024
 - November 9, 2024
 - January 11, 2025
 - February 8, 2025 - if needed, via zoom only
 - March 8, 2025
 - April 26, 2025 - Agenda limited to budget and immediate needs
 - May 25, 2025 - Annual meeting of Association

With the exception of the Annual Meeting, all Board meetings will now be held in the fireplace area to allow for a TV screen to facilitate zoom participation.

ITEM II. Owner Requests

Kathy Degan

- Cottage 6 Unit G3 requested to install a Sun Setter awning on the back deck of Cottage 6. Discussion ensued regarding apparent past practice of only one company being approved for awning installation. Having no record of this requirement, the Board voted to implement a new awning policy, which will be posted to the website:
 - Abutters to the requesting owner will be given notice of the request. In the main building, abutters are defined as those directly adjacent on each side, directly above, and directly below. In the cottages, abutters are defined as all other units in the cottage requesting the awning.
 - Abutters will have 14 days to provide commentary.
 - After 14 days, the Board will take a vote on the requested awning.
 - Awning installation must follow the established Contractor Rules.

MOTION WAS MADE BY KATHY DEGAN AND 2ND BY MIKE ABBOTT TO APPROVE THE AWNING INSTALLATION POLICY, WITH VINNY ZACCARDI ABSTAINING.

- K. Degan to communicate with Cottage 6 Unit G3 owners regarding the new policy and the process to be followed for their request.
- Board will schedule a special meeting to consider the request.

ITEM III. Financial Update

Tom Tremblay

- An updated budget analysis will be presented at the close of the Fiscal Year.
- Quick Books Online (“QBO”) to go live on 7/1/24. K. Degan, T. Tremblay and M. Butler to meet to review process for converting to QBO.

ITEM IV. Old Business

- No old business discussed

ITEM V. Old Business

- No new business discussed

ITEM VI. Adjournment

With no further items of discussion:

MOTION WAS MADE BY MICHELE BUTLER AND 2ND BY MIKE ABBOTT TO ADJOURN THE MAY 26, 2024 BOARD OF DIRECTORS MEETING. VOTE WAS UNANIMOUS TO APPROVE.

Meeting adjourned at 1:00 p.m.

Respectfully Submitted,

Michele Butler

Secretary