Horizons Condominium Owners Association
Board of Directors Meeting Minutes
Saturday, January 10, 2026 │ 9:00 am

The Meeting of the Board of Directors (the “Board”) of Horizons Condominium Owners Association (the “Association”) was duly held via zoom on Saturday, January 10, 2026

There were present:

x	Michael Coscia
x	Ed Chamberland
x	Tom Tremblay
x	Michele Butler
x	Kathy Degan
x	Vinny Zaccardi
x	Lorraine Ilsley

Constituting a majority of the directors and a quorum. Also present were:					
	Dave and Cindy Barton Beth Chamberland		Sharon Zaccardi Jill LaPoint		Roseann and Barry Stearns Joann
	Marie-Anne Ward Richard Hallin		Linda Ho and Kathy Sweeney Mike Abbott		Mariann Mullin

ITEM I. Approval of Minutes **Mike Coscia**

- Minutes from the November 8, 2025 BOD meeting were presented for approval.
    - MOTION WAS MADE BY M. BUTLER AND SECOND BY L. ILSLEY TO APPROVE THE MINUTES AS PRESENTED. VOTE WAS UNANIMOUS TO APPROVE.

ITEM II. Owner Discussion **Mike Coscia**

- The floor was opened for discussion by owners in attendance.
    - No owners had items for discussion

ITEM III. Treasurer’s Report **Tom Tremblay**

- 12/31 Budget report
    - 70% of 1/1 invoices paid; 2 owners are delinquent in 10/1 payment
    - Facilities - need to monitor property maintenance and plumbing/mechanical

    - Thermostats and valves are not currently being manufactured, so replacements are difficult to find
    - Landscaping/snow removal/trash removal all tracking to budget
    - General admin - all expenses tracking to budget
    - Utilities - all expenses tracking to budget
    - Fire suppression study added to capital projects line
- Bank account balances running steady - as of 12/31, operating account is at $220k; reserves at $54k

ITEM IV. Property Manager's Report **Ed Chamberland**

- Cottage 4 roof repairs are completed with leak repairs ongoing; deck stairs scheduled for 2026
- Cottage 2 only painting is remaining
- Unit 200 remodeling ongoing
- Underground tank inspected with no findings; valves upgraded
- 403 and 202 deck repairs complete
- Annual in-unit inspections have been completed and any issues have been addressed with owners
- Individual unit control valves and thermostats are being replaced and our plumber is researching valve replacements due to existing valves becoming obsolete
- Evacuation procedure has been updated and posted to website
- Dryer vents have been cleaned; any owners that have their own dryers should have them cleaned
- Fire suppression system leak testing complete; leak discovered in main feed pipe to annex and new pipe was installed up and over first floor to feed annex section
- Fire suppression system evaluation is ongoing with engineer and contractor
- The current fire suppression system does not meet NFPA guidelines, and there are gaps in coverage, requiring a redesign.
- K. Degan requested it be noted in the minutes that she objected to the approval of the expenditure of $12,500 for the design work needed for the replacement of the existing system. This item was moved to New Business for further discussion.
- Pipes under crawl space have leaks

ITEM VII. Old Business **Mike Coscia**

- Gate for fire lane - nothing to report
- Garage safety - nothing new to report
- Camera policy discussion below in new business
- Evacuation policy updated and added to website

ITEM VIII. New Business **Mike Coscia**

- SPS meeting was held on 1/6 to discuss exterior envelope needs and costs
    - Roofs are the major priority - to replace roofs would be $1.2-1.3M. Siding, insulation, windows, sliders and deck replacements, and associated costs, would be an additional $5M. Other needs be addressed include elevator and fire suppression system, as well as other miscellaneous items ($1M total; elevator is $330k). All in, the total cost for everything would be approx. $7M. The board is in discussions to determine how to

prioritize and how to fund. Three options are being considered for funding - assessment, dues, a loan.
  - Elevator upgrades would begin in winter of next year, and will result in elevator being down for 5-7 weeks, and will have to address owner needs during the down time.
  - L. Ilsley pointed out that not all projects will be completed at once; work can be phased over time on a longer-term basis.
  - T. Tremblay summarized the costs for immediate needs as $3.4M.
  - L. Ilsley suggested a board working session to work through schedule and identify costs to present to lenders to come up with a plan, and that lenders will want to see a combination of all 3 funding options utilized. V. Zaccardi noted that this decision making process needs to happen quickly.
- Fire Protection system upgrades
  - Part of sprinkler design will include an estimate for a new system. As a budgetary number, $400,000 is being used ($100k per zone). Design will determine final costs. Five year flow test is coming up this year. Work can be phased as we learn more information on what will be required.
- Asbestos Impact study - plumbing contractor is reluctant to work under the building because asbestos is present. Asbestos study will give us information on how much/where asbestos is located and what it will cost to abate. The Board unanimously approved the expenditure for an asbestos study via email.
- Insurance renewal - renewal is 4/1. Discussion ensued regarding whether or not to shop the policy instead of just renewing with Liberty Mutual through Cole Harrison.
- Dryer vents were just cleaned and will be done 3 times per year. Cost is covered by funds we collect from washers/dryers. Cleaning should resolve issues with dryers.
- K. Degan made a motion and second by V. Zaccardi to seek legal counsel guidance on how to take action without a meeting based on her objection to the approval of the fire suppression design expenditure via email.
  - Vote was 4 in favor (K. Degan, V. Zaccardi, T. Tremblay, L. Ilsley), 3 against (M. Butler, E. Chamberland, M. Coscia).
- K. Degan objected to the removal of cameras and made a motion to seek legal counsel guidance on security camera policy.
  - Having no second, the motion failed
  - Discussion ensued regarding the removal of cameras and the cost of new cameras. Cost of new cameras will be included in the FY 27 budget.

With no further items of discussion:

MOTION WAS MADE BY M. BUTLER AND 2ND BY K. DEGAN TO ADJOURN THE JANUARY 10, 2026 BOARD OF DIRECTORS MEETING. VOTE WAS UNANIMOUS TO APPROVE.

Meeting adjourned at 10:33 AM.

Respectfully Submitted,

Michele Butler

Secretary