

HCOA Board Meeting Agenda
Meeting Date September 07, 2024, 9:00 am
Fireplace Common Area
Revised 09/05/2024

9:00 Welcome - Kathy

9:05 Approve minutes of last BOD Meeting – Michele

- 04/27/2024 Budget meeting
- 05/26/2024 Annual board meeting
- 06/26/2024 Special meeting

9:10 Owner Discussion

9:25 Property Manager Report - Ed

9:30 Treasurers Report-Tom

9:40 Aesthetics Committee Report-Kathy

- Finalize plan for first floor common area

9:45 Immediate needs

- Lobby Door Key Code Lock – Kathy
- Decide how to pay for hot water tank replacement – possible assessment
- Unit 209 remodel request for Murphy Bed installation
- Unit 206 remodel request to install laundry
- Unit 208 remodel request to remove window to match surrounding units

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

- Gate for Fire Lane (Beachmere) - Mike
- Cottage 6 Loss-Kathy (*Tabled – no new information*)
- Storage Unit Review – Vinny (*Tabled – no new information*)
- Stairway to C6 in place of walkway-Kathy (*Tabled-no new information*)
- Security Cameras – (*Tabled – no new information*)
- Association rental fee paid to the association each time a unit is rented (*Tabled – no new information*)
- New Owners Information Packet (include cottage information) (*Tabled – no new information*)
- Garage safety-Kathy (*Tabled – no new information*)
- Reserve Study -Kathy (*Tabled until fiscal year 2025/2026*)

10:50 New Business

- Owner request to move smoking area
- Parking Passes for Winter Renters
- Review Pipe Burst Committee Report
- Fall Inspections
- Rental policy needs to be update- Michele
- Standard form for all contractors – Michele (*tabled until November meeting*)

- Dumpster use – develop rules and fines - *Kathy*

11:00 Executive Session

Next Meeting is November 9, 2024, at 9:00 a.m. in the Fireplace Common Area

The agenda will be completed 7 days prior to the board meeting, and we will not accept any changes or additions after the agenda has been completed. The item will have to wait until the next board meeting, unless it is a true emergency.

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

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, if a guest leaves the parking lot with the passes by mistake, the owner can use the backup 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



**Horizons Condominium Owners Association
Board of Directors Meeting Minutes
Wednesday, June 26, 2024 | 6:30 pm**

The Meeting of the Board of Directors (the "Board") of Horizons Condominium Owners Association (the "Association") was duly held via zoom on June 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:

Michael Coscia	Jody Mooradian	Linda Ho
Sharon Zaccardi	Jill LaPointe	

ITEM I. Owner Requests

Kathy Degan

- Cottage 6 Unit G3 requested to install a Sun Setter awning on the back deck of Cottage 6.

MOTION WAS MADE BY KATHY DEGAN AND 2ND BY MICHELE BUTLER TO APPROVE THE AWNING INSTALLATION AS REQUESTED BY COTTAGE 6 UNIT G3. VOTE WAS UNANIMOUS TO APPROVE.

The awning will be installed after September 15, and the owners will notify the Property Manager of installation plans.

ITEM II. Administrative Items

Kathy Degan

- Appointment of new board member
 - Michael Coscia, unit 403, requested to be appointed to the vacant Board seat, term of which expires in May 2025.
 - Michael was given the opportunity to speak to the Board and the floor was opened for questions.

MOTION WAS MADE BY MICHELE BUTLER AND 2ND BY KATHY DEGAN TO APPOINT MICHAEL COSCIA TO FILL THE VACANT BOARD SEAT. VOTE WAS UNANIMOUS TO APPROVE.



**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