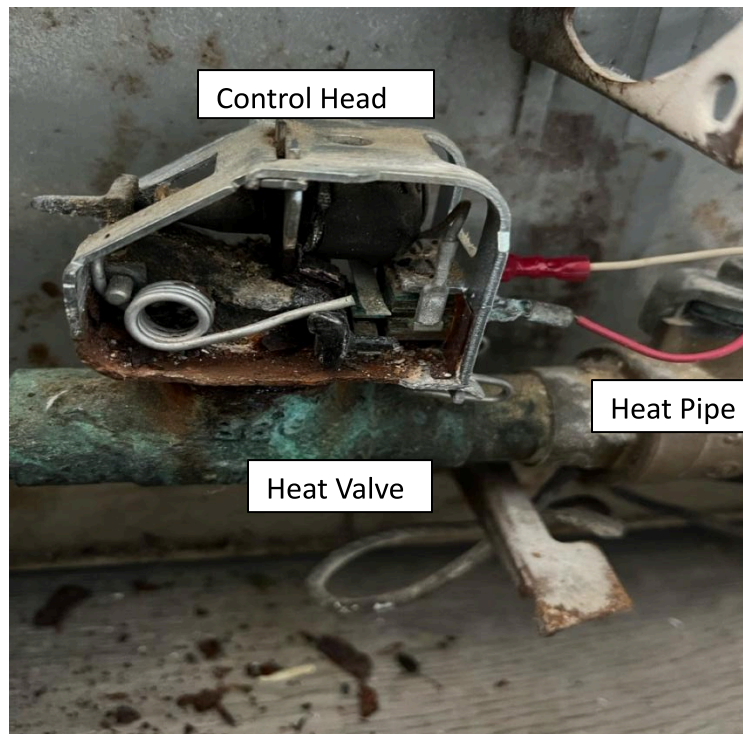


HCOA Board Meeting Property Manager
Meeting Date Jan. 11, 2024

November – December Log Highlights

- Deck structural issues on unit 211. Repairs completed
- Window sash falling out of frame needs to be replaced. Obtaining quote to replace window. Unit 211
- Winterization notifications went out to all owners. Property Manager is assisting cottage owners with seasonal unit preparations and closings.
- We have received requests from unit owners regarding suggestions for low temperature and water leak alarm devices. There are many devices that are available online. If you search [Low Temperature Alarms for the home](#) several options are available from local sounding to smart devices that can be connected to WIFI.
- Boiler failed to operate was investigated and repairs made. Fuel lines feeding boiler were blocked. Flow was restored. Fuel line cleaning has been added to scheduled maintenance of the boilers.
- In 2024 a total of 22 units in the main building had some type of heat issue that was resolved. Heating system devices like a thermostat, transformer, control valve was repaired or replaced to maintain the heating system.
 - Actual heating valve that required replacement. Heating baseboard was not operational Unit was cold



- Patch and paint repair to G Hallway completed
- Scheduled underground fuel tank inspection
- Repaired weather damage to Cottage 2 roof. Roof requires replacement and will be added to the list of roofing replacements.
- Implemented first Freeze Alert for December 21 – 22. An email was sent out to all owners and postings were placed in the entrance ways on December 19th. Actual weather conditions did not support a fully implemented alert. The decision was made to implement the alert to test the new procedure. We did receive good feedback from owners and it allowed for a better understanding of the process. We were able to better identify weather condition recommendations that would drive future freeze alerts. Moving forward:
 - Outside temperatures lows less than 10-degree Fahrenheit
 - Wind speeds above 25 MPH, Gusting above 30 MPH
 - Wind direction from the North
 - Duration longer than 48 hours
 - Owners need to do their part to protect their property from a freeze. Please reference file shared previously. Highlights below:

Requirements for all owners from the Pipe Burst Committee:

- All owners of units that are not occupied as a primary residence are encouraged to purchase water sensors and heat sensors and activate them when they are not occupying their unit.
- Adhere to the Freeze Alert requirements when notified by the property manager of a freeze alert.
- Owners who rent must inform the Property Manager that they are renting and provide the Property Manager with the name of the renter and contact information.
- Make all guests and renters aware of any communications received from the Board or Property Manager.
- Thermostats that use batteries should be checked often and fresh batteries placed regularly
- Cold units must:
 - Keep faucets on drip during freeze alerts
 - Ensure heat is flowing under sinks by leaving vanity doors open
 - Make sure water sensors are placed
 - Make sure the heat is adequate
- The property Manager must have a working key to your unit, not a code. You may use a code lock on your door, but it should be the type that also allows a key.
- Owners who have individual water shut off in their units (Cottages) must shut the water off when you leave the unit overnight or longer)

Review owner construction requests

Unit 405 – Shansky – kitchen counter top and cabinet door replacement. Work has started with counter top replacement. Owner is moving on with replacing cabinet fronts. Work approved by BOD

Unit 410 Mandel – remodel request - painting, additional kitchen cabinets installed, and replacement HVAC Split units. Work approved by BOD.

Unit 205 - Bathroom floor replacement was reviewed by the Property Manager and the work being performed required no BOD approval.

Unit 200 – Kitchen remodeling. Owner dropped off plans for Jake to review. Jake was unable to meet with owner before they left for the winter. Jake needs to review the details with owner or contractor to make a recommendation. No action required by BOD at this time.

Project Work:

Cottage 6:

- Contractor has returned and is in the process of completing all work.
- Code Enforcement office inspected all three units and issued final occupancy permits for all.
- Auto controlled water valves for each unit in Cottage 6 have been installed and in operation. Owners are working on the connection to their cell phones to have full control of the valve and will be alerted if valve status changes.

Fire Suppression:

- System evaluation is currently on going by the service provider. A report of their findings should be completed in January 2025.

Tree Maintenance:

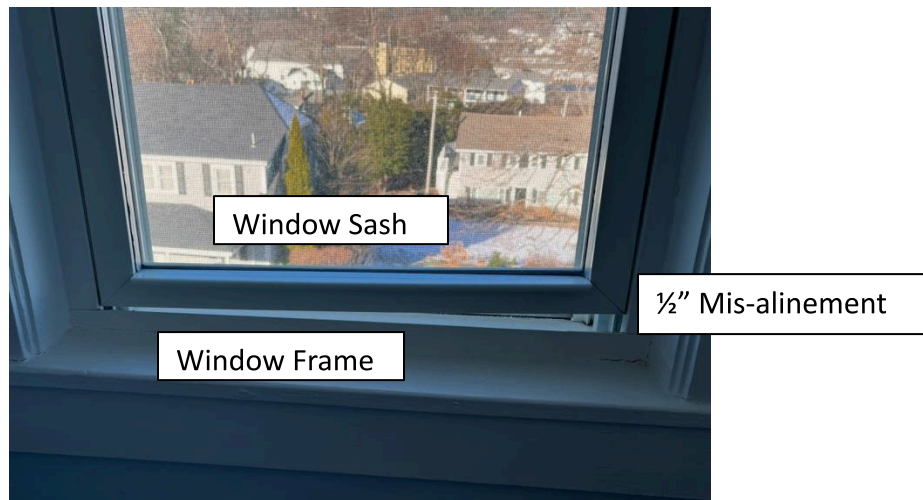
- Tree trimming and removal due to safety concerns is scheduled to be completed in November. Dead tree trimmed in front of Cottage 1
- November-Trim 2 large trees by pool and remove branches by Cottage 4.
- Trim dead wood on tree near Cottage 1

Annual Inspections:

- Annual safety inspections of all units were started in November. The property Manager will notify and work with owners to resolve any issues that were identified.

Window and Slider Door Inspections:

- During the annual inspections of all units the Property Manager inspected all windows and slider doors. Based on the age of existing windows and sliders the majority need to be replaced. The inspection data will create a priority list of potential replacement in the future. Inspection process included identifying misalignment, air gaps, unable to secure and lock, seal and gasket failure.
 - Actual mis-alinement of a window.



- Actual window security issue.



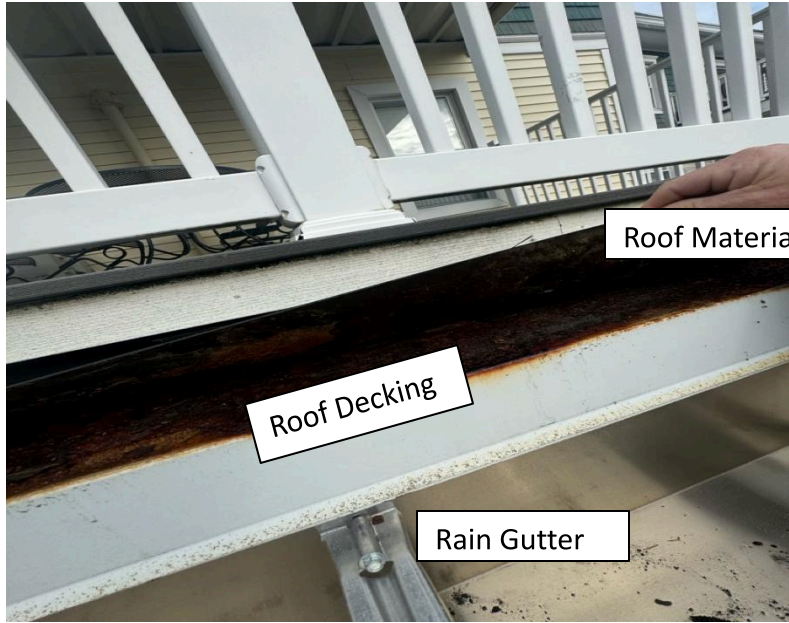
Roofing:

- We have started to collect information regarding the roofing of all building. Most roofing is old and will require replacement in the future. Roofing concerns are being driven by input from owners, Property Manager and roofing contractors. More information is still required to understand the full scope of the roof conditions. So far, we have this information.
 - Cottage 2 remove existing & replace
 - Main Building center remove existing & replace
 - Main Building center roof deck replacement
 - Flat Roof over 205 remove existing & replace
 - Flat Roof over 105 remove existing & replace

Main Building Center Area. Roof decking and Roofing is in poor condition



Flat roof over Unit 205 and 105. Roofing material is no longer attached to roof decking.



Roof Material Separation

Roof Decking

Rain Gutter