

HCOA Board Meeting Property Manager
Meeting Date Nov. 9th 2024, Saturday 9:00 am
Garden View Room

September – October Log Highlights

- Pool closed and winterized.
- Outdoor furniture stored for the winter.
- Roof repair on Cottage 2 completed.
- Slider doors on G2 unit replaced due to safety, security and energy efficiency issues.
- Investigate deck structural issues on unit 211. Repairs scheduled to be completed in November.
- Investigated window sash falling out of frame. No injuries. Obtaining quote to replace window.
- Investigated gutter blockage above unit 206 and 208. Blockage was cleared. It was also identified that the gutter does not have the proper drain pitch to allow water to completely drain out. A quote was obtained to complete repairs.
- Investigated communication issue between fire alarm monitoring system and the alarm panel. It was discovered that the existing ground phone line was the problem. After failed attempts to repair and secure the phone line the panel was upgraded to a more secure cellular connection.
- Winterization notifications went out to all owners. Jake is assisting cottage owners with season closings.
- Two heater circulator pumps failed and were replaced
- Pepsi soda machine was removed by service owner. Usage was very low.

Review owner construction requests

Unit 209 – Cornell - install furniture per manufactures recommendation. No action required.

Unit 206 - Ward - remodel request to install laundry. Jake reviewed the work with the owner and has not heard back from them. No detailed plans have been submitted at this time.

Unit 208 – Ward - remodel request to remove window, replace with window that matches surrounding units. Jake reviewed the work with the owner and has not heard back from them. No detailed plans have been submitted at this time.

Unit 212 Griffin - remodel request - Dry Deck installation, floor leveling and replacement and painting of the unit. Jake reviewed the work with the owner and has not heard back from them. No detailed plans have been submitted at this time.

Unit 405 – Shansky – kitchen counter top and cabinet door replacement. Work has started with counter top replacement. Owner is move on with replacing cabinet fronts. Jake recommends approving this work.

Unit 410 Mandel – remodel request - painting, additional kitchen cabinets installed, and replacement HVAC Split units. Jake recommends approving this work.

Property Manager:

A performance review was completed and presented to the Property Manager by the Lookout Board of Directors. Subsequently a new three-year contract was negotiated with Jake Kennedy effective December 1, 2024.

Project Work:

Cottage 6:

- Contractor has returned and is in the process of completing all work.
- 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:

- Leak repairs have been completed.
- System evaluation is currently on going by the service provider.

Annual Inspections:

- Annual safety inspections of all units are scheduled to begin in late November. Jake will send out notifications to owners.

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

Hot Water Tanks:

- All 3 hot water tanks, expansion tank and related plumbing have been replaced. Hot water was shut down for approximately 8 hours during the replacement.

Elevator:

- A new service contract was engaged with Otis Elevator. They completed an evaluation of the existing elevator and have discovered the elevator is due for a modernization and that replacement part availability is limited and can lead to lengthy downtime.

Laundry Service:

- Contract review of existing laundry equipment service found the contract needs to be renewed. Review and creation of new proposal is currently ongoing with existing supplier.