

HCOA Board Meeting Agenda
Meeting Date November 08, 2025 9:00 AM
Common Area and Zoom Meeting (see link below)

09:00 Welcome – Mike

09:05 Approve all minutes of last BOD Meeting – Mike

09:10 Owner Discussion

09:30 Treasurers Report-Tom

09:45 Property Managers Report - Ed

10:00 Old Business

- Gate for Fire Lane (*Beachmere*) – Mike (*Tabled until we talk to the with Louisa*)
- Garage safety-Ed/Jake (*Tabled until we talk with Louisa*)
- Camera Policy (*Tabled for board further discussions*)
- Tennis court repairs
- Rental Policy
- Flag Policy

10:30 New Business

- SPS (Needham, MA) Review contractor discussions from October 22nd meeting
- SPS community meeting December 3rd 5:30 PM
- Fire Protection System Upgrades and Unit Alarms (Sounders)
- Potential Elevator Upgrades to Maine Standards
- Activity Committee Holiday Party

11:00 Executive Session

Next meeting will be Saturday 01/10/2026 at 9:00 AM by Zoom Call

All Zoom links, agendas, and meeting minutes can be found on the website under Executive Board Tab

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.

Topic: November BOD Meeting
Time: Nov 8, 2025 09:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/95268028114?pwd=ahU8nrtcV9ZL7h8XmNHLSLFzteVfn.1>

Meeting ID: 952 6802 8114

Passcode: 872166

FISCAL YEAR 2025 - 2026
BUDGET ANALYSIS AS OF 10/22/2025

	2025-2026 Fiscal Year Budget	Actual Paid 10/22/2025	Funds Remaining to 7/1/2026
INCOME			
Condominium Fees	\$684,638.00	\$349,113.00	\$335,525.00
Other Income	\$14,175.00	\$13,850.00	\$325.00
PM Unit Rent	\$27,280.00	\$8,800.00	\$18,480.00
Total Income	\$726,093.00	\$371,763.00	\$354,330.00
EXPENSES			
<u>Facilities</u>			
Property Maintenance	\$20,000.00	\$6,049.00	\$13,951.00
Plumbing and Mechanical	\$29,700.00	\$7,945.00	\$21,755.00
Elevator	\$7,800.00	\$4,912.00	\$2,888.00
Landscaping and Snow Removal	\$46,800.00	\$17,003.00	\$29,797.00
Fire Protection	\$35,550.00	\$12,239.00	\$23,311.00
Pool	\$9,950.00	\$5,981.00	\$3,969.00
Trash Removal	\$23,000.00	\$6,292.00	\$16,708.00
Windows and Doors	\$10,000.00	\$0.00	\$10,000.00
Decks	\$20,000.00	\$5,419.00	\$14,581.00
Total Facilities	\$202,800.00	\$65,840.00	\$136,960.00
<u>General Administration</u>			
Legal and Accounting Fees	\$10,000.00	\$1,456.00	\$8,544.00
Property Management	\$97,793.00	\$19,553.00	\$78,240.00
Insurance	\$124,497.00	\$37,657.00	\$86,840.00
Office and General Supplies	\$1,000.00	\$89.00	\$911.00
Postage	\$1,000.00	\$46.00	\$954.00
Bank Charges	\$100.00	\$0.00	\$100.00
Taxes Paid	\$100.00	\$274.00	-\$174.00
Cottage heating Rebate	\$8,000.00	\$7,717.00	\$283.00
Education	\$305.00	\$340.00	-\$35.00
Technology	\$1,420.00	\$760.00	\$660.00
Reserve Study	\$10,000.00	\$3,595.00	\$6,405.00
Total General Administration	\$254,215.00	\$71,487.00	\$182,728.00
<u>Utilities</u>			
Electric	\$27,000.00	\$4,991.00	\$22,009.00
Fuel Oil	\$62,000.00	\$4,026.00	\$57,974.00
Water and Sewer	\$12,180.00	\$4,716.00	\$7,464.00
Cable and Internet	\$57,200.00	\$18,476.00	\$38,724.00
Total Utilities	\$158,380.00	\$32,209.00	\$126,171.00
Total Operating Expenses	\$615,395.00	\$169,536.00	\$445,859.00
<u>Miscellaneous</u>			
100K Loan Repayment / C6 Loan	\$19,518.00	\$6,507.00	\$13,011.00
Contribution to Capital Projects	\$90,000.00	\$20,200.00	\$69,800.00
Total Miscellaneous Expenses	\$109,518.00	\$26,707.00	\$82,811.00
<u>Sub-Committees</u>			
Social Committee	\$480.00	\$0.00	\$480.00
Aesthetic Committee	\$700.00	\$223.00	\$477.00
Total Sub-Committees	\$1,180.00	\$223.00	\$957.00
Total Expenditures	\$726,093.00	\$196,466.00	\$529,627.00

HCOA Bank Account Balances as of 10/22/2025

1) Operating Account:	\$246,496
2) Petty Cash	<u>1.762</u>
Total	248,258

3) Reserves	52,530
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4) Assessment Acct	23,784
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Total Funds at Bangor	\$324,572
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Money Market Saving Account Opened 7/3/25:

\$50,000 from Reserves, \$23,000 from Assessment and \$150,000 from the Operating Account have been transferred to this account for a total of \$223,000, earning 3.25% interest. \$711 Interest earned thru 9/30/25 and added to Reserves.

Bank Loan Balance: \$84,500



**Property Manager Report
November 8, 2025**

Cottage 4 Leak Repairs:

Roof replacement work was completed on 10/27/25.



Cottage 2 Repairs:

Repairs of ceiling and wall section is scheduled to be completed. These repairs are required to restore this area after water and animal infiltration into attic space.

Storage Unit Electrical:

Storage units that had multiple outlets inside them have been reduced to 0 to 1 outlet in most cases, depending on lighting needs. There are still a few storage units that need to be addressed that had inaccessible outlets at the time of work.

Boiler - Heat/Hot Water:

Garrett Pillsbury completed semi-annual maintenance on all 4 boilers. They also replaced a single fuel supply line all four boilers with individual feed lines. This service will help reduce down time of all four boilers at the same time. A boiler monitoring device was installed on 9/5/25 and will support quicker response time boiler issues.

Parking lot sealing:

Due to scheduling conflicts the parking lot sealing, striping and crack filling will not get completed this year. The work will be scheduled for the spring of 2026.

Tennis Court:

The tennis court has been repaired.

The Board wants to thank Dave Degan for volunteering to make repairs.

Building Analysis:

The Board of Directors has retained the services of SPS to undergo an in-depth analysis of the building envelope (roofing, exterior siding, and underlying construction) to aid in further developing a long-term plan for the community. SPS, Inc. is a specialist in condominium building envelope consulting and construction; see <https://sps.solutions/>

On Tuesday, September 9th & Wednesday, September 10th, SPS was onsite to perform an invasive (i.e., more than a simple visual inspection) investigation of our buildings. The object of this investigation is to determine the existing condition of the entire exterior building envelope (exterior roofing, decks, siding, and underlying construction). A sampling of roofing, siding, sheathing, house wrap, flashing, and trim will be opened for inspection purposes.

SPS findings will be reviewed with owners on a Zoom meeting planned for Wednesday, 12/3/25 at 5:30 PM.

The Board of Directors will use the results of this SPS inspection to better understand the current condition of our buildings and thus anticipate and prioritize the need for future expenditures to preserve and protect them.

Fire Suppression System:

Leak testing and repairs of the distribution pipes was completed on 10/28/25 in the Annex area of the main building. The Main feeder pipe to the Annex part of the main building has leaks and needs to be replaced. This pipe runs underground below the driveway to the dumpster area. The Property Manager is making plans to have this pipe replaced as soon as possible.

A meeting was held 10/29/25 with Jerry Bosse, High Tech Fire Protection, Bill Pucci, Performance Consultants, Jake Kennedy and Ed Chamberland to discuss a comprehensive review of the building's fire protection system, including its age, coverage limitations, and potential risks, with suggestions for developing a renovation plan. The group also discussed legal considerations, contractor liability, and system modification options, while planning for future site visits and system assessments to determine the best approach for the fire protection. A site visit is scheduled for November 19, 2025.

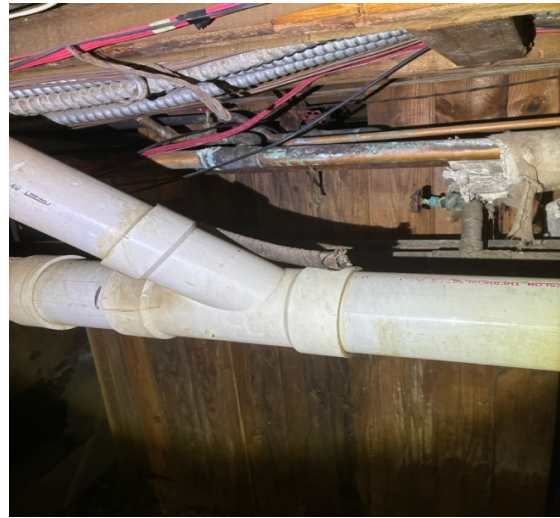
Seasonal Work:

The pool was closed and winterized. All lawn furniture and 2 grills were stored away for the winter. The tennis court was closed and netting stored for the winter. Property Manager coordinating full clean up with landscape services.

Water Pipe Repair:

A second water pipe leak in the crawl space under the main entrance of the main building was discovered and repaired. After further investigation the existing distribution water lines that run in this area are in need of replacement due to their age. The Board is working to determine next steps.





Waste Pipe Investigation:

The waste pipe that discharges waste water in the Annex area of the main building was investigated for any possible issues. Garrett Pillsbury determined there were no issues after deploying a camera into the waste line for inspection. No additional work required.

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