Horizons Condominium Owners Association
Board of Directors Meeting Minutes
SaturdayMarch 8, 2025 │ 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 March 8, 2025

There were present:

x	Kathy Degan (zoom)
x	Ed Chamberland
x	Tom Tremblay
	Michele Butler
x	Michael Coscia (zoom)
x	Vinny Zaccardi

Constituting a majority of the directors and a quorum. Also present were:					
	Linda Ho (zoom)		Sharon Zaccardi		Dave and Cindy Barton
	Brian Poe (zoom)		Beth Chamberland		Marianne Mullin
	Kyle Fox (zoom)		Roseanne and Barry Stearns (zoom)		

ITEM I. Approval of Minutes **Kathy Degan**

- Minutes from the February 8, 2025, regular BOD meeting were presented for approval.

MOTION WAS MADE BY TOM TREMBLAY AND 2ND BY ED CHAMBERLAND TO APPROVE THE MINUTES AS PRESENTED. VOTE WAS UNANIMOUS TO APPROVE.

ITEM II. Remodel requests

- No requests to consider

ITEM III. Owner Discussion **Kathy Degan**

- The floor was opened for discussion by owners in attendance.
  - Marianne Mullin is looking for a handyman.
  - Leo Dunn suggested that the front parking spaces on Israel Head Read be owner only. There is an issue with rental guests not moving their vehicles during snowstorms, and this would eliminate that problem.

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

- Report attached

- Oil tank must be replaced after 30 years which will be 2028, and we are working with Gaftek to determine how to move forward. No record of when the oil tank was last cleaned, and accumulated sludge contributes to occasionally losing hot water in the building.

- Over 50% of the heating elements were not working properly and have been repaired, and as a result the building is much warmer than in the past.
- The laundry swap out has been rescheduled for March 21.
- Marianne Mullin has an issue with shower water taking 20 minutes to get hot. Ed explained that especially in the winter it takes a long time for the hot water to get to the fourth floor and end units.

ITEM V. Treasurer's Report **Tom Tremblay**

- Based on current tracking, most expenses will come in at budgeted amount
- Plumbing and Mechanical line-item budget amount is spent due to proactive repairs to thermostat and burners to correct heating issues.
- Patton Landscaping has advised there will be no increase in rates this year
- Cable will be high due to a 5% increase in rates effective 1/1/2025
- Jake is doing snow plowing, Patten is sanding.
- Beth Chamberland questioned if anything leftover as of 6/30 would be placed into reserves. Answer, no, we are trying to spend any excess on priority projects to get done before 6/15, goal is zero balance at end of fiscal year.

Account Balances:
Operating Account - $135,000.
Reserve Account Balance - $51,000.
Assessment Account - $23,000.

ITEM VI. Old Business **Kathy Degan**

- All tabled – no new information

ITEM VII. New Business

- Lorraine Isley, unit 214 requested an appointment to the board.

MOTION MADE BY KATHY DEGAN AND SECONDED BY TOM TREMBLAY TO APPOINT LORRAINE; VOTE WAS UNANIMOUS TO APPROVE.

Kathy Degan

With no further items of discussion:

MOTION WAS MADE BY KATHY DEGAN AND 2ND BY ED CHAMBERLAND TO ADJOURN THE MARCH 8, 2025, BOARD OF DIRECTORS MEETING AND MOVE INTO EXECUTIVE SESSION. VOTE WAS UNANIMOUS TO APPROVE.

Meeting adjourned at 9:58 AM.

Respectfully Submitted,

Kathy Degan

Kathy Degan

Property Manager Report
2/25/25

It's been a busy winter with copious amounts of snow. Most people are doing well with parking up front before a storm but there have been a number or renters who are not. Please make sure any renters or guests know the policy as this will make snow removal quicker and make a neater job.

Boiler issues -

We have had numerous heating and hot water issues over the winter. Most of these required after hours service from Garrett Pillsbury. Typically these happen not too long after an oil delivery. Usually it is from air in the line which can be directly contributed a lot of oil at once which creates a disturbance in the tank. Any sludge in there that gets pushed around can create an air pocket which leads to lack of fuel to the boilers. I have asked the oil delivery company to do more frequent deliveries versus one big one as that can possibly help the amount of disturbance.

We had our underground oil tank inspected by Gaftek in January, per state requirements. The tank passed and it is certified for another year.

Heating -

Diamond Hill Plumbing and myself have continued addressing heat issues in the building. I think this played a big role in not having any frozen pipes in the building thus far. Insulation in places is a big concern for me but having moving hot water through heat pipes is a big part of not having these catastrophes happen.

Diamond Hill also replaced 3 expansion tanks for the hot water boilers. They also fixed a corroded pipe that supplies those same tanks with water.

Projects -

We have established a bid package for projects for fall of 25 through spring of 26. This will help us give a clear scope of work for contractors to bid on and hopefully get an apples for apples quote(s). We will continue to work on getting quotes.

The laundry machine swap out was postponed due to one of the delivery driver's falling ill. We do not have an updated delivery/install date at this time.

Unit 400 has requested approval for a new shower install. I have approved this limited scope of work and I do not believe it needs board approval.

Cottage 4 is pending having some small foundation work done. The sudden snow fall has set that work back.

Unit 211 is scheduled to have their broken window replaced. The window has been ordered and work to be done in the near future.

Unit 100 had some additional baseboard heat installed as their previous lengths of heat was not heating the space up to par.

Inspections -
I have scheduled the yearly elevator recall test for March as required by the state. After that scheduled test, later in the spring, we will have the yearly elevator inspection.

BUDGET ANALYSIS 3/3/25

	Budget Amount	Paid Expenses as of 3/3/25	Difference		
INCOME					
Condominium Fees	$587,054.00	$ 440,290.00	$ 146,764.00	75%	-
Other Income	$18,000.00	$ 16,927.00	$ 1,073.00	94%	-
PM Unit Rent	$26,400.00	$ 19,800.00	$ 6,600.00	75%	-
Total	**$631,454.00**	**$477,017.00**	**$154,437.00**	**76%**	
EXPENSES					
Facilities					
Building(s) Maintenance	$30,500.00	$ 12,056.00	$ 18,444.00	40%	
Plumbing and Mechanical	$26,500.00	$ 25,805.00	$ 695.00	97%	
Elevator	$6,000.00	$ 5,460.00	$ 540.00	91%	
Landscaping and Snow Removal	$43,000.00	$ 25,121.00	$ 17,879.00	58%	
Fire Protection	$35,400.00	$ 16,363.00	$ 19,037.00	46%	
Pool	$9,450.00	$ 7,087.00	$ 2,363.00	75%	
Trash	$20,000.00	$ 11,875.00	$ 8,125.00	59%	
Windows and Doors	$10,000.00	$ 9,588.00	$ 412.00	96%	
Decks	$20,000.00	$ 7,000.00	$ 13,000.00	35%	
*Aesthetics Committee	$700.00	$ 243.00	$ 500.00	28%	
Total	**$201,550.00**	**$120,598.00**	**$80,995.00**	**60%**	
General Administration					
Legal and Accounting Fees	$7,500.00	$ 3,643.00	$ 3,857.00	49%	
Property Management	$78,085.00	$ 53,122.00	$ 24,963.00	68%	
Insurance	$114,000.00	$ 85,386.00	$ 28,614.00	75%	
Office and General Supplies	$1,000.00	$ 413.00	$ 587.00	41%	
Postage	$500.00	$ 498.00	$ 2.00	100%	
Bank Charges	$100.00	$ -	$ 100.00	0%	
Taxes Paid	$100.00	$ 12.00	$ 88.00	12%	
*Cottage Heating Rebate	$9,015.00	$ 7,108.00	$ 1,907.00	79%	
Education	$305.00	$ 305.00	$ -	100%	
Technology	$2,291.00	$ 868.00	$ 1,423.00	38%	
Civil Engineer Survey	$10,000.00	$ -	$ 10,000.00	0%	
Total	**$222,896.00**	**$151,355.00**	**$71,541.00**	**68%**	
Utilities					
Electric	$29,313.00	$ 16,935.00	$ 12,378.00	58%	
Fuel Oil	$68,015.00	$ 49,221.00	$ 18,794.00	72%	
Water and Sewer	$12,180.00	$ 6,071.00	$ 6,109.00	50%	
Cable and Internet	$45,000.00	$ 35,208.00	$ 9,792.00	78%	
Telephone and Fax	$1,700.00	$ 3,573.00	$ (1,873.00)	210%	
Total	**$156,208.00**	**$ 111,008.00**	**$ 45,200.00**	**71%**	
Total Operating Expenses	**$580,654.00**	**$382,961.00**	**$197,736.00**	**66%**	
Miscellaneous					
Cottage 6 Loan	$20,400.00	$ 13,012.00	$ 7,388.00	64%	
Contribution to Operational Reserve	$0.00	$ -	$ -	0%	
Contribution to Capital Projects	$30,000.00	$ -	$ 30,000.00	0%	
Social Committee	$400.00	$120.00	$ 280.00	30%	
Total	**$50,800.00**	**$13,132.00**	**$ 37,668.00**	26%	
Total Expenditures	**$631,454.00**	**$396,093.00**	**$ 235,361.00**	**63%**	

*Changes approved 11/9/24 Board Meeting