



Lookout Board <thelookoutboard@gmail.com>

November Board Communication

Lookout Board <thelookoutboard@gmail.com>
Draft

Sun, Nov 3, 2024 at 2:43 PM

New locks are in place**11/09/2024 Board Meeting Agenda****11/18/2024 Property Manager Apartment Use Sub-Committee Meeting****Save the Date: 12/14/2024 Holiday Party****Please complete our rental questionnaire****New locks are in place**

The main building lobby door lock has been replaced with the new code/key lock, all other main building door locks have been rekeyed to the new building key, and the pool lock has also been rekeyed as of 10/31/2024. Please remember to protect the owner code, if you need a code for any other reason contact kathydeganlookoutboard@gmail.com and a code will be provided. **The code for renters is 2425 and it will change every May 1st.**

11/09/2024 Board Meeting Agenda

Please see attached agenda for the 11/09/2024 Board Meeting. We are now including the handouts in advance for owners who attend via Zoom. If you plan to attend the meeting, please print out your copy in advance. **Please take note that we will be updating the rental policy and owner storage policy in this meeting.**

11/18/2024 Property Manager Apartment Use Sub-Committee Meeting

This committee will be having their second meeting via Zoom on 11/18/2024 at 6:00 PM. Please refer to the agenda and Zoom Link which will be on the website when it gets closer to the meeting.

Save the Date: 12/14/2024 Holiday Party

Please see the attached invitation from our Social Committee

Please complete our rental questionnaire

The board is trying to collect information regarding rentals, and would appreciate all owners complete this questionnaire whether you rent or not:

<https://forms.gle/XWnAoaL2e4Dg5Anq5>

2 attachments**Holiday Party Invite.pdf**

429K

**11092024 Board Meeting Agenda plus attachments.pdf**

458K

HCOA Board Meeting Agenda
Meeting Date November 9, 2024, 9:00 am
Fireplace Common Area

09:00 Welcome – Kathy

Review Board Meeting guidelines

09:05 Approve minutes of last BOD Meeting – Michele

09:10 Remodel Requests:

Unit 405 - Shansky – kitchen countertop and cabinet door replacement. Work has started with countertop replacement. The owner will move on with replacing cabinet fronts. Jake recommends approving this work.

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

09:15 Owner Discussion

09:30 Property Manager Report – Ed

09:45 Treasurers Report-Tom

10:00 Aesthetics Committee Report-Kathy

10:05 Immediate Needs:

- Rental policy needs to be updated- *Michele*
- Review Pipe Burst Committee Report – *Kathy*
- Storage Unit Review – *Vinny*

10:20 Old Business (Stop at 10:30)

- Lobby Door Key Code Lock – *Kathy*
- Gate for Fire Lane (Beachmere) – *Mike (Tabled-nothing new to report)*
- Cottage 6 Loss - *Kathy (Tabled-nothing new to report)*
- Stairway to C6 in place of walkway-Kathy *(Tabled-nothing new to report)*
- Security Cameras – *(Tabled-nothing new to report)*
- Association rental fee paid to the association each time a unit is rented *(Tabled-nothing new to report)*
- New Owners Information Packet (include cottage information) *(Tabled-nothing new to report)*
- Garage safety-Kathy *(Tabled-nothing new to report)*
- Reserve Study -Kathy *(Tabled until fiscal year 2025/2026)*
- Initiation Fee – *Michele (Tabled-nothing new to report)*

10:45 New Business

- Owner request to ban smoking from the building entirely
- Owner request to move smoking area
- Owner request to ban electric bikes and scooters from building
- Dumpster use – develop rules and fines – *Kathy (Tabled until January meeting)*

- **Parking Passes for Winter Renters**
- **Standard form for all contractors – Michele (*Tabled-nothing new to report*)**

11:00 Executive Session

Next Meeting is January 11, 2025 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 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 cellar 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.

Budget Analysis

		Paid Expenses		
	Budget Amount	As Of 11/2/24	Difference	
INCOME				
Condominium Fees	\$587,054.00	\$ 293,527.00	\$ 293,527.00	50%
Other Income	\$18,000.00	\$ 3,351.00	\$ 14,649.00	19%
PM Unit Rent	\$26,400.00	\$ 11,000.00	\$ 15,400.00	42%
Total	\$631,454.00	\$307,878.00	\$323,576.00	49%
EXPENSES				
<u>Facilities</u>				
Building(s) Maintenance	\$30,500.00	\$ 14,180.00	\$ 16,320.00	46%
Plumbing and Mechanical	\$26,500.00	\$ 2,746.00	\$ 23,754.00	10%
Elevator	\$6,000.00	\$ 5,460.00	\$ 540.00	91%
Landscaping and Snow Removal	\$43,000.00	\$ 14,180.00	\$ 28,820.00	33%
Fire Protection	\$35,400.00	\$ 10,022.00	\$ 25,378.00	28%
Pool	\$9,450.00	\$ 6,628.00	\$ 2,822.00	70%
Trash	\$20,000.00	\$ 8,616.00	\$ 11,384.00	43%
Windows and Doors	\$10,000.00	\$ 8,000.00	\$ 2,000.00	80%
Decks	\$20,000.00	\$ -	\$ 20,000.00	0%
Total	\$200,850.00	\$69,832.00	\$131,018.00	35%
<u>General Administration</u>				
Legal and Accounting Fees	\$7,500.00	\$ 805.00	\$ 6,695.00	11%
Property Management	\$78,085.00	\$ 25,320.00	\$ 52,765.00	32%
Insurance	\$114,000.00	\$ 47,860.00	\$ 66,140.00	42%
Office and General Supplies	\$1,000.00	\$ -	\$ 1,000.00	0%
Postage	\$500.00	\$ 311.00	\$ 189.00	62%
Bank Charges	\$100.00	\$ -	\$ 100.00	0%
Taxes Paid	\$100.00	\$ 12.00	\$ 88.00	12%
Cottage Heating Rebate	\$9,715.00	\$ 7,108.00	\$ 2,607.00	73%
Education	\$305.00	\$ 305.00	\$ -	100%
Technology	\$2,291.00	\$ 789.00	\$ 1,502.00	34%
Civil Engineer Survey	\$10,000.00	\$ -	\$ 10,000.00	0%
Total	\$223,596.00	\$82,510.00	\$141,086.00	37%
<u>Utilities</u>				
Electric	\$29,313.00	\$ 5,153.00	\$ 24,160.00	18%
Fuel Oil	\$68,015.00	\$ 8,917.00	\$ 59,098.00	13%
Water and Sewer	\$12,180.00	\$ 3,543.00	\$ 8,637.00	29%
Cable and Internet	\$45,000.00	\$ 17,313.00	\$ 27,687.00	38%
Telephone and Fax	\$1,700.00	\$ 1,096.00	\$ 604.00	64%
Total	\$156,208.00	\$ 36,022.00	\$ 120,186.00	51%
Total Operating Expenses	\$580,654.00	\$188,364.00	\$392,290.00	32%
<u>Miscellaneous</u>				
Cottage 6 Loan	\$20,400.00	\$ 6,506.00	\$ 13,894.00	32%
Contribution to Operational Reserve	\$0.00	\$ -	\$ -	0%
Contribution to Capital Projects	\$30,000.00	\$ -	\$ 30,000.00	0%
Social Committee	\$400.00	\$0.00	\$ 400.00	0%
Total	\$50,800.00	\$6,506.00	\$ 44,294.00	13%
Total Expenditures	\$631,454.00	\$194,870.00	\$ 436,584.00	31%

Pipe Burst Mitigation Committee

This committee was formed to mitigate the occurrence of pipe bursts in the Lookout properties. We have performed the following steps to date:

- Most units along with common areas were inspected by Frank Sarno and Dave Degan in November 2023. Frank and Dave checked all windows and doors to be sure they closed and locked properly, heating, and thermostat controls. Any issues were brought to the board's attention and repairs have been ongoing.
- Owners were surveyed to determine the history of their unit with any pipe bursts and any renovation improvements such as insulation that have been done to the unit.
- Developed Owner, Property Manager, and Board Responsibilities (See attached)
- Created signage for the lobby to notify occupants of a freeze alert. (See attached)

The committee will dissolve after the issuance of this document. All parties have their suggested recommendations.

Committee Members:

Kathy Degan, Lorraine Isley, Tom Tremblay, Frank Sarno and Dave Degan

Special thank you to Beth Chamberland for assisting with the survey.

Recommendations

Owners Responsibilities

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.

Owners who rent must inform the tenant of any communications received from the Board or property manager that involves the unit.

Inform the Property Manager of the winter status of your unit every October by completing the survey.

Property Manager Responsibilities

When temperatures drop below 10, notify owners of a freeze alert and place sign in lobby.

Inspect property regularly during freeze alerts.

Track unit vacancy and tenant information during the winter.

Make sure all shut off valves are labeled and working properly.

Work with the Board to create emergency leak kits on each floor for immediate prevention of water damage.

Board Responsibilities

Create a priority list of windows and doors that need to be repaired or replaced and develop a line item in the budget to cover costs.

Install Moen Flo Valves in all cottages.

Assist Property Manager with tracking vacancies and tenant information every October by creating a survey.

Hire help for the Property Manager to perform more frequent inspections during a freeze alert.

Assign a board member to be in the building during freeze alerts to assist Property Manager and tenants who may not have Property Manager contact information.

Work with the Property Manager to create emergency leak kits on each floor for immediate prevention of water damage.

A poster template for a freeze alert. It has a blue border and a white background. In the top left corner, there is a light blue snowflake graphic. The title "FREEZE ALERT" is in large, bold, blue, blocky letters. Below the title, the word "For:" is centered, followed by a horizontal line. In the center of the poster, there is another light blue snowflake graphic. Below the line, the text "FREEZING temperatures expected" is in blue. Underneath, there is a list of four items, each preceded by a blue asterisk: "Make sure heat is on in your unit", "Cold units keep faucets on drip", "Cold units keep heat flowing under your sinks", and "Make sure water sensors are in place and working". Below this list, there are two columns of text. The left column is headed "RENTERS:" and the right column is headed "OWNERS:". Both columns contain instructions on how to contact the Property Manager. At the bottom of the poster, there is a line of text: "In the event of an emergency - Follow instructions posted in the lobby". In the bottom right corner, there is a light blue snowflake graphic.

FREEZE ALERT

For:

FREEZING temperatures expected

- * Make sure heat is on in your unit
- * Cold units keep faucets on drip
- * Cold units keep heat flowing under your sinks
- * Make sure water sensors are in place and working

RENTERS:
Please contact your unit owner with any questions or to see if you are in a cold unit

OWNERS:
Please submit questions and requests through HCOA website, or call/text the Property Manager

*In the event of an emergency -
Follow instructions posted in the lobby*

PLEASE SAVE THE DATE (If possible, RSVP to pepperport22@comcast.net by 12/6.)

GREETINGS! 🎄

OUR ANNUAL HOLIDAY PARTY AT THE LOOKOUT WILL BE HELD ON SATURDAY, DECEMBER 14th, DURING OGUNQUIT'S CHRISTMAS-by-the-SEA. PLEASE JOIN THE FUN IN THE LOUNGE BEGINNING AT 5 PM.

AS ALWAYS, OWNERS ARE INVITED TO BRING AN APPETIZER, ENTREE OR DESSERT TO SHARE. BYOB IF DESIRED...JOLLY ATTIRE IS ENCOURAGED.



THE ASSOCIATION WILL PROVIDE WATER, SOFT DRINKS, COFFEE, PAPER PRODUCTS AND UTENSILS.

THIS YEAR, A SPECIAL PRIZE WILL BE WON BY A LUCKY ATTENDEE! 🧑‍🎅

**ONE THING IS CERTAIN...ON ISRAEL HEAD,
ALL AT THE LOOKOUT WILL BE MERRILY FED!**

**HO-HO-HO,
THE SOCIAL COMMITTEE ELVES**