

## December Board Communication

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From: Lookout Board (thelookoutboard@gmail.com)

Bcc: degan852@yahoo.com

Date: Wednesday, December 4, 2024 at 12:41 PM EST

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**Holiday Decorating**  
**Minutes from 11/9/2024 Board Meeting**  
**Holiday Party 12/14/2024**  
**Snow Removal Policy**  
**Winter Renters**

### **Holiday Decorating**

Thank you to the Aesthetic Committee for decorating the entrance to the main building, and the Social Committee for decorating the interior in preparation for the Holiday Party. Pictures attached.

### **Minutes from the 11/9/2024 Board Meeting attached**

Please note that the minutes from the November 9, 2024, Board meeting are in draft form and will be considered for approval at the next regular Board meeting.

### **Holiday Party 12/14/2024**

Please join us for the Lookout Holiday Party on 12/14 at 5:00 in the Garden View Room and bar area. The Social Committee has been working hard to make this a great night. Please see the attached invitation for more information. If you have winter renters, please share this information with your guests. Everyone is welcome.

### **Snow removal policy**

We would like to remind all owners of our snow removal policy. It is the responsibility of all owners to make sure their vehicles and their guests' vehicles are cleared of snow and moved as per this policy. Please see the attached policy for more details.

### **Winter renters**

We are now using separate passes for winter renters to help the property manager identify vehicles. To obtain a pass, please contact [kathydeganlookoutboard@gmail.com](mailto:kathydeganlookoutboard@gmail.com). All vehicles parked in Lookout parking lots must have either an owner's pass, a guest pass, or a winter renter's pass.

### **Association website:**

<https://thelookoutinogunquit.com/>

### **Facebook:**

The Lookout in Ogunquit

### **Upcoming Events:**

12/14/2024 Lookout Holiday Party  
01/11/2025 Board Meeting



















November 9 2024 BOD Meeting Minutes.pdf  
128.7kB



Snow Removal Policy.pdf  
55.1kB



2024 Holiday Party Invite.pdf  
425.5kB



## Snow Removal Policy

The HCOA has contracted Patton Landscaping for snow removal and sanding during the winter months. All owners and renters staying during the winter months have been added to a text group for notifications during impending winter weather. We ask that all cars be parked in the front and side of the pool area during impending weather. This will allow the two bottom parking lots to be plowed. Once that occurs, a text will be sent requesting that all cars be moved to the back parking lots.

HCOA is not responsible for digging out or clearing off anyone's vehicle. It is the responsibility of the owner of the vehicles. If a renter is unable to move their car, it is the responsibility of the owner of the unit to arrange for moving of the car.

There are many property watch service's available in the Ogunquit area if you need assistance. We recommend Eagle Eye Property Watch & Care, Owner David Kenary 1-860-558-6604.

01/31/2024



**Horizons Condominium Owners Association  
Board of Directors Meeting Minutes  
Saturday, November 9, 2024 | 9:00 am**

The Meeting of the Board of Directors (the “Board”) of Horizons Condominium Owners Association (the “Association”) was duly held in the first floor Fireplace Room and via zoom on November 9, 2024

There were present:

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

|                                                                           |                      |                          |  |
|---------------------------------------------------------------------------|----------------------|--------------------------|--|
| Constituting a majority of the directors and a quorum. Also present were: |                      |                          |  |
| Roseann and Barry Stearns (zoom)                                          | Angela Polino        | Jeff and Marie-Anne Ward |  |
| Linda Ho (zoom)                                                           | Terri Perlini (zoom) | Dave Degan               |  |
| Leo Dunn                                                                  | Lorriane Ilsley      | David and Cindy Barton   |  |

**ITEM I. Approval of Minutes**

**Michele Butler**

- Minutes from the September 7, 2024 regular BOD meeting were presented for approval.

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

**ITEM II. Remodel requests**

- **Unit 405**
  - Request made by unit 405 for kitchen countertop and cabinet replacement

MOTION WAS MADE BY MICHELE BUTLER AND 2ND BY KATHY DEGAN TO APPROVE THE REMODEL REQUEST. VOTE WAS UNANIMOUS TO APPROVE.

- **Unit 410**
  - Request made by unit 410 for painting, kitchen cabinets, and replacement of HVAC split units.

MOTION WAS MADE BY MICHELE BUTLER AND 2ND BY KATHY DEGAN TO APPROVE THE REMODEL REQUEST. VOTE WAS UNANIMOUS TO APPROVE.



**ITEM III. Owner Discussion****Kathy Degan**

- The floor was opened for discussion by owners in attendance.
  - Lorraine Ilsley inquired about getting a separate code for family - separate codes can be provided by the Board if requested

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

- Ed Chamberland presented the Property Manager highlights to date
- Additional owner construction requests pending - 206, 208, 212
- Property manager review was completed and new three year contract was negotiated and signed
- C6 detail work ongoing, but project is substantially complete
- Air leaks in sprinkler lines fixed and some sprinkler heads replaced - currently working through system evaluation but system is fully functioning and compliant
- Annual safety inspections will be starting at end of November, which will include high level inspection of windows and sliders and washer/dryers in units
- Ongoing tree trimming and removal
- Hot water tanks successfully installed. Expansion tank had failed and was also replaced
- New elevator service contractor did evaluation - some concerns over old parts that are not easy to obtain and could cause elevator to be out of service for a long period of time
- Two new laundry machines replaced. Contract had expired and in process of renewing to include new pay system and new equipment. Waiting on install date for new equipment.

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

- 10/1 HOA fees - 3 units not yet paid; 7 owners prepaid 1/1 HOA fees
- 1/1 invoices will include storage unit fees and cost for new exterior door keys
- 51 owners have paid assessment; 22 owners still owe - due date is 11/15
- Assessment has paid for C4 sewer break and water tanks
- Operating account balance - \$141k
- Reserve balance- \$51k
- Assessment account balance - \$12k
- YTD budget analysis presented
  - Expenses tracking as projected
  - Windows/doors and deck budget items - G2 slider replaced so far
  - MEP and snow removal - potentially unpredictable items moving into winter season

**ITEM VI. Aesthetics Committee Report****Kathy Degan**

- Kathy Degan presented the Aesthetics Committee proposal for seasonal decorations - \$200 for Christmas and \$500 for summer flowers.

MOTION WAS MADE BY MICHELE BUTLER AND 2ND BY ED CHAMBERLAND TO APPROVE THE AESTHETIC COMMITTEE PROPOSAL. VOTE WAS UNANIMOUS TO APPROVE.

**ITEM VII. Immediate Needs****Kathy Degan**

- **Rental Policy**
  - New rental policy was presented for approval.
    - Guidelines for owners who rent units

- Owners must agree to guidelines each year in order to rent unit
- Fine system for owners who do not comply
- Discussion ensued regarding occupancy limits in units. Town of Ogunquit follows NFPA rules for occupancy.
- A meeting for owners who rent will be held in February to explain guidelines and agreement process

MOTION WAS MADE BY KATHY DEGAN AND 2ND BY VINNY ZACCARDI TO APPROVE THE RENTAL POLICY PROPOSAL. VOTE WAS UNANIMOUS TO APPROVE.

- **Pipe Burst Committee Report**

- Committee report was presented to the Board with recommendations to consider. Recommendations include:
  - All owners not here in winter consistently obtain heat sensors, adhere to freeze alert requirements, notify Property Manager of renters
  - Property Manager monitors building and units when under 10 degrees, emergency leak kit on every floor, add electric heaters to “cold” units, confirm shut off valves are functioning and property labeled
  - Board creates priority list of windows and doors to identify and fix leaks, install Moen flow valves in cottages that do not close in winter (starting with 7/1 fiscal year), Board solicits volunteers to assist Property Manager in monitoring building during freeze alerts

MOTION WAS MADE BY MICHELE BUTLER AND 2ND BY TOM TREMBLAY TO ACCEPT THE PIPE BURST COMMITTEE REPORT AS AMENDED. VOTE WAS UNANIMOUS TO ACCEPT THE REPORT.

- **Storage Unit Review**

- Vinny Zaccardi, Ed Chamberland and Jake Kennedy inspected all storage units
- 59 storage units on property
- Current charge - \$150/year; \$550/year for pool units - billed on calendar year basis
- Some units have electricity in use
- Immediate recommendation - renumber storage units
- Future recommendations:
  - Rekey all units
  - Shift billing to fiscal year instead of calendar year
  - Increase rate for storage units, effective 7/1/25 - Board will work on new amounts and policies

**ITEM VIII. Old Business**

**Kathy Degan**

- Lobby Door Key Code Lock project is complete

**ITEM IX. New Business**

**Kathy Degan**

- Owner request to ban smoking from entire building
  - More research needed on what can be done with respect to all open flames and will be on January agenda
- Owner request to move smoking area
  - Picnic table will be moved and aesthetic committee to make sign
- Owner request to ban lithium batteries used by electric bikes and scooters



- More research needed on what can be done with respect to UL devices and will be on January agenda
- Parking passes for winter renters
  - Winter renters will receive a sticker for use

MOTION WAS MADE BY KATHY DEGAN AND 2ND BY TOM TREMBLAY TO MOVE THE SMOKING AREA TO THE TOP OF THE DRIVEWAY. VOTE WAS UNANIMOUS TO APPROVE.

With no further items of discussion:

MOTION WAS MADE BY KATHY DEGAN AND 2ND BY MICHELE BUTLER TO ADJOURN THE NOVEMBER 9, 2024 BOARD OF DIRECTORS MEETING AND MOVE INTO EXECUTIVE SESSION.. VOTE WAS UNANIMOUS TO APPROVE.

Meeting adjourned at 10:58AM.

Respectfully Submitted,

*Michele Butler*

Secretary

**HCOA Board Meeting Property Manager  
Meeting Date Nov. 9<sup>th</sup> 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           |            |
| <b>INCOME</b>                       |                     |                     |                      |            |
| 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%        |
| <b>Total</b>                        | <b>\$631,454.00</b> | <b>\$307,878.00</b> | <b>\$323,576.00</b>  | <b>49%</b> |
| <b>EXPENSES</b>                     |                     |                     |                      |            |
| <b>Facilities</b>                   |                     |                     |                      |            |
| 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%         |
| <b>Total</b>                        | <b>\$200,850.00</b> | <b>\$69,832.00</b>  | <b>\$131,018.00</b>  | <b>35%</b> |
| <b>General Administration</b>       |                     |                     |                      |            |
| 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%         |
| <b>Total</b>                        | <b>\$223,596.00</b> | <b>\$82,510.00</b>  | <b>\$141,086.00</b>  | <b>37%</b> |
| <b>Utilities</b>                    |                     |                     |                      |            |
| 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%        |
| <b>Total</b>                        | <b>\$156,208.00</b> | <b>\$ 36,022.00</b> | <b>\$ 120,186.00</b> | <b>51%</b> |
| <b>Total Operating Expenses</b>     | <b>\$580,654.00</b> | <b>\$188,364.00</b> | <b>\$392,290.00</b>  | <b>32%</b> |
| <b>Miscellaneous</b>                |                     |                     |                      |            |
| 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%         |
| <b>Total</b>                        | <b>\$50,800.00</b>  | <b>\$6,506.00</b>   | <b>\$ 44,294.00</b>  | <b>13%</b> |
| <b>Total Expenditures</b>           | <b>\$631,454.00</b> | <b>\$194,870.00</b> | <b>\$ 436,584.00</b> | <b>31%</b> |





## **Rental Guidelines**

1. Town of Ogunquit Rules and Regulations
  - a. All owners who rent must register their rental with the Town of Ogunquit. This may require an inspection of your unit with the Fire Chief. It is the responsibility of each owner to arrange for access to your unit for purposes of this inspection.
  - b. Business permit must be posted in the unit.
  - c. The Town only allows one rental agreement per 7-day period. This means there can only be one turnover per week, regardless of the duration of the rental. It is the responsibility of each owner to ensure the unit is managed in this fashion. Failure to do so could result in revocation of your business registration by the town.
2. Owner Management of Rentals
  - a. All owners who rent their units must have a unit owner insurance policy, and must notify their agents that the units are rented by third parties to ensure proper coverage.
  - b. There is no on-site Property Manager available to handle renter inquiries. All owners are responsible for communicating rules to their guests, and renters can only go to unit owners for issues that arise. The Board of Directors will not respond to renter questions or concerns.
  - c. Owners are solely responsible for providing access to the building and the unit. The Property Manager is not available for renter access.
  - d. Renters must obtain guest parking passes from the owners. Owners are responsible for determining how the passes get distributed and returned.
  - e. Owners must notify the Property Manager of the names and length of rental for all renters, at least 48 hours prior to arrival.
  - f. Occupancy shall be limited to 1 person per 200 square feet of space (2018 NFPA). It is the responsibility of owners to limit occupancy of rentals in accordance with this regulation.
3. The Lookout Rules
  - a. HCOA Rules and Regulations must be posted in the unit, and communicated to all renters.
  - b. Renters must adhere to all HCOA Rules and Regulations.
  - c. The vestibule lock boxes are the only option for "hiding" keys. There can be no lock boxes located anywhere on the Lookout property.
4. Agreement by Unit Owners
  - a. All owners who rent their units must agree to adhere to these guidelines, by signing below on a yearly basis, no later than May 1 of each calendar year.

Failure to do so will result in a prohibition on rentals until such time as the Guidelines are signed and returned to the Board.

5. Fines

- a. The Bylaws (Section 9.13) allow the Board to issue fines and/or the suspension of rights of a violating unit owner for failure to adhere to HCOA Rules and Regulations. Owners who violate these Guidelines, and/or have renters who violate the HCOA Rules and Regulations, shall be assessed fines as follows, after being given an opportunity to be heard before the Board in a closed session:
  - i. First Offense - \$100
  - ii. Second Offense - \$250
  - iii. Third Offense – Suspension of Right to Rent for one (1) calendar year

Agreed to and accepted by:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Unit

\_\_\_\_\_  
Date



## HORIZON CONDOMINIUM AMENITIES AND RULES

For your enjoyment and use:

1. **A bicycle rack is provided in driveway. Bicycles are not allowed in the building.**
2. **Surfboards and paddleboards are not allowed in the building.**
3. Shuffleboard equipment may be secured at the office. Please return all equipment when finished.
4. Owners may reserve the dining room or sitting room for private use, except for the holiday weekends, Memorial Day, 4<sup>th</sup> of July, and Labor Day. To reserve, contact the manager and pay a deposit of \$100.00 for reservation. The deposit will be refunded after the use and cleaning by the owner.
5. Tennis Courts are available from Patriot's Day Weekend to Columbus Day Weekend: Please schedule play on the sign-up sheet kept in the office area. Wear appropriate attire, including white tennis shoes. Bathing suits are not allowed. There is no smoking allowed in the tennis courts. The Courts are available to owners, renters and their guests. Any owner's or renter's guest must be accompanied by the owner or renter during the guest's entire court time.
6. Pool is open from Memorial Day Weekend to Mid-September. The pool is available to owners, renters and their guests. Any owner's or renter's guest must be accompanied by the owner or renter during the guest's entire visit to the pool. An adult must accompany children under the age of 14. **Glass containers are not permitted in pool area.** When returning to the building's common areas, please no bare feet or dripping bathing suits. Please use the outdoor shower when returning from the beach to rinse saltwater off and use to clean sand off beach chairs etc.
7. A small play area is available behind the main building.
8. Grills are provided behind the main building. Please clean the grill and turn off the propane tank when finished. Notify management when a tank is empty.
9. **Parking: There is absolutely no parking allowed in front of the pool gate. Cars will be towed at owner's expense. There is a limit of two passenger vehicles per unit. There are no recreational vehicles (oversize RV's, boats, boat trailers) Since parking is limited, a vehicle must display an owner's sticker or a guest pass or risk towing at your expense.** In the winter, our snowstorm policy will be posted in the entry. Violations will result in towing at your expense.
10. No charcoal grills are allowed anywhere on the Lookout property. Grills are not allowed on the main building decks. No open fires or fire pits allowed.

Town and State regulations with which we comply:

1. OGUNQUIT BUILDING CODES prohibit gas or charcoal barbecues or other open flames on any wooden surface.
2. OGUNQUIT FIRE DEPARTMENT mandates that interior and exterior fire doors not be secured in an open position and hallways are clear of obstructions. Also, live Christmas trees are prohibited from the interior of the building.
3. NFPA limits occupancy to 1 person per 200 square feet of space
4. STATE OF MAINE HEALTH and SAFETY REGULATIONS prohibit infants and toddlers in diapers from the pool.
5. Fireworks of any kind (including sparklers) are prohibited.

Building and Common Area rules which Lookout management monitors:

1. Excessive noise (including loud voices and music) is prohibited.
2. Running, roughhousing, roller blading, skateboarding, biking, and other activities which might endanger others is forbidden in common areas, including the driveway.
3. Smoking is not allowed in common areas including the pool and tennis courts.
4. Surfboards cannot be transported in the elevator and are not allowed in the building.
5. Pets are not allowed.
6. Recreational vehicles, campers, boats or trailers are banned from parking at the Lookout.

Please be mindful of the following:

1. Return luggage racks and convenience carts to the lobby after use.
2. Remove trash regularly to the dumpster in garage.
3. **Do not hang towels and articles of clothing over railings or decks.**
4. Store beach chairs on the deck or in your vehicle not in the hallways,
5. Supervise children in common areas.
6. Baseball or softball games to include catch is prohibited near the light stanchions. These games may be played in front of the swing set or in the park behind the pool house.

7. No video or audio surveillance cameras, doorbell cameras, drones or any other type of equipment or software can be installed or operated by any owner. This includes faux equipment. There can be no recording or video surveillance that covers any common area, limited common area or privacy easement. The only surveillance equipment allowed external to any unit is that which is monitored by the HCOA manager and is presently in four areas of the main building. Surveillance equipment within units is allowed.

The Association wishes to ensure the enjoyment of all parties at the Lookout. The manager is responsible for dealing with situations which lead to disruption. Difficulties with renters will be reported to owners who must handle the situation immediately. The owner will be responsible to the Association if expenses are incurred. Owners who rent or lend units: please post these rules in your unit.

11/9/24

**PLEASE REMEMBER THAT OWNERS ARE RESPONSIBLE FOR THE CONDUCT OF THEIR RENTERS!**



## 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.

# **FREEZE ALERT**

For:

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**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

|                                                                                                          |                                                                                                                |
|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>RENTERS:</b><br>Please contact your unit owner with any questions or to see if you are in a cold unit | <b>OWNERS:</b><br>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](mailto: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