



Lookout Property Management - Admin <lookoutpropertymanager2@gmail.com>

March Board Communication

1 message

Kathy Degan <kathydeganlookoutboard@gmail.com>
Bcc: lookoutpropertymanager2@gmail.com

Tue, Mar 4, 2025 at 12:03 PM

Minutes from 02/08/2025 Board Meeting
Agenda Packet for 03/08/2025 Board Meeting
Important New Rules regarding smoking, open flames, batteries
New rules regarding dumpster

Minutes from 02/08/2025 Board Meeting - attached

Agenda Packet for 03/08/2025 Board Meeting - attached

Important new rules regarding smoking, open flames, batteries -attached

New rules regarding dumpster - attached

Our rules and amenities document has been updated to include these changes, and a copy is attached here. The 02/08/2025 version is the one all owners who rent should be posting in their units. All guests of the Lookout should be made aware of these rules. There is a downloadable PDF on the association website under HCOA Rules.

Association website:

<https://thelookoutinogunquit.com/>

Facebook:

The Lookout in Ogunquit

Upcoming Events:

03/08/2025 Board Meeting 9:00 AM

04/26/2025 Board Meeting 9:00 AM Budget and Immediate Needs Only

05/25/2025 Annual Owners Meeting 9:00 AM (8:00-9:00 AM Coffee Hour)

4 attachments

 **February 8, 2025 BOD Meeting Minutes plus attachements.pdf**
374K

 **0382025 Board Meeting Agenda Packet.pdf**
701K

 **Update to trash rules.pdf**
37K



Rules & Policy Changes 2025.docx - Google Docs.pdf

114K



**Horizons Condominium Owners Association
Board of Directors Meeting Minutes
Saturday, February 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 February 8, 2025

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:

	Linda Ho		Sharon Zaccardi		
	Marie-Anne Ward				

ITEM I. Approval of Minutes

Michele Butler

- Minutes from the January 11, 2025 regular BOD meeting were presented for approval.

MOTION WAS MADE BY KATHY DEGAN 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.
 - Marie Anne Ward inquired about the additional property manager administrative position

ITEM IV. Property Manager Report

Ed Chamberland

- No updated report at this time

ITEM V. Treasurer’s Report

Tom Tremblay

- Plumbing and mechanical invoices from GP received over last month, dating back to November dates of service - bulk of line item has been expended at this point due to the boiler repairs needed
- Freeze alert additional costs for Jake’s added time will be allocated to property manager line item
- Based on current tracking, expenses will come in right at budgeted amount

- 6 owners still owe 1/1 dues
- Bank account balance - \$135,400
- Discussion ensued regarding additional and ongoing plumbing and mechanical issues that are being resolved in the building

ITEM VI. Old Business

Kathy Degan

- Dumpster use - updated rules regarding dumpster use and what cannot be thrown in the HCOA dumpsters

MOTION WAS MADE BY TOM TREMBLAY AND 2ND BY MICHELE BUTLER TO APPROVE UPDATED DUMPSTER RULES. VOTE WAS UNANIMOUS TO APPROVE.

- Owner request to ban smoking from the building - proposal put forth to prohibit smoking, e-bikes and other open flames

MOTION WAS MADE BY MICHELE BUTLER AND 2ND BY KATHY DEGAN TO APPROVE OPEN FLAME POLICY AS PRESENTED. VOTE WAS UNANIMOUS TO APPROVE.

- Rules and Regulations document will be updated to reflect changes made in this policy and owners will be notified via mail

ITEM VII. New Business

Kathy Degan

- Storage Units - update to pricing and switch to fiscal year billing instead of calendar year billing
 - 3 price points instead of current 2
 - \$150 - indoor units (excluding bar units)
 - \$350 - bar units
 - \$900 - pool house units
 - One unit per owner - current owners grandfathered in
 - One waitlist
 - No use of electrical outlets in storage units - owners will be notified and given time to remove items that are running on electric
 - Billing will be trued up at 7/1 to bring billing in line with fiscal year

MOTION WAS MADE BY MICHELE BUTLER AND 2ND BY KATHY DEGAN TO APPROVE THE STORAGE UNIT RENTAL FEES AND GUIDELINES AS PRESENTED. VOTE WAS UNANIMOUS TO APPROVE

- Owner requested a ping pong table in the common area. HCOA does not have funds in the budget. Ping pong table request denied.

With no further items of discussion:

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

Meeting adjourned at 9:58 AM.

Respectfully Submitted,

Michele Butler

Secretary

Update to trash rules

Current Rules:

Trash

Household trash should be bagged and disposed of in the trash area to the rear of the property. Construction debris, TVs, computers, furniture and certain other items are prohibited. Trash cannot be stored on decks, hallways, or common areas.

Proposed New Rules:

Trash/Dumpster usage

- Trash cannot be stored on decks, hallways or common area and should be brought to the dumpster regularly.
- The dumpster is for owner and guest disposal of bagged household trash only. *No furniture, bulk items or construction debris that would increase the weight should be placed in the dumpster.
- Contractors working on the property are not allowed use of the dumpster.
- *Unwanted furniture, mattresses, or any other unwanted items that do not fit in a standard household garbage bag should not be left in the common areas. This will be considered dumping and will be subject to a fine.

*If you have such items, please contact the Ogunquit Transfer Station or to determine the best way to dispose of the item.

A reminder that dumpster usage is monitored by security camera.

02/08/2025

STORAGE UNIT RENTAL PRICING

Effective 7/1/2025-6/30/2026

Main Building Units - \$150 per year

Bar Area Units - \$350 per year

Pool House Units - \$900 per year

No electrical usage allowed. Current outlets will be disconnected.

One Unit per owner maximum. Current owners with 1+ units are grandfathered.

Pricing for Units will be reviewed annually by the Lookout Board.

02/08/2025

HORIZON CONDOMINIUM AMENITIES AND RULES

For your enjoyment and use:

1. **A bicycle rack is provided in driveway. Bicycles, Electric Bicycles and Micro-Mobility Devices of any kind are not allowed in the buildings. Charging of these devices shall be a minimum of 10 feet away from any structure.**
2. **Surfboards and paddleboards are not allowed in the building.**
2. Shuffleboard equipment may be secured at the office. Please return all equipment when finished.
3. Owners may reserve the dining room or sitting room for private use, except for the holiday weekends, Memorial Day, 4th 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.
4. 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 prohibited in all buildings of the Lookout property. This includes electronic cigarettes and all locations including cottages, pool and tennis court areas. There is a designated smoking area next to the dumpster in the back driveway.
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,
4. Supervise children in common areas.
5. 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.
6. 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.
7. Candles, incense and open flames of any kind are prohibited in all buildings, decks, pool and tennis court areas at the Lookout. This includes electric, gas and charcoal grills. Grills are provided in a safe area on the grounds.

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.

2/8/25

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

As a property owner and board member I propose the following rule changes and additions to support safe, habitable housing. These changes include Electric Bicycles and Electric Vehicles, Smoking Materials, Candle and Incense Burning.

The main concerns are the age of the buildings, building materials and construction methods that all warrant elevated precautions to prevent fires at the Lookout. Below you will find information and statistics related to e-bikes and scooters, smoking and open flames and the risks these pose to the Lookout. That is followed by recommended changes and additions to the Rules and Policies.

E- Bikes & Scooters: (Micro-mobility Devices)

NFPA reported in May of 2020:

- Nationwide, there have been 188 explosions and more than 3,000 fires caused by lithium-ion battery-powered consumer devices since 2022, according to data from UL Solutions. In New York City, where many people rely on e-mobility devices such as electric scooters and bikes for their jobs and for general transportation needs, there was a significant rise in such fires in 2023—267 fires leading to 150 injuries and 18 deaths overall, according to the New York Fire Department (FDNY). According to FDNY figures, the number of e-mobility device fires is nearly nine times higher than in 2019, the last time there were no deaths associated with them.
- Additionally, the 2024 edition of NFPA 1, *Fire Code*, includes requirements for charging more than five micro-mobility devices indoors or within 10 feet of a building. According to these requirements, micro-mobility devices, their batteries, and their charging equipment must be listed by a qualified testing laboratory; users must follow manufacturer instructions; extension cords or power strips cannot be used to charge devices; and charging cannot take place within 10 feet of combustible materials or in any area blocking an exit.

Smoking:

- During 2012-2016, an estimated annual average of 18,100 (5%) reported home structure fires started by smoking materials and killed an average of 590 (23%) people annually, injured 1,130 (10%) per year, and caused \$476 million in direct property damage (7%) per year.
- One in 20 homes (5%) of home structure fires were started by smoking materials. These fires caused almost one in four (23%) home fire deaths, and one in 10 (10%) home fire injuries.
- Smoking was the leading cause of home fire deaths for the five-year period of 2012-2016. Overall, one of every 31 home smoking material fires resulted in death.
- The leading area of origin for home smoking fires in 2012-2016 was an exterior balcony or open porch (18%).
- Forty-three percent of the deaths were caused by fires that started in the living room. One-third (34%) were caused by fires that began in the bedroom.

Candles:

- US fire departments responded to an average of 7,610 home structure fires that are started by candles each year. These fires caused an annual average of 81 civilian fire deaths, 677 civilian fire injuries, and \$278 million in direct property damage.
- December is the peak month for candle fires, followed closely by January.
- Two of every five (40%) candle fire deaths occur in the bedroom.
- Three of every five (60 percent) candle fires started when something that could burn—such as furniture, mattresses, bedding, curtains, or decorations—were too close to the candle. In 16 percent of the fires, the candles were unattended or abandoned.
- *The National Fire Protection Association reports that candles rank among the top 10 preventable causes of residential fires. It further informs that no less than 23 candle-related home fires are reported each day.*

Maine has laws that support habitable housing. These laws are based on the implied warranty of habitability, which requires landlords to keep their rental properties safe and livable. *Regarding the legalities, property owners and the Board have an obligation to make our property 'habitable' for all occupants. It may vary by state how 'habitability' is defined, but just as a habitable dwelling should consist of basic utilities such as electricity and running water, it should also be reasonably clean, quiet and safe. You are well within your legal rights to prohibit certain actions or practices in your property, such as burning candles, as part of maintaining an 'implied warranty' of habitability. Typically, renters and owners do not realize the implied dangers associated with micro mobility devices, open flames and smoking. It is in our best interest to prohibit all of these from our property.*

BICYCLES AND SCOOTERS (Micro-mobility devices)

Current Rules:

HORIZON CONDOMINIUM AMENITIES AND RULES

1. A bicycle rack is provided in driveway. Bicycles are not allowed in the building.

Recommended Change:

1. **A bicycle rack is provided in the driveway. Bicycles, Electric Bicycles and Micro-mobility Devices of any kind are not allowed in the buildings. Charging of these devices shall be a minimum of 10 feet away from any structure.**

Current Rules:

HCOA RULES AND POLICIES

1. A bicycle rack is provided in driveway. Bicycles are not allowed in the building. Please do not secure bicycles to fences and benches or other areas on the property.

Recommended Change:

2. **A bicycle rack is provided in the driveway. Bicycles, Electric Bicycles and Micro-mobility devices of any kind are not allowed in the buildings. Please do not secure bicycles to fences and benches or other areas on the property.**

SMOKING

HCOA RULES AND POLICIES

Current Rule:

1. Smoking is not allowed in common areas including the pool and tennis courts. There is a designated smoking area next to the dumpster in the back driveway. Smoking is allowed in individual units.

Recommended Change:

1. **Smoking is prohibited in all buildings of the Lookout Property. This includes electronic cigarettes and all locations including cottages, pool and tennis court areas. There is a designated smoking area next to the dumpster in the back driveway.**

CANDLES, INCENSE AND GRILLS (Open Flames)

There is no current rule or policies regarding candles, incense burning and Grills. (open Flames)

New addition:

1. **Candles, incense and open flames of any kind are prohibited in all buildings, decks, pool and tennis court area at the Lookout. This includes electric, gas and charcoal grills. Grills are provided in a safe area on the grounds.**

The enforcement mechanism for these changes and additions will fall under Section 9.13 of the existing Bylaws.

Section 9.13. Rules and Regulations concerning the use of the units and of the common areas and facilities by unit owners, guests of unit owners, and other persons with license to use the pool may be promulgated and amended by the Board of Trustees. Copies of such Rules and Regulations shall be furnished by the Board of Trustees to each unit owner prior to the time when the same become effective. The Rules and Regulations, which shall be effective until amended by the Board of Trustees, shall be filed with the Secretary, together with any subsequent amendments thereto. The Rules and Regulations may provide for measures by which they, the Declaration and the By-Laws, may be enforced including, in appropriate instances, fines and/or the suspension of the rights of a violating unit owner to use his unit and the common areas and facilities.

Ed Chamberland
02/08/2025

**HCOA Board Meeting Agenda
Meeting Date March 8, 2025, 9:00 am
First floor fireplace common area**

09:00 Welcome – Kathy

Review Board Meeting guidelines

09:05 Approve minutes of last BOD Meeting – Kathy

09:10 Owner Discussion

09:30 Treasurers Report-Tom

09:45 Property Managers Report - Ed

10:00 Old Business (Stop at 10:30)

- Gate for Fire Lane (*Beachmere*) – Mike (*Tabled until May/June*)
- 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*)
- Initiation Fee – Michele (*Tabled-nothing new to report*)
- Standard form for all contractors – Michele (*Tabled-nothing new to report*)

10:30 New Business (Stop at 11:00)

- Request by Lorraine Ilsley – Unit 214 – to be appointed to the board to fill Mike Abbott's vacant seat that is term ending 2026

11:00 Executive Session

Next meeting will be Saturday 04/26/2025 at 9:00 AM in the Fireplace Common Area

This is a budget and immediate needs only meeting

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, 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



**Horizons Condominium Owners Association
Board of Directors Meeting Minutes
Saturday, February 8, 2025 | 9:00 am**

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x	Kathy Degan
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Meeting adjourned at 9:58 AM.

Respectfully Submitted,

Michele Butler

Secretary

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 of 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%
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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%
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*Changes approved 11/9/24 Board Meeting

As a property owner and board member I propose the following rule changes and additions to support safe, habitable housing. These changes include Electric Bicycles and Electric Vehicles, Smoking Materials, Candle and Incense Burning.

The main concerns are the age of the buildings, building materials and construction methods that all warrant elevated precautions to prevent fires at the Lookout. Below you will find information and statistics related to e-bikes and scooters, smoking and open flames and the risks these pose to the Lookout. That is followed by recommended changes and additions to the Rules and Policies.

E- Bikes & Scooters: (Micro-mobility Devices)

NFPA reported in May of 2020:

- Nationwide, there have been 188 explosions and more than 3,000 fires caused by lithium-ion battery-powered consumer devices since 2022, according to data from UL Solutions. In New York City, where many people rely on e-mobility devices such as electric scooters and bikes for their jobs and for general transportation needs, there was a significant rise in such fires in 2023—267 fires leading to 150 injuries and 18 deaths overall, according to the New York Fire Department (FDNY). According to FDNY figures, the number of e-mobility device fires is nearly nine times higher than in 2019, the last time there were no deaths associated with them.
- Additionally, the 2024 edition of NFPA 1, *Fire Code*, includes requirements for charging more than five micro-mobility devices indoors or within 10 feet of a building. According to these requirements, micro-mobility devices, their batteries, and their charging equipment must be listed by a qualified testing laboratory; users must follow manufacturer instructions; extension cords or power strips cannot be used to charge devices; and charging cannot take place within 10 feet of combustible materials or in any area blocking an exit.

Smoking:

- During 2012-2016, an estimated annual average of 18,100 (5%) reported home structure fires started by smoking materials and killed an average of 590 (23%) people annually, injured 1,130 (10%) per year, and caused \$476 million in direct property damage (7%) per year.
- One in 20 homes (5%) of home structure fires were started by smoking materials. These fires caused almost one in four (23%) home fire deaths, and one in 10 (10%) home fire injuries.
- Smoking was the leading cause of home fire deaths for the five-year period of 2012-2016. Overall, one of every 31 home smoking material fires resulted in death.
- The leading area of origin for home smoking fires in 2012-2016 was an exterior balcony or open porch (18%).
- Forty-three percent of the deaths were caused by fires that started in the living room. One-third (34%) were caused by fires that began in the bedroom.

Candles:

- US fire departments responded to an average of 7,610 home structure fires that are started by candles each year. These fires caused an annual average of 81 civilian fire deaths, 677 civilian fire injuries, and \$278 million in direct property damage.
- December is the peak month for candle fires, followed closely by January.
- Two of every five (40%) candle fire deaths occur in the bedroom.
- Three of every five (60 percent) candle fires started when something that could burn—such as furniture, mattresses, bedding, curtains, or decorations—were too close to the candle. In 16 percent of the fires, the candles were unattended or abandoned.
- *The National Fire Protection Association reports that candles rank among the top 10 preventable causes of residential fires. It further informs that no less than 23 candle-related home fires are reported each day.*

Maine has laws that support habitable housing. These laws are based on the implied warranty of habitability, which requires landlords to keep their rental properties safe and livable. *Regarding the legalities, property owners and the Board have an obligation to make our property 'habitable' for all occupants. It may vary by state how 'habitability' is defined, but just as a habitable dwelling should consist of basic utilities such as electricity and running water, it should also be reasonably clean, quiet and safe. You are well within your legal rights to prohibit certain actions or practices in your property, such as burning candles, as part of maintaining an 'implied warranty' of habitability. Typically, renters and owners do not realize the implied dangers associated with micro mobility devices, open flames and smoking. It is in our best interest to prohibit all of these from our property.*

BICYCLES AND SCOOTERS (Micro-mobility devices)

Current Rules:

HORIZON CONDOMINIUM AMENITIES AND RULES

1. A bicycle rack is provided in driveway. Bicycles are not allowed in the building.

Recommended Change:

1. **A bicycle rack is provided in the driveway. Bicycles, Electric Bicycles and Micro-mobility Devices of any kind are not allowed in the buildings. Charging of these devices shall be a minimum of 10 feet away from any structure.**

Current Rules:

HCOA RULES AND POLICIES

1. A bicycle rack is provided in driveway. Bicycles are not allowed in the building. Please do not secure bicycles to fences and benches or other areas on the property.

Recommended Change:

2. **A bicycle rack is provided in the driveway. Bicycles, Electric Bicycles and Micro-mobility devices of any kind are not allowed in the buildings. Please do not secure bicycles to fences and benches or other areas on the property.**

SMOKING

HCOA RULES AND POLICIES

Current Rule:

1. Smoking is not allowed in common areas including the pool and tennis courts. There is a designated smoking area next to the dumpster in the back driveway. Smoking is allowed in individual units.

Recommended Change:

1. **Smoking is prohibited in all buildings of the Lookout Property. This includes electronic cigarettes and all locations including cottages, pool and tennis court areas. There is a designated smoking area next to the dumpster in the back driveway.**

CANDLES, INCENSE AND GRILLS (Open Flames)

There is no current rule or policies regarding candles, incense burning and Grills. (open Flames)

New addition:

1. **Candles, incense and open flames of any kind are prohibited in all buildings, decks, pool and tennis court area at the Lookout. This includes electric, gas and charcoal grills. Grills are provided in a safe area on the grounds.**

The enforcement mechanism for these changes and additions will fall under Section 9.13 of the existing Bylaws.

Section 9.13. Rules and Regulations concerning the use of the units and of the common areas and facilities by unit owners, guests of unit owners, and other persons with license to use the pool may be promulgated and amended by the Board of Trustees. Copies of such Rules and Regulations shall be furnished by the Board of Trustees to each unit owner prior to the time when the same become effective. The Rules and Regulations, which shall be effective until amended by the Board of Trustees, shall be filed with the Secretary, together with any subsequent amendments thereto. The Rules and Regulations may provide for measures by which they, the Declaration and the By-Laws, may be enforced including, in appropriate instances, fines and/or the suspension of the rights of a violating unit owner to use his unit and the common areas and facilities.

Ed Chamberland
02/08/2025

Update to trash rules

Current Rules:

Trash

Household trash should be bagged and disposed of in the trash area to the rear of the property. Construction debris, TVs, computers, furniture and certain other items are prohibited. Trash cannot be stored on decks, hallways, or common areas.

Proposed New Rules:

Trash/Dumpster usage

- Trash cannot be stored on decks, hallways or common area and should be brought to the dumpster regularly.
- The dumpster is for owner and guest disposal of bagged household trash only. *No furniture, bulk items or construction debris that would increase the weight should be placed in the dumpster.
- Contractors working on the property are not allowed use of the dumpster.
- *Unwanted furniture, mattresses, or any other unwanted items that do not fit in a standard household garbage bag should not be left in the common areas. This will be considered dumping and will be subject to a fine.

*If you have such items, please contact the Ogunquit Transfer Station or to determine the best way to dispose of the item.

A reminder that dumpster usage is monitored by security camera.

02/08/2025