

**HCOA Board Meeting Agenda  
Meeting Date April 26, 9:00 am  
First floor fireplace common area  
Budget and Immediate Needs**

**09:00 Welcome – Kathy**

***Review Board Meeting guidelines***

**09:05 Approve minutes of last BOD Meeting – Michele**

**09:10 Owner Discussion**

**09:30 Property Manager Report**

**09:40 Treasurer's Report-Presenting 2025/2026 Fiscal Year Budget**

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

- Security Cameras - *Kathy*
- Association rental fee paid to the association each time a unit is rented
- New Owners Information Packet (include cottage information) - *Kathy*
- Garage safety-*Kathy and Michele*
- Initiation Fee – *Michele*
- Standard form for all contractors – *Michele*
- Gate for Fire Lane (*Beachmere*) – *Mike (Tabled until May/June)*

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

- Request from owner to make the Israel Head Parking spaces available to owners only
- Offer from owner to cover cost of relining the parking lot and adding signage.
- Suggested fine policy

**11:00 Executive Session**

***Next meeting will be our Annual Meeting on Sunday 05/25/2025 at 9:00 AM in the Garden View Room  
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](mailto: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](mailto: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

