



**HCOA Board Meeting Property Manager
Meeting Date May 25, 2025**

WHAT'S HAPPENED AT THE LOOKOUT

Deck structural issues on unit 211. Repairs completed.

Window sash falling out of the frame and needed to be replaced in Unit 211

Boiler failed to operate in the main building was investigated and found to be linked to bacteria sludge and water that has collected in the storage tank over the past years. The tank is scheduled to be cleaned. No records were found to identify the last time the tank was cleaned.

Completed underground fuel tank inspection and identified that the tank requires cleaning to resolve some boiler failure issues. This will be scheduled for Fall of 2025.

In 2024 50% of the units in the main building had some type of heat control issue. Heating system devices like a thermostat, transformer, control valves were repaired or replaced to maintain the heating system. This initiative contributed to improved heating of the building and reduced the potential of frozen pipes.

Heating control valve requiring replacement



Repaired weather damage to Cottage 2 roof. Roof requires replacement and will be added to the list of roofing replacements.

Reviewed several requests from owners regarding constructions repairs and upgrades to existing units. Units 200,205,206,207,208,212,314,405, 419.

Fire Suppression system repairs were completed. The system evaluation is currently ongoing by service providers.

Tree Maintenance was completed on trees by Cottage 1 and the Pool area. This work was performed to reduce safety concerns regarding dead limbs.

Dryer venting duct work was cleaned to promote better air flow and reduce the chance of fire.

Fire extinguisher inspection and testing was completed with one extinguisher needing to be replaced.

Water Backflow preventers were tested on the pool and irrigation systems. Repairs were required and performed.

All 3 hot water tanks, expansion tank and related plumbing have been replaced.

Existing hot water tank:



Replacement hot water tank:



Animals have penetrated the foundation of cottage 4. The foundation has areas of failure. Repairs to this foundation are scheduled.

Animals have also gained access to Cottages 2 and 3. A licensed animal control contractor was called in the address both issues and secure the cottages.

A new service contract was negotiated with Otis Elevator. They completed an evaluation of the existing elevator and have discovered the elevator is due for a modernization, that replacement part availability is limited and can lead to lengthy downtime if failures occur. Performed the yearly elevator fire recall test and the elevator and alarms all operated as they should and passed the inspection. It was discovered that the elevator phone was not working. The problem was that the existing landline was not functioning. The decision was made to change the elevator phone to wireless digital. This has been completed.

Dirfy Generator recently serviced the generator which runs the boilers and air compressor when power is lost. This is done twice a year and everything was in good working order.

Spring and summer seasonal site cleanup and preparations were completed. This includes landscaping, pool, lawn furniture and tennis court.

Freeze alerts were conducted during the winter months. This was the first year implementing these alerts. Low temperature and water leak alarm devices can be found online. Search [Low Temperature Alarms for the home](#) several options are available from local sounding to smart devices that can be connected to WIFI and your phone.

A new laundry equipment contract was negotiated and as a result all new equipment has been installed. Currently the new equipment requires a smart phone to pay for the use of the equipment. A credit card reader will be installed as soon as possible.



Annual safety inspections of all units were completed in November. The property Manager is working with owners to resolve any issues that were identified.

Included in the safety inspections the Property Manager inspected the condition of windows and patio doors to identify misalignment, air gaps, unable to secure and lock, seal and gasket failure. This information was then used to establish a priority list to replace windows and doors.

Actual mis-alignment of a window.



Two patio doors were replaced on Unit G2. Both doors had failed due to age and were unable to close and secure properly creating a security and energy issue.

Pool heater exhaust vent was repaired after storm damage.



Touch up painting was ongoing on white trim areas in the main building common areas.

Large hot water feed pipes located under the Garden Room were leaking due to age and failed. Approximately 12 feet of copper pipe was replaced. Additional piping will require replacement in the future.

Efforts have been ongoing to identify and prioritize repairs of all building at the Lookout. This extensive study includes roofs, leaks, storm damage, decks, window and doors. This information has supported the need for these repairs and assisted with a budget plan and schedule. The challenges that we are facing in moving forward is the availability of contractors and current instability of the economy. Both of these will impact the current plan and costs as displayed below.

**Priority Projects:
January, 2025 – June, 2025**

ROOFING

1. Main Building center	\$31,083	Remove existing roof & replace. Roofing quote – \$21,083. Roof deck and structural repairs - \$10,000 allowance. Roof section is failing and could contribute to leaks into the building creating further damage. Roof section inspected by J. Carnes Roofing and property manager and recommended for replacement.
-------------------------	----------	--

LEAKS

1. Cottage 4	\$30,985	Extend roof line, replace roof section, remove siding, replace window, seal and flash roof and install new siding, interior patch and paint and install one gutter to divert water. Current quote, not to exceed - \$30,985. Obtaining a second quote. These leaks have existed for many years and repeatedly create damage to the cottage. After review with contractors and property manager these repairs are recommended to be completed.
--------------	----------	---

Total	\$62,068
--------------	-----------------

Priority Projects 2025 – 2026

ROOFING

- | | |
|------------------------------|----------|
| 1. Cottage 2 | \$ 9,000 |
| 2. Roof over 305 | \$35,000 |
| 3. Roof over 205 | \$17,700 |
| 4. Second Floor Flat Section | \$35,000 |

\$96,700

LEAKS

- | | |
|-------------|----------|
| 1. Unit 105 | \$ 5,000 |
| 2. Unit 206 | \$ 5,000 |
| 3. Unit 208 | \$ 5,000 |
| 4. Unit 310 | \$ 5,000 |
| 5. Unit 312 | \$ 5,000 |

\$25,000

DAMAGE

- | | |
|-------------|----------|
| 1. Unit 405 | \$10,000 |
| 2. Unit 411 | \$10,000 |

\$20,000

DECKS

- | | |
|--------------|----------|
| 1. Unit 212 | \$ 200 |
| 2. Unit 216 | \$ 200 |
| 3. Cottage 4 | \$20,000 |
| 4. Unit 314 | \$12,000 |
| 5. Unit 408 | \$12,000 |
| 6. Unit 410 | \$12,000 |
| 7. Unit 411 | \$12,000 |
| 8. Unit 304 | \$12,000 |
| 9. Unit 403 | \$ 5,000 |

\$85,400

WINDOWS/SLIDERS

- | | |
|-------------|----------|
| 1. Unit 217 | \$18,000 |
| 2. Unit 313 | \$12,000 |
| 3. Unit 405 | \$12,000 |
| 4. Unit 204 | \$ 6,000 |
| 5. Unit 207 | \$ 6,000 |
| 6. Unit 215 | \$12,000 |
| 7. Unit 315 | \$12,000 |
| 8. Unit 403 | \$12,000 |
| 9. Unit 413 | \$ 8,000 |

\$98,000

TOTAL	\$324,700
--------------	------------------

Capital / CIC

The following item list was established by the CIC committee and the Board of Directors to capture all items requiring funding in the future. This list will be reviewed and updated.

Priorities will be established and items will be addressed as funding becomes available.

- Elevator modernization
- Main Building Roof Replacements
- Transfer heating oil pump Spare
- Main Building New Heater (sprinkler room)
- Main Building Sprinkler ID Leaks, Inspect pipes, Repair
- Cottage 4 deck stair replacement
- Parking lot expansion behind pool house
- Main Building Burner Replacements (2)
- Pool Canopy and Structure
- Cottage Gutters
- Main Building Insulation
- Repoint stone walls and pillars
- EV Charging stations
- Solar panels for Pool House
- Main Building Oil Tank (above ground replacement)
- Landscape lighting
- Main Building Generator Backup
- Main Building carpeting - hallways
- Pool Replacement
- Irrigation system in back yard
- Main building roof support
- Resurface driveway Dumpster area
- Rebuild Dumpster Storage
- Paint crawl space façade
- Resurface parking lots
- Pool Furniture
- Pergolas
- Garage in back of pool house
- Main building wood siding repairs
- Parking lot asphalt replacement
- Main building Rugs floor 1 level and garden room