



Lookout Board <thelookoutboard@gmail.com>

February Board Communication

Lookout Board <thelookoutboard@gmail.com>
Draft

Fri, Jan 24, 2025 at 11:46 AM

Minutes from 01/11/2025 Board Meeting
Agenda for 02/08/2025 Board Meeting
New Property Management Admin Contact Information
Rental Policy Meeting for all owners who rent 2/25/2024
Owner request for a ping pong table
Chamber of Commerce membership

Minutes from 01/11/2025 Board Meeting - attached

Agenda for 02/08/2025 Board Meeting - attached

New Property Management Admin Contact Information

The Lookout Board is pleased to announce that Brenda Regan will be joining our property management team on February 10, 2025. Brenda will be responsible for all administrative property management requirements, including keys, parking passes, and related matters. Please direct all requests to lookoutpropertymanager@gmail.com, and Brenda or Jake will respond promptly. We are confident that Brenda will be a valuable asset to our team.

Rental Policy Meeting for all owners who rent 2/25/2024

Michele

Owner request for a ping pong table

At the February Board Meeting, we will discuss a request from one of our owners to install a ping pong table in the fireplace common area. The table would be purchased with donated funds, and would be for the exclusive use of the owners. As a reminder, the common area is for owner use only.

Chamber of Commerce Membership

The board has decided not to renew our membership with the Ogunquit Chamber of Commerce. However, if any owners are interested in keeping the membership, they are welcome to form a group to renew the membership and cover the cost with donations.

Please keep common areas clear

This is a reminder that no personal owner items such as shoes, beach chairs, furniture, etc. are permitted in the common areas or hallways. Please remove any such items from those areas. Owners who rent should pass this information on to their tenants.

Association website:

<https://thelookoutinogunquit.com/>

Facebook:

The Lookout in Ogunquit

Upcoming Events:

02/08/2025 Board Meeting 9:00 AM - Immediate Needs Only/Zoom Only

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)



**Horizons Condominium Owners Association
Board of Directors Meeting Minutes
Saturday, January 11, 2025 | 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 January 11, 2025

There were present:

x	Kathy Degan
	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:

	Sharon Zaccardi Linda Ho (zoom)		Allyson and Seth Brawer (zoom) Angela Pollino		Jim Cullen Dave Degan
	Leo Dunn Joann Boczenowski (zoom)		Roseann and Barry Stearns (zoom) Lorraine Ilsley		David and Cindy Barton

ITEM I. Approval of Minutes

Michele Butler

- Minutes from the November 9, 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

- No requests to consider

ITEM III. Owner Discussion

Kathy Degan

- The floor was opened for discussion by owners in attendance.
 - Jim Cullen asked about heat sensors and water sensors - Property Manager report outlines search suggestions. If a leak is detected, Jake should be called to address the leak
 - Leo Dunn thanked the Board and Jake for the work done on the slider in his unit
 - Angela Pollino inquired as to process for getting doors repaired/replaced

ITEM IV. Property Manager Report

- Property Manager report included in meeting documents
- Windows and doors inspected and issues have been found on many
- Roof repairs needed in various areas of the main building and cottages

ITEM V. Treasurer's Report

Tom Tremblay

- 10/1 dues are paid; 10 unit owners owe 1/1 fees
- 100% of assessment has been collected
- \$189,000 in operating account
- Approx \$35,000 in AP; \$20,000 in AR
- \$51,800 in reserves; \$28,300 in assessment account
- Expenses tracking in line with budget; plumbing and landscaping/snow removal lines expected to have larger expenditures coming up

ITEM VI. Old Business

Kathy Degan

- Kathy Degan requested the Board authorize an expenditure for a reserve study - the Board will consider adding this cost to the 2026 Fiscal year budget
- Cottage 6 loss - close out is still in process for the Cottage 6 project
- Cottage 6 stair case - boundary change between two units needs to be recorded with a new survey. Board is unable to find a civil engineer to complete survey; the affected owners are responsible for obtaining survey for recording
- New administrative position - contracted position to start February 10, 2025
 - Brenda Regan will be handling administrative requests from owners

ITEM VII. New Business

Kathy Degan

- Property Manager apartment - an update on the status of the committee was provided along with the various issues involved in a potential sale. Committee will reconvene in the upcoming months
- Meeting scheduled for February 25, 2025 for owners who rent units to go over the new rental guidelines
- Proposal for storage unit fees will be forthcoming and implemented in next fiscal year's budget
- An owner inquired about a live-in property manager

With no further items of discussion:

MOTION WAS MADE BY KATHY DEGAN AND 2ND BY TOM TREMBLAY TO ADJOURN THE JANUARY 11, 2025 BOARD OF DIRECTORS MEETING AND MOVE INTO EXECUTIVE SESSION.. VOTE WAS UNANIMOUS TO APPROVE.

Meeting adjourned at 10:21AM.

Respectfully Submitted,

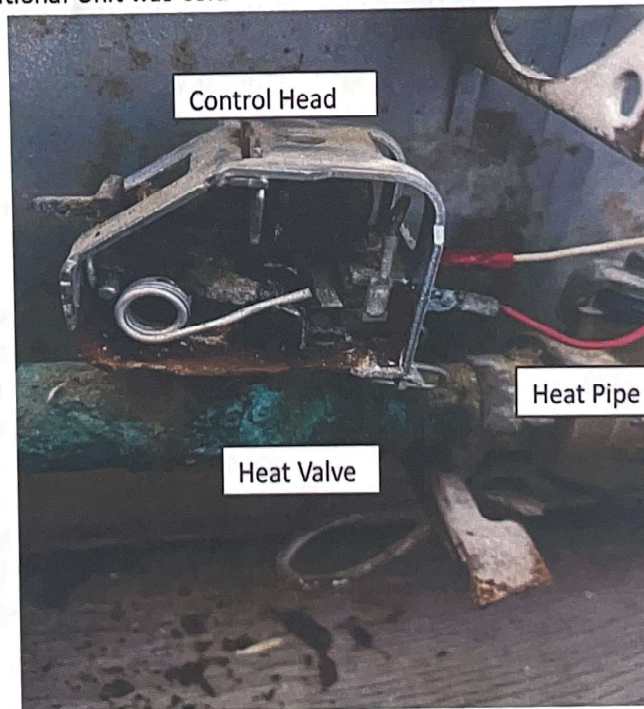
Michelle Butler

Secretary

HCOA Board Meeting Property Manager
Meeting Date Jan. 11, 2024

November – December Log Highlights

- Deck structural issues on unit 211. Repairs completed
- Window sash falling out of frame needs to be replaced. Obtaining quote to replace window. Unit 211
- Winterization notifications went out to all owners. Property Manager is assisting cottage owners with seasonal unit preparations and closings.
- We have received requests from unit owners regarding suggestions for low temperature and water leak alarm devices. There are many devices that are available online. If you search Low Temperature Alarms for the home several options are available from local sounding to smart devices that can be connected to WIFI.
- Boiler failed to operate was investigated and repairs made. Fuel lines feeding boiler were blocked. Flow was restored. Fuel line cleaning has been added to scheduled maintenance of the boilers.
- In 2024 a total of 22 units in the main building had some type of heat issue that was resolved. Heating system devices like a thermostat, transformer, control valve was repaired or replaced to maintain the heating system.
 - Actual heating valve that required replacement. Heating baseboard was not operational Unit was cold



- Patch and paint repair to G Hallway completed
- Scheduled underground fuel tank inspection
- Repaired weather damage to Cottage 2 roof. Roof requires replacement and will be added to the list of roofing replacements.
- Implemented first Freeze Alert for December 21 – 22. An email was sent out to all owners and postings were placed in the entrance ways on December 19th. Actual weather conditions did not support a fully implemented alert. The decision was made to implement the alert to test the new procedure. We did receive good feedback from owners and it allowed for a better understanding of the process. We were able to better identify weather condition recommendations that would drive future freeze alerts. Moving forward:
 - Outside temperatures lows less than 10-degree Fahrenheit
 - Wind speeds above 25 MPH, Gusting above 30 MPH
 - Wind direction from the North
 - Duration longer than 48 hours
 - Owners need to do their part to protect their property from a freeze. Please reference file shared previously. Highlights below:

Requirements for all owners from the Pipe Burst Committee:

- 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.
- Make all guests and renters aware of any communications received from the Board or Property Manager.
- Thermostats that use batteries should be checked often and fresh batteries placed regularly
- Cold units must:
 - Keep faucets on drip during freeze alerts
 - Ensure heat is flowing under sinks by leaving vanity doors open
 - Make sure water sensors are placed
 - Make sure the heat is adequate
- The property Manager must have a working key to your unit, not a code. You may use a code lock on your door, but it should be the type that also allows a key.
- Owners who have individual water shut off in their units (Cottages) must shut the water off when you leave the unit overnight or longer)

Review owner construction requests

Unit 405 – Shansky – kitchen counter top and cabinet door replacement. Work has started with counter top replacement. Owner is moving on with replacing cabinet fronts. Work approved by BOD

Unit 410 Mandel – remodel request - painting, additional kitchen cabinets installed, and replacement HVAC Split units. Work approved by BOD.

Unit 205 - Bathroom floor replacement was reviewed by the Property Manager and the work being performed required no BOD approval.

Unit 200 – Kitchen remodeling. Owner dropped off plans for Jake to review. Jake was unable to meet with owner before they left for the winter. Jake needs to review the details with owner or contractor to make a recommendation. No action required by BOD at this time.

Project Work:

Cottage 6:

- Contractor has returned and is in the process of completing all work.
- Code Enforcement office inspected all three units and issued final occupancy permits for all.
- 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:

- System evaluation is currently on going by the service provider. A report of their findings should be completed in January 2025.

Tree Maintenance:

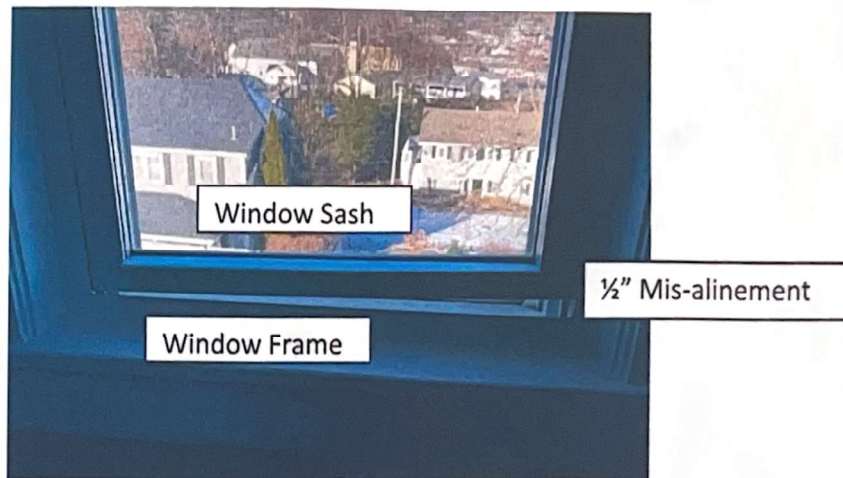
- Tree trimming and removal due to safety concerns is scheduled to be completed in November. Dead tree trimmed in front of Cottage 1
- November-Trim 2 large trees by pool and remove branches by Cottage 4.
- Trim dead wood on tree near Cottage 1

Annual Inspections:

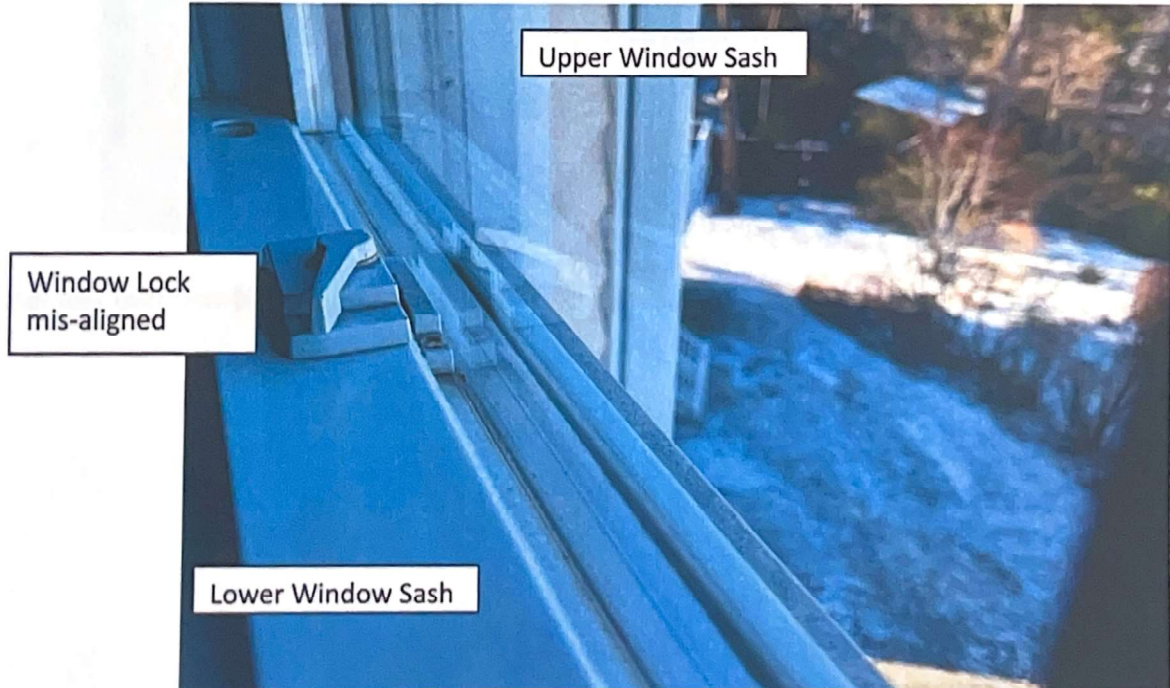
- Annual safety inspections of all units were started in November. The property Manager will notify and work with owners to resolve any issues that were identified.

Window and Slider Door Inspections:

- During the annual inspections of all units the Property Manager inspected all windows and slider doors. Based on the age of existing windows and sliders the majority need to be replaced. The inspection data will create a priority list of potential replacement in the future. Inspection process included identifying misalignment, air gaps, unable to secure and lock, seal and gasket failure.
 - Actual mis-alinement of a window.



- Actual window security issue.



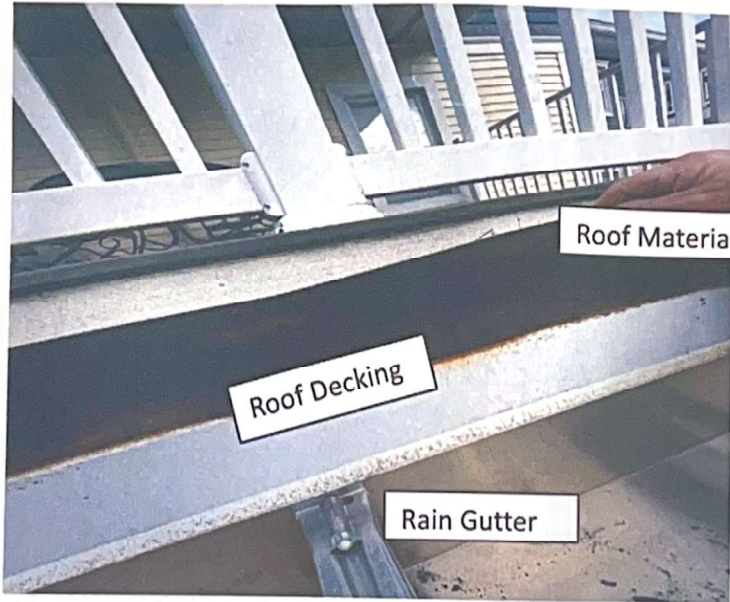
Roofing:

- We have started to collect information regarding the roofing of all building. Most roofing is old and will require replacement in the future. Roofing concerns are being driven by input from owners, Property Manager and roofing contractors. More information is still required to understand the full scope of the roof conditions. So far, we have this information.
 - Cottage 2 remove existing & replace
 - Main Building center remove existing & replace
 - Main Building center roof deck replacement
 - Flat Roof over 205 remove existing & replace
 - Flat Roof over 105 remove existing & replace

Main Building Center Area. Roof decking and Roofing is in poor condition



Flat roof over Unit 205 and 105. Roofing material is no longer attached to roof decking.



Roof Material Separation

Roof Decking

Rain Gutter

BUDGET ANALYSIS 1/6/25

	Budget Amount	Paid Expenses as of 1/6/25	Difference	
INCOME				
Condominium Fees	\$587,054.00	\$ 402,646.00	\$ 184,408.00	69%
Other Income	\$18,000.00	\$ 9,387.00	\$ 8,613.00	52%
PM Unit Rent	\$26,400.00	\$ 15,400.00	\$ 11,000.00	58%
Total	\$631,454.00	\$427,433.00	\$204,021.00	68%
EXPENSES				
<u>Facilities</u>				
Building(s) Maintenance	\$30,500.00	\$ 11,793.00	\$ 18,707.00	39%
Plumbing and Mechanical	\$26,500.00	\$ 10,886.00	\$ 15,614.00	41%
Elevator	\$6,000.00	\$ 5,460.00	\$ 540.00	91%
Landscaping and Snow Removal	\$43,000.00	\$ 17,703.00	\$ 25,297.00	41%
Fire Protection	\$35,400.00	\$ 12,448.00	\$ 22,952.00	35%
Pool	\$9,450.00	\$ 7,087.00	\$ 2,363.00	75%
Trash	\$20,000.00	\$ 10,642.00	\$ 9,358.00	53%
Windows and Doors	\$10,000.00	\$ 8,000.00	\$ 2,000.00	80%
Decks	\$20,000.00	\$ 7,000.00	\$ 13,000.00	35%
*Aesthetics Committee	\$700.00	\$ 200.00	\$ 500.00	28%
Total	\$201,550.00	\$91,219.00	\$110,331.00	45%
<u>General Administration</u>				
Legal and Accounting Fees	\$7,500.00	\$ 1,418.00	\$ 6,082.00	19%
Property Management	\$78,085.00	\$ 38,168.00	\$ 39,917.00	49%
Insurance	\$114,000.00	\$ 66,473.00	\$ 47,527.00	58%
Office and General Supplies	\$1,000.00	\$ 17.00	\$ 983.00	2%
Postage	\$500.00	\$ 384.00	\$ 116.00	77%
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	\$ 909.00	\$ 1,382.00	40%
Civil Engineer Survey	\$10,000.00	\$ -	\$ 10,000.00	0%
Total	\$222,896.00	\$114,794.00	\$108,102.00	52%
<u>Utilities</u>				
Electric	\$29,313.00	\$ 8,905.00	\$ 20,408.00	30%
Fuel Oil	\$68,015.00	\$ 22,831.00	\$ 45,184.00	34%
Water and Sewer	\$12,180.00	\$ 6,068.00	\$ 6,112.00	50%
Cable and Internet	\$45,000.00	\$ 25,965.00	\$ 19,035.00	58%
Telephone and Fax	\$1,700.00	\$ 1,827.00	\$ (127.00)	107%
Total	\$156,208.00	\$ 65,596.00	\$ 90,612.00	32%
Total Operating Expenses	\$580,654.00	\$271,609.00	\$309,045.00	47%
<u>Miscellaneous</u>				
Cottage 6 Loan	\$20,400.00	\$ 9,759.00	\$ 10,641.00	48%
Contribution to Operational Reserve	\$0.00	\$ -	\$ -	0%
Contribution to Capital Projects	\$30,000.00	\$ -	\$ 30,000.00	0%
Social Committee	\$400.00	\$110.00	\$ 290.00	28%
Total	\$50,800.00	\$9,869.00	\$ 40,931.00	19%
Total Expenditures	\$631,454.00	\$281,478.00	\$ 349,976.00	45%

*Changes approved 11/9/24 Board Meeting

HCOA Board Meeting Agenda
Meeting Date February 8, 2025, 9:00 am
Zoom Only

09:00 Welcome – Kathy

Review Board Meeting guidelines

09:05 Approve minutes of last BOD Meeting – Michele

09:10 Owner Discussion

09:30 Treasurers Report-Tom

10:05 Old Business (Stop at 10:30)

- **Dumpster use – develop rules and fines – Kathy**
- **Owner requests to ban smoking from the building entirely - Ed/Vinny/Michele**
- **Owner request to ban electric bikes and scooters from building - Ed**
- **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)

- **New Owner Storage fees and policies – Vinny**
- **Ping Pong table request - Kathy**

Reminder: Rental Policy meeting on 2/25/2025

11:00 Executive Session

Next meeting will be Saturday 03/08/2025 at 9:00 AM in the Fireplace Common Area
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, January 11, 2025 | 9:00 am**

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Meeting adjourned at 10:21AM.

Respectfully Submitted,

Michelle Butler

Secretary

BUDGET ANALYSIS 2/5/25

	Budget Amount	Paid Expenses			
		as of 2/5/25	Difference		
INCOME					
Condominium Fees	\$587,054.00	\$ 440,290.00	\$ 146,764.00	75%	-
Other Income	\$18,000.00	\$ 14,686.00	\$ 3,314.00	82%	-
PM Unit Rent	\$26,400.00	\$ 17,600.00	\$ 8,800.00	67%	-
Total	\$631,454.00	\$472,576.00	\$158,878.00	75%	
EXPENSES					
Facilities					
Building(s) Maintenance	\$30,500.00	\$ 14,559.00	\$ 15,941.00	48%	
Plumbing and Mechanical	\$26,500.00	\$ 26,096.00	\$ 404.00	98%	
Elevator	\$6,000.00	\$ 5,460.00	\$ 540.00	91%	
Landscaping and Snow Removal	\$43,000.00	\$ 22,874.00	\$ 20,126.00	53%	
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	\$ 8,000.00	\$ 2,000.00	80%	
Decks	\$20,000.00	\$ 7,000.00	\$ 13,000.00	35%	
*Aesthetics Committee	\$700.00	\$ 243.00	\$ 500.00	28%	
Total	\$201,550.00	\$119,557.00	\$82,036.00	59%	
General Administration					
Legal and Accounting Fees	\$7,500.00	\$ 2,918.00	\$ 4,582.00	39%	
Property Management	\$78,085.00	\$ 45,766.00	\$ 32,319.00	59%	
Insurance	\$114,000.00	\$ 75,930.00	\$ 38,070.00	67%	
Office and General Supplies	\$1,000.00	\$ 17.00	\$ 983.00	2%	
Postage	\$500.00	\$ 457.00	\$ 43.00	91%	
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	\$ 969.00	\$ 1,322.00	42%	
Civil Engineer Survey	\$10,000.00	\$ -	\$ 10,000.00	0%	
Total	\$222,896.00	\$133,482.00	\$89,414.00	60%	
Utilities					
Electric	\$29,313.00	\$ 14,090.00	\$ 15,223.00	48%	
Fuel Oil	\$68,015.00	\$ 37,253.00	\$ 30,762.00	55%	
Water and Sewer	\$12,180.00	\$ 6,071.00	\$ 6,109.00	50%	
Cable and Internet	\$45,000.00	\$ 30,586.00	\$ 14,414.00	68%	
Telephone and Fax	\$1,700.00	\$ 3,573.00	\$ (1,873.00)	210%	
Total	\$156,208.00	\$ 91,573.00	\$ 64,635.00	32%	
Total Operating Expenses	\$580,654.00	\$344,612.00	\$236,085.00	59%	
Miscellaneous					
Cottage 6 Loan	\$20,400.00	\$ 11,386.00	\$ 9,014.00	56%	
Contribution to Operational Reserve	\$0.00	\$ -	\$ -	0%	
Contribution to Capital Projects	\$30,000.00	\$ -	\$ 30,000.00	0%	
Social Committee	\$400.00	\$110.00	\$ 290.00	28%	
Total	\$50,800.00	\$11,496.00	\$ 39,304.00	23%	
Total Expenditures	\$631,454.00	\$356,108.00	\$ 275,346.00	56%	

*Changes approved 11/9/24 Board Meeting

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

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.

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.



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

November 4, 2024