

HCOA Rules and Policies

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AWNINGS

Applicability

The following units shall be allowed to install awnings, in accordance with this policy:

- Side and rear units of the main building
- All cottage units

Awning Standards

It is recommended, though not required, that awnings be furnished and installed by Canvas Works, located in Kennebunkport, ME. The color of the awning must reasonably match the surrounding exterior color. The Board shall have final approval on the awning color.

Awning Approval Process

A unit owner seeking to install an awning must seek approval by the Board in advance of installation. Abutters to the requesting owner will be given notice of the request. In the main building, abutters are defined as those directly adjacent on each side, directly above, and directly below. In the cottages, abutters are defined as all other units in the cottage requesting the awning. Abutters will have 14 days to provide commentary. After 14 days,

the Board will hold a special meeting to take a vote on the requested awning.

Installation

Awning installation must follow the established Contractor Rules. The owner is responsible for making necessary arrangements with the contractor for the installation of the awning, and notice must be given to the Property Manager one week in advance of the scheduled installation. The owner or his/her designated representative shall be present during the installation.

Once installed, the following apply:

- Awnings may not be left open and unattended when the unit is not occupied.
- Unit owners are responsible for all repairs and maintenance to the awning.
- Unit owners are responsible for removal and reinstallation of the awning if building maintenance so requires.

May 26, 2024

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.

11/4/2023

CABLE AND INTERNET

Basic Cable and Internet are provided to each unit. This allows for a much lower price than if owners were to go directly to Spectrum. The cost per unit is \$49 per month and is included in your condo fee.

The Bulk Account number and security code is:

Horizon Condominium Owners Association

Account #8358 30 002 0037730

Security Code 7686

If you choose to upgrade, individual owners will be billed the difference directly from Spectrum.

All owners are responsible for contacting Spectrum directly with any service issues. The HCOA is responsible for payment only. Spectrum Phone Number: 1-833-832-5290

If you do have a service issue, please call Spectrum at the number above. When you get a live Representative tell them you are part of a Bulk account and would like to speak to that department.

Provide them with Bulk account number and security code. They will ask you for your unit number and possibly the modem number if they can't locate your account. It is possible if you never talked with Spectrum, it could be under the previous owner's name. You can then update the name and choose your own password for the Wi-Fi network.

06/12/2024

COMMON AREA RESERVATIONS

The Lookout has two common area rooms available for owners to enjoy and use year-round.

If you would like to reserve a room for a private party, please check availability on the website and if the room is available, send an email to thelookoutboard@gmail.com with your request.

There are certain days the room may not be reserved: New Year's Eve, February 14, Memorial Day Weekend, July 4 Weekend, Labor Day Weekend, Columbus Day Weekend and Christmas Day.

A \$250 refundable deposit is required to reserve the room. This deposit will be refunded upon

satisfactory inspection of the room after your event. The room must be cleaned, tables and chairs returned to their former position, rug vacuumed, and trash barrels emptied. Please be especially careful moving tables and chairs as it may damage the rug.

The rooms may be used for a maximum of 6 hours, any increase to this limit must be cleared in advance in writing.

Only owners may reserve a room. The owner is responsible for a guest's behavior during their reservation period.

No rentals for profit or serving of alcohol for a price is allowed.

Balloons are not allowed as they get caught in the fans.

Events should end by 10:00 as a courtesy to owners living above the rooms.

As room reservations can cause parking to be at a premium, the maximum number of people in attendance during the months of June, July and August is 30, and 65 for the remaining months.

Updated 02/01/2024

CONTRACTOR RULES

HORIZON CONDOMINIUM OWNERS ASSOCIATION CONTRACTOR RULES

Introduction

While the Board of Directors recognizes the desire of an owner to make their unit conform to their own personal requirements, the Association must balance that desire with the rights of all owners. The following rules are intended to protect the safety and comfort of all residents and to preserve and protect the common elements of all buildings and structures.

Any owner who desires to remodel a unit must comply with these rules and furnish a copy of these rules to any architect, designer, contractor and/or trades person who plans to perform work at the Lookout Board of Directors.

All work, whether small or large in scope, whether completed by the homeowner or a contractor, must follow these rules

Approvals

Any remodeling work that will modify, infringe upon, or connect to structural or common elements requires prior approval of the Horizons Condominium Owners Association (facilitated through the Board of Directors). A detailed written proposal and plan describing the scope of work and schedule must be submitted to the Board of Directors for review and approval prior to commencement of the work. The owner must provide detailed construction plans of the proposed renovation. The plans should be submitted to the Board of Trustees by mail or email, at least two weeks in advance of the scheduled Board Meeting which precedes the proposed construction start date. In addition, when a unit owner makes a proposal to the Board to renovate his/her own unit, that owner must also give notice to the owners of any and all units above, below, and to either side of his/her unit at least one week in advance of the presentation of the plans to the Board of Trustees.

All modifications shall be performed in strict compliance with the Horizons master deed and by-laws, all applicable federal, state and local laws, rules, ordinances and regulations, including without limitation, all zoning, environmental and related provisions. Common areas cannot be altered or affected by in-unit renovations. The Association reserves the right to have such proposals reviewed by architectural, engineering or construction professionals. The Association's costs associated with such review will be charged back to the unit owner.

Once the Board has approved such construction plans, any material deviation or change order into the Unit owner's remodeling plans, in the discretion of the Board or the Lookout Property Manager, must also be submitted to the Board for review and approval of the modification.

The owner or the owner's contractor must provide a construction schedule to the manager in order that a notice be posted advising of the proposed renovation schedule. This will serve to keep residents informed in advance of construction that may cause noise and other inconveniences. This notice must be kept current during the duration of the project. The contractor will also provide a copy of the building permit to the Manager for posting.

Permits

Either the unit owner or contractor shall obtain all necessary permits or licenses before commencing any work. All contractors subject to State of Maine licensing requirements, such as electricians and plumbers, must be bonded and licensed by the State of Maine. Building permits must be prominently displayed in accordance with local regulations.

All work will be performed in accordance with the Town of Ogunquit Building Codes, the Horizons Condominium Owners Association Declaration, By-Laws, and Rules and Regulations, and these Contractor Rules. Within 45 days after the work is complete, the

same or affiliated professional shall provide the Association with confirmation of the certification that all work was in fact performed in accordance with said laws and condominium documents. The unit owner is subject to fines for failing to timely submit such certifications.

Fees

A non-refundable fee of \$250, made payable to the Horizons Condominium Association, will be charged to the unit owner who undertakes major demolition, construction, renovation and repair work to the interior of a unit when that involves use of the common areas with the potential of substantial wear and tear, e.g., gypsum board, plywood, paint, plaster or creation of construction debris. Unit modifications that exceed ten (10) weeks will be subject to an additional \$250 fee. Major work is defined as work that requires:

A building permit and/or a time duration of two (2) weeks or longer

For all projects, where the \$250 fee is not applicable, a non-refundable fee of \$50.00, made payable to the Horizons Condominium Association, will be charged to the unit owner for restoration. This fee is payable prior to the start of the renovation.

Insurance

For any work done at the Lookout buildings, regardless of scope or extent, it is required that the unit owner ensures that they and their contractor have appropriate insurance coverage. The unit owner should obtain and review a copy of the contractor's insurance certificate and insurance endorsement and make sure they include appropriate levels of workers compensation, general liability, and umbrella insurance coverage to protect themselves and the Lookout from potential liability issues. The insurance endorsement should name "Horizons Condominium Owners Association. as additional insured and state that the coverage is primary and non-contributory. Insurance coverage limits should be determined based on specific project risk assessment. The insurance coverage should be provided by a company licensed by the State of Maine and should provide thirty (30) days written notice of expiration or cancellation.

Safety

All work must be completed following the State of Maine Safety Plan. It is the contractor's responsibility to make sure all workers are properly trained in safety. The Lookout Property Manager has the authority to shut down any work deemed unsafe.

HOT WORKS – Work involving, burning, welding or any similar operations that is capable of initiating fire or explosions are prohibited from the Horizon Condominium buildings.

Electrical Safety – Work involving electrical, the electrical professional will disconnect unit panels from main. Secure against reconnection, verify the system has no power, carry out earthing and short circuiting, provide protection from adjacent live parts.

Common Area Protection

Contractors are requested to use the side building entrance on the Lookout building and not use the front building entrance. The contractor shall provide drop cloths or mats between the building entrance and the unit to prevent tracking dirt throughout the common areas. The doors to the unit must remain closed while work is in progress. The contractor must protect building finishes including the elevator floor and walls. Any damage to the building will be charged to the unit owner. Contractors are responsible for clean-up of all common areas.

Unit owners only own interior surface of walls. Therefore, no structural modifications beyond the interior surface walls are allowed without Association prior approval. Windows, balconies, decks and railings are owned by the Association (and not the unit owner) therefore, they cannot be modified by unit owners.

Hours

All work shall be performed between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday for construction and deconstruction work, and between 11:00 a.m. and 5:00 p.m. on Saturdays for quiet work, e.g., painting. Early start times must be pre-approved by the Lookout Property Manager. No work may be performed on Sundays or holidays. All work to be completed during the off season (September 15th through June 15). The Lookout board of Directors must approve any work schedule and performed during the months of June through September

Conduct

The unit owner is responsible for all actions of the unit owner's contractors, employees, agents and visitors. No loud or offensive language or actions will be permitted. Playing of music or radios that can be heard outside of the unit is not permitted.

Debris

The unit owner is responsible for the removal of all debris. No debris may be left in the common area trash bins, elevator alcoves or other common areas. Disposal of construction debris is not permitted in the common area trash bins. If construction debris is found in the trash bins, the unit owner will be billed for the trash removal at a rate of not less than \$100.00 per incident

Access, Deliveries and Parking

The unit owner shall provide the contractor with a key to the unit if the owner will not be present during construction. Scheduling deliveries of contractor equipment or material must be coordinated with the Lookout Property Manager a minimum of 48 hours in advance of delivery. Materials may not be stored in stairwells, hallways, or any common element. The Association will not make deliveries to the unit, and will not supervise workers in the absence of the unit owner. Limited contractor parking is available in the parking lot. Contractors may not block the Lookout front entrance driveway.

Electrical

All electrical wiring must meet the National Electric Code and must be completed by licensed electricians (as outlined in the HCOA Rules and Regulations).

Plumbing

All plumbing work must be completed by licensed plumbers. All plumbing work that may require the water to be turned off should be scheduled with the Lookout Property Manager.

Plumbing work in common space must be coordinated with the Association's plumbing servicer, water shutoffs in individual units should be utilized. If water shutoffs are not installed, owner must install as part of renovation project. If not available, water shutoff for the appropriate riser stack must be coordinated with the Property Manager in advance and a notice to residents must be posted 24 hours in advance. If the contractor chooses to disregard these requirements, the owner will be subjected to a

\$1000 penalty and any expenses incurred from correcting plumbing issues. Plumbers must use compression fittings instead of torches.

Sprinklers

Modifications to the sprinkler head / system is required, prior approval and coordination with the Property Manager is required. All sprinkler work must be completed by 3:00

p.m. in order to have the system back on line by the end of the workday. Horizons

sprinkler contractor is Eastern Sprinkler Services Incorporated and fire alarm contractor is Protection One/ADT. The owner is responsible for securing and paying the expenses

of these contractors; the owner or owner's contractor must arrange for these services through Horizons Property Manager after BOD approval.

Heating Systems:

The hot water heating system is owned by the Association. Any and all modification to the heating elements, control valves, thermostats and control wiring are prohibited without approval by the Property Manager. Heat control thermostats, wiring and control valves need to be tested and confirmed by the Property manager. All expenses to

repair and replace the control system will be covered by the unit owner.

Structural Exterior and Load Bearing Walls:

When any exterior or load bearing wall is worked on, it must be changed to a shear wall. This will require 1/2 or 5/8 plywood from the floor to ceiling with nails every 3 inches on the edges and every 8 inches in the field. This will have the added benefit of noise reduction and added insulation on the outside walls and the inside walls may or may not be insulated at the owners' discretion.

Exterior walls also need to be insulated.

Exterior Windows / Doors:

During renovations all windows and doors will need to be evaluated by the Property Manager. The property manager will determine if windows need to be replaced at the time of the renovations. All expenses for window and or replacement will be covered by the owner.

The property manager will inspect windows and doors during renovations. If they fail to function as intended the HCOA will replace the failed window and doors. If they pass inspection and the owner is requesting replacement the owner will cover costs.

Security

Exterior doors shall not be propped open, except while material is actually being moved through the doors. The unit owner's contractor, employees, agents and visitors are to restrict themselves to.

The main unit entrance door lockset needs to be approved for use and a key supplied to the Property Manager.

At the discretion of the Board of Trustees, the Property manager, an architect, or engineer representing the interests of the Horizons Condominium Association may be retained to review the project to ensure that construction meets industry standards and that work has been completed according to the approved plans. This will be billed directly to the unit owner.

The following standards have been adopted by HCOA for all renovations: Washer/dryer must have a pan and drain built into existing waste pipes. Dryers must have an internal vent system.

Any replacement of bathroom or kitchen sinks must have shut offs beneath the sink

All replacement exterior windows, sliders and doors must have proper flashing installed under them

Should an approved renovation be underway and a matter of safety is revealed, the unit owner must notify the Board within 24 hours and a moratorium on the renovation will be immediate.

Should the Board determine that this on-going renovation would require a repair resulting in a charge upon owners off the association, the Board reserves the right to stop the renovation.

When renovating condominium units, the existing sheetrock, plaster and lathe boards must be removed and not simply added to with layers of new sheetrock. Disposal of the old debris must be arranged for by the unit owner or the owner's contractor.

Dry space may be added to decks only if a gutter like piece is attached at the end where drainage occurs and is installed per supplier's instructions. The intent is to

channel moisture with a deck drainage system and not collect or direct water to the deck end beams.

Exterior appearance of the building should not be changed by any renovation and windows, doors, etc. needs to be consistent with existing building.

February 2024

DECK POLICY

The deck is a common area with use limited to the unit with access through doors within the unit. A deck is defined as the platform known as the “floor”, the columns or railing posts, the cap rail or handrail, the base or lower rail of the railing, all balusters or rungs, and the exterior building wall through which you access your deck.

No owner, tenant, occupant or guest in the unit may attach, hang, or cause any object or personal possession to be in contact with or attached in any way to, the deck as defined above, or on the siding of the building, except for objects that can be placed on the platform or floor of the deck but are not attached. People may physically be in contact with any portion of the deck. We do not wish to compromise the integrity of the new siding, rails or vinyl that will cover the posts by having holes in these items.

Objects or personal possessions would include, but not be limited to, flower or plant containers, hanging plants, towels, flags, ornamental attached lighting, bird feeders, wind chimes, thermometers, and any signs or symbols of celebration. Furniture whose primary purpose is storage must be approved by the Board in writing.

GARDEN POLICY

Extra planting may be done by residents in the limited common areas and adjacent to their decks or patios. Such planting must have the prior approval of the Lookout Board of Directors as to type and location. In all cases where extra planting is done, it is the responsibility of the resident to maintain and prune such additional planting. Should the resident decide not to maintain or prune such plantings, it is his or her responsibility to restore the area to a condition comparable to other similar areas on the Lookout property.

GUEST PARKING POLICY

All guest vehicles parked in Lookout lots are required to display a parking hang tag on their rear-view mirror.

Owners will receive two parking hang tags per unit.

Tags will be tracked by number, so the property manager is aware of which vehicles are guests of which unit.

Owners must keep track of their two permits. There will be a \$50 charge for lost permits.

For owners who rent their units, it is your responsibility to distribute and retrieve your parking passes from your guests.

Two additional parking passes may be purchased if owners who rent would like to keep extra on hand in the event a guest does not return their pass.

A reminder that each unit is allowed two parking spaces only. The new parking passes should only be used for occasional guests, or for owners who rent to transfer their two parking spaces to their rental guests.

Please keep in mind, a parking pass to a parking lot that is in a very desirable area in beautiful Ogunquit is very valuable. It is up to all owners to help keep control of our parking lots.

04/27/2024

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, 4 th 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

LATE FEE POLICY

Condominium fees are due on or before the first day of the first month of each quarter of our fiscal year. Payments received or postmarked more than 45 days after the due date or the date of the mailed invoice, whichever is later, will be subject to a late fee of \$100.00 per month until payment of condominium fee is received. Please see the schedule below. Our fiscal year begins on July 1st and the amount of your quarterly condominium will change every year starting with the July 1st invoice.

This policy also applies to any special assessments the board may have to issue. Payments received or postmarked more than 45 days after the due date or the date of the mailed invoice, whichever is later, will be subject to a late fee of \$100.00 per month until payment of special assessment is received.

If you have a hardship and would like to make special arrangements, please contact our Treasurer.

Payment due by:	Late fee will be incurred if not received by:	*Added late fee will be incurred if not received by:
July 1st	August 15th	September 15 th
October 1st	November 15th	December 15th
January 1st	February 15th	March 15th
April 1st	May 15th	June 15th

*And every 30 days thereafter.

09/27/2023

REPAIR TO INTERIOR UNIT FROM DAMAGE

We will follow section 8.5 of our bylaws regarding any repairs needed to the interior of a unit:

Section 8.5. In the event of damage to or destruction of the Property as a result of fire or other casualty (unless there is substantially total destruction of the Property and seventy-five percent (75%) or more of the unit owners in common interest duly and promptly resolve not to proceed with repair or restoration), the Board of Trustees shall, to the extent that insurance proceeds shall be available, arrange for the prompt repair and restoration of the Property (including any damaged units but not including any wall, ceiling or floor decorations or coverings or other furniture, furnishings, fixtures or equipment installed by unit owners in the units), and the Board of Trustees or the Insurance Trustee, as the case may be, shall disburse the proceeds of all insurance policies to the contractors engaged in such repair and restoration in appropriate progress payments.

For example, a roof leak that caused water damage to the interior wall of a unit: HCOA is responsible for the repair of the leak and damage up to the sheet rock, Owner is responsible for paint or wallpaper.

3/2/2024

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 services 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

RESPONSIBILITY OF EXTERIOR WINDOWS, DOORS AND DECKS

Windows and Doors are the HCOA responsibility. Windows and Doors are an integral part of the "outside walls" and "perimeter walls" of a unit and are therefore considered "common areas" (Declaration, Section 6). Both the Declaration and Bylaws indicate that the HCOA is responsible for the maintenance and repair of common areas, using a capital reserve fund as allocated through the budget process and funded by HCOA dues. Maintenance, repair and replacement of exterior doors and windows, except those caused by the negligence, misuse, or neglect of a unit owner, therefore, will be covered by the HCOA. The board will create a line item in the next fiscal year's budget to cover any necessary replacement costs of windows and doors. The board will also have all units' doors and windows inspected each year and create a prioritized list of windows and doors that need replacement and work our way down the list. Every year, a standard sliding glass door and window will be priced out and that is what the HCOA will cover. If an owner would like to upgrade that standard door or window, they may pay the difference. If an owner needs a replacement door or window due to remodeling their unit, the HCOA will not cover the cost of the new door and/or windows.

Decks are the HCOA responsibility. Decks are on the exterior of the units, but the "exclusive use" is "reserved as an appurtenance to a particular unit or...units" and therefore are considered "limited

common areas” (Declaration, Section 5). Owners may have covered the cost of their decks in the past, due to either adding or expanding their decks. However, that does not eliminate the standing of decks as limited common areas, in which all owners have an ownership interest.

The HCOA will be having our survey redrawn to show the layout of all decks as they stand today, and this is what HCOA will be responsible for moving forward. Any additions or extensions after this date will need to be approved by the board and will be the financial responsibility of the owner, though will remain a limited common area for purposes of ownership interest. A document will be drawn up and registered to tie to the unit owner’s deed so that there is no question about who is responsible for what. Any new owner that purchases that unit will be aware that a portion of the deck is the owner’s responsibility. The HCOA has historically paid for maintenance and repair of all decks so this should not be a drastic change. Any decks that are deemed in need of replacement or repair will be covered by the HCOA. The same conditions apply as with windows and doors, any maintenance, repair, and replacement caused by the negligence, misuse or neglect of an owner will be the responsibility of that owner.

Note: Windows and Doors do not include any screens, screen doors or storm doors. These are the owner’s responsibility.

3/2/2024