

February Board Communication

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Board Member Change

Please see attached important letter regarding a recent change to the board.

Unit Inspections:

Annual inspections will be performed by the Property Manager in all units in the main building and the cottages starting this week. The Property Manager will review all non-compliances identified with the owner and the owner will be required to rectify all items in a timely manner. The Property Manager can assist the owners if needed but any costs would be the responsibility of the owner. Please see the attached file that outlines the inspection protocol items. You may contact Ed Chamberland at echamber315@gmail.com with any questions.

Reminder: New Property Manager

Jake Kennedy has taken over management of our property as of 1/1/2024 and he can be contacted as follows:

For regular maintenance, we prefer you submit a request on the new website at <https://thelookoutinogunquit.com/property-manager-1>. This process will automatically send an email to Jake and place your request on a maintenance log. You may also email Jake at lookoutpropertymanager@gmail.com, or call during business hours at 207-641-5366. True emergencies can be called into Jake at any time. Owners who rent: Please do not share this information with your tenants, all requests should be submitted through the owner.

Property Watch Service available

Jake will be checking cottage and main building units after a weather event. If you want something a little more customized, we recommend Eagle Eye Property Watch & Care, Owner David Kenary, 1-860-558-6604 or you can contact other Property Watch businesses in the area.

Snow Removal

Please see attached snow removal policy adopted by the board.

Board Meeting Minutes from the 1/13/2024 meeting attached.

Contractor rules

Please see attached contractor rules adopted by the board.

Survey for annual BBQ

Please take the survey here: <https://www.surveymonkey.com/r/GWJ2NWB>
One vote per unit.

Common Area Room Rental

Please see attached updated rules for garden room and bar area/fireplace room rental.

Preferred Provider List

[Quoted text hidden]

8 attachments



Snow Removal Policy.pdf

56K



Changes to the board.pdf

50K



01132024 Board Meeting Minutes.pdf

302K



Contractor Rules.pdf

82K



Common area room reservations.pdf

54K



Preferred Providers.pdf

103K



Condo- Facility Inspection 2023 -1.xlsx

156K



Unit Inspections list.pdf

37K

February 2, 2024

Dear Owners,

President Arthur Molineaux and Vice President John Wowk have resigned from the board. We would like to thank them both for all their many years of service to the Lookout.

The Board has appointed Michele Butler (211) and Vinny Zaccardi (C6G3) as their replacements. Michele and Vinny will complete Arthur and John's unexpired term which ends in May of 2024. We would like to welcome Michele and Vinny to the board, and we appreciate their willingness to help.

The new officers of the board will be Kathy Degan-President, Ed Chamberland-Vice President, Tom Tremblay-Treasurer, and Michael Abbot-Secretary.

Arthur was also the chair of the Capital Improvement Committee, and Tom Tremblay will be stepping into that role. This leaves an opening on the Capital Improvement Committee whose charter allows for five members. The CIC is a very important tool to determine and prioritize the needs of our properties so that the board may budget appropriately. Duties would include assisting Tom in determining what projects need to be done, the estimated cost, and priority. Please let us know if you are interested in joining our most important sub-committee.

We will be creating several sub-committees in the next few months. Some will be permanent standing sub-committees, and some may be special temporary task force or sub-committees. We want to tap our pool of owners that have their own skills, experience, and strengths that could benefit the association. We would also like to see more owners involved and giving input into the decision making. More information will be coming out shortly, please let us know if there is anything you may be interested in doing for our association.

Sincerely,

The Lookout Board

Kathy Degan - President

Ed Chamberland - Vice President

Tom Tremblay - Treasurer

Michael Abbott - Secretary

Frank Sarno

Michele Butler

Vinny Zaccardi

Horizon Condominium Owners Association Annual Unit Inspection

The intent of this inspection is to observe safety and operational function of utilities in each unit. All non-compliances identified will be reviewed with the owner and the owner will be required to rectify all items in a timely manner.

Confirm Smoke and Carbon Monoxide detectors are not outdated. Ten years or old need to be replaced. Replace batteries annually.

All electrical cords on site have a grounding conductor.

The use of multiple plug adaptors is prohibited. Replace with appropriate power strips.

All exposed electrical wiring and cords are free from frays, deterioration, splices and tape.

Electrical panels are clearly marked, breakers and disconnects are labeled to indicate their use or equipment served.

All unused electrical openings in electrical enclosures and fittings are protected with appropriate covers, plugs and plates.

All faucets and toilets are free of leaks and are not running or dripping and function appropriately.

Check that all sprinkler heads are clear of obstruction. No storage around head and no items are hanging off of sprinkler pipes.

Heat sources are clear and not obstructed. Alternative heat sources are UL approved for occupied spaces.

All window and doors are closed and secured.

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 service's 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

HCOA Board Meeting Minutes
Meeting Date January 13, 2024, Saturday 9:00 am
Garden View Room

Board Members in attendance: Arthur Molineaux-President, John Wowk (Via Zoom)-Vice President, Michael Abbott-Treasurer, Kathy Degan-Secretary, Frank Sarno, Ed Chamberland and Tom Tremblay

Owners in Attendance: Leo Dunn and Moxie Gray-G2, Sharon Zaccardi C6U3, Beth Chamberland-315, David Barton-400 and 401

Owners in Attendance via Zoom: Kathy Sweeney and Linda Ho-302 Michelle Butler-211, Jill and Jody Mooradian 107 and C6G3, Sharon Zaccardi C6U3, Karen Garvin-C1

President Arthur Molineaux opened the meeting at 9:00 am.

A motion was made and passed to approve the minutes of the last Board of Directors Meeting.

Owner Discussion

There was a very good question from an owner, what exactly will the new property manager Jake Kennedys hours and responsibilities be?

Ed explained that there is a checklist he developed to aid in managing our properties and we will share that – see attached. This is a work in progress as Jake is still onboarding, but it captures most of Jakes responsibilities.

As far as hours, Jake currently is contracted for 40 hours a week on average, some weeks may be less, some may be more. Jakes responsibility is to manage the properties, so whatever time and hours that entails, it will get done. With the recent storms and heat issues, Jake has not had a day off since he started 1/1.

Another good question, will Jake still be doing regular inspections of the units when there are weather events?

Yes, after the recent storms Jake was here checking the units and found two leaks in the cottages which he addressed immediately. He will also be checking the units regularly during a freeze.

Jake received a compliment from an owner who had a leak during the last storm, and they were very appreciative of his responsiveness.

Managers' Report

- Status of leaks in the building – We will work on a list of all leaks for the march meeting.
- Status of deck inspections – We still have a few decks that have not been inspected yet, either because of no access to the unit or the owner has installed a dry deck, and the contractor could not view the decking. The board will be compiling a list of the status of all inspections. Repairs should be started in the Spring.
- The property log is working out very well, owners can go to the new website and look up any status of current projects on this log.

Treasurers Report-Mike

- 68% of fees are in
- We are on budget now, but we have a lot of outstanding projects, so we have to wait for the projects to be completed to know the final details.
- Financial matters that have been previously handled by the property manager (Arthur) are now handled by the Treasurer (Mike).
- Looking into ways to have owners pay condo fees online such as Venmo. If any owners would like to automatically deposit their fees into our account, please contact Mike for account information.

Aesthetics Committee Report-Kathy

- The Degan's donated cost and installation of 2 sconces in the newly painted bar area, we are still in need of replacing 10 more but we do not have the funds for that now.
- The Chamberland's donated chair covers the old bar stools which have been refinished and look very nice.
- The Chamberland's and Zaccardi's painted the bar area, and Dave Degan installed a decal.
- Overall the room is looking a little better and the total cost to HCOA was around \$350, the rest was owner sweat equity.

Pipe Burst Task Force Report-Kathy, Frank, and Tom

- Frank Sarno and Dave Degan inspected most of the unit in the building and fixed a lot of issues on the spot and made lists for Property Manager to fix the things they were not able to fix on the spot.
- Frank would suggest that all the old air conditioners be wrapped and will be completing this soon. We will advise when the work begins.
- The committee will be issuing their report soon.

CIC Report-Arthur and Tom

- Tom has investigated pergola kits to build the basic pergola and then attach the historical pieces to make it look like looks now.

- The current state of pergolas is dangerous, we will be taking the pergola's down until we have the money to replace them. We are committed to replacing them.
- There are concerns that if we wait too long to replace that it will become a permit issue.
- The owner suggested having donations to restore the pergolas.
- There is also a 100-year anniversary coming up for the marginal way next year, so we could tie in the pergolas to this event since our property is an entrance the marginal way.
- We need a pergola committee to determine if any funds are available, any grant writing experts are welcome to join and research anything to help us replace the pergola. Tom will head the committee.

Time agenda items

- New technology for the office – laptop, printer, etc. is needed and we are working on a list and will move this to the March meeting.

Old Business

Stairway to C6 in place of walkway-Kathy

We have the approval to get this done, we are just waiting for the actual staircase to be built so an architect can come out and draw the plans to register the change in boundaries.

Annex Foundation - Ed

Jamie's crew will be in for the next few weeks to demolish the wallboard and expose the wall. He will be jackhammering to remove the ledge and make the hallway 6 inches wider. Insulation is going in to help protect the sprinkler head and heat pipe in that area. Plan is to be done in the next ¾ weeks.

Audit/Financial Review-Mike

Arthur and Mike have been working on the audit and hope to have it done for the annual meeting. Cost has been reduced from \$7000 to \$3000.

Proposal for lobby door key code -Kathy

After doing more research and having a locksmith out to the building, the Best key system that would not allow unauthorized duplicate keys to be made is not a good option at this time. The patents have expired, and keys are able to be reproduced. There is another system that the locksmith suggested, but it is high level government/medical grade lock system that absolutely cannot be reproduced. Each key would be \$20. The board feels strongly that we should have an unreproducible key so Kathy will do more research.

New Security Cameras -Mike

Mike has four Blink cameras that he is willing to donate to the Lookout as a temporary security system until we have the time and resources to research the more professional system we want to install. We will purchase a Blink subscription to monitor these 4 plus the one we already have on the dumpster and the Property Manager can manage all 5. We will work with Jake to get the new cameras installed.

Reserve Study -Kathy

After finding out the cost of a reserve study, we were going to try to do one ourselves. We are getting closer to the budget meetings and Kathy would like to go back to purchasing a reserve study at a cost of around \$5000. We will table this until the March meeting when we may know more about our financial status.

Gutters (Main building project is complete, still need Cottages inspected)-not assigned to a board member yet.

Tom offered to get the cottages inspected and we will coordinate this with the damage to the annex building we had from the last storm.

Fire Pump-Arthur

Fire pump should be installed at the end of the month.

Recycling – Mike

Recycling is moving along; Mike is not sure the total amount yet.

Storage unit review -Tom

Tom has reviewed the storage units with Jake and is working on a fee schedule for next fiscal year. A decision was made to allow one inside unit and one outside unit per unit owner. Owners that currently have more than that are grandfathered.

Parking Passes – not assigned to a board member yet.

Mike will take this over and have information for the March meeting. We are looking into either distributing 2 parking hangers per unit to hang on guests/renter's rear-view mirrors or having an online system on the website to register vehicles. Mike will bring prices on hangers to the next meeting and Kathy will distribute the online system.

Association rental fee paid to the association each time a unit is rented - Tom -tabled.

New owners buy in fee -Mike -tabled.

Address all questions from Annual Meeting -Kathy -tabled.

New Owners Information Packet (include cottage information)-Mike -tabled.
Gate for Fire Lane (Beachmere) - not assigned to a board member yet. -tabled
Garage safety-Kathy -Table

10:50 New Business

- **Yellow siding**
 - We are out of the yellow siding needed for repairs to the main building and it is no longer being manufactured. We have a supply of the incorrect texture siding. Ed and Jamie will work on taking the good siding we need from one section of building at a time and replace the entire section with the textured siding, so it matches.
- **Garden Path -Kathy-tabled**
 - Owner request to remove path.
 - Owner request to not install railing.
- **Snow removal and parking policy – Mike**
 - We are working on snow removal policy and will distribute it soon. All owners must brush snow off and move their vehicle as directed by the Property Manager. Owners who rent must make other arrangements if their renter is not able to do this.
- **Insurance – Kathy**
 - Our policy is up for renewal on 4/1 and we do not yet know if Liberty Mutual will offer renewal coverage yet. Kathy is marketing our renewal to several companies and the feedback is not good. The insurance market is difficult right now, insurers are not looking to cover coastal properties. Due to last year's large loss, we are not very attractive to companies. The agents Kathy has spoken to have mentioned we may need to go to even large deductible or per unit deductible. We currently have an all-inclusive type of policy that is the more expensive type of Master policy, we may have to go to a studs-out type policy which will place more responsibility on the owners HO-6.
- **Pool Canopy – John and Mike**
 - Our canopy frame is broken, and it ripped the fabric so both need to be replaced at a cost of \$9500. John and Mike will look into repairing the one we have now. We will also look into getting umbrellas to get through this summer.
- **Master Key needed for all units.**
 - Our current key system is very difficult to work with, Jake has a key chain for every unit with various keys on it, some work, some don't. There are some units he is unable to get in to because locks were changed, and a new key was not given to the property manager. Jake is working through the keys one by one for now, but we may have to move to a better system such as a master key and only allowing certain locks on doors going forward.

- **Contractor rules - Ed**
 - When Jake was hired, he shared a contractor rule that Ontio uses. We will customize and adopt these rules.
- **Oil Tank**
 - Our oil tank is good until 2028 but will be very pricey so we need to start the planning for that soon.
- **BBQ**
 - An owner had a good suggestion to cancel the BBQ (\$4000) and use that money towards a reserve study. We will poll the owners and get their input before deciding.
- **Spectrum – New DTA**
 - Spectrum requires all units to replace the DTA. They plan to send us one for every unit which will have to be installed. We will put this on the agenda for March.

11:00 Executive Session

- **Review lawyer letter -Kathy**

Next Meeting is March 2, 2024, at 9:00 a.m. in the Garden View Room

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

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 or 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.

November 20, 2004

Revised June 20, 2005

Revised February 3, 2006

Revised January 19, 2008

Revised June 30, 2010

Revised March 5, 2016

Revised April 17, 2017

Revised November 7, 2020

Revised November 5, 2022

Revised February 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.

	A	B	C	D	E
1	<u>FUNCTION</u>		<u>COMPANY</u>		<u>CONTACT NUMBER</u>
2	Auto Repairjump starts		AAA		800-400-4222
3			Browns Service Center		207-646-3266
4			Pine State Garage		207-646-5435
5					
6	Cable tv/wifi		Spectrum - Bulk Dept.		800-833-2253
7			Security code 7686		
8					
9	Caterer		Village Market		207-646-2122
10					
11	Carpet		Howes Carpet		207-646-2071
12					
13	Electrical		Absolute Power		207-475-7330
14			Diamond Electric		207-614-2531
15					
16	Air Conditioner		Central furniture		207-324-5474
17					
18	Clean condo		Meredith Fecteau		207-432-3075
19					
20	Locksmith		Roche Locks		207-363-4492
21			Steves Lock Shop		207-651-1649
22					
23	Plumbing		Garrett-Pillsbury		207-985-2130
24			Diamond Hill		207-252-4627
25					
26	Renovation		Morrison Construction		207-251-1008
27					
28	Remve furniture/appliances		Dump Guy		207-450-5858
29					
30	Torn Screen window/slider		Glass Unlimited		207-646-8268
31					
32	Rug Cleaning		Tri-State Cleaning		207-646-7364
33					
34	Condo Washer/dryer refunds		CSC Service		877-264-6622

Needs Attention Good n		Inspection Record	Date: / /	Comments / Notes Identify area needing attention and repairs	Daily	Weekly	Monthly	Quarterly	Annually
		Interior Common Spaces							
FALSE	FALSE	Are all exit routes marked and illuminated by reliable light sources and functioning as intended					X		
FALSE	FALSE	Are all exit routes marked and illuminated by reliable light sources and functioning as intended						X	
FALSE	FALSE	Are all exit routes marked and illuminated by reliable light sources and functioning as intended						X	
FALSE	FALSE	Are all exit routes marked and illuminated by reliable light sources and functioning as intended						X	
FALSE	FALSE	Are all exit routes marked and illuminated by reliable light sources and functioning as intended						X	
FALSE	FALSE	All exit doors are properly aligned, fit and operate. Closer latches door when closed						X	
FALSE	FALSE	Hinges, gaskets and seals on all exit are free from deterioration							X
FALSE	FALSE	Railings on all walkways and stairways are functioning as intended and are securely mounted							X
FALSE	FALSE	Carpeting flooring is free from frayed edges, damaged portions, stains and worn areas						X	
FALSE	FALSE	Tile flooring is free from loose, cracked or missing tiles						X	
FALSE	FALSE	All electrical cords on site have a grounding conductor					X		
FALSE	FALSE	The use of multiple plug adaptors are prohibited					X		
FALSE	FALSE	All exposed electrical wiring and cords are free from frays, deterioration, splices and tape					X		
FALSE	FALSE	Electrical panels are clearly marked, breakers and disconnects area labeled to indicate their use or							X
FALSE	FALSE	Are all unused openings, including conduit knockouts in electrical enclosures and fittings protected with covers and plates							X
FALSE	FALSE	All electrical enclosures provided with tight fitting covers and plates							X
FALSE	FALSE	Elevator Inspection and Certificate		Sent in April of each year. # EL 3528					X
FALSE	FALSE	Gaftek underground storage tank inspection							X

Good	Needs Attention	Activity Record	Date: / /	Comments / Notes	Daily	2 X Wkly	Monthly	Quarterly	Annually
		Interior and exterior Common Areas		Identify area needing attention and repairs	June - Oct	Nov - May			
FALSE	FALSE	Check and empty all trash receptacles in common areas			X	X			
FALSE	FALSE	Pickup and dispose of any trash or discarded items in all common areas			X	X			
FALSE	FALSE	Check all common area exists to insure they are clear and secured			X	X			
FALSE	FALSE	Floors are clean and dry with no trip hazards			X	X			
FALSE	FALSE	Walls are clean and dry with no damage			X	X			
FALSE	FALSE	Ceilings are clean and dry with no damage			X	X			
FALSE	FALSE	Signs of dampness, discoloring, mold or staining on the floors, ceilings and walls			X	X			
FALSE	FALSE	Light switches and bulbs all functioning as intended. Light fixtures are clean						X	
FALSE	FALSE	Electrical outlets are secured to the wall, clean and damage free					X		
FALSE	FALSE	Fire suppression piping and discharge heads are clean with no signs of leaks						X	
FALSE	FALSE	Stairwells and exit paths are clear of obstacles and trip hazards							
FALSE	FALSE	Exit and entrance doors are operating properly and secured						X	
FALSE	FALSE	Exit Signs are eliminated and or light reflective						X	
FALSE	FALSE	Clean all carpets in common areas. Communicate to owners an offer to clean their carpets		Tri-State cleaning May 25 - May 27				X	
FALSE	FALSE	Clean underneath both washer and dryers. Clean dryer vents and related exhaust duct						X	
FALSE	FALSE	Windows operate as intended and are clean					X		
FALSE	FALSE								

		Needs Attention	Activity Record	Date: / /	Comments / Notes	Daily	Weekly	Monthly	Quarterly	Annually
Good			Interior and exterior	Common Areas	Identify area needing attention and repairs					
			Cold Weather / Freeze Alert							
FALSE	FALSE		Confirm that keys and or codes are available for every unit and cottages							Oct -Nov X
FALSE	FALSE		Coordinate with cottage owners on winterizing units as needed							Oct -Nov X
FALSE	FALSE		In conjunction with the Board inform units owners and renters of a freeze alert					Weekly Dec -		
FALSE	FALSE		Monitor water flow sensors installed in various locations					X During Freeze		
FALSE	FALSE		Inspect cold units leading up to and during freeze alerts Confirm cold weather action have been					X During Freeze		
FALSE	FALSE		Check basements, crawl spaces, boilers, water heaters and common areas during freeze alerts					X During Freeze		
FALSE	FALSE		Immediately notify the Board and required vendors / contractors if any emergency response					X During Freeze		
FALSE	FALSE		Work with board members to identify and secure emergency contractor responses							Oct -Nov X
FALSE	FALSE		Exterior faucets on main building and cottages are shut off by internal valve							Oct -Nov X
FALSE	FALSE									
			Snow and Ice conditions							
FALSE	FALSE		Shovels, car brooms and de-icer is available at main entrance for owner use					X During Snow and		
FALSE	FALSE		Monitor entrances and walkways for slippery conditions. Remove snow and apply deicer when					X During Snow and		
FALSE	FALSE		Monitor snow removal operations and assist vehicle relocation to allow completed clearing of					X During Snow and		
FALSE	FALSE		Monitor entrances and walkways for refreezing the days and nights after weather condition					X During Snow and		
			Heavy Rain / High Winds							
			Close all open windows and doors in the common areas					X Before weather condition		
			Check and clear all storm water drain areas							X

Good	Needs Attention	Activity Record	Date: / /	Comments / Notes	Daily	Weekly	Monthly	Quarterly	Annually
		Interior and exterior Common Areas		Identify area needing attention and repairs					
		Check all rain gutter downspouts for proper draining						X	
		Check all exterior common areas for articles that can get airborne during high winds and secure these items			X Before weather condition				
		Send out high wind alert notice to all owners			X Before weather condition				
		Assist owners with securing articles on all decks			X Before weather condition				Oct -Nov X

Needs Attention	Activity Record	Date: / /	Comments / Notes	Daily	Weekly	Monthly	Quarterly	Annually
Good	Interior and exterior Common Areas		Identify area needing attention and repairs					

POOL

FALSE	FALSE	Open Pool , Remove cover, Setup outdoor furniture, Install outdoor shower, trash receptacle, and canopy / awning All pool signage is visible and mounted properly	Pool opens May - September					X
FALSE	FALSE	Confirm pump and all related pool equipment is functioning as intended with no visible leaks		X				
FALSE	FALSE	Pool heaters is operating as intended and fuel level is adequate for the season			X			
FALSE	FALSE	Maintain water filter system and strainer baskets		X				
FALSE	FALSE	Maintain safe and proper chemical level in the pool		X				
FALSE	FALSE	Maintain proper pool water temperature (80 deg F)		X				
FALSE	FALSE	Bathrooms are clean and properly stocked		X				
FALSE	FALSE	Outdoor furniture is aligned around the pool and under the canopy		X				
FALSE	FALSE	Water Safety equipment is available and mounted in proper location		X				
FALSE	FALSE	The Pool main gate is properly aligned, fit and operate. Closer latches door when closed		X				
FALSE	FALSE	Check and empty all trash receptacles.		X				
FALSE	FALSE	items		X				
FALSE	FALSE	Pump room door is secured		X				
FALSE	FALSE	Close Pool , cover pool, Return outdoor furniture to storage area,, Return outdoor shower and	Pool closes in September weather permitting					X
FALSE	FALSE	Treat pool with chemicals for storage						X
FALSE	FALSE	All related pump equipment and pipes are drained and shutdown for cold weather						X
FALSE	FALSE	Bathrooms are clean and shutdown for cold weather						X
FALSE	FALSE	Landscape						

[illegible]

Good	Needs Attention	Activity Record Interior and exterior	Date: / / Common Areas	Comments / Notes Identify area needing attention and repairs	Daily	Weekly	Monthly	Quarterly	Annually
FALSE	FALSE	Vacuum and clean furnace, flue and vent pipes including chimney base where accessible							X
FALSE	FALSE	Clean and check electrodes and nozzle assembly. Replace if needed							X
FALSE	FALSE	Replace fuel filter and confirm adequate fuel flow							X
FALSE	FALSE	Oil all motors, fans and circulators if required							X
FALSE	FALSE	Check safety operations							X
FALSE	FALSE	Confirm temperature set point and pressures							X
FALSE	FALSE	Clean area around boiler and water heater						X	
FALSE	FALSE	Confirm all thermostats, control wiring, transformers and controls are operating as							X
FALSE	FALSE	Check all exposed piping for leaks and corrosion						X	X
FALSE	FALSE	Test heating system operation when on backup generator							X
FALSE	FALSE	Service maintenance on backup generator		Durfey ?					X
FALSE	FALSE	Confirm oil delivery schedule and contract							X
FALSE	FALSE								

Discipline	Address	Phone	Email	Contact
Fire Protection System	Eastern Fire 170 Kittyhawk Ave PO Box 1390 Auburn ME 04210	207-784-1507	Greg.dussault@easternfiregroup.i	Greg Dussault
Plumbing	Garrett Pillsbury Plumbing & Heating 119 York St Kennebunk ME 04043	207-985-2130	tdavis@garrettpillsbury.com	Terry Davis
Electrical				
Backup Generator				
Heating System	Garrett Pillsbury Plumbing & Heating 119 York St Kennebunk ME 04043	207-985-2130	tdavis@garrettpillsbury.com	Terry Davis
Landscape	Patten Grounds PO Box 801 Ogunquit ME 03907	207-361-1935	John@pattengroundscare.com	John Patten
Irrigation System	Rainmaker 12 Farrwood Dr Hooksett NH 03106	207-363-8800 978-835-3431		Bill Duffey Michelle
Snow Removal	Patten Grounds PO Box 801 Ogunquit ME 03907	207-361-1935 207-363-8800	John@pattengroundscare.com	John Patten
Pool Services	Rainmaker	978-835-3431		Bill duffy
Pest Control				
General Contractor	Morrison Construction LLC 150 Hiltons Lane Wells ME 04090	207-251-1008	jmorrison150@gmail.com	Jamie Morrison
Cleaning Services				
Carpet Cleaning	Tri State Cleaning Wells Maine	207-646-7364 207-233-9838	kevin@tristatecleaning.cleaning	
Elevator				David Brackett
Tree Service	Lee Tree Company 16 Dock Road York, Maine 0390	207-752-2094	LeeTreeCompany@mail.singleo ps.com	mitch.leetree@gmail.co m

Good	Needs Attention	Activity Record Interior and exterior	Date: / / Common Areas	Comments / Notes Identify area needing attention and repairs	Daily	Weekly	Monthly	Quarterly	Annually
FALSE	FALSE	Valves:							X
FALSE	FALSE	Easily accessible							X
FALSE	FALSE	In good condition, no physical damage							X
FALSE	FALSE	state							X
FALSE	FALSE	Sealed, locked, or supervised correctly							X
FALSE	FALSE	No external or internal leaks						X	
FALSE	FALSE	No leaks from the retarding chamber or alarm drain							X
FALSE	FALSE	Properly labeled						X	X
FALSE	FALSE	Wet System Gauges:							X
FALSE	FALSE	In good condition, no physical damage							X
FALSE	FALSE	Normal water supply pressure is properly maintained					X		
FALSE	FALSE	Dry System Gauges:							X
FALSE	FALSE	In good condition, no physical damage							X
FALSE	FALSE	Normal water supply pressure is properly maintained							X
FALSE	FALSE	Air compressor is maintained and serviced						X	
FALSE	FALSE	Waterflow and Supervisory Alarm:							
FALSE	FALSE	In good condition, no physical damage							X
FALSE	FALSE	Waterflow alarm is properly functioning							X
FALSE	FALSE	[Fire Department Connections							
FALSE	FALSE	Ensure connections are visible with no damage							X
FALSE	FALSE	Ensure gaskets and valves aren't leaking or broken							X

Good	Needs Attention	Activity Record Interior and exterior	Date: / /	Comments / Notes Identify area needing attention and repairs	Daily	Weekly	Monthly	Quarterly	Annually
		Common Areas							
FALSE	FALSE	Pressure-Reducing Valves & Relief Valves:							
FALSE	FALSE	In good condition, no physical damage							X
FALSE	FALSE	No leaks							X
FALSE	FALSE	Hand-wheels are installed and not broken							
FALSE	FALSE	In an open locked position							X
FALSE	FALSE	Maintains downstream pressure in accordance with design							X
FALSE	FALSE	Check pipes and fittings on the floor level							X
FALSE	FALSE	Ensure there are spare sprinkler heads							x
FALSE	FALSE	Ensure there are tools onsite for sprinkler head replacement							X
FALSE	FALSE	Dry Pipe Valves:							
FALSE	FALSE	Inspect the interior while resetting the device, if applicable							X
FALSE	FALSE	Main Drain Waterflow:							
FALSE	FALSE	Test main drain waterflow							X
FALSE	FALSE	Check for changes in the water supply piping condition							X