



Lookout Board <thelookoutboard@gmail.com>

January Board Communication-draft

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Draft

Tue, Jan 2, 2024 at 3:43 PM

----- Forwarded message -----

From: **Lookout Board** <thelookoutboard@gmail.com>
Date: Mon, Jan 1, 2024 at 12:12 PM
Subject: Fwd: January Board Communication-draft
To:

Arthur's Retirement Party/Holiday Party

Arthur's last day as Property Manager was 12/31/2023 and this was celebrated at the annual Holiday Party. Thank you to Mike Abbott and Lorraine Ilsley for making this happen.

12/27/2023 Impromptu Board Meeting

The board held an impromptu board meeting to go over the property manager transition, please see attached minutes.

New Property Manager - Jake Kennedy - Effective 1/1/2024

Maintenance requests can be sent directly to Jake via the property manager request form on the new website, phone/text at 207-641-5366 or email at lookoutpropertymanager@gmail.com. Any board related requests should still be sent to thelookoutboard@gmail.com.

Important- Jake will only be taking requests from owners and his contact information should not be shared with renters. Renters should contact their owner for any property manager needs.

New website

A new website has been created for the association to start using as of 1/1/2024. Please go to thelookoutinogunquit.com and create a new account to access the private pages. There is no new information on the website at this time, it is all information that has been cut and pasted from the old website. Owners will be notified as new information is added. Please contact kathydeganlookoutboard@gmail.com if you have any trouble logging in.

January 13 2024 Board Meeting Agenda

Please see attached agenda.

I would like to wish you all a Happy New Year.

Sincerely,

Kathy Degan
HCOA Secretary

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

9:00 Welcome and review new board meeting guidelines implemented by the board.

9:05 Approve minutes of last BOD Meeting

- 11/4/2023 board meeting
- 12/27/2023 board meeting

9:10 Owner Discussion

9:25 Managers Report

- Status of leaks in the building
- Status of deck inspections

9:30 Treasurers Report-*Mike*

- Smart Pay
- Smart Account

9:35 Aesthetics Committee Report-*Kathy*

- Donated sconces

9:40 Pipe Burst Task Force Report-*Kathy, Frank, and Tom*

- Property Manager requirements
- Owner Requirements
- Update on Unit Inspections

9:45 CIC Report-*Arthur and Tom*

- Pergola

9:55 Time agenda items

- New technology for boardroom – laptop, printer, etc.

10:00 Old Business (Stop at 10:45)

- Cottage 6 Loss-*Kathy*
- Stairway to C6 in place of walkway-*Kathy*
- Annex Foundation-*Ed*
- Audit/Financial Review-*Mike*
- Proposal for lobby door key code -*Kathy*
- New Security Cameras -*Mike*
- Reserve Study -*Kathy*

- Gutters (Main building project is complete, still need Cottages inspected)-*not assigned to a board member yet.*
- Fire Pump-*Arthur*
- Recycling - *Mike*
- Storage unit review -*Tom*
- Parking Passes – *not assigned to a board member yet.*
- Association rental fee paid to the association each time a unit is rented -*Tom.*
- New owners buy in fee -*Mike.*
- Address all questions from Annual Meeting -*Kathy*
- New Owners Information Packet (include cottage information)-*Mike*
- Gate for Fire Lane (Beachmere) - *not assigned to a board member yet.*
- Garage safety-*Kathy*

10:50 New Business

- Garden Path -*Kathy*
 - Owner request to remove path.
 - Owner request to not install railing.
- Snow removal and parking policy
- Insurance – *Kathy*
- Pool Canopy
- Master Key needed for all units.
- Contractor rules

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

HCOA Board Meeting Minutes
Meeting Date December 27, 2023, Wednesday 7:00 PM
Garden View Room

New Property Manager Procedures

How will owners contact the property manager for non-emergency requests?

Owners will have the option to either call/text Jake Kennedy with their request or submit a request on the new website.

How will owners know the status of their request?

Requests made through the website will automatically be added to a log on the website which Jake will be updating regularly.

How will emergency procedures be handled?

Mike Abbott will be placing a sign on the old property manager's office door with instructions for emergencies. Only owners will have the property manager's phone number and should have their renters call the owner not the property manager.

Who does the new Property Manager Report to?

He will report to Ed Chamberland and Mike Abbott

How will lock outs be handled?

Arthur was always in the office to help when someone was locked out, which is no longer the case. Mike Abbott has made arrangements with David Kenary, a local Property watcher that resides at the Lookout in the winter to let people in for a fee.

Who will take over the checkbook?

Arthur wrote checks and the new property manager will not be doing this. Mike Abbott-Treasurer will be taking over the checkbook.

Who will handle re-sale certificates?

Kathy Degan-Secretary will now handle re-sale certificates and there will be a charge.

Who will coordinate storage units?

Kathy Degan-Secretary will now coordinate storage units.

Repurpose Property Manager Office

The office will no longer be the property manager's office and we are repurposing it into a working boardroom space. The door will always remain locked and only the board members, bookkeeper and Jake will have a key. Mike Abbott will hand out keys at the January meeting. We will be placing shades and/or film on the windows for privacy.

Status of Property Manager Apartment Rental

Jake and his son have removed the carpet and got most of the painting done. The flooring company is coming next week. Mike will be contacting a local real estate agent to work on a renter.

New website

Kathy created a new website at thelookoutinogunquit.com and as of now it is only the information that was on the old website but there will be more coming. All owners will have to create an account to access the private pages.

Snow removal Procedures

Mike will create a group text with all renters/owners that occupy the building in the winter so Jake can alert them to move their vehicles when necessary. Mike will also create a page for the website.

The board went into executive session and the meeting was then adjourned at 8:45 pm.

Respectfully submitted,

Kathy Degan

Kathy Degan
HCOA Secretary