

Special Meeting Notice - Wed 06/26/2024 6:30 PM Via Zoom

Owner with Service Animal

Storage unit waiting list

Furniture left in common areas and driveway

Spring cleanup day

Golf anyone?

Reminder of rental policy

Volunteers needed for Aesthetic Committee

No work between 06/15/2024 and 09/15/2024

Last call for vestibule lock box rental

Updated Awning Policy

Spectrum Cable/Internet Information

Minutes from 04/10/2024 Special Meeting

Special Meeting Notice Wednesday 06/26/2024

Please see attached agenda for a special meeting to be held Wednesday 06/26/2024 at 6:30 PM Via Zoom to vote for a new board member and review an awning request.

<https://zoom.us/j/97847780849?pwd=RZaWUG0XHHQho7GCZNHtsNgO2bXvXg.1>

Owner with a service animal

We now have an owner with a registered service animal. Although we do not allow pets, we of course allow service animals, so you will be seeing a dog on the premises at times.

Storage Unit Waiting List

Last month we posted the waiting list on the website and unfortunately, we are hearing from a lot of owners that they put their name in years ago, yet their name is not on the list. PLEASE take a moment to check the list to make sure your name is there if you are waiting for a storage unit. The usual wait time is 2-3 for an indoor closet and almost 10 years at times for an outdoor unit. We will now include the date we received your request.

Furniture left in common areas and back driveway

We have been finding furniture left in the common areas and back driveway. We understand in the past this may have been allowed and it would be taken to the thrift store, or other owners may want it. We are no longer able to take any donations. Please do not leave anything in the common areas and driveway. If you have an item you would like to donate or get rid of, we are willing to send out a photo to the owners to see if anyone is interested. It will then be up to you to arrange transport or disposal of your furniture. Local thrift stores may be willing to take it, or charity.

Spring Clean Up Day

We had a great response from a terrific group of owners who volunteered their time for Owner Clean Up Day. Despite the threatening weather, we accomplished everything we had planned! We assembled in the Garden Room at 9 AM on Saturday 5/18/24. The teams then began the hard work of removing the pool canopy, planting flowers, pressure washing, window cleaning and general cleanup of some garden bed areas. All tasks were completed by noon time, and everyone enjoyed pizza and great conversation. Special thanks to the Social Committee for providing refreshments for the volunteers. The Board wants to thank all those that attended and gave up their time to make the Lookout a beautiful place by the sea:

Marie-Anne Ward, Tom Tremblay, Kyle Fox, Kim Ahlgren, Ann Velenchik, Thomas Downes, Sharon Zaccardi, Vinny Zaccardi, Ann Gallagher, Leo Dunn, Michael Abbott Jody Mooradian, Jill Lapointe, Lorraine Ilsley, Ed Chamberland, Beth Chamberland, Linda Ho, Kathy Sweeney, and even our special winter guest Joanne Lamothe came out to help.

Golf anyone?

We have quite a few owners that are golfers, and there was a suggestion of a Lookout Golf Day or even a fundraiser held at a local golf course in the fall. If you are interested, please send an email to kathydeganlookoutboard@Gmail.com We will see how many owners are interested and go from there.

Rental policy

We want to remind all owners who rent that they are required to provide the Property Manager with a list of all guests that should include the guest name, dates of stay, and vehicle information (color make model and license plate number). Please send to lookoutpropertymanager@gmail.com if you have not already done so.

Volunteers Needed

We have had a few openings come up on the Aesthetic Committee. The Aesthetic Committee assists the board with all things aesthetic such as paint color, furniture planning, etc. They also present proposals to the board, but unfortunately there have been no funds available in recent years for projects. If you are interested in joining the Aesthetic Committee, please send an email to thelookoutboard@gmail.com

Last call for renting a vestibule lock box

Please let us know if you would like to rent a box and have not told us yet. An email went out to owners that requested a box. If you didn't get an email, you are not on the list. We will be ordering the unit soon and want to be sure we have enough boxes for those that want them. Each compartment measures 6-1/2" W x 5-1/4" H x 8" D. It is estimated to be done in mid-July at the latest.

Summer Work ban starts 06/15/2024

A reminder our summer ban on work in the buildings and on the property begins 06/15/2024 so that we can all enjoy the busy summer months.

Updated Awning Policy attached

Spectrum Cable/Internet Information

We have received a lot of questions regarding our Spectrum cable and Internet that is included in our condo fee. Horizon Condominium Owners Association is under a Bulk Account, which covers all owners Basic Cable and Internet. If you choose to upgrade, individual owners will be billed the difference directly from Spectrum. The Bulk Account number and security code is:

Horizon Condominium Owners Association
Account #8358 30 002 0037730
Security Code 7686

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.

Minutes from 04/10/2024 Special Meeting Attached

Thank you, and please direct any questions to thelookoutboard@gmail.com

HCOA Board

Special Meeting of the Board of Trustees
06/26/2024 6:30 PM Via Zoom

Agenda:

- 1 - In accordance with bylaw 5.4 the board will vote to elect an owner to replace Frank Sarno's position for Frank's unexpired term ending in 2025.

Section 5.4. Any vacancy occurring in the Board of Trustees caused by the resignation or removal of an existing Trustee or the failure of a Trustee to continue to meet the qualifications of office shall be filled by vote of a majority of the remaining Trustees entitled to vote at a special meeting of the Board of Trustees held for that purpose promptly after the occurrence of any such vacancy, even though the Trustees present at such meeting constitute less than a quorum. A Trustee elected to fill a vacancy to replace an existing Trustee position shall be elected for the unexpired term of his predecessor in office.

- 2 – In accordance with our awning policy, the board will consider a request from Owners of G3 to install an awning.



Awning Policy

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

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.

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06/12/2024

Special Meeting of the Board of Trustees

04/10/2024 7:00 pm Via Zoom

Minutes:

Board Members in attendance: Kathy Degan, Ed Chamberland, Michael Abbott, Tom Tremblay, Michele Butler, Vinny Zaccardi

President Kathy Degan opened the meeting at 7:00 pm

Kathy stated the agenda, to vote for a new board member in accordance with bylaw 5.4:

Section 5.4. Any vacancy occurring in the Board of Trustees caused by the resignation or removal of an existing Trustee or the failure of a Trustee to continue to meet the qualifications of office shall be filled by vote of a majority of the remaining Trustees entitled to vote at a special meeting of the Board of Trustees held for that purpose promptly after the occurrence of any such vacancy, even though the Trustees present at such meeting constitute less than a quorum. A Trustee elected to fill a vacancy to replace an existing Trustee position shall be elected for the unexpired term of his predecessor in office.

Kathy also explained that the board is working towards conducting all meetings using Robert's rules. Roberts rules state that there must be a motion on the floor to have a discussion and then than a vote. The process will be:

Any owners that would like to be appointed to the board may speak.

Kathy will then call for a motion to appoint the owner.

If there is a motion by a board member, and this motion is seconded, there will be discussion.

After discussion, all board members will then vote

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If there is not a motion by a board member, or this motion is not seconded, there can be no discussion or vote, and meeting will be adjourned.

Owner Dave Barton asked to be appointed to the board and was allowed the opportunity to speak. No motion was made. No other owners asked to be appointed.

Kathy reminded all owners that any owner is welcome to place their name on the ballot for this year's elections and should let Michele Butler know by 04/13/2024 if they want to be on the ballot.

Meeting adjourned at 7:30 pm