

We are sending the March Communication a few days early since it includes the agenda for the 3/2/2024 board meeting.

Volunteers Needed

Annex Project

Annual BBQ survey

Agenda for 3/2/2024 Board Meeting

Volunteers Needed:

Frank Sarno has resigned from the board and we would like to thank Frank for all his work not only on the board but also on the properties all these years. This leaves an open seat on our very busy board. We have a specific need for a CPA or someone with financial background, but we are open to anyone that would like to join us. We have also created three new sub committees:

Property Manager Apartment Use Sub-Committee

Historical Pergola Sub-Committee

Social Sub-Committee

Please see attached charters that explain the scope of each committee. Many hands make light work and we would love to see more owners involved in the decision making for our association. The board will make the final decisions on who is appointed, but if you would like to throw your name in the hat for any of these open seats, please send an email to thelookoutboard@gmail.com

Annex Project

We are pleased to announce that the annex project is complete and the final cost was \$178,255. The difference between the actual amount and the assessment amount of \$230,000. of \$51,745 will be placed into reserves to be used for other projects. We would like to thank Ed Chamberland for his efficient and effective management of this difficult project which without a doubt is the main reason it was so successful.

Annual BBQ/ Survey

If you have not already taken the survey, please take it here. We will be closing the survey as of 03/15/2024 and making a decision at that time.

<https://www.surveymonkey.com/r/GWJ2NWB>

03/02/2024 Board Meeting Agenda

See attached

The Lookout Board

Kathy Degan, President

Ed Chamberland, Vice President

Mike Abbott, Secretary

Tom Tremblay, Treasurer

Michele Butler

Vinny Zaccardi

Use of Property Manager Apartment Sub- Committee

Purpose:

The Use of Property Manager Apartment Sub-Committee of the Horizons Condominium Owners Association (the HCOA) is appointed by the HCOA Board (the Board) as a temporary committee to research the financial and legal conditions to determine the best use of the Property Manager's Apartment Common Areas. The Board will make all final decisions.

Responsibilities:

- Determine all legal options available to the association for the best use of this common area.
- If selling the unit is an option, this sub-committee will continue with all research needed to determine all steps necessary to complete the sale, and upon necessary approvals follow through with sale.
- Depending on the findings, this temporary committee may be expanded to research the best use of other common areas.

Membership:

The committee will consist of at least three but no more than five members. All members must be owners. An Executive Board member will Chair the Committee to be sure all rules as stated in the HCOA By-Laws and Declarations, and Condo Act are followed.

Meetings:

Committee members will decide on frequency of meetings and if they will be virtual, conference calls, or in person. Minutes of all meetings will be posted on the website. All owners are welcome to attend.

02/19/2024

Lookout Social Committee

Purpose:

The Lookout Social Committee of the Horizons Condominium Owners Association (the HCOA) is appointed by the HCOA Board (the Board) as a standing committee to plan and execute community-wide social events for the owners.

Responsibilities:

- Determine the yearly activities the committee would like to hold and present them to the board for approval. Budget will be determined on an event by event basis.
- Secure all necessary space, food, etc. for the events and communicate information to owners.

Membership:

The committee will consist of at least three but no more than five members. All members must be owners.

Meetings:

Committee members will decide on the frequency of meetings and if they will be virtual, conference calls, or in person. Minutes of all meetings will be posted on the website. All owners are welcome to attend.

02/19/2024

Historical Pergola Sub-Committee

Purpose:

The Historical Pergola Sub-Committee of the Horizons Condominium Owners Association (the HCOA) is appointed by the HCOA Board (the Board) as a temporary committee to research the best way to reconstruct the pergolas using any grants or donations available. The Board will make all final decisions.

Responsibilities:

- Determine pricing for all options (replacing as is, reconstructing in vinyl, or any other option)
- Determine if there are any historical grants available.
- Try to tie in with the upcoming 100-year Marginal Way event, if possible, which will occur in 2025.

Membership:

The committee will consist of at least three but no more than five members. All members must be owners. An Executive Board member will Chair the Committee to be sure all rules as stated in the HCOA By-Laws and Declarations, and Condo Act are followed.

Meetings:

Committee members will decide on the frequency of meetings and if they will be virtual, conference calls, or in person. Minutes of all meetings will be posted on the website. All owners are welcome to attend.

02/19/2024

HCOA Board Meeting Agenda
Meeting Date March 2, 2024, Saturday 9:00 am
Garden View Room

Updated 02/28/2024

<https://zoom.us/j/99396974492?pwd=Yi8rNVhDRjNIQ0xMaGVpSEtUNWFtUT09>

9:00 Welcome

9:05 Approve minutes

- **01/13/2024 BOD Meeting**
- **02/28/2024 Emergency Meeting**

9:10 Owner Discussion

9:25 Property Managers Report

9:30 Treasurers Report-*Tom*

9:35 Aesthetics Committee Report-*Kathy*

9:45 CIC Report-*Tom and Michele*

9:55 Time agenda items

- **Proposal for lobby door key code – *Kathy***

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

- **Cottage 6 Loss-*Kathy***
- **Insurance – *Kathy***
- **Stairway to C6 in place of walkway-*Kathy***
- **Audit/Financial Review-*Mike***
- **New Security Cameras -*Mike***
- **Reserve Study -*Kathy***
- **Gutters (Main building project is complete, still need Cottages inspected)-
*Tom***
- **Storage Unit Review - *Tom***
- **Parking Passes - *Mike***
- **Association rental fee paid to the association each time a unit is rented- *Mike*.**
- **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***

- **Pool Canopy**
- **Master Key needed for all units.**
- **Ceiling failure in the fourth-floor hallway - *Ed***
- **Garden Path -*Kathy***
 - **Owner request to remove path.**
 - **Owner request to not install railing.**
- **Annual BBQ survey - *Kathy***

10:50 New Business

- **Property Manager Apartment Use Sub-Committee**
- **Social Sub-Committee**
- **Historical Pergola Sub-Committee**
- **Spectrum billing and contract**

11:00 Executive Session

Next Meeting is April 27, 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