

September – 2 Board Communication 09/15/2024

Owner Clean Up Day 09/28/2024

Owners who rent - Business Registration Requirement

Minutes from 09/07/2024 Board Meeting

Reminder-no animals are allowed on the property

Minutes from 09/03/2024 Aesthetic Committee Meeting

Happy 90th Birthday to Angela Pollini!

Owner Clean Up Day 09/28/2024

Please RSVP to kathydeganlookoutboard@gmail.com if you plan to attend.

Owners Who Rent - Business Registration Requirement

All owners should have received a reminder notice from the Town of Ogunquit included in their property tax billing envelope. If you are using your home as a weekly vacation rental, you must obtain a yearly (July 1-June 30) Business Registration (TA-1). The board passed this information on to owners in 2022 and all owners who rent should be registered with the town. Any questions should be directed to the Ogunquit Town Clerk office - 207-646-9546. We also would like to remind all owners who rent that the town only allows one rental per 7-day period. This does not mean that it must be a 7-day rental, but if you rent for less than 7 days you must block off the rest of the week and cannot have any other rentals booked.

Minutes from 09/07/2024 Board Meeting attached

These minutes are only in draft form, and not final until the Board formally votes to approve them at the next meeting.

Reminder-no animals are allowed on the property

In accordance with our bylaws there are no animals allowed on the property, period. Your guests are not allowed to visit with an animal or have one in the parking lots. All service/support animals should be registered ahead of time. Owners who rent-please tell your guests that animals are not allowed, and service/support animals should be registered ahead of time. To register a service/support animal, please send the required paperwork to: mbutlerlookout@gmail.com.

Minutes from 09/03/2024 Aesthetic Committee Meeting attached

Happy 90th birthday to Angela Pollini!

One of our original owners, Angela Pollini, celebrated her 90th birthday with a fabulous party in the Garden View Room last weekend. Please join us in wishing Angela a Happy 90th Birthday!



Minutes for The Aesthetics Committee Meeting, Tuesday, September 03, 2024, 6:00 PM Via Zoom

Welcomed new members Marie-Anne Ward and Sheryl Gochros

Went over the history and scope of the Aesthetic Committee beginning with the desire roughly six years ago to have uniformity for unit doors, door handles, numbering and hallway art to address the former lack of cohesiveness

Project: First Floor Common Areas – Board meetings are moving from the Garden View Room to the fireplace area which will be painted and have a wall mounted TV to accommodate Zoom. Old television will be offered up for free and if no one takes it, we will send to the transfer station

- Name rooms? – mount signage like Owners Only Lounge & Board Room with locked doors

- Update the “Private Party” sign - polish and replace the insert? Or Kathy bought black wrought iron easel which is stored in the manager's office

- Funds-

Bottle redemption will go toward aesthetic committee to provide white paint for fireplace room, signs and cushions

Project – Picnic table: An owner offered to pay for a new table. Considering styles and colors.

- Finalize recommendation to the board:

*Remove hallway curtains, wash windows, touch up trim **during September 28th Owners Fall Cleanup**

- Owners' Only Lounge add French doors between the rooms to allow light in and have a board room for meetings with wall mounted tv
- New Signage to distinguish rooms
- New Cushions for wicker chairs
- Paint fireplace room white to brighten up
- Spruce up "kitchen area" in Garden View Room

Respectfully submitted,

Marie-Anne A. Ward



**Horizons Condominium Owners Association
Board of Directors Meeting Minutes
Saturday, September 7, 2024 | 9:00 am**

The Meeting of the Board of Directors (the “Board”) of Horizons Condominium Owners Association (the “Association”) was duly held in the first floor Fireplace Room and via zoom on September 7, 2024

There were present:

x	Kathy Degan
x	Ed Chamberland
x	Tom Tremblay
x	Michele Butler
x	Michael Coscia
x	Vinny Zaccardi

Constituting a majority of the directors and a quorum. Also present were:

Kathy Sweeney and Linda Ho Beth Chamberland	Marie-Anne Ward (via zoom) Amy Poe (via zoom) Sharon Zaccardi	Barry and Roseann Feldeisen Stearns Joann Boczenowski
Arthur Molineaux Leslie Mandell	Tom and Sue Kerakes Lorraine Ilsley	Seth Brawer (via zoom) Dave Degan

ITEM I. Approval of Minutes

Michele Butler

- Minutes from the April 27, 2024 and May 26, 2024 regular BOD meetings and the June 26, 2024 special meeting were presented for approval.

MOTION WAS MADE BY TOM TREMBLAY AND 2ND BY KATHY DEGAN TO APPROVE THE MINUTES AS PRESENTED. VOTE WAS UNANIMOUS TO APPROVE.

ITEM II. Owner Discussion

Kathy Degan

- The floor was opened for discussion by owners in attendance.
 - Tom Kerakas requested cleaning of exterior siding and questioned Property Manager hours on site
 - Sue Kerakas brought up the need for a Property Manger in the office
 - Tom Kerakas mentioned dryer vent and filter cleaning
 - Multiple owners discussed the intercom in the lobby and whether it can function with cell phones

ITEM III. Property Manager Report

Ed Chamberland

- Ed Chamberland presented the summer Property Manager highlights.
- Summer cleaning is overwhelming for one person to maintain in peak season and the Board will address this issue moving forward
- Summer involves pool maintenance, and a number of issues were discovered that need to be addressed in the future, including leaks in the liner
- Cottage 6 remaining work will be scheduled for the fall with the contractor - new control valves are in the process of being installed in Cottage 6 units
- Annex section did not pass required flow test, and large hole, corrosion and debris in the pipes were discovered and corrected, after needing fire watch for a weekend. Full evaluation of entire system is recommended and two leaks will be repaired week of September 9, 2024
- Annex building hallway foundation was compromised from water infiltration - foundation was secured and proper drainage installed. Hallway floor was replaced, and minor finish work remains
- Property Manager will be doing unit safety inspections this fall
- Unit leaks are ongoing and being addressed on a case-by-case basis, based on contractor availability and cost
- Elevator management contract has been signed with Otis, resulting in savings. In the past week, Otis did an evaluation of the elevator and found elevator and controls are very old and probably need to be updated. More information from Otis will be forthcoming.
- Laundry room exhaust ducts have been cleaned per the existing laundry service contract - awaiting new contract proposal with laundry service. Some individual unit owners have washers and dryers, and the Board will identify those units during the annual inspections
- Hot water tanks have constant, ongoing leaks and all three need to be replaced due to the layout in the basement

ITEM IV. Treasurer's Report

Tom Tremblay

- Tom Tremblay presented final accounting for FY 24 - expenses over budget by \$74k
 - Areas of most concern - landscaping, plumbing and mechanical over budget
- 7/1 HOA fees - all paid; five owners paid 24-25 fees in advance
- Tom Tremblay presented YTD budget analysis
 - Expenses tracking as expected except for the following:
 - \$3000 spent on vestibule lock boxes - ½ will be paid for by annual fees this year
 - Plumbing and mechanical - \$6625 spent YTD, which includes deposit to Garrett Pillsbury for hot water tank replacement
 - Elevator is being paid annually in advance, instead of monthly
- Bank reconciliation - \$93k in operating account, with \$7k in AP
- Reserves - \$51k

ITEM V. Aesthetics Committee Report

Kathy Degan

- Kathy Degan presented the Aesthetics Committee proposal to upgrade first floor fireplace room into Owners Only Lounge - with mounted TV for board meetings and use by owners, convert to a Board room that can be rented out, repainting (donated labor), remove old media set, router for WiFi, mount donated TV in bar area, replace Private Party sign, remove hallway curtains
- September 28 is fall owner cleanup

MOTION WAS MADE BY MICHELE BUTLER AND 2ND BY ED CHAMBERLAND TO APPROVE THE AESTHETIC COMMITTEE PROPOSAL. VOTE WAS UNANIMOUS TO APPROVE.

ITEM VI. Immediate Needs

Kathy Degan

- **Lock Proposal**

- All exterior doors will be rekeyed to new lock that cannot be duplicated
- Key pad will be installed for code access
- Pool lock will be a different key from exterior keys and will be distributed with a numbered pool pass - replacement key will cost \$100
- Owners will be charged \$40 for new keys
- Codes will be distributed based on type - i.e. owner, renter, contractor, etc.

MOTION WAS MADE BY KATHY DEGAN AND 2ND BY MCHELE BUTLER TO APPROVE THE UPDATED LOCK PROPOSAL. VOTE WAS UNANIMOUS TO APPROVE.

MOTION WAS MADE BY ED CHAMBERLAND AND 2ND BY MICHELE BUTLER TO REMOVE THE BUZZER SYSTEM IN THE VESTIBULE. VOTE WAS UNANIMOUS TO APPROVE.

- **Hot Water Tanks**

- The three hot water tanks for the building need to be replaced, due to leaks and corrosion. A discussion ensued regarding how to pay for the replacement (\$21,000), as well sprinkler testing (\$10,000).
- Discussion with owners present ensued regarding which items on the priority list have been already included in the budget.
- Owners present questioned whether the assessment can be spread out over the remaining quarters as part of HCOA dues.
- Owners present suggested that both assessments and increased HOA dues are needed.
- Owners present discussed the idea of revising the operating budget for the current fiscal year to adjust for these needs.
- Some Board members and some owners present suggested adding other maintenance items to assessment.

MOTION WAS MADE BY TOM TREMBLAY AND 2ND BY VINNY ZACCARDI TO ASSESS OWNERS FOR THESE COSTS. VOTE WAS 4 IN FAVOR (T. TREMBLAY, E. CHAMBERLAND, V. ZACCARDI AND M.COSCIA) AND 2 OPPOSED (K. DEGAN AND M. BUTLER)

- **Assessment Amount**

- The Board reviewed the list of projects to include in the assessment. Included are:
 - \$21,000 for hot water tanks
 - \$10,000 for sprinkler repairs
 - \$10,000 for Cottage 4 sewer pipe break
 - \$13,000 for Cottage 4 deck stair replacement and roof leaks

MOTION WAS MADE BY TOM TREMBLAY AND 2ND BY VINNY ZACCARDI FOR THE ASSESSMENT TO BE IN THE AMOUNT OF \$54,000. VOTE WAS 4 IN FAVOR (T. TREMBLAY, E. CHAMBERLAND, V. ZACCARDI AND M. COSCIA) AND 2 OPPOSED (K. DEGAN AND M. BUTLER)

- It was noted that HOA dues need to be increased to sustain operating needs.

ITEM VII. Old Business

Kathy Degan

- No old business discussed

ITEM VIII. New Business

Kathy Degan

- No new business discussed

With no further items of discussion:

MOTION WAS MADE BY KATHY DEGAN AND 2ND BY MICHELE BUTLER TO ADJOURN THE SEPTEMBER 7, 2024 BOARD OF DIRECTORS MEETING AND MOVE INTO EXECUTIVE SESSION. VOTE WAS UNANIMOUS TO APPROVE.

Meeting adjourned at 11:50AM.

Respectfully Submitted,

Michelle Butler

Secretary

The past summer months have been a tremendous learning opportunity for the Property Manager. A substantial amount of time has been focused on interactions with the owners and renters. Most of these interactions are minor and are resolved very easily. Some do require time for Jake to have a complete understanding of the issues and determine a course of action on his part or to direct people to other resources.

Maintaining cleanliness of the common spaces was overwhelming during the summer when occupancy was at a high level. Further discussion is needed to clarify the distribution of the Property Manager's time for his overall responsibilities.

The swimming pool was opened and a series of issues were discovered.

- The filter media required replacement, the return skimmers were not functioning properly and a space ring was fabricated to allow the skimmer to operate properly.
- The electrical power cord on the pump was replaced.
- A new auto pool vacuum was purchased and utilized to perform proper cleaning of the pool.
- The backflow preventer on the water supply line needed to be rebuilt.
- We are currently adding an average of 500 to 750 gallons of water every other day to compensate for a water leak in the pool or related plumbing.
- Two separate entry key issues that impacted access to the pool were resolved in the entrance gate lock.
- Spring loaded hinges were installed on the restroom doors to help keep them closed, signage was installed to notify people to turn off lights when they leave the bathrooms and alternative light switches are being investigated.
- The pool shower was replaced and the existing canopy frame was removed and replaced with umbrellas.

Worked with a rodent specialist to address some potential infestation into the cottages. None was found.

Assisted with the implementation of the parking pass program.

Purchased and replaced one outdoor grill.

Solar run parking lot light was installed in the lower parking lot.

Locust Grove Lane was regraded twice following a wash out from heavy rains.

Light switches in the main entrance and office area were reconfigured for proper operation.

Overgrown vegetation was removed from in front of the storage garage to allow for better access.

Project Work

Cottage 6:

All owners were allowed full occupancy on or before June 15th 2024 and all work was suspended for the summer. The contractors will return in the fall to complete a punch list of items. No schedule has been confirmed with the contractor for the remaining work. Auto water control valves have been installed on each unit.

Cottage 4:

Obtained quotes and selected mason to perform foundation repairs on Cottage 4 in the fall. We are currently pursuing quotes to repair leaks in Cottage 4. Work to be completed this fall.

Fire Suppression System:

High Tech Fire Protection Company was on site at the Lockout to perform a 3 Year Full Flow Trip Test (3YFFT) on (4) four separate Dry Valves and complete an NFPA required 3 year leak test on each Dry Valve. This work was completed on 5/28 and 5/30. During the testing procedures, failures in the system pipes were identified and repaired. A complete blockage in the pipes for the Annex zone was also identified. A fire watch at night was requested by the Ogunquit Fire Department. A Fire Watch was established from 5/30/24 until 6/3/24. This Fire watch was covered by the Property Manager Jake Kennedy and HCOA Board members, Kathy Degan and Micheal Abbott. Repairs were completed on 6/3/24 to establish full flow in the Annex zone system. Unit 414 and 415 were accessed to make repairs.

Additional repairs are also scheduled for the fall. Due to the age of this system the service provider recommends a full review of the system. We will continue to work with High Tech to understand future needs and requirements.





Arrow points to a hole in the sprinkler pipe that was repaired.

Annex Building:

Annex G Hallway project remains open. The interior work is almost completed. Issues with the flooring improperly installed by the contractor have been resolved and final patch and painting will be completed in the fall.

Unit Safety Inspections:

Inspection will be scheduled for late fall early winter. Like last year the Property Manager will notify owners and communicate the schedule.

Unit Leaks:

Leak issues are tracked, investigated and monitored in the main building and cottages. Leaks have been associated with severe weather conditions, improper flashing and sealing of exterior wall and roof surface penetrations. Some leaks are resolved quickly and with minimal costs. Other leaks will require additional resources and time to resolve completely.

The Property Manager discovered water leaking down from the ceiling in the first floor Ladies Bathroom. This is the common bathroom near the Laundry Room. He then went to the unit above and found nothing wet or leaking. He then removed a section of the ceiling in the first

floor bathroom and discovered that the toilet flange from the unit above was leaking. He called in a plumber to help further investigate and found that the toilet was improperly installed with the use of 2 wax seal rings and that a sub floor was added to the bathroom floor during past renovations. The toilet flange was not installed at the proper height. Normally one wax seal is used when the toilet is installed correctly. Over time the 2 seals will fail and it will leak. Jake has notified the owner and closed off the two bathrooms for now. The owner will follow up with repairs.

It is concerning that this type of work could be common in other units remodeled in the past and we could have similar discoveries in the future.



The toilet flange is approximately $\frac{3}{4}$ of an inch below the floor surface.

Elevator:

Property Manager evaluated the current service provider (Stanley) for price and service and compared it to other service providers. He also recommended securing a longer term contract with Otis Elevator company. This resulted in \$924 annual savings.

Laundry Room Contract:

After several complaints the Property Manager investigated the service provider and status of the contract for this service. The current contract was signed in 2007 and has not been renewed. He will continue to work with the current supplier to update the contract and improve service from this provider.

The Property Manager also inspected and cleaned all 5 dryer vents. Upon inspection he found that the exhaust ducts were blocked with years of dryer lint and debris. This action reduced the risk of fire and increased the efficiency of the dryers.

We will investigate a proposal to implement annual inspection of all dryer vents including private dryers in units.



Hot Water Tanks

Three hot water supply tanks in the main building are failing. These tanks store hot water for all units in the main building. Due to their age and the leaks in the tanks and related piping will result in the need to replace all three tanks. This work will be scheduled after September 15.



Supply water feed to tank inlet with corrosion from leaks.



Top of one tank with corrosion from leaks.



Supply water feed to tank inlet with corrosion and rust.



Top of another tank with corrosion and leaks

Item		Priority Level	Cost (Today's \$'s)		2024-2025	2025-2026	2026-2027	2027-2028
Main Building Roof Replacements		1	\$225,000.00	\$45 - Sq Ft		\$112,500.00	\$112,500.00	
Transfer heating oil pump Spare		1	\$2,000.00		\$2,000.00			
Main Building New Heater (sprinkler room)		1	\$500.00		\$500.00			
Main Building Sprinkler ID Leaks, Inspect pipes, Repair		1	\$75,000.00		\$25,000.00	\$25,000.00	\$25,000.00	
Cottage 4 deck stair replacement		1	\$3,000.00		\$3,000.00			
Cottage 4 foundation repair		1	\$5,000.00		\$5,000.00			
Cottage 4 Underground Plumbing Repairs		1	\$5,000.00		\$5,000.00			
Hot Water Tank Replacement		1	\$21,000.00		\$21,000.00			
Main Building Burner Replacements (2)		2	\$30,000.00	each		\$30,000.00	\$30,000.00	\$30,000.00
Pool Canopy and Structure		3	\$20,000.00					\$20,000.00
Cottage Gutters		2	\$12,000.00			\$6,000.00	\$6,000.00	
Insulation		2	\$90,000.00	\$6 -Sq Ft		\$30,000.00	\$30,000.00	\$30,000.00
Fire Gate entrance		2	\$20,000.00			\$20,000.00		
Repoint stone walls and pillars		3	\$19,700.00				\$19,700.00	
EV Charging stations		3	\$10,000.00			\$10,000.00		
Solar panels for Pool House		3	\$20,000.00				\$20,000.00	
Main Building Oil Tank (above ground replacement)		3	\$100,000.00					\$100,000.00
landscape lighting		3	\$5,000.00		\$2,500.00	\$2,500.00		
Main Building Generator Backup		3	\$25,000.00				\$25,000.00	
Main Building carpeting - hallways		3	\$108,000	\$18 Sq Ft		\$36,000.00	\$36,000.00	\$36,000.00
Pool Replacement		3	\$143,000.00				\$143,000.00	
Irrigation system in backyard		3	\$5,100.00					\$5,100.00
Main building roof support		3	\$325,000.00					\$325,000.00
Resurface driveway Dumpster area		3	\$6,500.00					\$6,500.00
Rebuild Dumpster Storage		3	\$20,000.00				\$20,000.00	
Paint crawl space façade		3	\$4,000.00					\$4,000.00
Resurface parking lots		3	\$47,158.00					\$47,158.00
Pool Furniture		3	\$10,000.00				\$5,000.00	\$5,000.00
Security cameras & locks		3	\$50,000.00				\$50,000.00	
Pergolas		3	\$100,000.00					\$100,000.00
Garage in back of pool house Demo		3	\$30,000.00				\$30,000.00	
Phase II beams support Phase 1 U100		3	\$10,000.00					\$10,000.00
Main building wood siding repairs		3	\$20,000.00					\$20,000.00
Lighting for lower Parking lot		3	\$1,500.00			\$1,500.00		
Gardent Management		3	\$30,000			\$10,000	\$10,000	\$10,000
TOTAL			\$1,598,458.00		\$64,000.00	\$283,500.00	\$562,200.00	\$748,758.00

Fiscal Year 2023-2024				
Budget Analysis - FINAL ACCOUNTING thru 6/30/24				
	Fiscal Year Budger	Dollars Spent	Difference	
	2023-2024	7/1/23 thru 6/30/24	7/1/23 thru 6/30/24	
INCOME				
Condominium Fees	\$504,180.00	\$519,180.00	\$0.00	103%
Other Income	\$15,000.00	\$16,413.00	\$0.00	109%
Est PM Unit Rent		\$8,800.00	\$0.00	0%
Total	\$519,180.00	\$544,393.00	\$0.00	105%
EXPENSES				
<u>Facilities</u>				
Maintenance Main Building	\$71,662.00	\$37,967.00	\$33,695.00	53%
Maintenance Cottages	\$2,100.00	\$39,539.00	-\$37,439.00	1883%
Plumbing and Mechanical	\$14,700.00	\$36,541.00	-\$21,841.00	249%
Elevator	\$5,250.00	\$7,334.00	-\$2,084.00	140%
Landscaping and Grounds	\$41,250.00	\$83,336.00	-\$42,086.00	202%
Fire Protection	\$7,875.00	\$24,483.00	-\$16,608.00	311%
Pool	\$6,825.00	\$10,198.00	-\$3,373.00	149%
Trash and Snow Removal	\$12,075.00	\$22,345.00	-\$10,270.00	185%
Total Facilities	\$161,737.00	\$261,743.00	-\$100,006.00	162%
<u>General Administration</u>				
Legal and Accounting Fees	\$3,000.00	\$10,777.00	-\$7,777.00	359%
Property Management	\$33,075.00	\$59,784.00	-\$26,709.00	181%
Insurance	\$96,000.00	\$102,544.00	-\$6,544.00	107%
Office and General Supplies	\$1,575.00	\$3,483.00	-\$1,908.00	221%
Meetings, Dues, Membership	\$5,250.00	\$1,363.00	\$3,887.00	26%
Postage	\$420.00	\$771.00	-\$351.00	184%
Bank Charges	\$100.00	\$362.00	-\$262.00	362%
Taxes Paid	\$100.00	\$4.00	\$96.00	4%
Cottage Heating Rebate	\$9,715.00	\$9,715.00	\$0.00	100%
Total General Administration	\$149,235.00	\$188,803.00	-\$39,568.00	127%
<u>Utilities</u>				
Electric	\$29,313.00	\$22,260.00	\$10,907.00	76%
Fuel Oil	\$68,015.00	\$64,641.00	\$3,374.00	95%
Water and Sewer	\$12,180.00	\$10,192.00	\$1,988.00	84%
Cable and Internet	\$42,000.00	\$51,292.00	-\$9,292.00	122%
Telephone and Fax	\$1,700.00	\$2,663.00	-\$963.00	157%
Total Utilities	\$153,208.00	\$151,048.00	\$2,160.00	51%
Total Operating Expenses	\$464,180.00	\$601,594.00	-\$137,414.00	130%

<u>Miscellaneous</u>				
100K Loan Repayment / C6 Loan	\$13,000.00	\$15,542.00	-\$1,821.00	120%
Contribution to Operational Reserve	\$27,000.00	\$0.00	\$27,000.00	0%
Contribution to Capital Projects	\$15,000.00	\$0.00	\$15,000.00	0%
<u>Total Miscellaneous Expenses</u>	\$55,000.00	\$15,542.00	\$40,179.00	
Income vs Expenses	\$544,393.00	\$617,136.00	-\$72,743.00	113%

FISCAL YEAR 2024 - 2025				
Budget Analysis				
		DATA		
	Budget Amount	AS OF 9/3/2024	Difference	
INCOME				
Condominium Fees	\$587,054.00	\$ 146,763.00	\$ 440,291.00	25%
Other Income	\$18,000.00	\$ 400.00	\$ 17,600.00	2%
PM Unit Rent	\$26,400.00	\$ 4,400.00	\$ 22,000.00	17%
Total	\$631,454.00	\$151,563.00	\$479,891.00	24%
EXPENSES				
Facilities				
Building(s) Maintenance	\$30,500.00	\$ 5,135.00	\$ 25,365.00	17%
Plumbing and Mechanical	\$26,500.00	\$ 6,625.00	\$ 19,875.00	25%
Elevator	\$6,000.00	\$ 5,460.00	\$ 540.00	91%
Landscating & Snow Removal	\$43,000.00	\$ 7,130.00	\$ 35,870.00	17%
Fire Protection	\$35,400.00	\$ 2,422.00	\$ 32,978.00	7%
Pool	\$9,450.00	\$ 4,945.00	\$ 4,505.00	52%
Trash	\$20,000.00	\$ 5,082.00	\$ 14,918.00	25%
Windows and Doors	\$10,000.00	\$ -	\$ 10,000.00	0%
Decks	\$20,000.00	\$ -	\$ 20,000.00	0%
Total	\$200,850.00	\$36,799.00	\$164,051.00	18%
General Administration				
Legal and Accounting Fees	\$7,500.00	\$ 175.00	\$ 7,325.00	2%
Property Management	\$78,085.00	\$ 12,660.00	\$ 65,425.00	16%
Insurance	\$114,000.00	\$ 28,947.00	\$ 85,053.00	25%
Office and General Supplies	\$1,000.00	\$ -	\$ 1,000.00	0%
Postage	\$500.00	\$ -	\$ 500.00	0%
Bank Charges	\$100.00		\$ 100.00	0%
Taxes Paid	\$100.00	\$ -	\$ 100.00	0%
Cottage Heating Rebate	\$9,715.00	\$ -	\$ 9,715.00	0%
Education	\$305.00	\$ -	\$ 305.00	0%
Technology	\$2,291.00	\$ 559.00	\$ 1,732.00	24%
Civil Engineer Survey	\$10,000.00	\$ -	\$ 10,000.00	0%
Total	\$223,596.00	\$42,341.00	\$181,255.00	19%
Utilities				
Electric	\$29,313.00	\$ 3,523.00	\$ 25,790.00	12%
Fuel Oil	\$68,015.00	\$ 3,038.00	\$ 64,977.00	4%
Water and Sewer	\$12,180.00	\$ 428.00	\$ 11,752.00	4%
Cable and Internet	\$45,000.00	\$ 8,660.00	\$ 36,340.00	19%
Telephone and Fax	\$1,700.00	\$ 732.00	\$ 968.00	43%
Total	\$156,208.00	\$ 16,381.00	\$ 139,827.00	51%

Total Operating Expenses	\$580,654.00	\$95,521.00	\$485,133.00	16%
<u>Miscellaneous</u>				
Cottage 6 Loan	\$20,400.00	\$ 3,253.00	\$ 17,147.00	16%
Contribution to Operational Reserve	\$0.00	\$ -	\$ -	0%
Contribution to Capital Projects	\$30,000.00	\$ -	\$ 30,000.00	0%
Social Committee	\$400.00	\$0.00	\$ 400.00	0%
Total	\$50,800.00	\$3,253.00	\$ 47,547.00	6%
Total Expenditures	\$631,454.00	\$98,774.00	\$ 532,680.00	16%

Aesthetic Committee Recommendations and Proposal

The board meetings are moving from the Garden View Room to the first-floor fireplace area.

- Mount TV on wall closest to the bank of windows. Use a swivel bracket to swing the TV out for board meetings. This room will be the TV room with chairs and couches.
- Use the “middle room” as a board room with the large table. Games, books and puzzles can be stored in the bookcase for use by owners. Owners may also reserve this room for gatherings.
- Paint entire area white
- Offer old TV set up to owners and if no one wants it, send to transfer station
- Secure a router so this room has its own Wi-Fi
- Create signs to notify owners of Wi-Fi password

Make entire area “Owners Only” with locked doors

- We do not have anyone to regularly check and clean the room during the high season when guests are here, so we would rather not have them use it. Guests still have access to the Garden View Room.
- Mount signage such as “Owners Only Lounge and Board Room”

Mount donated TV behind the bar

Update the “Private Party” sign that is from 1994

- Either polish and replace the insert for the existing sign or use the black wrought iron easel we bought already for Lobby notification signage

Ask that bottle redemption funds go towards the aesthetic committee to provide white paint for common area, signs, and possibly new cushions.

Remove hallway curtains, wash windows, touch up trim **during September 28th Owners Fall Cleanup**

09/03/2024

Lock Proposal

Changes from original proposal approved

Pool lock will have a separate key now, with an attached numbered pool pass. See attached example.

Pool key/pass will have a \$100 replacement fee to encourage tracking of the key/pass.

Owners will be sent separate invoices for \$40, \$10 for each building key (2) and \$10 for each pool/pass key (2).

Lock Proposal

COPY OF ORIGINAL PROPOSAL APPROVED IN 04/27/2024 BOARD MEETING

The current lock has not been changed in over 25 years, and there has been no control over keys being produced. To secure the building, we can change all doors to unique system core that will not allow unauthorized duplication of keys. The only way to reproduce the key would be to go to our locksmith, who will not allow unauthorized duplication of keys. For ease of use, change the lobby door to a lock that will open via key AND code.

Specs:

Lobby Door Lock: Adams Rite 3000 Series Keypad Exit Device Lever Trim

- Accommodates up to 150 codes.
- Powered by 4 AA batteries that will support 60,000 activations, which is approximately 350 activations per day for six months. Batteries will be changed every six months.
- Compatible with our current door

Codes:

- The lock can support up to 150 codes.
- One separate code for owners that we will ask owners to protect and not give out to anyone. If they would like a different code for any reason, one will be assigned.
- One separate code for weekly renters that will be changed every year.
- One separate code for winter renters that will be changed every year.
- One separate code for each year-round renter.
- Anyone that needs access to the building, such as Pillsbury Plumbing, Jamie Morrison, Cleaning Crews, etc. will have their own specific code that can be deactivated if they no longer do business with us.

Process:

Work with locksmith to create keys and order parts to be ready to install 11/1/24.

Set up codes and create a system to control distribution of codes.

10/1/2024-Distribute instructions, 2 keys and owner code to all owners. Owners will be charged \$10 per key on their 10/01/2024 quarterly condo fee statement.

3/1/2024-Locksmith will change all locks, fire department key will be switched.

Costs:

Adams Rite 3000 Series Keypad Exit Device Lever Trim	\$656
Installation	? may be donated
Rekey Driveway, Annex, Garden View Room, Emergency Exit, Pool, and Tennis Court 180 new keys labor	\$3024
Postage	\$300
Donation	\$1656
Estimate:	\$2324

<u>Item</u>	<u>Priority Level</u>	<u>Cost (Today's \$'s)</u>		<u>\$ in budget</u>	<u>2024-2025</u>	<u>Difference</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>
Main Building Roof Replacements	1	\$ 225,000	\$45 - Sq Ft	\$ -		\$ -	\$ 112,500	\$ 112,500	
Transfer heating oil pump Spare	1	\$ 2,000			\$ 2,000	\$ 2,000			
Main Building New Heater (sprinkler room)	1	\$ 500		\$ 1,000.00	\$ 500	\$ (500)			
Main Building Sprinkler ID Leaks, Inspect pipes, P	1	\$ 75,000		\$ 25,000.00	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	
Cottage 4 deck stair replacement	1	\$ 3,000			\$ 3,000	\$ 3,000			
Cottage 4 foundation repair	1	\$ 5,000		\$ 2,500.00	\$ 5,000	\$ 2,500			
Cottage 4 Underground Plumbing Repairs	1	\$ 5,000			\$ 5,000	\$ 5,000			
Hot Water Tank Replacement	1	\$ 21,000			\$ 21,000	\$ 21,000			
Leak Repair 206-208-408-411	1			\$ 10,000.00		\$ -			
Locks	1			\$ 3,000.00		\$ -			
Misc Property Maintenance				\$ 10,000.00		\$ (10,000)			
Misc Plumbing and Mechanical				\$ 25,000.00		\$ (25,000)			
Sump Pump Cottage 5				\$ 500.00		\$ -			
Fire Extinguisher Maintenance (Johnson Controls)				\$ 900.00		\$ -			
Sprinkler Head repair under Annex				\$ 9,500.00		\$ -			
						\$ (2,000)			
Main Building Burner Replacements (2)	2	\$ 30,000	each				\$ 30,000	\$ 30,000	\$ 30,000
Pool Canopy and Structure	3	\$ 20,000							\$ 20,000
Cottage Gutters	2	\$ 12,000					\$ 6,000	\$ 6,000	
Insulation	2	\$ 90,000	\$6 -Sq Ft				\$ 30,000	\$ 30,000	\$ 30,000
Fire Gate entrance	2	\$ 20,000					\$ 20,000		
Repoint stone walls and pillars	3	\$ 19,700						\$ 19,700	
EV Charging stations	3	\$ 10,000					\$ 10,000		
Solar panels for Pool House	3	\$ 20,000						\$ 20,000	

<u>Item</u>	<u>Priority Level</u>	<u>Cost (Today's \$'s)</u>		<u>\$ in budget</u>	<u>2024- 2025</u>	<u>Difference</u>	<u>2025- 2026</u>	<u>2026- 2027</u>	<u>2027- 2028</u>
Main Building Oil Tank (above ground replaceme	3	\$ 100,000							\$ 100,000
landscape lighting	3	\$ 5,000			\$ 2,500		\$ 2,500		
Main Building Generator Backup	3	\$ 25,000						\$ 25,000	
Main Building carpeting - hallways	3	\$ 108,000	\$18 Sq Ft				\$ 36,000	\$ 36,000	\$ 36,000
Pool Replacement	3	\$ 143,000						\$ 143,000	
Irrigation system in backyard	3	\$ 5,100							\$ 5,100
Main building roof support	3	\$ 325,000							\$ 325,000
Resurface driveway Dumpster area	3	\$ 6,500							\$ 6,500
Rebuild Dumpster Storage	3	\$ 20,000						\$ 20,000	
Paint crawl space façade	3	\$ 4,000							\$ 4,000
Resurface parking lots	3	\$ 47,158							\$ 47,158
Pool Furniture	3	\$ 10,000						\$ 5,000	\$ 5,000
Security cameras & locks	3	\$ 50,000						\$ 50,000	
Pergolas	3	\$ 100,000							\$ 100,000
Garage in back of pool house Demo	3	\$ 30,000						\$ 30,000	
Phase II beams support Phase 1 U100	3	\$ 10,000							\$ 10,000
Main building wood siding repairs	3	\$ 20,000		\$ 5,000.00					\$ 20,000
Lighting for lower Parking lot	3	\$ 1,500					\$ 1,500		
Gardent Management	3	\$ 30,000					\$ 10,000	\$ 10,000	\$ 10,000
		\$ 1,598,458			\$ 64,000		\$ 283,500	\$ 562,200	\$ 748,758
Property Maintenance				\$ 30,500.00					
Plumbing and Mechanical				\$ 26,500.00					
Fire Protection				\$ 35,400.00					