HCOA Board Meeting Agenda
Meeting Date March 8, 2025, 9:00 am
First floor fireplace common area

09:00 Welcome – *Kathy*

Review Board Meeting guidelines

09:05 Approve minutes of last BOD Meeting – *Kathy*

09:10 Owner Discussion

09:30 Treasurers Report-*Tom*

09:45 Property Managers Report - *Ed*

10:00 Old Business (Stop at 10:30)

- **Gate for Fire Lane *(Beachmere*) – *Mike (Tabled until May/June)***
- **Security Cameras – *(Tabled-nothing new to report)***
- **Association rental fee paid to the association each time a unit is rented *(Tabled-nothing new to report)***
- **New Owners Information Packet (include cottage information) *(Tabled-nothing new to report)***
- **Garage safety-*Kathy (Tabled-nothing new to report)***
- **Initiation Fee – *Michele (Tabled-nothing new to report)***
- **Standard form for all contractors – *Michele (Tabled-nothing new to report)***

10:30 New Business (Stop at 11:00)

- **Request by Lorraine Ilsley – Unit 214 – to be appointed to the board to fill Mike Abbott's vacant seat that is term ending 2026**

11:00 Executive Session

Next meeting will be Saturday 04/26/2025 at 9:00 AM in the Fireplace Common Area
This is a budget and immediate needs only meeting
All Zoom links, agendas, and meeting minutes can be found on the website under Executive Board Tab

The agenda will be completed 7 days prior to the board meeting, and we will not accept any changes or additions after the agenda has been completed. The item will have to wait until the next board meeting, unless it is a true emergency.

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

Horizons Condominium Owners Association
Board of Directors Meeting Minutes
Saturday, February 8, 2025 │ 9:00 am

The Meeting of the Board of Directors (the "Board") of Horizons Condominium Owners Association (the "Association") was duly held via zoom on February 8, 2025

There were present:

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

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

	Linda Ho		Sharon Zaccardi		
	Marie-Anne Ward				

ITEM I. Approval of Minutes **Michele Butler**

- Minutes from the January 11, 2025 regular BOD meeting were presented for approval.

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

ITEM II. Remodel requests

- No requests to consider

ITEM III. Owner Discussion **Kathy Degan**

- The floor was opened for discussion by owners in attendance.
    - Marie Anne Ward inquired about the additional property manager administrative position

ITEM IV. Property Manager Report **Ed Chamberland**

- No updated report at this time

ITEM V. Treasurer's Report **Tom Tremblay**

- Plumbing and mechanical invoices from GP received over last month, dating back to November dates of service - bulk of line item has been expended at this point due to the boiler repairs needed
- Freeze alert additional costs for Jake's added time will be allocated to property manager line item
- Based on current tracking, expenses will come in right at budgeted amount

- 6 owners still owe 1/1 dues
- Bank account balance - $135,400
- Discussion ensued regarding additional and ongoing plumbing and mechanical issues that are being resolved in the building

ITEM VI. Old Business **Kathy Degan**

- Dumpster use - updated rules regarding dumpster use and what cannot be thrown in the HCOA dumpsters

MOTION WAS MADE BY TOM TREMBLAY AND 2ND BY MICHELE BUTLER TO APPROVE UPDATED DUMPSTER RULES. VOTE WAS UNANIMOUS TO APPROVE.

- Owner request to ban smoking from the building - proposal put forth to prohibit smoking, e-bikes and other open flames

MOTION WAS MADE BY MICHELE BUTLER AND 2ND BY KATHY DEGAN TO APPROVE OPEN FLAME POLICY AS PRESENTED. VOTE WAS UNANIMOUS TO APPROVE.

- Rules and Regulations document will be updated to reflect changes made in this policy and owners will be notified via mail

ITEM VII. New Business **Kathy Degan**

- Storage Units - update to pricing and switch to fiscal year billing instead of calendar year billing
  - 3 price points instead of current 2
    - $150 - indoor units (excluding bar units)
    - $350 - bar units
    - $900 - pool house units
  - One unit per owner - current owners grandfathered in
  - One waitlist
  - No use of electrical outlets in storage units - owners will be notified and given time to remove items that are running on electric
  - Billing will be trued up at 7/1 to bring billing in line with fiscal year

MOTION WAS MADE BY MICHELE BUTLER AND 2ND BY KATHY DEGAN TO APPROVE THE STORAGE UNIT RENTAL FEES AND GUIDELINES AS PRESENTED. VOTE WAS UNANIMOUS TO APPROVE

- Owner requested a ping pong table in the common area. HCOA does not have funds in the budget. Ping pong table request denied.

With no further items of discussion:

MOTION WAS MADE BY MICHELE BUTLER AND 2ND BY KATHY DEGAN TO ADJOURN THE FEBRUARY 8, 2025 BOARD OF DIRECTORS MEETING AND MOVE INTO EXECUTIVE SESSION.. VOTE WAS UNANIMOUS TO APPROVE.

Meeting adjourned at 9:58 AM.

Respectfully Submitted,

Michele Butler

Secretary

Property Manager Report
2/25/25

It’s been a busy winter with copious amounts of snow. Most people are doing well with parking up front before a storm but there have been a number or renters who are not. Please make sure any renters or guests know the policy as this will make snow removal quicker and make a neater job.

Boiler issues -
We have had numerous heating and hot water issues over the winter. Most of these required after hours service from Garrett Pillsbury. Typically these happen not too long after an oil delivery. Usually it is from air in the line which can be directly contributed a lot of oil at once which creates a disturbance in the tank. Any sludge in there that gets pushed around can create an air pocket which leads to lack of fuel to the boilers. I have asked the oil delivery company to do more frequent deliveries versus one big one as that can possibly help the amount of disturbance.

We had our underground oil tank inspected by Gaftek in January, per state requirements. The tank passed and it is certified for another year.

Heating -
Diamond Hill Plumbing and myself have continued addressing heat issues in the building. I think this played a big role in not having any frozen pipes in the building thus far. Insulation in places is a big concern for me but having moving hot water through heat pipes is a big part of not having these catastrophes happen.

Diamond Hill also replaced 3 expansion tanks for the hot water boilers. They also fixed a corroded pipe that supplies those same tanks with water.

Projects -
We have established a bid package for projects for fall of 25 through spring of 26. This will help us give a clear scope of work for contractors to bid on and hopefully get an apples for apples quote(s). We will continue to work on getting quotes.

The laundry machine swap out was postponed due to one of the delivery driver’s falling ill. We do not have an updated delivery/install date at this time.

Unit 400 has requested approval for a new shower install. I have approved this limited scope of work and I do not believe it needs board approval.

Cottage 4 is pending having some small foundation work done. The sudden snow fall has set that work back.

Unit 211 is scheduled to have their broken window replaced. The window has been ordered and work to be done in the near future.

Unit 100 had some additional baseboard heat installed as their previous lengths of heat was not heating the space up to par.

Inspections -
I have scheduled the yearly elevator recall test for March as required by the state. After that scheduled test, later in the spring, we will have the yearly elevator inspection.

BUDGET ANALYSIS 3/3/25

	Budget Amount	Paid Expenses as of 3/3/25	Difference		
INCOME					
Condominium Fees	$587,054.00	$ 440,290.00	$ 146,764.00	75%	-
Other Income	$18,000.00	$ 16,927.00	$ 1,073.00	94%	-
PM Unit Rent	$26,400.00	$ 19,800.00	$ 6,600.00	75%	-
Total	**$631,454.00**	**$477,017.00**	**$154,437.00**	**76%**	
EXPENSES					
Facilities					
Building(s) Maintenance	$30,500.00	$ 12,056.00	$ 18,444.00	40%	
Plumbing and Mechanical	$26,500.00	$ 25,805.00	$ 695.00	97%	
Elevator	$6,000.00	$ 5,460.00	$ 540.00	91%	
Landscaping and Snow Removal	$43,000.00	$ 25,121.00	$ 17,879.00	58%	
Fire Protection	$35,400.00	$ 16,363.00	$ 19,037.00	46%	
Pool	$9,450.00	$ 7,087.00	$ 2,363.00	75%	
Trash	$20,000.00	$ 11,875.00	$ 8,125.00	59%	
Windows and Doors	$10,000.00	$ 9,588.00	$ 412.00	96%	
Decks	$20,000.00	$ 7,000.00	$ 13,000.00	35%	
*Aesthetics Committee	$700.00	$ 243.00	$ 500.00	28%	
Total	**$201,550.00**	**$120,598.00**	**$80,995.00**	**60%**	
General Administration					
Legal and Accounting Fees	$7,500.00	$ 3,643.00	$ 3,857.00	49%	
Property Management	$78,085.00	$ 53,122.00	$ 24,963.00	68%	
Insurance	$114,000.00	$ 85,386.00	$ 28,614.00	75%	
Office and General Supplies	$1,000.00	$ 413.00	$ 587.00	41%	
Postage	$500.00	$ 498.00	$ 2.00	100%	
Bank Charges	$100.00	$ -	$ 100.00	0%	
Taxes Paid	$100.00	$ 12.00	$ 88.00	12%	
*Cottage Heating Rebate	$9,015.00	$ 7,108.00	$ 1,907.00	79%	
Education	$305.00	$ 305.00	$ -	100%	
Technology	$2,291.00	$ 868.00	$ 1,423.00	38%	
Civil Engineer Survey	$10,000.00	$ -	$ 10,000.00	0%	
Total	**$222,896.00**	**$151,355.00**	**$71,541.00**	**68%**	
Utilities					
Electric	$29,313.00	$ 16,935.00	$ 12,378.00	58%	
Fuel Oil	$68,015.00	$ 49,221.00	$ 18,794.00	72%	
Water and Sewer	$12,180.00	$ 6,071.00	$ 6,109.00	50%	
Cable and Internet	$45,000.00	$ 35,208.00	$ 9,792.00	78%	
Telephone and Fax	$1,700.00	$ 3,573.00	$ (1,873.00)	210%	
Total	**$156,208.00**	**$ 111,008.00**	**$ 45,200.00**	**71%**	
Total Operating Expenses	**$580,654.00**	**$382,961.00**	**$197,736.00**	**66%**	
Miscellaneous					
Cottage 6 Loan	$20,400.00	$ 13,012.00	$ 7,388.00	64%	
Contribution to Operational Reserve	$0.00	$ -	$ -	0%	
Contribution to Capital Projects	$30,000.00	$ -	$ 30,000.00	0%	
Social Committee	$400.00	$120.00	$ 280.00	30%	
Total	**$50,800.00**	**$13,132.00**	**$ 37,668.00**	26%	
Total Expenditures	**$631,454.00**	**$396,093.00**	**$ 235,361.00**	**63%**	

*Changes approved 11/9/24 Board Meeting