

Meeting Minutes  
Board of Directors  
Conference Call—3/27/08 @ 7:30 PM

Attendees: Wayne Keeler, Lou Engle, John Thrift, Steve Schnell, Marie Henderson and Carol Ann Bianco.

Also Mike McDonald from Classic Exteriors participated in this meeting.

Wayne called the conference call meeting to order at 7:30pm.

**Agenda Item discussed:**

The sole purpose of this conference call meeting was for Mike McDonald, Classic Exteriors to review his proposal for repair of the Cayman north stair tower. A draft version of the proposal was provided to the board earlier in the day by Wayne.

Mike first told the board his findings from recent work on the Island is that there is no consistency in construction method from one building to the next one.

His crew recently repaired/rebuilt the Hawaii west stair tower and found workmanship issues with the (lack of) membrane, flashing and similar items. There was no “J” channel at the top of this stair tower thus leaving it with extensive rot since constructed in 1996.

During the initial inspection by Classic and REI Engineering last October, the Cayman north stair tower was busted open to explore the condition. Since it has remained in this exposed state up to now, the board voted to move next to this Cayman tower rather than follow an earlier approach being to complete one building (both towers) at a time.

Marie provided background on the Cayman tower in that it was one of those rebuilt under a settlement agreement in 1999 with Rinnier Corp. Mike agreed this tower probably does not have the extent of water intrusion damage as found on Hawaii but informed us there is no way to determine the true extent of damage until it is completely torn open. His proposal is to demo the exterior walls from the top down and he will engage REI Engineering to be on-site to oversee the workmanship found and repairs completed.

The board then discussed the proposed plan to replace the interior stair tower walls with vinyl material rather than the T-111 panels in place now. Marie questioned the cost of this enhancement and was told it made up \$5-6k of the bid. When asked to provide a cost estimate both ways, i.e. replacing interior with vinyl or T-111, Mike said due to the method of construction, he did not recommend the alternate material.

The board then voted to accept the Classic proposal #4077 to repair the Cayman north tower by a vote of 5 yes and 1 no. Wayne informed Mike of our decision and asked him to proceed with the repairs early next week.

It was decided to invite Mike McDonald to also attend the next regularly scheduled board of directors meeting (April 20<sup>th</sup>) at the Island so he could review pictures of the before and after work completed. This should help the board plan for future stair tower repairs and budget those expenses accordingly.

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**Miscellaneous updates were communicated to the board on 3/25/08.** They include the following and are recapped for history and tracking purposes:

**Team**

As several of you know, Lou and I were at the Island early last week. We had a very productive meeting with OCREM on Monday and met with Triangle Construction regarding the concrete pads on Tuesday. Since it will be a few more weeks before we get together, I thought you might like to know the status of several active projects.

**--Painting**

The prep of the Aruba building was underway last week while we were there. I expect the actual painting of this building will commence soon.

OCREM is going to alert and coordinate with Moore Painting to next paint (at least) the front side of Dominica while the awning is off the building. This should make it easier for them as well as protect our investment in a large new awning.

**--Sales Office**

Lou signed the contract for the Sales Office repairs while we were there. I expect this work will be started/completed in short order.

**--Dumpster pads**

Lou and I, along with Harry Robb from OCREM, met with Triangle Construction/Marty Miller regarding the dumpster and recycle pads. Before I left town late Tuesday morning, 2 of the 7 dumpster pads had been fully replaced. Three more were totally prepped and they were working on the fourth one. Harry from OCREM advised the concrete work is finished on the dumpsters and recycle pads.

**--Recycle pads**

The specs Eugene Jubber/OCREM provided to the various concrete vendors specified the recycle pads be 10' x 26'. Marty Miller/Triangle Construction asked that we meet with him before that work was done. As it turns out, we don't even have 26' of space available at pad #3—in front of Cayman. In fact on pad #3, it was decided the existing size of the poured concrete is ample to handle both the trash dumpster and the recycle containers. For pad #7—in front of Lanai—if we poured 26' of concrete we would have permanently encased the light pole as well as buried the irrigation system. Lou and Harry marked out a smaller space for the recycle containers that will handle the need without impacting other structures.

**NOTE:** Marty Miller/Triangle Construction told us up front he bid the job to the specs since that is what every other vendor had as requirements. But so you know, once he started the job, he applied reason to the situation and asked for a meeting with us to review the situation. He then volunteered to reduce his quoted cost to match the final job. So, we will have a lower bill on the recycle pad work (maybe allow enough money to actually buy the recycle bins!). [Note: The final invoice came in \$2200 less than anticipated due to our resizing of the recycle pad dimensions to better fit the location.]

**--Storm Drains**

Marty Miller pointed out the condition of nearly all of our storm drain/catch basins. They are filled with old concrete, other debris and muck which impedes the actual water runoff. Harry from OCREM agreed to find someone willing to take on the job of cleaning these out.

**--Oahu stair tower**

While walking around the Island looking at concrete pads and storm drains, we detoured to the Oahu building. While the east stair tower of Oahu does show the tell-tale stain signs of water intrusion, the actual structure has not been damaged nor opened up at this time. Given the time and financial constraints we now face, Lou, Harry and I agreed the Oahu tower should be put on hold until the Fall.

**--Hawaii stair tower**

The west stair tower of Hawaii was repaired by Classic the week prior to our visit. Again while walking around the property, we noticed a board covering the top/3<sup>rd</sup> floor railing structure. This is not part of the initial design and only exists on this one stair tower. We believe it was a temporary patch done some time ago when the railing at that spot became loose. As we were climbing to the 3<sup>rd</sup> floor, we noticed the carpet at the base of each stair tower was sliced during Classic's repair work. We also noticed at least 2 of the hand rails were not properly seated and/or rotten wood was put back in place. I alerted Wayne last Tuesday evening and he said he would discuss this with Classic the next day.

Respectfully submitted,  
Carol Ann Bianco, Secretary