

**The Island at Hidden Harbour
Board of Directors Meeting**

**June 27, 2009
Meeting Minutes**

Board members in attendance: Wayne Keeler, Lou Engle, Marie Henderson, Kitty O'Hara, Tom Murrill, Mark Hannahs and Carol Ann Bianco. Barbara Taylor/OCREM also attended.

Wayne called the meeting to order at 9am.

Active/On-Going Project Status

Irrigation system activation:

Marie expressed some concerns with the irrigation system. For example, the sprinklers were on last night at Aruba. She is concerned the system is not working well. In fact, the new flowers at the front entrance are dead possibly due to a sprinkler system problem. Barbara said she told Mike (McConnell Landscape & Construction, LLC) this past Thursday that he needs to replant the front entrance area. Marie said she continues to work with Mike who is trying to keep us happy. [Note: Mike replanted the front entrance with red vinca on July 1st]

Landscaping projects:

Marie advised the landscape projects are in the works. Mike did complete the clearing out of weeds, etc. from under the buildings. Barbara said Sposato is to address the phragmites this coming week.

Recurring sinkholes:

The sinkhole near the north pool/dumpster area will be addressed by Mike when he completes that contract. Date—tbd.

Project Updates:

—Cayman work:

Barbara informed the board the association contracted work on Cayman is now finished. There is some touch-up painting needed on the rear of this building where the fresh paint was messed up during the subsequent carpet installation. Donaway Carpets has already agreed to pay Moore Painting directly for this work. This work will be done as soon as the painting of Bermuda is finished.

---Bermuda work:

Barbara said Marty/Triangle has a few more pieces of wood to replace on Bermuda; he's planning it for the coming week, again weather permitting. The painters are busting through this building now and hope to finish this coming week also. They have already painted any area that might impact an owner, i.e. the unit entrance hallways, stair towers, window frames. The work remaining is the porch decks and hallway railings.

--Misc. paint projects—sales office; light poles

Ed Moore's crew power washed the wood railings, walkway and steps on the sales office a few days ago. Two weeks ago, Barbara, Carol Ann and Ed checked this structure and found bad wood that needs to be repaired before the paint work. Marie suggested Marty use the old wood stored under Maui for this. Lou noted a Classic Exteriors employee took some of the material under Maui off the property this past Thursday.

The light poles will be painted when time and conditions allow.

Deck cleaning—townhouses (revised bid)

Barbara updated the board on the revised/lower cost to power wash the Trex decks on the townhouses. She said Ed Moore plans to complete this project this coming week. She sent email notes to again remind these owners they need to remove old furniture, personal items and gave them the planned time frame for this project.

Paint--front entrance sign:

After hearing the verbal cost estimate from Moore Painting to paint the entire front entrance sign, Marie (and Jim) decided to do it themselves. They purchased paint for all sections of the sign except the gray panels since suggestions were made that the "salty" look of the gray panels was appropriate to our location and should be retained. Thanks to their efforts, the appearance of the entrance sign is now much improved.

Tennis Court:

Sport Systems completed the final surface work and painting of the tennis court late on 6/10. It then required 48 hours to finish setting up so the gates were not opened for owners use until 6/13/09. Due to some concerns expressed by owners and board members, final acceptance of the completed job was deferred until this board meeting.

Lou stated the court passed "the nickel test" which indicates there are no birdbath areas larger than a nickel in size and thus in compliance with the contract terms. Tom stated he has played on the new court and feels the surface is good. Discussion followed regarding water standing on the court after a rain storm. An idea for the association to purchase a squeeze mop to aid in drying off the surface was discussed. The board felt that decision could wait awhile; we want to see how things go for next few weeks.

Marie then made a motion for the association to pay the final invoice received earlier. Lou seconded the motion and all voted in favor.

Pool vendor support status:

The pool maintenance vendor missed the opening date by not having either pool fully ready for use. In their apology, they offered to extend the pool season thru Sunfest weekend which the board accepted via an earlier email vote.

A few deviations were noted during the health department inspection in June. Barbara said she has been assured all issues found have been corrected. [Barbara met the inspector on 7/1 and was officially told we are fine now.]

Pool Signs:

Barbara had our pool rules blown up and laminated by a local vendor to be the same size as the old, now completely faded signs. Joe G installed the new signs on 6/26/09.

Electrical outlets:

Following a complaint from an owner and the cleaning company, Gilbert Electrical checked the outlets on Dominica building. He found a bad outlet that was causing the breaker to trip. This was immediately repaired. In future situations, Lou will use a tester to determine which outlet is bad; then the electrician will only need to make the repair.

Recycle bins:

One recycle bin was recently spotted on a boat lift. We are not sure who/how it got there. Joe G recovered it from the lift and placed it near Dominica building. We will use this one as an extra during busy season—July/August. The second runaway bin is still secured on the building side of the dock near Hawaii and is now fully submerged. The date for McConnell Landscape to install the two recycle bin enclosures is still to be determined.

Fire Protection—telephone lines:

We will continue our present set-up. No further action planned on this topic.

Wi-Fi

We discussed a note from an owner in Hawaii. Barbara reached out to Tony, City Media, but was unable to connect with him before this meeting. She did confirm he has our addendum authorizing the additional antennas on the south facing buildings. [Note: Tony responded and advised this owners problem was with time-outs due to no activity; it did not concern signal strength. Subsequent communication Carol Ann had with this owner confirmed this. Tony also noted he is 35 days behind schedule with installation work due to high volume, equipment availability and weather delays; we are on that list.]

Finance Report:

Operating Fund/Reserve Fund:

Prior to this meeting, we confirmed via email the line item in the Reserve Fund “Due from Operating account”, aka money we owe ourselves, was to be removed as we voted in an earlier meeting. The balance in the May Reserve Fund report now shows the monies we actually have on hand for future expenses.

Re-sale financing requirements:

Mark stated we are required to have three times our monthly dues available in a fidelity bond –we are in compliance.

Budget prep for 2010:

Mark said he planned to work on the 2010 budget with Bob Moore the week of July 4th. Lou and Marie expressed interest in participating in this effort.

We then discussed known projects pending or planned that would impact the decisions re how to allocate monies in this next budget. Carpet replacement on Dominica and possibly re-surfacing the parking lot (both reserve items) were mentioned. Carol Ann offered to share her major project tracking report with all to aid in this effort. The biggest change to the Operating budget next year is no expense for painting. Marie commented that if we keep on track with the next round of building painting projects, we might only need one coat of paint—thus less cost. The board agreed we should increase the contribution to the reserve fund next year with this saving and also keep the dues stable.

Legislative rulings:

Mark spent some time reviewing the recent Maryland state government rulings that went into effect June 1st regarding the insurance deductible. The law now states an owner will be responsible for “up to \$5000 of the condo master policy insurance deductible if the source of the casualty damage originates from their unit”. Mark further advised this law supersedes our by-laws. The board then reviewed a recommended sample letter and made a few minor wording changes. Barbara said she would prepare this, put on letterhead and send for approval before distribution to the owners.

Owner Guidelines/Action Items:

Request to install a satellite dish:

OCREM received another inquiry from an owner (in Cayman) to install a satellite dish. The board will take no action until documentation is provided by the owner regarding the specific details of the requests.

Hanging things on/from front balcony:

The board discussed the recent success Barbara’s had getting all real estate for sale signs removed as they are a violation of our by-laws. Carol Ann noted observing towels over front porch railing; Lou said there are many placed on rear, bayside decks. Kitty made a motion that when such events happen in the future, violation notices will be sent to the unit owner. Lou seconded the motion and all voted in favor of this action.

Trailer Parking infractions:

The board also discussed the rash of recent violations by owners bringing boat/jet ski trailers on the parking lot and leaving them there through the weekend. Suggestions were made that owners instead use the Municipal Parking lot on Coastal Highway near the OC Public Library. Another option was a lot at RT. 54 which provides a seasonal rental.

July 4th parking/guard services:

Barbara reviewed the procedure in place—no parking pass/hang tag=not allowed on lot.

Next Newsletter to owners:

Since we will be doing another mailing to the owners with the insurance deductible letter, the board felt it was a good time to include a quick note to reminder owners of the following topics: no trailers allowed on property, nothing hanging on/over railings, i.e. towels/for sale signs, and dryer vent cleaning. Also we need to define regular trash versus

construction material versus bulk trash and remind owners to pick up after their pets. Carol Ann will compose this memo and share with the board for approval prior to distribution.

New Business/Bids

Landscaping:

Marie said there is nothing new planned in addition to the already committed contracts with Mike McConnell. Barbara informed the group of a concern from an owner in Dominica regarding the shrubs encroaching on the stairs to their rear decks.

Awning repairs/new vendor:

Marie advised the board via email prior to this meeting of a potentially new awning vendor from Dover DE. In preparation of a planned meeting with this vendor scheduled for June 30th, Barbara did a full inspection and report of the condition of all awnings. She found that seams are separating on the entrance canopies on Aruba, Bermuda, Cayman and Dominica. Marie noted these are all original and reminded all that the current canopies have The Island logo on them which will be difficult and expensive to replicate. Barbara's report also noted other concerns which will be reviewed in this meeting.

Tot Lot:

Over the Memorial Day weekend it was discovered the slide on the tot lot structure near the north pool was split. After a failed attempt to repair it, the slide was quickly removed for safety of the children playing there. The board voted, via email, to investigate a full replacement of this structure since we had reached the point where that investment made the most sense. Marie volunteered to take on this investigation.

Marie said she reached out to three vendors for this equipment and had a detailed proposal from one of them. She said she's also been told our current playground area is not big enough and new equipment must be installed by a licensed vendor to be code compliant. The one proposal she received however showed equipment more suitable to very young children and would not accommodate our age mix of users as well. After some discussion by the rest of the board we agreed to table this project until next year. Plus any new installation has a two month order window so acting now will not benefit the association this year.

One recommendation however was to install playground mulch. Barbara said she would check with McConnell Landscape for cost. Barbara also alerted the board to an old piece of concrete just under the surface where the old slide ended. She will discuss with Mike about removing this when he has his equipment on site for his other pending projects.

Paint guardhouses:

Barbara provided the quote from Moore Painting to power wash both guardhouses and paint the trim (only). The board felt this quote was too high and asked Barbara to re-negotiate it with Ed or get a competitive bid. Lou also asked for a one year guarantee.

Stair towers:

Recently Wayne reported a bad spot in the Dominica southwest stair tower. OCREM also observed areas of concern in the Dominica north and Oahu east stair tower. The Dominica southwest tower has already been examined and patched on a temporary basis for now.

The board then discussed our past experiences and cost of other recent stair tower work and how best to approach these new concerns. Marie said if done carefully, the old T-111 siding can be removed and put back if the interior structure is sound. Several other board members commented on the long range benefits of changing out to vinyl siding. We decided to modify the last bid document we used to include pricing both options, i.e. re-use and/or replace with T-111 or replace fully with vinyl siding. Carol Ann will work with Barbara on this; Wayne offered to assist also.

Re-surface parking lot:

It was mentioned at an earlier board meeting it might be time to re-surface the parking lot, especially since we now have many patched areas due to sinkhole repairs. While it was felt this would be something to consider in the fall, Barbara advised the board she recently received an unsolicited bid. This vendor told her with the recent price drop in asphalt cost, he was going back to properties he bid in the past. The board however decided to put this off to some time in the future given the more pressing concerns now.

Items from the floor:

Wayne said he is planning to install a boat lift in his slip (#382) and requested board approval for this modification. Lou made a motion to approve which Kitty then seconded. The motion was voted and passed.

With no more business, Wayne then adjourned the meeting at 11:35am..

Respectfully submitted,
Carol Ann Bianco, Secretary