

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

**August 7, 2010
Meeting Minutes**

Board members in attendance: Wayne Keeler, Lou Engle, Mark Hannahs, Tom Murrill, Marie Henderson, Carol Ann Bianco. Barbara Taylor/OCREM also participated

Wayne called the meeting to order at 9:05am.

General Rules and Regulations:

All owners were mailed a written notice of the planned changes to the Fines and Violations section of the IHH General Rules and Regulations, item #5, more than 15 days ago. The board reviewed the changes once more in this open board meeting. Several minor wording changes were then suggested:

- Change “up to \$1000 fine” to “maximum fine of \$1000”
- Combine the not life threatening and life threatening categories into one

Mark then made a motion to accept the new Fines and Violations section with the wording changes above; Lou seconded it. The board voted unanimously to accept.

We briefly discussed having a separate owner committee review any 2nd step violations and give their recommendation for action to the board for final decision. No decision on this plan was made.

Bids for consideration:

Insulation repairs under the buildings:

In an earlier meeting, we requested detailed information on the installation process being proposed by one contractor to repair the insulation under Aruba and Bermuda—our test buildings. Barbara reported the contractor recently re-checked the condition under Aruba and found it had worsened in the year. Much of the insulation is now wet and moldy, especially on the front area under the building, due to the condensation lines and our coastal environment conditions. He now recommends all existing insulation be removed and replaced with new material. He also recommended using 2x4's to support the insulation and prevent it from dropping rather than plastic or metal joist straps. Barbara then shared his new cost quote.

Barbara then reminded us of a bid we received from another insulation company last year. It was to remove the old material and replace it with spray foam around the block wall perimeter. Last years cost to install a spray foam type of insulation was less expensive than this new bid to install all new paper backed material. After some discussion, the board asked Barbara to reconfirm if last years spray foam price is still valid and to find out what warranty they provide. Lou then made a motion to spray foam under the Aruba building; Marie seconded his motion. All present voted to proceed with this plan.

Lights:

Carol Ann reviewed the proposed light pole parts list provided by Tomey Electric with their invoice. They recommended 3 items be ordered for the single parking lot light near Aruba that blew down last winter. Marie reported the light is working fine now and the board agreed not to spend the money for cosmetic items.

Similarly, the cost to replace the walkway (bollard) light globes was discussed. Tomey recommended we purchase 12 of them for on hand spares. The board did not feel this expense was necessary at this time.

Barbara then discussed the walkway light that was broken off its pedestal in front of Hawaii (vandalism). We've already incurred a cost to cover the exposed wires and make the area safe. After some discussion, the board asked Barbara to order 1 new light globe (it was destroyed during the vandalism) and to have Gilbert Electric re-install this light pole. We do need a cost estimate before he begins the repair work. Barbara will coordinate this effort.

Stair tower repairs—Oahu:

On 7/13/10, Barbara sent out a bid request for the Oahu stair towers to 3 contractors with a bid response due date of 8/2/10. Only Triangle Builders sent back their proposal prior to the bid deadline. On the way to Saturday's meeting, Barbara found a bid response from Classic Exteriors that was not received in her office until 8/6. When the question arose whether to accept a late bid, both Lou and Marie noted if a bid response is not received on time, it is automatically disqualified; the majority of the board agreed with this policy. Thus due to their late response, the Classic bid was not considered. The third contractor did not respond within the required time period either.

Lou requested the wording of payment language in the Triangle bid be modified. He then made a motion to accept the Triangle bid for both Oahu stair towers. Marie seconded the motion. With 5 of the 6 board members present approving the motion, the job was awarded to Triangle Builders. This work is to be done in the fall of 2010. Barbara will coordinate this project.

Sinkhole repairs-DM Taylor:

Following discussion in our last board meeting, Marie went back to Jason/DM Taylor for clarification of his sinkhole repair process. Jason said putting rock in the sinkhole would not work; the dirt will continue to go out the bottom of the hole. The only true way to repair sinkholes is to dig up the area at the bulkhead, reline the bulkhead with new paper and then refill it. This approach is too expensive and beyond the current conditions of the minor holes we have there now. Jason proposes to let the sod sink and act as a net, then add new dirt to refill the space and finally to seed the new dirt. Marie said this makeshift repair is the best way for now but we should table the current bid for sinkhole repairs until the fall.

Barbara then reminded us there is a deep hole behind Dominica. She is concerned someone could get hurt if they stepped in this hole. Marie said she would re-check the area. [Note: Marie sent a note to Jason on 8/8 saying she marked the hole with a rock and requested he fill it with dirt.]

Phragmites clean-up:

Barbara advised she recently met with an Envirotech rep at The Island about the phragmites removal program. He advised, per the contract, they only do cleanup once a year in the fall. We are now midway through a 3-year program that calls for 3 spray sessions each year but only a cleanup after the 3rd spray of the season. Old/dead phragmites will not be removed from the rip-rap behind Maui. Their contract only calls for trees and shrubs in the rip rap to be removed.

Thus far in 2010 we've only had 1 spray application. The next one is due in 1-2 weeks with the last for the year in September. All spraying efforts are weather dependent. He admitted they missed spraying behind Maui in the 1st pass but it was sprayed after Barbara notified them. The area behind the entrance sign will be done in the next spray cycle in the next 1-2 weeks.

Snow Removal

Marie received a proposal from DM Taylor outlining their snow removal services. Depending on the snow event, they might salt first/only or have to plow. If they plow, it is always the entire parking lot due to their insurance policy stipulations. Further, if they plow, the cost is a sliding scale based on the number of inches of snow to be removed. After considerable discussion, Carol Ann made a motion that if a snow event leaves 3 or more inches of snow at The Island, the board authorizes OCREM to take action without requiring a situation specific board approval vote. Lou seconded the motion and all present approved it.

Barbara will investigate if DM Taylor is willing to accept ad hoc plow requests. If not, she will use her list of local OC contractors willing to do this job.

New Business:

Landscaping activity/plans:

Marie said there hasn't been any new activity since our last meeting due to the heat. DM Taylor personnel have been pulling out dead bushes as they are spotted. They will replace dead bushes if they were recently planted as we have a 1 year warranty. Carol Ann commented one of the new hydrangeas at the north pool appears to be dead now.

Barbara noted they sprayed behind the Maui building for poison ivy and cautioned all to stay away for a while. The poison ivy was in the rip-rap and is now growing into the surrounding grass area.

Irrigation proposal—soaker hoses:

After our last board meeting, Marie met with Jason/DM Taylor and authorized the repair work to the soaker hoses on the property. She negotiated a lower hourly rate for this work, as it would be completed on a time and material basis. Marie said they have replaced many of the old hoses. The hose design is correct with them lying on top of the ground. Later she hopes to camouflage the hoses with plant material. She advised the work is now finished although no invoice has been received so the cost is unknown.

Marie also noted there is still water surfacing at the north pool entrance area. She asked Jason to re-check if it is due to a problem with the irrigation system.

Architectural Guidelines:

After a new HVAC unit was installed near Marie's unit, Barbara coordinated a meeting with OC Manager Kevin Brown, Marie and Barbara to determine once and for all what are the OC elevation requirements for new condenser unit installations. Kevin had measurements taken during the meeting and advised any new unit must be raised a minimum of 2' above the existing concrete pad. Further the concrete pad must remain in place. Kevin agreed to make this elevation standard for our entire property. [He has since sent us this guideline in writing for our files.]

The board then discussed other HVAC installation standards to be implemented in an effort to bring some uniformity to the appearance of new replacement units. Prior to this meeting, Carol Ann worked with Marie to document Marie's HVAC recommendations. The board then approved those elevations and metal stand requirements. The new HVAC elevation and metal stand guidelines go into effect in September 2010 after the owner community is briefed. Existing installations will be grandfathered until the next replacement of the condenser unit.

Owner Items:

Insurance claims:

Recently we learned 2 owners submitted insurance claims without going through the Hartford Insurance Co. office first nor did they notify OCREM of their intentions. Mark advised this was not correct and said OCREM needs to be their starting point.

Pool issues:

Marie shared a recent situation at the north pool with a young child wearing swim diapers that leaked. Barbara will research if we can prohibit this attire in our pools for health reasons

Other:

Barbara reviewed several recent emails and complaint forms received from a few owners. They covered window and sliding door water leaks, pool closing date and signage. After discussion, the board provided Barbara direction on our response to each inquiry.

Given so many recent concerns with door and window problems, it was suggested we make available documentation from our By-Laws and the MD Condo Act that defines the unit owners are responsible for their doors and windows at the owner meeting.

Misc:

Lou noted he plans to take down the volleyball net immediately after Labor Day and put it in storage for the next season.

Finances:

Prior to the meeting, the board received the proposed 2011 budget via email. Mark offered several changes as did other board members. After our discussion, Mark said he would re-engage with Moore & Co. to incorporate those changes. Once updated the budget would be redistributed via email for final board review before it is sent to the owners.

When we discussed the painting line item, the board decided to request a quote from Moore Painting for the Oahu building. We would like the building power washed, including the stairs and foundation walls. It is hoped we can freshen up the building with only 1 coat of paint this time. This project would be done in the spring of 2011. Carol Ann will work with Barbara to obtain this cost quote.

Wayne again commented he has no update report to share on the Reserve Funding levels.

Begin prep for Annual Owner Meeting:

Carol Ann shared the draft owner meeting agenda. A few suggestions were made and will be included in the final version to be mailed to the owners in 2 weeks.

Items from the floor:

Marie shared her concerns with the performance of our cleaning personnel. Her issues were noted and will be conveyed to Barbara (who had to leave the meeting prior to this discussion) for action.

Mark then shared a concern for possible property damage from an incident in the Maui building. He said he would try to address it personally.

Mark also noted a weak spot in the Maui south stair tower on the 3rd floor landing. Carol Ann will make sure Barbara is aware and investigative action is taken as soon as possible.

With no more business, a motion was made to adjourn this meeting at noon.

Respectfully submitted,
Carol Ann Bianco, Secretary