

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

**August 16, 2009
Meeting Minutes**

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

Wayne called the meeting to order at 9:10 am.

Active/On-Going Project Status

Landscaping projects:

Marie said McConnell Landscaping has pretty much finished the current projects. She believes the flowers at the front entrance have been killed by chemicals from Sposato's crew. She then asked for board approval to purchase misc. items, mostly Holly-tone fertilizer, to feed the bushes herself; the board agreed to \$100. Marie also said she/Jim cut back the bush in the rear of Dominica that affected a unit owner's stairs.

Phragmites control program:

Wayne signed the Envirotech Inc contract for a Phragmites control program after our last meeting. Marie advised the vendor is now waiting for a permit and will spray in the fall. The board received information about a Dept. of Natural Resources program which would supply the herbicide needed for this type of program at no cost. Marie shared this information with Envirotech Inc. They agreed to see if they could use this program and thus save us some money for the chemicals. She will follow-up with them next week.

Walk path stones at Dominica:

Barbara said Joe was to have replaced the cracked walk stones this past Friday. Carol Ann said this work was finished based on her walk around the property yesterday.

Wayne then noted there is a large tree in the rear of Dominica. It is close to the building and has now grown up to the 3rd floor decks. Marie will look at it.

Irrigation system/Water leakage—north pool entrance area:

Mike McConnell dug up the area at the entrance to the north pool and discovered soaker hoses buried there. There is a PVC pipe under the sidewalk with a T connection; the attached water hoses were under high pressure. It was felt this caused the sidewalk area to always be wet. The soaker hoses have now been removed; the irrigation controller is also turned off but was left in place for possible future needs.

Additional items regarding the sprinkler system were raised later in the meeting. The board noted the areas around many buildings, especially Aruba, Bermuda, Lanai, Kauai and Maui seem to always be very wet. It was recommended that Sposato's crew use a hand mower to cut when this condition exists so as not to damage the lawn.

The sprinkler heads at the tennis court continue to be a concern. Marie said the quotes she is receiving now are high, some so much so as not to even be shared. The board said the vendor should be told we will not approve future work at these costs.

Misc. paint projects—light poles

Barbara said the parking lot light pole painting work is finished.

Repair guardhouses (interior):

Joe G completed the wood repairs on the interior of the guardhouse.

Recycle bins:

Barbara emailed Mike McConnell early in August asking if he'd gotten the permit and when he planned to start building the recycle bin enclosures. With the severe storms recently and now hurricane season, concern is growing to finish this job. OC Sanitation then came to verify the locations they would accept for the enclosures. The areas near Lanai and Bermuda were selected since they met the size requirement. The proposed area in the center of the parking lot was determined to be too small for the structures. With this step done, we expect construction to start in the next week or two.

Concern was then raised about OC Sanitation not following the trash removal schedules. Recently all the bins were full. Barbara has been in touch with them.

Tennis Court concern/action plan status:

Wayne sent the board approved letter outlining our concerns with the tennis court surface to both our regular contact at Sports Systems as well as to their President. He provided delivery confirmation receipts from the postal service confirming the letters have been received at their office. Wayne will follow-up with Sports Systems personnel in the next week if he does not hear from them first.

Finance Report:

Mark questioned if the updated 2010 budget from last months review was ready to approve. The recent increase in cost for Surefire Protection Services was noted but determined to be only a minor change so no action was taken. Following some other discussion, Lou made a motion to accept the proposed 2010 budget to be presented to the owners in the September meeting. Marie seconded it and all present approved the motion.

Mark then advised that all known bills have been paid at this time. Lou stated he personally delivered the final payment for rental of the owner meeting space to OC Rec. Center personnel.

Marie asked if we could alphabetize the budget categories for easier look-up. It was decided this action would have to wait until the start of the next years reporting.

Owner Guidelines/Action Items:

Carpet installation concerns:

Mark noted 2 owners in Cayman have not paid for their new carpet yet. Barbara said Donaway Carpet planned to address their issues this past week so hopefully these two are now resolved.

Another owner is holding payment due to his concern with the carpet installation on his front deck. The board asked Barbara to contact Donaway's and get something in writing from them confirming the installation was done correctly, if that is the case. This memo should then be forwarded to the owner with a note requesting payment.

Lastly, another owner in Bermuda advised OCREM of seam separation issues with their rear deck carpet. It was noted this original installation carried a lifetime seam warranty. Carol Ann will work with Marlin/Moore & Co. for documentation to cover this repair.

Water leak in unit in Dominica

A unit in Dominica that was worked on last year now reports water leaks from a different set of exterior doors. Barbara said Marty Miller inspected it and said it all looks tight. It was suggested that it sounded like wind driven rain. Barbara has already made a note to have the unit checked after the next hard driving storm that comes from the south west.

Dryer Vent cleaning:

Several owners reported issues during the required dryer vent cleaning effort. This affects the 2nd and 3rd floor units that share a common vent pipe in the Aruba, Bermuda and Cayman buildings. Lou confirmed that per the By-laws, a common flue is an association element/expense. Barbara will get prices for our review on this expense. We will then determine how/when to proceed and also to alert these owners. Note: the 1st floor units have their own vents which go straight out of the building so they are not affected by this.

Crawl space concerns/1st floor unit's insulation:

Board members, HVAC technicians, and other contractors have all noted the insulation under the buildings, especially the older ones, is not properly installed. Barbara will get a quote from an insulation company to inspect, repair and replace this material as needed.

Annual Owner Meeting prep:

The board reviewed the draft notice of owner meeting cover letter and owner meeting agenda that Carol Ann prepared and shared via email ahead of this meeting. Suggestions were made to change some of the wording to the notice letter and topics for discussion in the owner meeting were revised. Once the final versions are approved by all, Carol Ann will provide to Barbara. The mail out packages should be sent no later than August 24th.

The board also reviewed other general logistics for the mail out package as well as for the meeting itself. Carol Ann confirmed that Moore & Co will provide the financial material to OCREM on Monday 8/17; they are waiting for confirmation that the 2010 budget was correct in its last revision before going to print with that document..

Contract Review:

Cleaning service/Shore Clean:

Several board members related observations of the recent work done by the cleaning personnel. It was noted they did purchase additional equipment which hopefully will improve their efficiency. Concern still exists regarding the amount of time spent and that they do not follow the schedule they provided to us. Lou noted we are nearing the end of the season for 3 days a week service. Marie asked Barbara to investigate the cost to engage DM Taylor for a street sweeping effort. It was also noted that the number of rentals and related issues is significantly higher and more noticeable this year.

New Business/Bids

Landscaping:

Marie said she nothing specific planned at this time.

Pipe Repair/replacement – north pool/tot lot/grill area:

When Mike McConnell did the irrigation repairs at the north pool area, he advised the drain pipe that runs across the north pool/tot lot/grill area has deteriorated and he recommended it be replaced. The board reviewed his proposal/cost via email before this meeting and decided not to act on it right away. It was felt we need a second opinion and possibly the expertise of a road or utility contractor. Wayne shared ideas based on his past work experience and said he would work with Barbara to define the scope of the bid.

Stair towers:

At the time of the meeting, bids to repair the stair towers were received from Classic Exteriors and Triangle Builders; a 3rd bid was expected but was not received. The 2 bids to open the interior to the towers and replace with vinyl siding were nearly identical in cost. Lou recommended, and Mark agreed, that we ask each vendor for a 10% cost reduction and see what response we get back from them.

Triangle Builders also offered an alternate plan, i.e. to remove the exterior vinyl siding, inspect and repair the towers, as needed, from this vantage point and then replace the siding with the same panels just removed. The board asked Barbara to get a similar approach quote from Classic Exteriors so we can compare apples to apples.

Paint (60) walk lights bid:

Barbara provided Ed Moore's proposal to clean and sand all walkway lights. They would then be painted to match the color used on the parking lot light poles. Given the reduced cost quote from Ed Moore, Lou made a motion to accept this bid. Mark seconded it and all present approved it. Wayne signed the contract and gave it to Barbara to execute.

Note: the lights at the townhouses need to be straightened first with some sort of guard/protection put in place to prevent future damage from vehicles backing into them.

Pool gates; pool hours:

It was noted that we've again this year had to make repairs to all the pool gates. The board would like to consider alternate designs/materials for these gates next year.

Barbara shared that 1st Choice Pool service over-wrote the pool hour closing time on our posted signs. This was due to an anticipated Health Dept. ruling on the required lighting required for swimming after dusk. Barbara shared the known preliminary information and said no final guidelines have been set at this time.

Marie suggested a sign on the pool gates to remind owners to put down the umbrellas when leaving the pool area. No decision was made in this meeting.

Items from the floor:

It was noted that several owners in various buildings are having problems with ants now. Barbara said she would ask Taylor Pest Control to move up their fall treatment.

OCREM:

Wayne observed that Barbara's inspection notes on the weekly report are more detailed and thorough than those of other OCREM personnel. Others commented on a recent situation that occurred during non-business hour times. The issue of what is considered an emergency (a tanker truck parked on property not deemed an after-hours emergency for towing). Barbara said Eugene sets the emergency policy which is for fire and flood issues only.

With no more business, Wayne then adjourned the meeting at 11:30am.

Respectfully submitted,
Carol Ann Bianco, Secretary