

The Island at Hidden Harbour  
Board of Directors Meeting

January 11, 2014 -- 10 AM  
Meeting Minutes

Board members Lou Engle, Tom Murrill, Charlie Zellers and Carol Ann Bianco were present in the Harford General Insurance office (Timonium, MD) conference room. Mark Hannahs, Wayne Keeler and Barbara Taylor (OCREM) participated in this meeting via conference call. Having a quorum, Lou called the meeting to order at 10am.

**Brief Project updates:**

**--Project and Work Order report:**

Prior to this meeting, Barbara provided an updated report of active projects and work items. The report was accepted without questions.

**Bids for Consideration:**

**--Guardhouse repairs (both) --need interior rotted wood repaired; add vinyl siding**

From the board deliberations in our Oct. 26, 2013 meeting, two bidders were asked to resubmit their quotes to assure consistency that all tasks to be completed were identified. During the re-bid evaluation, it was determined the 4 guardhouse doors do not need to be replaced. While now considering the two revised bid documents, a recent failure by one bidder to deliver on an earlier contracted project was shared. After board comments citing "caution when sub-contractors are added to the mix" and stressing the "value of team relationships with The Island", by consensus, the participating board members then awarded the guardhouse project to Triangle Builders.

**--North pool "house" --need interior rotted wood repaired; add vinyl siding**

As stated in the Guardhouse project above, the same two bidders were also asked to resubmit quotes for the North Pool house project. During the re-bid effort on this project, it was determined the 2 doors on this structure do need to be replaced. Following the same considerations as cited in the guardhouse bid, by consensus, the participating board members awarded the North Pool House project to Triangle Builders.

**--Annual Pool service contracts / pool repair proposals:**

The board discussed the renewal pool service annual contracts. The annual cost has not changed for several years now. The board unanimously agreed to continue our relationship with Premier Pools. Note: this year the south pool will remain open through September.

The board then considered the Premier Pools estimate to repair a known crack along with new plaster and trim tiles for the south pool. After deciding this work was necessary, the board unanimously accepted the estimate. Also, due to revised State of MD Health Dept. guidelines, both pools require the removal and replacement of the VGB replacement Main Drain Covers. The board unanimously agreed that Premier Pools should do this upgrade, per their estimates.

**--Cleaning:**

The board decided to solicit commercial cleaner bids to handle the hallways and general building cleaning needs as defined in our Oct. 26, 2013 meeting. The RFP was sent to three firms, but only 2 responded. The known pros and cons of each bidder were then reviewed. Following the board's discussion, Mark made a motion to accept the bid from Clean Team; Carol Ann seconded the motion and all present agreed.

Later in the meeting, Lou shared the status update that the withheld partial payment for failure of last years company to perform the contracted cleaning service, and the potential legal challenge related to this matter, has "gone away".

**Proposed New Business:**

**--Cost to owner for damaged Hawaii carpet**

In this meeting, the board requested Barbara notify the Hawaii owner whose child's electric scooter damaged the first floor building carpet that the bill for those damages is delayed. Their assessment for this damage will be determined once the board finalizes the proper depreciation value and carpet cost factors.

**--Dryer Vent Cleaning:**

The board re-visited the topic of the association needing to repeatedly clean the common 2<sup>nd</sup> and 3<sup>rd</sup> floor combined dryer vents in Aruba, Bermuda and Cayman. Two options were discussed. One option would be to separate the combined dryer vent lines, making them independent. This would eliminate the association's future responsibility but it does require a new roof vent be cut into the roof. The second option is to continue having a contractor access each 2<sup>nd</sup> and 3<sup>rd</sup> floor unit in these 3 buildings to repeat this cleaning. At this time, there was concern regarding adding new roof vents; we can relook at this option, at a future time, when a roof is replaced. For now, the board requested Barbara obtain a current cost estimate to repeat this project now.

**--Mailbox replacements:**

After inspection, 3 mailboxes (12 mail slots each) located near the north pool supporting the Aruba and Bermuda building, need to be replaced due to excessive rust. It was decided to continue with the same online distributor who provided the Cayman mailbox we replaced in 2012. The most cost effective option is to install 2 - 18 mail slot boxes; thus one box would fully support each building. The board unanimously agreed to this option. A suggestion was then made to set up one box for outgoing mail pickup. The board asked Barbara to verify with the OC Postmaster if this is an option for The Island before one new box is ordered using this layout.

**Deferred issues from September 21, 2013 Owner Meeting:**

**--Re-grade grass at sidewalk near volleyball area (from Owner's Meeting):**

The board discussed a proposal to re-grade and add new sod to the area near the volleyball court to level the grass area with the sidewalk. The owner's grading concern from last year was compounded by a walkway light in that path that was burned out. Given the cost to re-grade the grassy area, and that the situation of blowing sand from the volleyball court will cause the condition to repeat itself over time, the board decided to take no action at this time.

**--Islamorada under deck panels sagging**

We removed the sagging under the deck panels at Islamorada to clean them out and inspect the deck supports; owners are now asking when they will be replaced aka restored to "as built". It has been recommended that any new soffit material used has "more holes" than the original design to allow greater airflow. The board asked Barbara to get cost estimates for our consideration.

A rotted board has been identified in the same spot on each of the three-townhouse rear decks. Triangle Builders will investigate on one unit's deck to determine if this is merely a spacer board or a structural element and provide a repair cost estimate; work to be done as weather permits.

**--Islamorada – no name on building:**

Recognizing that the Islamorada building initially had the full building name on it, as opposed to now only the letter "I" designation, the board requested Barbara obtain a cost estimate with our sign company for a new name sign.

**--Life saving hook and preservers –store on hooks (not deck) of pool area:**

The board re-affirmed our commitment to have hooks of some type installed to store the pool hooks and preservers off the deck area. Barbara continues to investigate our options.

**Financials:**

--**Financial Report:** November 2013 ended with a Reserve Fund balance of \$403,752.68. The Operating Fund ended September with net income of \$15,483.37; year to date we are in the black by \$55,028.73. The Operating Fund balance was \$305,916.79 at the end of November.

**General Business:**

---**Landscaping:**

Tom shared that, via Barbara, he requested DM Taylor tweak the master landscape plans for the remaining buildings to incorporate planting designs similar to what were installed last year. He also hopes to find a long-term landscape solution for the Dominica flowerbed near the north stair tower. The goal is to share the recommended plans at our next meeting.

**Misc. / Owner Items:**

None

At 10:50 am, with all business addressed, Charlie made a motion to adjourn this meeting. Mark seconded the motion and all present agreed. The next board meeting will likely be a date yet to be determined in February and continue with the same location arrangement as this meeting.

Respectfully submitted,  
Carol Ann Bianco, Secretary