

The Island at Hidden Harbour
Board of Directors Meeting

October 27, 2012 -- 9:00 AM
Meeting Minutes

All board members, Lou Engle, Mark Hannahs, Marie Henderson, Wayne Keeler, Tom Murrill, Charlie Zellers, and Carol Ann Bianco were present for this board meeting held in unit 208-Bermuda. Barbara Taylor, OC Real Estate Management, also attended this meeting. With all board members present, Lou called the meeting to order at 9:05am.

Brief Project updates:

---**Entrance sign replacement:** This project is complete.

---**Dock light replacements:** All 73 dock lights have been replaced. This project is complete.

---**Piling cap replacements:** All old copper caps on the boardwalk pilings have been removed. Thus far, approximately 80% of the new flat black, heavy polyethylene caps have been installed. After some discussion, it was agreed that Barbara would determine the best solution to take the old copper caps to a scrap dealer.

---**South Pool status:** Pilot holes have been drilled in the south pool foundation wall. As expected, water drained from these holes in the clay material under the deck surface. It has also been verified that neither the pool water nor the backwash pit is leaking at this time and thus not the source of the water under the deck. Both ProCoat and Neoguard personnel have been on site to examine these current findings. Their conclusion is that groundwater is being drawn up to the deck surface and forcing the bubbles found in the new deck coating. We anticipate their probable recommendation will be to install permanent drains in the foundation walls. In the next few weeks, after receiving their written conclusion and recommendations, the board will evaluate the entire situation again before any final work is undertaken.

Other Items for discussion:

---**Backwash pits:** After reviewing two revised cost bids and warranty commitments, Tom made a motion to accept the ProCoat bid to seal both pool backwash pits. Their bid includes a two-year warranty and will use the same sealing product used on the shark tank at the Baltimore Aquarium. Charlie seconded the motion. The motion was unanimously approved.

---**Unit number signs:** Samples of the proposed material, color and cut pattern for new unit number signage were examined. Both revised bids, which included the material, production and installation cost, scored nearly identical in total cost. Thus the appearance of the cut pattern design became the deciding factor. Mark made a motion to accept the Phillips Sign bid to replace all unit signs with their new design, with the project to start sometime in 2013. Wayne seconded the motion. The motion was unanimously approved.

General Business:

---**Landscaping:**

The Bermuda landscape proposal had been approved earlier via email. It is expected this work will be done after the pending hurricane. Barbara shared that DM Taylor just re-seeded the south rear area of Cayman and the front entrance area, at no charge to the association.

--**Handyman:**

Charlie shared that after further examination of the potential savings, we cannot cost justify this initiative now. The board agreed to put this idea on hold for now.

Financials:

As the September Operating and Reserve Fund financial reports show, we continue to cover all current expenses. At this time, we are year-to-date \$30k in the black.

Bids needed / Potential Projects for 2013

---**Sidewalk lights:** Joe G. found an online supply source for a clear acrylic tube. He proposes ordering one tube of material, cutting it to size and installing several units as prototypes to replace some of the cracked walkway light globes. The existing glass globes, from the Canadian supplier, last cost \$159 per globe plus installation. An ongoing board concern is that the new material is clear. Barbara will check the online supplier to determine if a frosted option is available. Regardless of the frost coating, the board authorized Joe to try this method.

---**Bermuda awning:** As discussed earlier, the Bermuda awning needs to be replaced. Barbara was asked to get a quote to replace both the 3rd floor awning and support posts. This project will be done in March or April of 2013.

---**Power rinse buildings; stair tower exterior walls; clean (shampoo) walkway carpets:** In an effort to improve the appearance of the buildings, the board requested bids to clean the siding on the front of each building. To prevent any liability, the bids must specify it is not to be a power wash procedure. The power rinse shall be started on the top floor and work down to capture any material dislodged during this process. The cement entrance steps to the buildings should be power washed. To extend the life of the walkway carpet, especially since the current carpet material is no longer available, the board also requested bids from a carpet cleaning company.

---**Replace handicap ramps at both pools:** Barbara was asked to obtain bids to replace the handicap ramps at both pools with railings matching the new pool deck fencing. After some discussion, it was agreed to bid the walkway replacement portion with a composite material.

---**Painting:** The board spent some time discussing the building paint status from both a historical view as well as current needs. We settled on painting one or two buildings in 2013, based on greatest need; only the crème color, trim painting is to be bid. The board requested multiple bids broken down by either a one-coat application or a two-coat application (with the second coat only applied after the first coat cured). Joe G will paint the foundation walls on an as needed basis.

---**Roof inspections:** Lou will share the name of a roof company to provide an estimate of the remaining life on the building roofs. Per the Reserve Study, they have a 25-year life expectancy.

Owner Items:

---**Unit 155**—This owner submitted a request to change his rear facing windows layout to eliminate as many of the potential water infiltration entry points as possible. After considerable discussion and review of the documents submitted, Marie made a motion to approve the request. Mark seconded the motion and all board members agreed. Barbara will advise the owner that the approval is contingent upon him meeting all OC City codes and that he provides a Memo of Understanding absolving the association from any and all future claims due to these changes. He should submit final contractor documents detailing framing, flashing and other related specs.

---**September Owner Meeting issues:** Owners in the Sept. Owner Meeting shared concerns that the board agreed to consider at a later date. Those concerns are noted below:

- Pool issues: trash left on the decks, trash cans not emptied, etc. This will be highlighted in next years pool maintenance contract. The board decided not to post signs about toddlers needing to wear “Swimmies” in the pool; this Health Dept. regulation will be communicated in a future newsletter.
- Landscaping--scale on shrubs: This will be addressed with a spray program in 2013
- Landscaping---phragmites: No action is planned at this time
- Landscaping or fencing to hide the HVAC units: The HVAC units must remain accessible for maintenance; no action

- Stains in concrete dumpster pads: This will be considered in conjunction with next years power washing efforts on the entrance stairs
- Bike storage in the stairway entrances: The board will pursue an effort to identify all owner's bikes; bikes not identified by 3/15/13 will be removed. This effort will be communicated via the next Newsletter, management company email notices and signs posted in the stairwells over the next several months
- Owner request to replace rear deck carpet with exterior tiles: The board rejected this request; the owner will be notified.
- Unit A-401: Conflicts between the various governing documents remain a concern for the permitted future use of this structure; this will require more investigation. The board will work through all issues and options carefully to do what is in the best interest of the Association.

Contracts for 2013:

--Cleaning—Off-season: As agreed in an earlier meeting, cleaning will be performed through the Fall/Winter on a monthly basis. It was also agreed to blow off the carpet and stair tower entrance areas, rather than vacuuming; railings still need to be wiped off and cobwebs removed. A contract from OC Shore Clean was shared and with board agreement, Lou signed this contract. Vendor must specify which day the cleaning will be done so management can assess the quality of work performed. In the next months, cleaning should be done just before the holidays when owners are likely to be on-site. This means Thanksgiving week and the week before Christmas.

---Cleaning for 2013 season: Barbara was asked to obtain several bids for the board to review for the in-season weekly cleaning of the buildings. These will be reviewed early in 2013 and a vendor selected at that time.

---Pool Maintenance: The board requested Barbara obtains 1-2 bids for the 2013 pool season. These bids need to include trash issues, deck cleaning as noted above as well as secure hose storage. Also, the bid shall specify the pump room is to be kept clean, no trash left there.

---Leaf Clean-up: DM Taylor owes us the Fall Cleanup contract specifying the rate will remain same as last year.

---Heat Checks: Barbara was asked to obtain 1-2 bids for the annual winter owner unit heat check inspection. The cost should be identified on a per inspection basis.

Items from the floor:

None

At 11:30am, with no other business to discuss, Wayne made a motion, which Marie seconded, to adjourn this meeting. All present agreed. The next meeting will be after the New Year. A conference call may be scheduled if a time critical matter surfaces before then.

Respectfully submitted,
Carol Ann Bianco, Secretary