

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

**October 31, 2009
Meeting Minutes**

Board members in attendance: Wayne Keeler, Lou Engle, Marie Henderson, Mark Hannahs, Tom Murrill and Carol Ann Bianco.

Following an earlier decision to hold winter board meetings at non-Ocean City locations, this board meeting was held in Lutherville, MD at 10:30am Wayne called the meeting to order and we started with a special presentation from Bennett Taylor Pest Control.

New Business/Bids—Termite inspection & annual contract:

Dean Bennett, President of Bennett Taylor Pest Control, and his associate Wayne Ensor, came to this meeting to present information on termites to the board. They first shared good news that a recent inspection of all buildings on The Island found no sign of termites now. However, they cautioned given our proximity to the water and the wood construction of our buildings, it was cheaper by far to take a proactive approach.

They then demonstrated their bait traps which would be placed every 8-10' around the buildings. Dean discussed the killing system they employ to draw any termites in the area to the traps and away from the buildings. They assured us their system is not harmful to humans or animals. The traps sit flush to the ground, many in the rock areas of the flower beds. Once the 440 traps are in place, their company will come out and inspect each trap quarterly. If additional traps are needed in the future, they will be placed at no additional cost to the association. Additionally, if any termite damage is found while we are under their contracted service program, they assume responsibility for any damage caused.

Dean provided references as well as reviewed other services (bed bug eradication) they offer. Lastly they said if we accepted this program, we could make our payments in 3 equal installments with no interest.

After they left the meeting, the board discussed their termite program. Marie then made a motion to accept their contract; Mark seconded it and all present voted to approve. Lou noted that we should track this cost as code 6321 in our financial statements.

Active/On-Going Project Status:

Painting projects:

Carol Ann advised the walk light paint project is complete. These path lights were painted the same, darker blue color as the parking lot lights. Joe G straightened any walk light poles that were leaning. Additionally, Carol Ann said Moore's paint crew touched up all the electric meters on the property. This effort addressed the rust areas seen earlier on Aruba as well as any other buildings.

Winterization:

Per OCREM, By the Sea Plumbing already shut off the exterior shower heads and related water lines on the property. Joe plans to winterize the docks and all other external water lines starting the week of November 9th.

Tennis Court status:

As noted in an earlier status memo, the vendor patch painted several areas of the tennis court. However, this painting appears to have been done with a stencil leaving noticeable blocks of paint on the court now. The board finds this unsatisfactory and asks OCREM to send a note to Sport Systems. Wayne commented per their contract, any correspondence must be sent via registered letter. Carol Ann will work with Barbara on this memo. Lastly, the cracked sidewalk in this area has been replaced with new concrete.

Stair towers:

Carol Ann shared recent pictures taken of the west stair tower on Dominica. As soon as work started on this tower, severe rot was found in both the interior and exterior walls, on the second floor landing and other structural elements. The main concentration of water infiltration thus far is in the center window section of the stair tower. The exposed wood was found to be very wet and mushy. Updates on this work are received daily. At this time, we do not know the full extent of the additional labor/material cost for these repairs.

Finances:

Mark noted we all received the most recent monthly financial reports. Earlier when deciding on the termite plan, Mark told us our financial status is good now. We then discussed several owner payment issues. Mark will inform Moore & Co of the steps we feel that are needed at this time. An owner concern for settlement document fees charged by OCREM was discussed also.

Carol Ann told everyone Moore & Co has received 3 ACH forms thus far from owners to set up auto payment of their condo dues.

New Business/Bids:

Landscaping/Irrigation/Phragmites:

Marie informed the group she has been gathering new bids for our grounds maintenance needs for next year. At this time she's received one new vendor bid but noted it took them 2-3 weeks to get their quote to her. She plans to interview another vendor who should be able to "do it all". A major concern now is the health of the bushes/shrubs; have they been properly sprayed to prevent bugs and disease? She requested this vendor provide a "cafeteria option" plan. This way she can pick and chose actions based on our immediate needs while staying within our budget allowances.

Marie said the phragmites have been sprayed and are turning brown now. They will be cut down shortly. At this point, we have not received an invoice from them nor do we know if any cost saving will be achieved through the government chemical program.

Hawaii east stair tower:

Carol Ann informed the board of new concerns seen on the Hawaii east tower. During regular on-site inspections, Barbara spotted an area on the exterior of this tower where she can put her hand under the front siding; at this time, the interior walls appear solid. The board reviewed a bid from Triangle to open the exterior walls, identify and correct any issues found before they become more severe and affect the interior walls too. Lou made a motion to accept this bid; Marie seconded it; all present approved it. Note: A concern was raised on the proposal language where it states “contractor to remove trash”. This implies that cost is included in the quote; not an additional fee in the final bill.

Carpet bid:

The board reviewed the Donaway Carpet bid for new carpet on Dominica to be installed in the spring of 2010. Tom raised concern regarding the measurements included in their proposal. We decided it was best to have them verify their quote again before we sign it. Carol Ann will work with Barbara on this. Once done we can finalize this via email vote.

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

After reviewing the bids received to replace the insulation under the buildings, we determined it was better to engage a maintenance contractor for this work. We decided to address Aruba and Bermuda first due to known concerns. The contractor should provide an estimate of the time and amount of material needed for each building before we authorize the work. Carol Ann will work with Barbara to revise the scope of this effort.

Dryer Vent cleaning:

The board also reviewed 2 bids Barbara obtained to replace the flexible dryer vent hoses where they share a common exit roof vent pipe in Aruba, Bermuda and Cayman. We agreed our plan was to just clean these vent pipes not replace them (unless a specific problem was identified). Carol Ann will work with Barbara to revise this project scope.

Recycle enclosure:

The board reviewed a new bid to take the existing fencing material plus purchase enough additional material to now build 2 smaller enclosures for the recycle bins on the east side of the property. After considerable discussion of how and where to locate the enclosures the board settled on a completely different solution. Instead of building new enclosures, we will have these 2 recycle bins moved to a safe location (behind the sales office) for the off-season. They will be stored there until volume needs dictate it is time to put them back out for owner use.

Efforts will be made in the future to break up and/or remove the sunken bin behind the Hawaii building. It is still tied to the dock and completely submerged at this time.

Leaf removal:

The board reviewed 2 proposals to remove all the leaves from the property. It was decided due to past experience and lower cost to accept the bid from DM Taylor. Marie made the motion to select this vendor which Mark seconded. All present approved it. A caveat was added to the contract that the entire parking lot be swept clean in this project.

Owner issues:

Door/window leaks:

The board reviewed a contractor inspection report pertaining to water leaks reported by owners in several condo units. Considerable discussion followed on this topic. Bottom line is the owner owns the doors/windows and is responsible for any/all maintenance and repairs needed. If a second floor owner is affected by the door problem of a third floor unit, the owners need to work it out themselves. Lou reminded all of the current MD law that provides owner liability for up to \$5000 damage caused by their unit.

Owner meeting date—2010

We reviewed the 4 Saturdays in September 2010 for the next owner meeting date. While OC Sunfest and the Dover 400 NASCAR races do again fall on the same weekend (Sept 25th), it was decided this was the best weekend to hold our annual meeting. We will finalize the date once we confirm a meeting location reservation.

Owner contact lists:

The board considered making owner contact information available to all. This stems from requests made by several owners in our Sept. 26th, 2009 Annual Meeting. Due to privacy concerns, we will first send a questionnaire asking each owner if they agree to allow their information to be shared. This inquiry will be included with our next newsletter. Once that information is obtained, we will determine how best to distribute such a document.

Items from the floor:

Marie suggested we re-establish an owner pool party next year. After some discussion it was decided to first seek owner interest for such an event. Tentative plans suggest July 10th would be the best date for an owner “meet and greet”. Owners will be asked to contribute to the cost of the food provided; drinks will be a BYOB plan. A questionnaire on this will also be distributed with the next newsletter.

With no more business, Lou made a motion to adjourn the meeting at 1:50pm.

Respectfully submitted,
Carol Ann Bianco, Secretary