

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

**November 17, 2007 – 9am
Meeting Minutes**

In attendance: Wayne Keeler, Lou Engle, Marie Henderson, Steve Schnell, Carol Ann Bianco; Barbara Taylor from OCREM also attended

The meeting was called to order at 9:03am in the Sales Office on the Island.

Major Project Status:

South Pool Repair:

Separately 2 presentations were made to the board during this meeting by pool repair companies to correct the ongoing issues with the South Pool. The first was by Mr. Trond of Trond Pool Care. Later in the morning, Mr. Jarvis of Atlantic Pools returned to update the board on his investigation and actions taken thus far and his recommendation for final repair. Briefly their findings and recommendations are as follows:

Trond Pool Care—

Mr. Trond advised he re-checked the pool again this morning and sees a hair line crack all around it especially near/at the deep end. He feels the wall and floor of the pool are separating. To fix this, he recommends busting out sections 6-8” wide and re-fill with rebar and 6000psi Portland sand mix. It should then sit for 30 days to cure before any plaster work is done. A white coat re-plastering of the entire pool would be necessary to cover the repair work. The re-plaster job needs 40 degree and rising temperature (Spring) plus it needs to be brushed daily which will require the additional services of a daily maintenance type pool tech. He did not see any issue with the existing skimmers.

Mr. Trond also suggested the deck surface could be cleaned up and re-painted but he does not handle this type of work. Finally he suggested pool covers be purchased for both safety issues as well as additional on-going protection to the plaster walls.

His total estimate of the worst case scenario, as known now, was approximately \$15000; he would be able to start the first phase within a week of contract signing.

Atlantic Pools---

Mr. Jarvis advised his previously authorized and completed initial inspection work involved draining the pool, cleaning it, and pressure testing the water lines. The shell lining was then inspected both visually and by percussion sounding.

Mr. Jarvis indicated the skimmers need to be replaced and the equalizers re-established as required by the Health Dept. Initially the crack in the pool floor appeared to be structural but with very little leakage. Further examination showed the crack was not structural but it does appear to be pulling in tidal waters. Finally the lights on the side of the pool were improperly reset when the work was done on this pool several years ago.

Mr. Jarvis presented 3 recommendations for the boards review. After considerable discussion, option #2 was felt by all to be the best. This involves: remove and replace the skimmers with equalizers as required by the Health Department. V-cut the crack and fill with the appropriate material to reseal. Finally the pool would be re-plastered, mostly due to hollow spots found on the pool bottom surface.

His total estimate was not to exceed \$10000; he recommends waiting until Spring to do all the work. Around the beginning of May would be the ideal time to make the repairs and then re-plaster taking it right up to the time to open the pool for the season.

Lastly Mr. Jarvis informed the board the North pool equalizers appear to be plugged. This should be corrected but is not a critical issue at this time.

Decision:

Following both presentations and subsequent board discussion, Marie made a motion to accept Atlantic Pools/Mr. Jarvis' recommendation #2 repairing the skimmers and equalizers and v-cut repair of the crack with the work to be done in the Spring. Lou seconded the motion. Four (4) members present voted to accept; there was one (1) abstention. OCREM (Barbara) was asked to get the final contract bid, written as not to exceed \$10000, as approved above along with references.

Tower Inspections:

Wayne advised Classic Exteriors has reviewed the recommendation specs of the stair towers in the 3 buildings and would like to start the worst one (Hawaii) now. They can work on either a fee basis or a time & material job. It was recommended by the board we obtain both pricing options which Wayne agreed to handle. Classic will be back in town on November 26, 2007 and would start at that time.

Sink Holes:

Wayne advised he talked with Iris at Atlantic Plumbing. Ron ran the camera but did not tape the findings. The sink holes appear to be from erosion through cracks in the side walks. When the sidewalk was initially laid, it appears the ground was not fully compacted and has since settled. In order to fix these, we need to dig up and re-lay the concrete in the affected areas.

OCREM will obtain 3 bids to replace the sidewalks. This will be combined with the cement pad replacement project needed for the recycling container placement. The bid must include a requirement for rebar to be used in the new pour.

NOTE 1: It was decided OCREM should send all bids obtained on this and all other future projects to ALL members of the board. The board will then discuss internally and once a decision is reached, OCREM will be advised how to proceed.

NOTE 2: OCREM requested at least a copy of all bills be sent to their office so they can provide proper tracking and closure. They would then send the bills on to Moore & Co for payment. The board advised Barbara/OCREM to so inform all vendors to send invoices to their office first.

Classic Exteriors repair work:

Wayne advised Classic has a few more units with water intrusion issues to finish. They will be on site Monday November 26 and will meet with Dudley and Eugene to review the final work efforts. If the awning on the unit in the Maui building needs to be taken down and then re-installed, the cost estimate is \$4000-5000.

Keen Wick Carpeting:

Wayne advised Keenwick was finished with the planned carpet projects for this year. They were wrapping up a few minor repairs which will close out an owner's complaint.

Moore Painting:

Wayne advised Moore Painting was to be onsite next week (week of Nov. 19) to paint the mailboxes, gas and electric units on the Island as approved earlier. Barbara (OCREM) will investigate if the transformer boxes can also be painted; if so, what color and other requirements exist for these.

Wayne also gave to Barbara/OCREM a signed copy of the contract for Moore & Co. to paint the designated buildings (Aruba, Dominica and Islamorada) next year. Also, the Lanai and other buildings with bare wood spots will be prepped and primed to prevent further damage over the Winter months.

Day-to-Day Project Status:

Unit Winterization:

Unit Winterization inspections were approved by an earlier email vote by the board. OCREM issued a P.O. to Maintenance Connection to do this work. During the December inspections, the status of hot water tank and washing machine hose replacement will be verified at no additional cost. Maintenance Connection will also provide a list of units where there is no access (no key or not working key).

Outside Water Line winterization:

Lou advised per email voting a decision was made to award the contract/work to shut down the outside water lines to By the Sea Plumbing. While they were a higher bid, their cost included both the initial winterization of all outside water lines (docks, showers, etc) as well as de-winterization in the Spring. They will also provide, in writing, plats of where the various water lines are on the Island. They will start the initial winterization on Dec. 2, 2007; it is estimated to take 2 days to fully complete.

Pool closures:

Lou advised the North pool has been closed for some time now. The South pool internal water lines are closed now but not the outside lines (due to the recent investigation and repair work). By the Sea Plumbing will finish the South Pool water line closure. Mr. Jarvis/Atlantic Pools will refill the South Pool. Lou advised all the pool furniture is finally stored in either the pool house or the main gate house.

Riptide Pool Service:

Multiple performance issues were found less than acceptable by Riptide this past year. OCREM will begin the process to obtain bids for next season for the daily pool maintenance needs. The board agreed Riptide will not be considered for next year.

Other contract/bids:

Barbara/OCREM will soon begin re-bidding the cleaning contract as well as the pool maintenance service for the 2008 season. It was noted the lawn care contract with Sposato runs through December 2008 with no exit clause. The board feels Sposato's lawn cutting work is acceptable but their irrigation and trimming work is less than satisfactory. It was noted that as of this meeting, the irrigation system had not been winterized. Sposato advised the sprinkler heads by the Tennis Court will be checked in the Spring to determine if these are the cause of standing water on the tennis court.

Hawaii gates/lattice trim removal:

The board agreed to hold any work on the Hawaii building to remove gates on the Bay side along with lattice and trim until the Spring. We will re-evaluate this need at that time.

Rotten wood/common areas:

Similarly, the board decided to hold off on the earlier proposal by Maintenance Connection to replace/repair rotten wood as per their analysis. This too will be re-evaluated in the Spring. All material already bought and paid for is to be safely stored for future use on the Island property.

Keys:

Barbara from OCREM reviewed their latest list of units with no key access. Access to an owner's unit could be required if a critical event occurs, i.e. a water leak such as the Cayman disaster occurs; thus the need for OCREM to have working keys to all units. During the December unit winterization inspections, Maintenance Connection will verify key access and report back to OCREM.

Recycle Dumpsters:

OCREM will obtain bids to repair/replace the concrete pads where the recycle dumpsters will be placed along with the sidewalk repair work.

Cayman carpet issues:

Lou has personally done extensive investigation and analysis of the carpet on the Cayman building. Keen Wick carpet recommended Beach Carpet Cleaning. Lou had them clean a section on the second floor of Cayman to determine if cleaning it is a viable option. The test area was cleaned and looks good. The board approved having Beach Carpet clean all the parking lot side carpet on this building now. Lou planned to coordinate this himself next week to take advantage of the current warmer weather.

Fall Inspection:

Eugene sent a report to the board on Nov. 15th outlining the results of his Fall Inspection. Many of the items listed on his report are already on our work schedule for next year. The Board would like to do a more comprehensive walk-around inspection in the Spring with Eugene. This will allow the board to determine if any significant changes occurred over the Winter. The board will then be able to plan and schedule general maintenance and repair activities.

It was noted that most of the building address/identifier signs need to be replaced. OCREM will obtain bids; hopefully they can be made of a resin or plastic material that will weather better.

No Trailer Parking signs:

Similarly, we need to evaluate the number and placement of no-trailer parking signs on the Island. OCREM will handle this effort. It was suggested signs similar to those at Hidden Harbour V would be effective

Finance Report

Wayne advised half of the balance on the construction loan was paid off on November 13, 2007. He has a check to deliver on Monday, November 19th to make the final payment and close down this loan.

Wayne recommended we move any remaining CD's out of Chevy Chase Bank. Wayne will also work with Moore & Co. to compile a list of our existing CD's with the location, maturity date and interest rate. This list, once compiled, will be shared with all board members.

With the payoff of the loan, Wayne will advise Moore & Co to immediately begin re-funding the Reserve Fund.

Given all the recent work done and/or planned on the Island, the board feels the Reserve Fund Study guidelines are being fully addressed. Knowing the current below target balance in the Reserve Fund is due to these recent major expenses and that we are re-starting monies flowing back into it now, at this time it does not appear necessary to spend the estimated cost to re-do the Reserve Fund Study.

Committee Reports:**Web Site:**

Carol Ann advised Marlin Newell continues to support the Island web site. Besides adding the BOD meeting minutes and schedule of future meeting dates, Marlin is highlighting some issues right on the home page. Right now the Unit Winterization needs are front and center there; he plans to list the outside waterline winterization timeline also.

Landscaping:

Marie advised she has a meeting scheduled with Will Dyer following this board meeting. While some areas were addressed several years ago, more landscaping changes are needed. Some concern access and safety while others will improve the overall appearance of the Island property. Carol Ann will assist with this analysis effort. Once a cost estimate is received, it will be shared with the board for approval.

New Business:

Awnings:

Marie contacted Michael at Canvas Expert for an estimated cost to replace the awnings on the Hawaii building. Following the review of Eugene's Fall Inspection report, we now need to add Dominica to the list for replacement. We want the estimate now but the work will not be authorized to proceed until Spring. OCREM will be engaged to assist with this effort.

Newsletter:

Carol Ann advised she plans to write another newsletter. This one is targeted to be sent to the owners in early December to update them on winterization needs as well as other actions taken by the board.

Walk on Items:

Lou advised two estimates were received to remove leaves on the Island property. This includes areas around the AC units, shrubs and flower beds. After discussion, it was determined to award this work to Resort-to-Us. They will be advised by OCREM to proceed after all the leaves are down from the trees.

Barbara reviewed several owner concerns that were channeled to OCREM. The board provided guidance on how to respond to these items.

Future Meetings:

Per our original plan, there will not be a face-to-face board meeting in December. If issues surface during this time, a conference call will be held with the board members to address those items.

During our January 19th BOD meeting we will review the various bids OCREM is now obtaining for us. Some of these include the cleaning contract, pool maintenance contract, signage estimates, etc. Also, we will decide on the date for our Annual Owners meeting during this session so timely reservations of conference facilities can be made.

The meeting adjourned at 12:50pm.

Respectfully submitted,
Carol Ann Bianco, Secretary