

The Island at Hidden Harbour
Board of Directors Meeting

February 5, 2011 -- 10:00 AM
Conference Call - Meeting Minutes

Attendees: Lou Engle, Marie Henderson, Tom Murrill, Charlie Zellers and Carol Ann Bianco. Barbara Taylor also participated in this board meeting via conference call.

Lou called the conference call meeting to order at 10 am.

Project Status:

--Oahu stair tower repairs:

Barbara advised repairs to both stair towers are now 90% complete. Marty expects to wrap up the remaining work within a week, weather permitting.

Marie asked if there are other stair towers we need to address now. Barbara stated while concerns were noted in the past on Lanai and Kauai, her onsite inspections show the interior walls are solid and no external brown stains have been observed. It was noted however, there is a soft spot in the south Aruba stair tower near the window opening. Lou asked Barbara to have Marty/Triangle Builders check this one out.

--Snow Removal:

A major (13") snow event in Ocean City late in December caused a significant expense to the association for snow removal efforts. Marie negotiated with the vendor for a \$733 reduction off the original invoiced amount. Lou stated for any future snow removal situations, we would not use this vendor again for that type of work.

--Light repair—Hawaii sidewalk light

Barbara reported the part needed to complete the repair of the vandalized sidewalk light in front of Hawaii has now arrived. However the plan is to wait for warmer weather to complete this repair effort. Two local vendors were suggested to make this repair. Lou asked Barbara to get a price from both of them and award the job to the best price vendor.

--Additional pool furniture:

Lou reported he and Marie have discussed this topic; Marie will run with this project. Marie said she could only locate one supplier for the concrete tables. An order will be placed for 4 new concrete tables to be made and delivered to The Island in May. She also plans to order 10 new patio umbrellas for the 2011 season. We agreed it was best to stick with the royal blue color for consistency with our existing supply.

--Heat check results:

Barbara reported our maintenance man (Joe G) completed both the January and February condo heat check inspections. During his January inspection, Joe found several owners who did not have their heat turned on at all. Lou asked Barbara to send those owners a violation notice citing them for not being in compliance with the Rules and Regulations-- Unit Owner responsibilities.

--Water shut off valve type

Barbara is working with our plumber to obtain a unit cost to change out the main water valve controls in the owner units. Based on the inspection report from the January heat check visits, owners with the old style valve will be notified by mail. The owners who want to change their valve type, at their expense, will thus know the cost. Barbara will coordinate the requests since it requires the water be shut off to the entire building.

--Dryer vent cleaning: [this pertains only to Aruba, Bermuda and Cayman buildings]

Barbara reported this project is complete except for 2 owner units. We have not been able to gain access to one unit in Aruba and one unit in Cayman. Marie offered to help with owner contacts.

Bids for consideration:

--Painting proposals--Oahu

Moore Painting submitted 3 options for consideration to paint the Oahu building in the spring. Marie noted the only one that made sense was the 2-coat option on both the front and back of the building; this one includes a 5-year warranty. Marie made a motion to accept that option; Carol Ann seconded it. All present on the conference call accepted it.

--Painting proposal—Entrance Bridge

Marie made a motion to accept Moore Paintings proposal to paint the entrance bridge. Carol Ann seconded the motion and all present on the conference call accepted it.

--Aruba carpet:

The board spent some time reviewing the 2 proposals Barbara obtained for new carpet on Aruba. After comparing yardage measurements, price and “soft” factors like experience and willingness to work with us, Carol Ann made a motion to accept the bid from Donaway Carpet. Marie seconded the motion and all present on the conference call accepted it. The Aruba carpet replacement project is planned for this spring.

Carol Ann reported she checked old association records, consulted with Susan Moore and determined we do not have an earlier measurement chart available for Aruba showing the size of the owner’s private front and rear decks. Barbara will work with Donaway Carpet to obtain those yardage numbers so each owner’s cost can be calculated. Marie noted private deck ownership on Aruba is not an issue like we had in other buildings since each Aruba owner owns a front balcony deck.

--Spray Foam Insulation—additional buildings:

Triangle Builders checked the spray foam insulation recently completed on Aruba; Marty was impressed with the finished work. After some discussion, it was decided to get a proposal to do the same type of project on the Bermuda building. Lou asked Barbara to obtain a quote and to try for an installation window in April or May of this year, as it is a better temperature environment for the foam application process.

2011 Contracts:

-Security—July 4th

We have a proposal from the security company to provide the same service, at the same cost, as we’ve done in past years for July 4th. Marie made a motion to accept this proposal. Tom seconded the motion and all present on the conference call accepted it.

--Pool Management:

Barbara noted while the name on the pool management proposal is different due to an ownership dispute; it is essentially the same service provider we used in the past 2 years. The proposals for 2011 are the same price as last year. They now include a few extra services in the "standard" package such as power washing the deck and furniture at the start of the season and washing the pool decks weekly. The contract for the south pool includes the additional cost to keep that pool open through the month of September as the owners voted in the Annual Meeting. Marie made a motion to accept the two pool contracts. Charlie seconded it and all present on the conference call accepted it.

Cleaning Service:

Lou said he's had many discussions with Marie on this topic. He asked that we not discuss the renewal contract Barbara provided in the email proposal package. Instead we should put this item on hold for our next conference call, which will be scheduled soon. Marie is currently getting additional pricing and exploring alternative solutions.

--Other

Barbara noted her proposal package included a revised pest control contract from Taylor Termite and Pest Control. Besides the new company name, the contract was amended, as we requested earlier, to specify a new time frame for the 2 pest spray applications. Barbara noted the cost on this contract is the same as in the past. Lou will sign and return this contract next week.

Financials:

Lou reported the year-end financial information is being compiled now and should be distributed in about a week. Marie questioned if the association pays "extra" for a fancy, bound version of the report. Lou said he would inquire and suggest a plain report is fine.

Lou also noted Moore & Co. is checking our exposure against FDIC limits on funds we have already established. With this in mind, Bob Moore is looking into the best place to invest the excess funds monies from 2010. Our current CD's are in good shape earning a respectable interest rate. Any new account will probably have a low interest rate given the current financial market environment.

Marie then commented that we have "fantastic accountants" but wondered what our contract is with them. Lou said he would run that down and share with all how the association is charged for their services.

At 11 am, with no other business to discuss, Marie made a motion to adjourn this conference call board meeting. Charlie seconded it and all concurred. Lou re-stated we would have another board meeting soon to discuss the Cleaning Service, an update on our Financials and an owner unit issue. The date will depend on when there is sufficient information to share.

Respectfully submitted,
Carol Ann Bianco, Secretary