

The Island at Hidden Harbour
Board of Directors Meeting

March 17, 2011 – 7:30 PM
Conference Call - Meeting Minutes

Attendees: Lou Engle, Marie Henderson, Mark Hannahs, Tom Murrill, Kitty O'Hara, 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 7:30 pm.

Bids for consideration:

--Cleaning Service:

There were 4 cleaning proposals available for us to consider for this years service. OC Shore Clean proposed the same services, 3 times a week full cleaning with vacuuming once a week in-season, as last year. While this renewal proposal was the same cost as last years, it was not considered. Marie felt we should try new people and save a few dollars. To that end, she obtained proposals from DM Taylor and Clean Team Janitorial.

At Lou's request, Barbara then reviewed the DM Taylor (our lawn care company) proposal to power sweep the main property using blowers and a small street sweeper. This now includes the sidewalks, boardwalk, pier, and entrance area to each building, deck walkway at Islamorada, the parking lot and bridge entrance. They would perform this service once a week while here doing the lawn cutting service. They will do the same service in the off-season at a slightly higher cost since they would not already be onsite.

The second bid Barbara reviewed was from Clean Team Janitorial. Their proposal is to vacuum all common hallways, entry hallways, stairway landings and common balconies. They would also wipe the tops of all common handrails including the townhouses. The planned frequency for this work is once a month although we have the option to pay for extra services if needed.

Lastly, a bid was reviewed from OC Shore Clean to do only the vacuuming and handrail cleanings. This proposal also included cleaning cobwebs from unit entrances and wiping down all fire pull stations.

Considerable discussion then followed on the above options. Marie said she was not satisfied with the performance of OC Shore Clean last year. Lou said he also had some reservations and Kitty shared a concern with them not vacuuming all corridors. Carol Ann felt OC Shore Cleans work was good. Tom then expressed concern that the blower method proposed by DM Taylor would throw around the small landscape stones. Mark questioned the basic cost differences and if there were any hidden charges. Marie said she located Clean Team Janitorial out of the telephone book and said they are anxious to work for The Island. She feels we do not need the carpet vacuuming service more than once a month. Charlie noted the Clean Team Janitorial contract was not an apples-to-apples comparison to the OC Shore Clean quote since it did not include removing cobwebs around unit doors or wiping down the fire pull stations.

Marie made a motion to accept the DM Taylor proposal to sweep the grounds once each week. Mark seconded it. Lou then asked Carol Ann to poll everyone individually and said he would only vote if there was a tie. During the poll, Marie, Mark, Charlie and Kitty voted yes to the motion. Tom and Carol Ann voted no. The motion passed 4 to 2.

Marie then made a motion to accept the Clean Team Janitorial proposal to vacuum and wipe down handrails monthly instead of OC Shore Clean. Kitty seconded it. Carol Ann again polled the group. Marie, Kitty, Mark, Tom and Charlie voted yes; Carol Ann voted no. This motion passed by 5 to 1.

Lou then said Barbara would be an integral part of the process to monitor the work performed by both contractors and verify satisfaction. He directed Barbara to ask Clean Team Janitorial to include cleaning any cobwebs from the unit entrance area and wiping down the fire station pulls, hopefully at no extra cost, to their monthly routine.

Before Lou signs the newly approved contract, Carol Ann recommended the start date of the Clean Team Janitorial contract be changed from March 1 since we just now approved it. She also questioned the time frame for the monthly vacuuming, etc. services by Clean Team since in the past we suspended service in the off-season/winter months. It was agreed to have Barbara modify this contract to run from April 1 to October 30, 2011.

Carol Ann then questioned the time periods outlined in the original DM Taylor proposal Marie obtained. The contract proposal just accepted shows the start date of weekly grounds cleaning as June 1st with no provision at all for cleaning in April or May. Marie felt this was incorrect since the lawn cutting service starts earlier than June 1st. Barbara was directed to clarify the in-season and out of season time periods for the DM Taylor contract. We definitely want grounds cleaning done in May prior to Memorial Day. The Fall Cleaning exclusion in the contract was also noted. Marie said this was to be a no charge item now with the year round contract in place. Barbara countered she was just given a Fall Cleaning contract by DM Taylor. While the rate is lower than years past, it is definitely not free. Again, Lou asked Barbara to verify this.

--Spray Foam Insulation—additional buildings:

At our request in the last board meeting, Barbara solicited a proposal to next apply spray foam insulation under the Bermuda building. The contractor advised there had been a slight price increase in materials. He then agreed to hold firm the quoted price factor for the Cayman building if we would do it later in the year. Carol Ann made a motion to accept the United Restoration contract for Bermuda, work to be done now, as well as the Cayman contract with that work to be completed in the fall, 2011. Mark seconded the motion. All present voted to accept both contracts.

Barbara suggested we have the Bermuda work started now since two dumpsters will be onsite during the removal of the old insulation material. Lou requested she check the contractor for guidance, as weather temperatures are a factor in completing the work.

At this point Mark had to leave the call for a commitment and Lou suggested we have a face-to-face meeting in April. Lou also requested we table consideration of the exterior pool repair work until that time.

--Replacement Pool Gates:

Barbara then walked the board through a proposal from Triangle Builders to replace the two gates at each pool. The material recommended is white aluminum. Each gate will be 6' tall along with new 6' side panel enclosures for the main entrance area. The regular fencing along the handicap area will be raised to 6' also. The gates are self-closing; Tom confirmed no key is needed to exit the pool. Barbara said the new locks could be keyed to match our existing keys. Charlie made a motion to accept the Triangle proposal for the new pool gates; Tom seconded it. All remaining board members approved the motion.

Barbara noted it would only take 2 days to install the new gates; she will inquire how long the fabrication process will take. Lou said he would sign the contract once the warranty specs are included in the contract.

Items from the floor:

Barbara reviewed an email request from an owner in Aruba to postpone the new carpet project on that building until the fall. The board unanimously agreed to stay with our planned timeline (now). Barbara then advised the old carpet is scheduled to be removed from Aruba on March 21, weather permitting.

Barbara also said the new siding material to repair the east wall of Hawaii arrived. Marty is working on it and expects to finish this weekend.

Lou suggested April 9th for our next board meeting to be held in OC starting at 9am. As Kitty and Mark were no longer on the call, Carol Ann agreed to send a note out to alert them to this date/time/location.

At 8:45pm, Tom made a motion to adjourn the meeting; Charlie seconded it. All concurred.

Respectfully submitted,
Carol Ann Bianco, Secretary