

The Island at Hidden Harbour
Board of Directors Meeting

March 3, 2012 -- 10:00 AM
Meeting Minutes

Attendees: Lou Engle, Tom Murrill, Mark Hannahs, Charlie Zellers and Carol Ann Bianco as well as Barbara Taylor, OCREM, attended this board meeting. Board members Marie Henderson and Kitty O'Hara were not in attendance.

This board meeting was held at the Harford General Insurance office conference room in Lutherville, MD. Lou called the meeting to order at 10 am.

The meeting minutes from the January 7th board meeting were approved earlier by email. Shortly after the January board meeting, Kitty O'Hara resigned as Secretary. Carol Ann Bianco was then appointed Acting Secretary.

Major Projects/Bid Decisions:

---Pools:

The revised scope of this major project is to: a) repair/resurface the concrete on the south pool deck and entrance steps, b) repair/resurface the foundation walls of both pools, and c) install completely new fence structures for both pools to meet Health Dept. height requirements. In this meeting, the board reviewed four revised bid responses for content and cost factors. Two board members shared their observations of visual inspections of reference projects. Barbara was asked to clarify a few items contained in the responses. After this dialog, a motion was made by Mark to accept the Pro Coat, LLC proposal. Charlie seconded the motion and all present agreed.

The board then considered the renewal contract from Premier Pool Service and Management, LLC to again maintain both pools for this summer season. A suggestion was made to post a checklist of tasks to be performed; Barbara agreed to compile that list. Carol Ann then made a motion to renew the contract with Premier Pools. Charlie seconded it and all present agreed. Lou then signed the contracts. Note: this year, the north pool will remain open through September; the south pool will close September 4th—immediately after Labor Day.

---Stair tower-Aruba

With the engineering report stating the damaged bottom corner on the SW Aruba stair tower was not structural, the board considered three bids to repair this water-damaged area. Pro Coat, LLC was also selected for this project. After the repair is made, DM Taylor will be engaged to re-grade this area so water from the down spout flows away from the building in the future.

---Awning replacement-Cayman:

As noted earlier, the 3rd floor awnings on the front of Cayman are torn. During a severe wind-storm last weekend, the south entrance canopy also ripped. The board accepted the bid from Phillips Sign to replace the top awnings and both entrance canopies; Lou signed the contract.

---Cleaning Contract:

Three bids were received for cleaning service of the common areas of the 10 buildings. After discussion, Mark made a motion to accept the bid from OC Shore Clean, LLC. Carol Ann seconded the motion and all board members present agreed. Lou then signed the new contract.

---Security Contract

The contract for the July 4th security guard for the front entrance area was reviewed and accepted by all board members present. Lou also signed this contract.

Projects deferred:

---**Entrance sign:** While there was some discussion of the scope of repairs necessary to restore the main front entrance sign, the board still feels it best to meet with the vendor in person before a final decision is made. A date for this meeting in Ocean City will be selected at a later time.

---**Power Washing:** Bids were received earlier to power wash the front of the buildings and the carpets in the Spring. Several concerns were raised in this discussion and we agreed to defer a decision on this project for a future meeting. Barbara will reconfirm the old cost quotes are still valid should we decide to proceed as well as explore other options.

Recent Project updates:

---**Awnings:** The awnings have been satisfactorily re-installed on the 3rd floor of **Aruba**. Repairs to the carpet and wood posts in this area were also satisfactorily completed. New entrance canopies and frames for both **Bermuda** stair towers and new entrance canopies (only) for both **Oahu** stair towers have also been installed.

---**Wood rot repairs:** Both the exterior and interior walls of the south **Aruba** stair tower have been inspected. Minor interior damage was found and repaired. Repairs are also complete on the common walls on the rear of **Oahu**. Similar wood rot issues have been found on one rear stack of units on **Kauai**; that repair work will begin shortly. The **Lanai** stair tower repair work will begin next week; both Lanai stair towers will be addressed. Lou signed contracts with Triangle Builders for both the Kauai and Lanai work. Other miscellaneous wood rot concerns are being monitor and will be addressed shortly.

---New **building access panels** and hatches have been installed and insulated where needed.

---After checking with the US Postal Service, it was determined they no longer have a budget to replace rusted **mailboxes**. A recommendation was then made that we purchase one new, larger capacity, mailbox unit to replace the two existing ones that are badly rusted near the Cayman building. Barbara was asked to place an order with the vendor she typically uses.

---A recommendation to purchase two additional outdoor **barbeque grill** units for the south tot lot area was accepted. Barbara was asked to order these units in the same design as the existing ones. Discussion then followed on the Fire Dept. regulations prohibiting all grilling devices from being stored or used within 20' of a unit/building. A reminder of this regulation will be included in the next Newsletter.

---After discussion, it was decided not to order additional **pool furniture** at this time.

---**Lights:** Investigation continues with another contractor for a replacement option of the glass globes and light bulbs in the **walkway lights**. After considering a recent bid for replacement **lights at the front entrance sign**, it was decided to obtain a second recommendation before making a decision. Finally, with the removal of the current pool fences, the board requested that Barbara obtain a recommendation for replacement **light units for both pools**.

General Business:

Landscaping:

-A sprinkler repair recommendation for the Dominica building from DM Taylor was reviewed. All present agreed to this expense; Lou signed the proposal.

-DM Taylor provided four more landscape design recommendations for consideration by the landscape committee. The expectation is to have a full set of building designs completed shortly to comprise a master landscape plan for The Island. In Marie's absence, Lou asked Tom to take the lead to move this work forward. Tom will ask Barbara to coordinate a face-to-face planning meeting with DM Taylor personnel and the landscape committee in the near future.

Geese:

The board felt the geese repellent spray is not sufficient to convince the geese to vacate The Island property. A recommendation was made to install 50 lb. monofilament nylon line between stakes in the rock areas behind Maui to discourage the geese from walking in from the marsh. Adding plastic streamers to this line should further dissuade the geese as well as alert owners to the existence of the line. Barbara will have our maintenance person put up the string/stakes soon.

---Phragmite:

The old phragmites contract has expired. The board discussed a replacement contract provided by DM Taylor and decided not to accept it. If the phragmites regrows, the plan is to contain it with an acceptable buffer area near the buildings and maintain them at a low height level.

---Newsletter/Owner Directory

The goal is to publish an owner newsletter in March. Included in this mailing will be a form for owners to submit changes and/or new contact information for inclusion in the published owner directory. This will satisfy the owners' request as expressed in last September's Owner meeting.

Financials:

The excess funds from 2011 Operating Accounts has been moved to the Reserve Funds per the motion from the annual owner meeting. The current balance in our Reserve Fund accounts will support the known major planned expenses for the pools and awning repairs this year.

Items from the floor:

--A concern was shared that insulation is hanging loose under the Hawaii and Kauai buildings. Barbara was asked to have one of our contractors check it out and advise if any action is needed.

--The Annual Owner Meeting location reservation has been secured for the OC Rec Center for Sunfest weekend. The date for this years meeting will be the morning of September 22, 2012.

--Barbara was asked to order three new flags for the entrance area. These flags, US, MD and OC, will be put up once the entrance light issue is resolved.

Next board meeting:

The next board meeting will be Saturday, March 31, 2012. A decision whether to hold this next meeting in Ocean City or again in Lutherville will be made at a later time.

At 1:10 pm, with no other business to discuss, Charlie made a motion, which Lou seconded, to adjourn this meeting. All agreed.

Respectfully submitted,
Carol Ann Bianco, Acting Secretary