

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

**April 20, 2008 – 9am
Meeting Minutes**

Board members in attendance: Wayne Keeler, Marie Henderson, Mark Hannahs, John Thrift, and Carol Ann Bianco

Other participants: Barbara Taylor, Assistant Community Assoc. Manager, OCREM
Mike McDonald, President, Classic Exteriors
Cayman unit owners: Larry Balascak (317C), Rick Clark (118C),
Angelo Rago (117C)
Kurt Denchfield, owner (102A) and landscaping consultant

Wayne Keeler called the meeting to order 9 am in the Sales Office on the Island.

Major Project Status:

Mike McDonald of Classic Exteriors, showed many before and after pictures while outlining the extensive repairs made to the Hawaii-west and Cayman-north stair towers. He also briefly discussed the work done to correct several other owner reported water leaks including two of the townhouses-- I 156 & 157.

Mike explained how serious the damage was on the Hawaii-west stair tower, to the extent it required temporary walls be constructed to hold it up during the rot remediation work. Special attention was paid to the decorative circle ring at the third floor stair landing in Hawaii as this is a major source of water infiltration. Another weak area was found to be the knee wall on the second floor landing of Cayman-north although the rest of this buildings previously rebuilt (1999) flashing held up well.

Once Mike indicated his company was now finished their work, Marie and Carol Ann provided a punch list of items, with pictures, they observed on the two stair towers. Mike explained his scope of work did not include repair to carpet damaged during the project, nor touch-up carpentry and painting. But given the extent of the un-finished appearance and the obvious banister problem on the third floor Cayman-north stair landing, Mike said he would check it all out immediately following the meeting and report back. Note: Mike sent an email the next day outlining the steps and timeline for completing most of the noted concerns. The association will have to engage other vendors for some of the items however, on our own.

REI Engineering observed the repairs as they were made on the Hawaii stair tower. While we have been invoiced for their time during this effort, a sign-off report has not been received yet. Wayne said he would follow-up with Blake of REI; in the mean time, payment on this invoice would be halted.

Day to Day Project status:

Siding repairs:

Barbara advised the siding on the south rear wall of the sales office as well as missing shingles on the gatehouse have been repaired.

Plumber repairs:

Barbara advised all known plumbing issues have been corrected, including the replacement of the special order pressure vacuum breaker at the south pool that controls both the shower and the irrigation system at this location.

Awnings:

The old awnings have been removed from both Dominica and Hawaii buildings.

--The horizontal support structure on Dominica was found to be in a much weakened condition. Canvas Experts re-bid this project to replace the metal structure with new structure. The new design requires less sewing; thus the overall cost for the Dominica awning will be less than originally proposed.

--The down rod supports on the Hawaii awning structure are showing rust. Canvas Experts recommended rather than scraping and painting them, to replace those (7) support rods and brackets with aluminum. Again this will eliminate future maintenance expenses and is in keeping with the design of the other newer buildings on the Island.

Painting:

Due to a period of bad weather, completion of painting the Aruba building has not yet occurred. Ed Moore/Moore Painting advised Barbara they plan to finish this coming week if the weather holds. Due to the delay, the board decided to hold the requested next payment installment check until further progress is made. It was also suggested Moore Painting increase his staff in order to fully complete the 3 buildings this season. If worst case occurs, the Islamorada townhouses (and gazebo) might have to wait until fall.

The board also suggested engaging an alternate vendor to paint the mailboxes, gas and electric meters in order to complete this work before season.

Locks:

Marie advised OCREM the fire department lock box on Islamorada is not completely installed yet. Barbara said she would have Harry, OCREM property inspector, handle it.

OCREM Shared Expectations meeting:

Carol Ann advised the board of the meeting she and Lou had with Barbara and Harry on March 17th. A change in the update/report format was recommended and appears to be working well. Future OCREM updates will be forwarded by Carol Ann to the rest of the board.

Also, Carol Ann and Marie plan to participate in a property inspection with Harry Robb/OCREM on Monday 4/21 to identify any other concerns on the Island.

Sink Holes:

Barbara advised McGinty has started work on the sink hole between Bermuda and Cayman buildings. There is in fact an open, gaping hole there now. Kevin McGinty promised this would be repaired quickly as well as a report provided on the depth of several docks. The board asked Barbara to push him for closure on at least the one open hole. If he is too busy or fails to perform, engage an alternate vendor instead to address this and the other known sink holes on the property. Rick Clark said he knew of an alternate bulkhead vendor currently working in DE; he would get the contact info.

South Pool:

To date no action has occurred on the contracted repair to the south pool. Barbara will start to push for a timeline from Atlantic Pools. Note: we had discussed repairs being made in May to coincide with the opening of the pool for the season.

Note: the furniture has been placed out at the north pool. It was being power washed while the meeting was underway. Later in the day, the north pool was drained and power washed also in preparation for the start of the season.

Recycle Dumpsters:

Two sets of recycle dumpsters have been purchased and placed on the Island—one set at Cayman and one set at Lanai. Barbara will see to it that the mixed use container is labeled to accept glass material also.

Finance Report:

Mark asked if there were any questions on the distributed budget sent out to the board by Moore & Co. There weren't any at this time.

A new Profit & Loss report was prepared by Charlie Moore to show the actual year to date totals versus the 2008 budget. The board requested this report continue to be prepared for at least a few more months as we have other large expenses that have not processed yet. This report will also aid in preparing next years budget over the summer months.

Mark reviewed the two recent court decisions as they relate to the master and owner condo insurance policies. At this point, throughout the industry there are more questions than firm guidelines. As Mark learns more information, we will determine what, if any, updates need to be shared with the owners. In the mean time, Wayne has inquired if our attorney is aware of this. Marie suggested the matter should be handled by our insurance agent; that we not pay attorney fees for this investigation effort.

New Business:

Cayman owners concerns:

The three owners attending the meeting from the Cayman building raised several concerns to the board:

- 1) These owners questioned when the carpet on the Cayman building would be replaced. They know a \$13,500 insurance settlement was received.
- 2) These owners advised the south stair tower needs to be repaired as there is evidence of some rot on the knee wall landing between the first and second floor.
- 3) They noted there were marks on the stair tower walls from the movement of material and cleaning equipment during the restoration efforts.
- 4) These owners also questioned when the building would be power washed.
- 5) A broken railing (front of 318C) was cited as a safety concern.

Mark explained the insurance settlement was only received within the past year and was not sufficient to cover all the damages caused by Dynamic. Furthermore, the insurance settlement was not ear-marked just for carpet repair/replacement. Since the Cayman building currently has the old color/style carpet, which is no longer available, we can not replace just the walk way area that was impacted by the flood repairs. Instead the front/owner decks must also be replaced. The estimate, obtained last year, to do this re-carpet work was over \$22k. The board did have the carpet cleaned in an effort to improve its appearance.

The board pointed out we just spent almost \$13k to repair the Cayman north stair tower. In fact we have other known stair towers that need repairs and are working to develop a prioritization schedule to address all of them. No more major stair tower repairs can be completed now as the owner season is nearly on us and the budget must be re-evaluated.

With the need to repair the Cayman-south stair tower, everyone agreed that work should be completed first; then carpet and power-washing, etc. can be planned. The repair of the Cayman-south tower will take care of the damaged wall boards. The board agreed to develop an overall action plan for the Cayman building by our May board meeting.

In the meantime, OCREM will have the broken railing (318C) addressed immediately as it is a safety concern. OCREM will also see if the damaged T111 sheathing on the second floor landing area can be cut out and repaired on a temporary basis for now.

Landscaping:

Marie introduced Kurt Denchfield to the board. Kurt is an owner in Aruba and also owns his own landscaping company. He has been assisting us in recent landscape projects, including the walk-around planning meeting completed the day before (4/19). Kurt explained that to do a formal, comprehensive landscape plan would cost more than our entire landscape budget for this year. Instead he said the current approach being used now is the way to address our needs.

Marie told the board she expects to have the proposal for the new plantings within a week and she would send it to all for approval when received. It is thought the new plantings can be installed by mid-May.

Tot Lot equipment/volley ball net:

Kurt counseled Barbara for the right equipment selection from a catalog she had as reference. An order will be placed for a new toddler swing, a regular swing seat along with new support chains. Also, a new volley ball net will be ordered.

Tow sticker for 2008:

Barbara advised they have been working to obtain the required tow sticker for 2008 over the past month. However, Susan Moore has not received the necessary paperwork. Barbara will have Harry go pick up the documents and make sure they are completed.

May Newsletter:

Carol Ann advised she plans to prepare another newsletter for distribution in May. Some topics to be included are the annual meeting date/location, the recycle bin locations and use, OCREM contact information, and the building alpha sign designations. Also planned to include in this package will be a copy of the condo rules and regulations, esp. those related to trailer parking and fire department outdoor cooking regulations.

Owner issues:

Barbara reviewed the details of several owner complaints recently received. These complaints from 313-C, 328-D and 310-B pertain to damaged deck carpets due to repair work completed by Classic Exteriors. Wayne requested cost details which Carol Ann sent him the next day. The board felt Classic Exteriors should participate in these costs; Wayne said he would address this with Mike.

Barbara also reviewed the owner complaint in 228-D. This unit has documentation showing water leaks in the unit for several years. After some discussion, it was decided OCREM should pursue the investigation and repairs, as required. The exterior siding issue will be contracted to Marty Miller/Triangle Builders on a time and material basis. Once that is complete, they will address the interior ceiling leak.

Bid Status:

Sprinkler system-maintenance contract:

Barbara provided a new bid from Dunning Hardscapes and Landscaping. Kurt reviewed the bid and made several recommendations of points to re-negotiate with them. Barbara will take Kurt's notes and seek a revised bid.

Address signs on each building:

Barbara obtained another bid to replace the address signs on the 10 buildings on the Island. This one from Atlantic Lighting and Sign Maintenance was also very expensive (even higher cost than the earlier one from Signs by Tomorrow). Barbara recommended we consider just purchasing an alpha identifier sign from a catalog she has available. This would satisfy the 911 database/fire department requirement for a fraction of the cost. We would then only need one sign at the entrance to the property to show the actual property address of 205 125th St.

Stair Tower-Oahu

North Pool House:

The board agreed these items would be considered at a later date.

Wayne closed the meeting at 12:30pm.

Respectfully submitted,
Carol Ann Bianco, Secretary