

The Island at Hidden Harbour
Board of Directors Meeting

April 9, 2011 -- 9:00 AM
Meeting Minutes

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

Lou called the meeting to order at 9:07 am.

Project Status:

--Additional pool furniture:

Marie reviewed an order she has on hold, pending board review, for 4 new concrete tables to be fabricated and delivered to The Island in May. While a bit expensive, she noted they are a “lifetime” purchase versus the plastic tables that need to be replaced often. The board agreed with this choice. Marie also found a supplier for the Fiber Built patio umbrellas. She will order 10 new umbrellas in the royal blue color, same as we’ve had in the past. Lou said that these purchases should be paid from the Reserve Fund.

--OC Real Estate Management updates:

-Barbara reported the **Hawaii** east wall siding repair work is done. As soon as sod is placed in the rut in the grass from the lift, this job will be complete.

-Barbara advised Frick Electric has been awarded the job to repair the **Hawaii** walk path light; this work will be done when weather permits

-Barbara and Tom recently inspected the **boardwalk** and marked 103 boards that need to be replaced. Shore Powerwashing will complete the work again this year. Weather is the determining factor as to when this job will be done.

-Barbara and Lou noted the **spray foam insulation** work is well underway on the Bermuda building. This project should complete in the next week.

-As with the other projects, Barbara noted that Moore Painting is ready to start painting the **Oahu** building but again has been held up due to the recent rainy spell.

--Aruba carpet:

Weather has also delayed the start of the Aruba carpet replacement project. [Note: the following Monday (4/11) this job was started when all the old carpet was pulled up and removed. Barbara, Tom and Marty/Triangle then inspected the deck boards on Tuesday (4/12) morning. The next step is for Marty to replace the bad wood found; thankfully not as much bad wood was found on this building as seen on others done in recent years.]

Carol Ann then raised a concern with the measurement and cost calculations that we provided to the owners. As the board did not have an old measurement chart for this building, we asked the Donaway sales person to provide the owner deck measurements to us. The measurements they initially provided were done in the same manner as if you purchased indoor carpet directly from the store; e.g. a deck width of 9’ would be calculated using the size of the carpet roll (12’) versus the actual dimension. While this method is perfectly acceptable, it is not consistent with the past billing method to the owners of using actual dimensions. The board agreed to re-calculate the owner cost for this building and provide an updated cost letter to them in the next few weeks.

It was also agreed to re-carpet A-401 at the same time since it will be the only structure left with the old style carpet. Barbara will work with Donaway to obtain the dimensions and have that unit included in the project. She will also inquire if an owner in Maui is still interested in having his rear deck redone and include him in this same project schedule.

--Dryer vent clean-out project

Barbara reported all owner units are now cleaned except 1 unit in Aruba for which we do not have a key. Lou directed Barbara to draft a letter to this owner for board review. We will then send it certified mail requesting a key within 10 days of receipt per the MD Condo act, section 11.125 e. As noted by other owners and seen from the condition of the last unit's dryer vent cleaning, not cleaning these vents is an absolute fire hazard and a safety concern for all owner units in the building.

Bids for review:

--Pool repairs—

The pool repair bids Barbara provided for our March meeting were tabled at that time and held for this meeting. Over the past few weeks, Barbara, Lou and Carol Ann have each observed issues with the pool deck surfaces on both pools.

-North pool:

Over the winter cracks occurred on the concrete deck near the expansion joints on the north pool deck. The board reviewed bids from Triangle Builders and Premier Pools to cut out the areas of cracked deck surface and replace them with new concrete; the repaired areas would then be re-caulked. Marie made a motion to accept the bid from Premier Pools; Tom seconded it. All present agreed and Lou signed the proposal.

Marie questioned the outside edge of the pool decks that also show cracks. Barbara reported that the fence posts, in these areas, are made of steel and there is no expansion joint surrounding it in the concrete base. Per Lou, there is no action needed.

-South pool:

Barbara and Lou met with Ken, Premier Pools, this past Thursday to re-inspect the south pool deck and found it is in bad shape. Several large sections of the concrete deck surface have spider cracks and/or crumbling. While the earlier bids were to re-surface the entire deck, Ken pointed out we don't have time now to complete such a project before opening the pool on Memorial Day since concrete has a 30 day cure time before other surface or finish work can be done. For now, to make the south pool safe to open for this season, the board agreed to proceed with Premier's proposal to surface patch over the rough areas.

Barbara will work with Ken over the next several weeks to refine our pool deck proposal specs and then rebid the jobs for the work to be completed in the fall. The Premier quote to install tile depth markers on the south pool, as opposed to painting the numbers on the deck surface each year, will be held until the larger project repairs are done in the fall.

While not a structural issue, the appearance of the pool foundation walls was a concern to some board members. It was decided to see if Ed Moore will provide a quote to apply a coat of "Stay Dri" stucco like material. Barbara will check with Ed.

--Pool gate status:

Barbara shared a concern that the new pool gates might not be in place before the Memorial Day opening. Marty alerted her to a back up in obtaining the required permits for this job. Due to budget cutbacks, there is only 1 pool permit inspector available who only visits OC once a week. However, since the gate installation will only take 1 day per pool, the board agreed this work could be done in June if necessary.

--Entrance area—seam repairs:

Barbara provided a proposal from Triangle Builders to repair cracks in the stairway entrance areas. The slab in some entrance areas is one solid piece, with no expansion joints. In other stair tower entrances, the joint between the concrete floor and concrete steps has opened. Charlie made a motion to accept the Triangle bid; Marie seconded it. All present approved the motion. Lou requested a count of how many stairway entrances will be involved in this project. Barbara will determine that number with Marty.

--Leaf clean-up proposal:

Barbara shared a DM Taylor proposal to clean up the leaves after all have fallen. This proposal is separate from, and in addition to, their general property cleaning contract. Since they were just awarded the general property cleaning work, DM Taylor reduced the cost of this years leaf clean-up work from what it cost us in prior years. By voice vote, the board approved to accept this proposal, which Lou then signed.

General Business:

--Unit 401-A repairs:

The board reviewed an earlier proposal from Triangle Builders to repair the siding on the rear of unit 401-A. There were several options provided in the proposal but as with the stair tower repairs, until the old siding is removed, the amount of damage and total cost is not known. Lou requested that Marty re-look at his bid given that it is now several months old. Barbara will pursue.

--Landscaping:

Marie said she is getting an estimate from Jason/DM Taylor to have 3 large holly trees moved from the south end of Bermuda to the south pool area. They are blocking the sidewalk and owner views in their current location. Jason has a contractor who can dig them up with a machine scoop. Marie expects to replace them with crape myrtles.

Marie also noted one of the 4 transplanted hollies at the north pool did not survive the winter. She is investigating how best to have this one removed.

Other than the above, Marie has no other definite landscaping plans except to add more color/flowers and to continue to migrate away from the stones in the parking lot piers.

Marie later stated she is considering removing the mulch at the north area tot lot and replacing it with grass. She said Jason is checking into a rubber mat product that could be used under the swing area. Tom wondered if the grass would be “soft surface’ compliant; Marie noted the south tot lot already has a grass surface. The board was okay with this if the rubber mats under the swings are available and her landscaping budget supports this project.

--Geese

Barbara reported she contacted Environtech regarding options to deal with the geese. They require a significant amount of up-front money just to do paperwork for permits before any real action would be started. They did advise the geese now consider The Island their home so unless we trapped them, and removed them, they were not likely to leave. Marie said she discussed the geese in the past with Jason. He suggested flags or pinwheels or something causing a disturbance might encourage the geese to leave. Marie will contact Jason again to see what he suggests as we need to try something.

--Sinkhole

A large sinkhole has appeared at the dumpster pad near the north pool. Barbara said Jason is aware and will work on a solution, probably to dig it out and fill with soil again.

--Bids from Moore Painting

Barbara said she has the price from Ed Moore to apply the "goo" to the deck boards on Aruba once the wood repairs are finished. The board approved this expense.

Barbara also shared a proposal from Ed Moore to paint the tot lot equipment. The board questioned if sanding off the rust is sufficient or if sandblasting is required. Barbara will discuss the prep options with Ed. The board approved this project. Marie will work with Barbara to decide the paint colors.

Future projects:

--Aruba awning:

Carol Ann noted the Aruba awning is definitely showing signs of wear; the pinholes are becoming more numerous. It was also mentioned the gutters on the buildings are too small to handle all the water run-off. While this would be a 2012 project, the board requested that Barbara start to develop cost and vendor options for us. The good news is there are now several awning vendors versus only one in the past. Marie also requested Barbara get information on replacing the canvas awning with a wood roof with shingles similar to Hidden Harbour IV and V. Barbara will check with the board at HHV. Lou expressed concern that structural issues be reviewed if a wood roof option is pursued. Carol Ann questioned if the full owner association had to approve such a change to the buildings appearance; Lou will check out the rules on this.

--Lanai stair tower

Carol Ann and Barbara also noted the north stair tower on Lanai is showing the signs of water infiltration. This will be a project for either later this year or in 2012. Barbara will keep an eye on it until then.

Financials:

In Mark's absence, Lou reported that currently our finances are sound. He noted the excess funds from 2010 have been moved over to accounts in the Reserve Fund.

In a previous meeting, Marie questioned our contract with Moore & Co. Lou said he would check it out and share with all how the association is charged for their services.

Carol Ann received a notice to increase the monthly cost to host our website. Everyone felt this cost increase was acceptable.

Items from the floor:

-Barbara shared a proposal from Peninsula Roofing for an annual maintenance agreement. She noted we've had repeated roof shingle issues on several buildings, esp. Maui. Lou said he wanted a second quote before he would consider such an arrangement and suggested another contractor in DE. Lou also said he would check with Bob Moore to see how much we've spent on roof repairs in the past to see if such an agreement is even warranted. The option of a pre-approved expense limit was also a concern. Lou requested this be an item for our next meeting.

Earlier there was a discussion on bike storage in the stair tower entrance areas. Cleaning around the stored bikes and not knowing who owned them were the main concerns. Lou said he would do a quick count, per building, to determine the size of the problem. It was decided to table this topic until our next board meeting.

In Mark's absence, Lou briefly reviewed a flood insurance concern. Earlier he asked Mark to gather exact cost details and options; this will be held until the next meeting.

Charlie shared a concern that in future bid reviews we make sure the proposals are apples to apples specs before trying to select one bid over another.

Charlie also questioned owner tasks, like dryer vent cleaning, washer hose replacement, etc. and wondered how best to get owners attention to take action on these items. He will send suggestions to Carol Ann for inclusion in the next newsletter or on the website.

Saturday May 21st starting at 1pm was then selected for our next board meeting. Carol Ann will send an email to remind everyone.

At 12:20 pm, with no other business to discuss, Charlie made a motion to adjourn this meeting. All agreed.

Respectfully submitted,
Carol Ann Bianco, Secretary