

The Island at Hidden Harbour  
Board of Directors Meeting

May 11, 2013 -- 10:00 AM  
Meeting Minutes

Board members Lou Engle, Mark Hannahs, Wayne Keeler, Tom Murrill, and Carol Ann Bianco were present in the Harford General Insurance office (Timonium, MD) conference room. Neither Marie Henderson nor Charlie Zellers participated in this meeting. Having a quorum, Lou called the meeting to order at 10am.

**Brief Project updates:**

---**South Pool status:** Following consultation with MAD Engineering, Premier Pool's completed a pressure test on each of the water lines at the south pool. A few minor leak issues were found and repaired. The pool is now being filled for the season and careful oversight will be kept to assure the water levels are holding. Currently, the irrigation system has not been activated for this area to eliminate the irrigation lines as a contributing factor to water seepage.

---**Unit number signs:** Phillips Signs plans to install the new signs next week.

---**Awning, posts replaced on Bermuda:** Phillips Signs installed the new awnings and posts on Bermuda this past week.

---**Replace handicap ramps at both pools:** RAD Construction has received the necessary permits. Both old ramps have been removed and work constructing the new ramps is underway.

---**Painting--Hawaii:** Pro Coat has power washed the Hawaii building; Triangle Builders has completed the repairs of rotten wood; painting work is in progress. While the target completion date remains Memorial Day, progress has been somewhat slow due to recent weather conditions.

---**Sidewalk lights—replacement globes:** The additional globes have been received. Joe G will install these replacement globes in the walkway lights in the next week or two.

---**Power washing/carpet cleaning of all buildings:** All buildings, except Hawaii, have been power washed; Hawaii was power washed in conjunction with the painting project. The front deck carpets on all buildings, except Hawaii, have also been cleaned. Initial reports are this work made a definite improvement to the building appearance.

---**Boardwalk board inspection:** Replacement of approximately 100 boards on the boardwalk is in progress.

**Bid review / Potential Projects for 2013**

---**Drain in the south pool deck:** There is a known low spot in the SE corner of the south pool deck area, which allows water to pond there. A bid was reviewed from Pro Coat to demo the concrete in this section and install a drain to exit out the sidewall near some plantings. While all agreed we have to make this repair, several questions re the scope and timing of this work were raised. Barbara will be asked to clarify these concerns before the contract is signed.

**General Business:**

---**Landscaping:** DM Taylor is currently removing designated shrubs and prepping the beds for the new plantings at Oahu, Maui and Lanai based on the 8 landscape bids that were signed last month. Several new bids were reviewed in today's meeting. One was to remove the damaged turf in the rear south corner of Cayman; this bid was approved by all present and Lou signed it. A second bid, to install new Black-eyed Susan in the kidney shaped bed at Dominica, was then discussed. While all agreed to move forward with this bid, and Lou did sign it, Tom requested clarification on this bid before we have DM Taylor take action. At this point, concern that dogs relieving themselves in the flowerbeds are damaging the new plant material was again discussed. A note will be included in the next Newsletter citing the OC Ordinance re dogs and directing owners to call Animal Control if they observe this happening in the future.

Finally, a bid was received to fill a sinkhole on the boardwalk area between Cayman and Dominica. Barbara has already planned to meet with another contractor and get a second opinion, as this is a recurring problem. Following that step, which the board fully supports, we recommend verifying that the irrigation line located in that same area is not leaking thus contributing to or causing the sinkhole to return. Another concern raised was if a storm drainpipe is leaking again.

Some discussion then followed re plantings on the rear/water side of the buildings. The Board's landscape priority remains on the front/parking lot of the property. Any landscape work on the waterside will be done strictly based on availability of funds. Concern was also raised for owners planting random plant materials, esp. on the waterside area. A note in the next Newsletter will request owners to first submit a plan to the landscape committee before they make any changes.

--**Umbrellas:** The current umbrella supply was recently checked. We have 14 concrete tables and 14 umbrellas – enough to open the season. It was decided to purchase 4 more umbrellas from the same online supplier used the last time in order to have extras on hand for this season. Carol Ann will handle this.

--**Flags:** The spare USA and MD flag purchased last year are available for use this season. A replacement 4' x 6' OC flag was just purchased. Joe G will repair/replace the flagpole rope and raise all 3 flags in the next 1- 2weeks.

--**Bike removal from stair tower common areas:** Recently an inventory of bikes stored in the stair towers was completed. Most owners have now complied with the identification requirement. A final notice will be sent regarding several bikes left in one stair tower.

---**Exterior carpet—replacement for future needs:** Using carpet samples Barbara had provided, Charlie continued his investigation for a replacement carpet solution. The board's main concern is that the carpet be of good quality. Attention to the type of adhesive on the back of the carpet (will it hold up in our application) is also very important. We request Charlie continue his search and seek a third company to validate the information provided thus far. We then discussed how repairs to any bad deck boards should be coordinated. The availability of leftover “goo”, or if it should even be used in future applications, was also briefly discussed.

--**Sprinkler room doors-framing most buildings and lock repairs (A, B, D):** Barbara reported that lock repairs will be completed prior to Memorial Day on the electric/sprinkler room doors. Re the bad framing and sprinkler room doors issue--these should be inventoried (at least Maui and Lanai are known to need replacement) over the next months and an estimate of replacement cost be provided. These repairs will be funded from the Reserve Fund.

--**Parking lot maintenance:** The board questioned when and what has been done to the parking lot in the past. Wayne offered to examine the current condition of the surface to help guide our future planning.

--**Old recycle structure panels:** The old recycle panels are currently stored in the gatehouse. Since that space is not needed for other storage now, it was decided to leave them there for now.

--**Gatehouse repairs:** The interior plywood panels under the siding have rotted and are in bad shape in several areas; we are past the point of being to repair them. The current plan is to get a bid in the Fall to tear off the old wooden shingles, replace the plywood as needed and re-side the structure with vinyl siding. We hope to defer the actual work until early next year.

--**May Newsletter:** Several suggestions were made for topics to be included in the next Newsletter. These include notes about dogs, owners making landscaping changes and outdoor grill regulations. Current project status updates will also be included in this Newsletter.

### **Financials:**

March 2013 ended with a Reserve Fund balance of \$388,087.71; we expect the 3 active Reserve Fund projects to complete in May so additional monies will be deducted shortly thereafter. The Operating Fund ended March with positive net income of \$39,388.37. The Operating Fund balance was \$326,587.41 at the end of March.

**Owner Items:**

--**Water leaks:** Progress has been made on most/all of the known owner unit leak issues. Confirmation follow-ups are in progress now.

**Items from the floor:**

--**Volleyball court:** The volleyball net was put up last week. A concern was then shared that the quantity of sand in the volleyball area is very low. After some discussion, it was agreed to pursue getting a new load of the appropriate type of sand for this application. Barbara will be contacted to obtain the current cost for the sand and find someone to spread it around evenly in this area.

--**Use of 401-A:** A suggestion was shared from an owner re the future use of unit 401-A. After a brief discussion, it was decided that no action would be taken on this option.

At 12pm, with all business addressed, all present agreed to close the meeting. No specific date was set for the next board meeting at this time.

Respectfully submitted,  
Carol Ann Bianco, Secretary