

The Island at Hidden Harbour
Board of Directors Meeting

May12, 2012 -- 9:00 AM
Meeting Minutes

Lou Engle, Tom Murrill, Marie Henderson, Charlie Zellers, Carol Ann Bianco and Barbara Taylor (OCREM) attended this board meeting held in the O.C. Real Estate Management Co. conference room. Board members Kitty O'Hara and Mark Hannahs did not attend.

Noting that we had a quorum, Lou called the meeting to order at 9 am.

Financials:

Carol Ann stated due to the timing of this meeting, the latest financial reports available are from March. Our funds are covering all expenses but we have now exceeded the Building Repair budget for the year due to the major stair tower and rear walls repairs recently completed. The good news is all of the large, identified repair projects are finished. The Reserve Fund accounts are fully capable to support the contracted pool renovations and awning replacement projects.

A significant amount of repair expenses for the Fire Protective systems has been observed. Repairs to components for the Aruba, Bermuda, Cayman, Hawaii and Lanai systems have already been made thus far this year. Barbara noted that more owners are eliminating their local OC telephone lines; availability to use them as back-up telephone lines is becoming more of an issue. Lou requested a cost estimate if the association would have to pay for back-up lines in the future.

--Unit 401-A: Lou reported per our legal counsel, the now defunct development corporation can turn over ownership of unit 401-A to The Island Association. Further, the Association will have to bear the cost to prepare the deed for this transfer, which is estimated at \$500. The board agreed we have no choice but to proceed with this action. Unit 401-A has limited future use options per the Association Declaration and By-Laws and has never had an occupancy permit. Barbara is also verifying this units zoning, in the Town of OC, to help us determine future options for its use.

--Sunshade request: Following up on an owner request to install solar sunshades on their first floor rear deck, Barbara showed a sample of the fabric material and color requested. After a brief discussion, Charlie made a motion to accept this manufacturer, material and color as the new/sole standard for all owners. Marie seconded the motion and all present approved it. A revision to the Architectural Guidelines will be drafted and all owners will be notified in the next Newsletter.

---**Entrance sign**: In todays meeting, the board met with a local woodworking contractor to discuss solutions to repair our main front entrance sign. He stated he has done quite a few highly visible projects for the Town of Ocean City including the "Welcome to Ocean City" sign.

Earlier he provided two cost estimates to repair the existing sign using a mixture of new materials while retaining some of the original structure. However, in this meeting, he suggested that the entrance sign has deteriorated further and consideration should be given to completely replace it using a composite material, not wood. He cautioned the PVC material only comes in white so for the sign to appear as it does now, a paint application will be required. Paint will last a long time on this PVC material but it will need to be repainted at some distant point in the future. After giving us a ballpark cost, the board requested he prepare a firm quote within the next 2 weeks. Assuming we approve it, with his current workload, he estimates it could then be 8 more weeks to complete the new sign with some of that time being on-site assembly. He strongly recommended that nothing, e.g. lights, wiring or related materials, be attached to the new sign.

We then discussed the unit number signs located on the hallways. Many of these are deteriorating and need to be replaced. He showed us 4 sample materials that could be used to remake the unit number signage. After some discussion, the board requested prices on the painted aluminum and the poly metal materials as well as a price combining both of these elements. These cost options are to be sent to Barbara along with the front entrance sign proposal for board review.

Old Business/Current Project updates:

---**Pool renovations:** The south pool deck surface preparation work and the pool foundation walls repairs are done. The deck coating on the south pool will be applied as soon as the new fence installation is complete, weather permitting. The new deck coating has already been applied to the base of the fence posts to seal them. The fence installation work continues within the constraints of waiting for permit approval sign-offs by the Health Dept. who only have 1 inspector, for the entire state, and who only comes into town once a week. The new pool lights have been ordered and the lighting and fence contractors are coordinating their efforts. The target date to complete all the pool renovation work remains Memorial Day, again weather permitting.

---**Aruba Stair tower:** The damaged bottom corner on the SW tower wall has been repaired. The final painting on this area will be done when the pool foundation walls are coated; this will occur after the south pool deck surface is coated.

---**Awning replacement:** The new frame for the Cayman awning is done; they expect to complete the awning and canopy installations by Memorial Day, weather permitting.

---Repairs on the rear wall of **Kauai** are complete. All known large repair projects are now done.

---**Mailbox:** The new 21-slot mailbox will be delivered to The Island on Monday. The installation of this new box will be coordinated with the Post Office later that same week.

---**Grills:** The 2 new outdoor grills are here. They will also be installed next week.

---**Flags:** The flags are here but cannot be raised until a new flagpole light is installed.

Other items for consideration:

---**Power Washing:** The board agreed we are past our window of opportunity to consider power washing the front walls of the buildings. We do need a bid to power wash the exterior of the stair towers, esp. Hawaii and Kauai, due to green stains on the siding. The concrete entrance steps into each building should also be priced. Barbara will pursue a modified bid for the board to consider.

---**Lights—sidewalk—bulbs:** Gilbert Electric provided a quote to convert the electric components of the sidewalk lights from 240v to 120v. This will allow us to use a more energy efficient, and less expensive, light bulb going forward. It should also solve the problem we've had for awhile now with walkway lights frequently not working. The board agreed to proceed with this project as a maintenance effort.

---**Lights—sidewalk—globes:** Currently quite a few of the glass globes in the sidewalk lights are cracked or broken. Replacement globes are quite expensive and must be sourced from a Canadian supplier. A recommendation to use a plastic sleeve material instead was shared. The board agreed to a test case using the plastic sleeve material if it is available in a frosted pattern.

---**Lights—Front entrance:** As noted above, the new flags cannot be raised until the vandalized flagpole light is replaced. After reviewing the specs for a well light and a knuckle light, Carol Ann made a motion for Gilbert Electric to install a knuckle flood light at the flagpole. Marie seconded the motion and all present approved. Due to anticipated work on the main entrance sign, the board agreed to postpone a decision for lighting in that area at this time. Again it must be noted no lights, wiring or transformers are to be attached to the new entrance sign.

General Business:

---Landscaping:

-Marie described a proposal from DM Taylor for new landscaping at **Islamorada**. The large pots on the common walkway will be planted with slow growing dwarf crape myrtle bushes; dwarf Alberta Spruce will be planted in the smaller planting containers. Marie made a motion to accept this bid, which Tom seconded. All present agreed to the described work. [Note: repairs are needed to the irrigation lines in the larger pots; that expense is not included in this proposal.]

-While discussing a proposal to **spray** the Euonymus for armored and soft scale control, it was noted DM Taylor did not complete the oil spray per their auto-renewed contract this year. Barbara also stated she still does not have the Fall Cleanup contract for 2012. All agreed that a written schedule of what work is to be done and when is needed from this vendor. At that point, the board did agreed to do the Euonymus spray; Lou signed the contract.

-Barbara shared a request to remove 2 large bushes on the dock/boardwalk area behind Bermuda and have sod put in its place. The bushes will be examined after the meeting.

---**Newsletter:** A brief review of topics planned for inclusion in the next newsletter was shared.

---**Owner Directory:** Carol Ann reported 75 owners sent in an update directory form for the next publication of The Island Owner Directory. Lou requested a disclaimer be included that this contact information is not for commercial use. While not included on the original data request form, several owners requested information on boat slip ownership. Carol Ann suggested a basic unit number to boat slip list, without owner names, could be included in the next directory version as this is publically available information. The board agreed with this plan.

Items from the floor:

--Charlie questioned the status of plans for touch-up painting, which was to be done on an as-needed basis. Barbara stated she plans a walk-through of the buildings in the coming week to identify those areas needing attention.

--Charlie reported the tops of some boardwalk posts have jagged metal edges and should be replaced. He suggested using a heavy black plastic material instead of the copper tops, which could be reclaimed and recycled.

--It was noted the dock lights are looking pretty worn. It was agreed to revisit the bids for this lighting in our next meeting.

--Barbara reported the vacuum breaker on the irrigation line for Cayman is leaking. DM Taylor temporarily shut down that irrigation system. The board recommended that By the Sea Plumbing check it out and make the necessary repairs.

Next board meeting:

The next board meeting is tentatively set for Saturday, June 9, 2012.

At 12:00 pm, with no other business to discuss, Charlie made a motion, which Marie seconded, to adjourn this meeting. All present agreed.

Respectfully submitted,
Carol Ann Bianco, Acting Secretary