

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

**May 17, 2008 – 9am  
Meeting Minutes**

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**Board members in attendance:** Wayne Keeler, Lou Engle, Marie Henderson, Mark Hannahs, Steve Schnell, and Carol Ann Bianco

Other participants: Barbara Taylor, Assistant Community Assoc. Manager, OCREM  
Cayman unit owners: Larry Balascak (317C), Rick Clark (118C),

Wayne Keeler called the meeting to order 9:05 am in the Sales Office on the Island.

**Action Plan for Cayman building:**

Carol Ann reviewed the Plan of Action for the Cayman building the board developed following our meeting the month prior. All participants agreed this was the most logical plan to remedy the known and perceived issues on this building.

The use of the insurance settlement money was again discussed. Mark explained this money was for all damage to the Cayman building, not just for carpet. It was agreed however the stair tower rot was not caused by the major flood incident of 2005. Another board member suggested the association's insurance deductible of \$10k would absorb most of the settlement amount.

The Cayman owners present at this meeting requested the board consider using the settlement money to cover the cost of the rear deck re-carpet project for those units impacted by the flood. The board felt inspection of the condition of the carpet on these decks was necessary before such a determination could be made.

**Major Project Status:**

Barbara/OCREM reviewed the final inspection of the stair tower repairs completed by Classic Exteriors. Ed Moore/Moore Painting will handle any miscellaneous issues left on these towers He will paint the top rails on Hawaii as part of original contract from last year; not painted then as it was considered rotten wood.

REI's report was received. Barbara advised another invoice for \$200 was received. She asked for an explanation but no response to date (we suspect it is for the time to actually compile the report). At this point the board said to hold it—no payment to be made.

Marie raised a concern of some areas where Classic did repairs with the replacement material being white wood. It was left white rather than it being painted the crème color to match the rest of the building. Wayne said Moore Painting should include this “in the scope of their old contract” and asked Barbara to pursue with Ed Moore.

It was also noted there are stains on the 3<sup>rd</sup> floor of Dominica now. It appears to be oil stains possibly from the awning removal. On **5/19/08** determined the stains are from rusty water that was lying in the frame pipes and ran down the walls when it was removed.

### **Day to Day Project Status:**

#### Awnings

With the change in the design of the 2 new awnings—for Dominica and Hawaii—the association will save money overall from the initial cost estimate. If you look at both awning jobs this year, we approved spending a total of \$23488 total. Breakdown is \$13592 for Dominica and \$ 9896 for Hawaii.

The Dominica job was re-quoted to replace the support structure and provided a new bid of \$10474 (saving \$3118). Then the Hawaii job quote was raised by an additional \$1472.86) for the aluminum support rods (versus painting estimated at. \$2800).

Bottom line, the new total cost is lower overall (\$1645.14) plus we get a job more consistent with the newer buildings structures and save future maintenance costs.

While the cost reduction is good news, we have a problem in getting the actual work completed. The expectation was for both new awnings, and structures, to be in place by Memorial Day. We are not going to make that time line. Barbara continues daily calls.

#### Painting:

Barbara advised Moore Painting is now working on the 1<sup>st</sup> floor of Dominica with the goal to finish the entire front side of the building this week. Rotten wood is being replaced by Accelerated LLC who are partnering with Ed Moore. The Aruba building still needs touch ups and some wood replacement work. The Islamorada townhouse owners will be notified of the delay due to the rainy spring and future timeline.

Regarding rotten wood, last year Ed Dudley bought material for such a project. While the board halted Dudley's project, he had purchased, prepped and primed wood for it which the association paid for at the time. The question now is where this material is and can it be used for the Dominica and Aruba buildings now. **NOTE:** On 5/20/08 it was determined the purchased wood is stored under 166 Oahu. It consists of quite a bit of 2" x 6" boards plus some other miscellaneous material. The invoice from last year shows we paid \$478 for the material plus \$300 (8 hrs @ \$37.50) for prepping and priming it.

#### Misc. Painting:

Ed Moore will paint the gas and electric meters when he does the foundation painting.

#### Mailboxes:

The board considered replacing the mailbox units on the Island but found the cost to be prohibitive. At this time, due to start of busy owner season, no painting will be done on the mailboxes. We did ask OCREM to obtain and replace 2 rusted pedestals now.

Sinkholes:

Barbara advised McGinty fixed the sinkhole between Bermuda and Cayman on the parking lot side. He then engaged another contractor to replace the concrete walk. It was noted the replaced walk slops and leaves an area for water puddles.

McGinty also advised there are 2 boards damaged at the bulkhead in this same area.

The other sinkholes on the Island (Oahu, Bermuda and Dominica) will be repaired by Triangle Construction. Due to weather and high volume of owners on site, these repairs are planned for Memorial Day week so they can start and finish the job at once. **NOTE:** decided on 5/27/08 to hold these repairs until late September so as not to impact owners.

South Pool:

Per John Jarvis, the repairs to the south pool are complete and we now need to start the daily brushing regimen. A question was posed do we know for sure that the lights work?

Recycle Bins:

Following the May storm, the 4 recycle bins have been located and re-positioned back to their assigned location. It was recommended we stencil the name IHH on them. This will be especially important in winter time when they might blow around more.

Punch list:

Barbara said the items on the punch list are moving along. Carol Ann requested an updated status and will connect with OCREM shortly.

Volley Ball court:

When the new volley ball net is installed, we should have the sand in the pit raked.

**Finances:**

Mark explained the reason for the late mailing of the monthly reports by Moore & Co. He also said the budget versus actual report was not included but would be in future. He plans to give a similar report to the owners at the annual meeting in September.

Per Moore & Co. we are spending money rapidly and they have had to shift Reserve Funds around to meet our demands. In fact they are delivering a check to him this weekend for additional payment (to Classic).

On the insurance topic, Mark reviewed the court of appeals ruling as it relates to association versus owner casualty liability. Per the court decision, the owner is now responsible for "air space" or anything they can see and touch in their units. It was decided Carol Ann would write a letter to inform our owners; once Mark reviewed it for accuracy, OCREM would send it out.

Mark also updated the board on his negotiations for renewal of our annual policy. He has engaged four carriers for a bid and hopes we will see a reduction in our premiums.

We also noted while the MD state law changed the owner liability to \$5000 of the association's deductible, per the language of our By-laws, ours remains at \$1000.

**New Business:**

May 11-12 weather event in OC

Barbara informed the board that Peninsula Roofing repaired the known missing shingles on Bermuda, Cayman and Maui earlier in the week. They will do a full inspection of all roofs shortly. She negotiated their inspection cost down from \$225 to \$100 per building. Barbara also told the board the missing siding on the townhouses has been repaired by Accelerated LLC. Thus all major damage was repaired within the same week it occurred.

Landscaping:

Marie advised the new plantings and other landscaping work was delayed due to the recent rainy weather and major storm event. She expects work to begin next week.

May Newsletter:

Carol Ann advised the owner newsletter should be ready for mailing by the end of May. Any delay was due to weather slowing down our projects and thus impacting the effort to provide the most up to date information.

Oahu—10 years old

With the next owner mailing, OCREM will include a letter to Oahu owners reminding them their building is now 10 years old and they need to replace the hot water tanks.

July 4<sup>th</sup> letter:

Carol Ann provided an updated letter for mailing to the owners regarding the parking passes and security guard for the Island on July 4<sup>th</sup>. OCREM will determine the date this should be sent out.

**Owner Issues:**

313-Cayman: Barbara advised the replacement carpet has been installed. Done

328-Dominica: Barbara updated the board on the investigation by Triangle to resolve the ongoing water leaks impacting 228D below. Triangle found cracked caulk and another hole as possible causes. Barbara was to check 228D after the meeting to see if still dry.

228-Dominica: If Barbara finds the area dry, Triangle will return on Monday to pull off the exterior wall board and remove the insulation (from the outside). Once the exterior walls are restored, then the interior sheet rock will be removed and replaced. The hole in the ceiling suggests this leak might be from a sprinkler head test.

310-Bermuda: Barbara advised the awning concern was determined to be normal wear. Canvas Experts was to have told the owner but did not. Keenwik Carpet determined the carpet shrunk and sent a report stating this. Barbara will notify the owner on both items.

350-Maui: Barbara said the temporary fix done by Mike McDonald/Classic Exteriors is holding; no more water infiltration into the unit. Final, permanent repairs are planned for the coming week.

112-Bermuda: Barbara said Jack Young was to address these troubles by caulking from below the area. If this works, we should do similar caulking in area of 207-208B

**Bid Status:**

**Sprinkler system:**

Dunning revised his proposal to include the requested changes. We would like to understand the language difference, if any, between zones and systems as it relates to cost. The board felt the biggest challenge would be to “map the system” and determine where all the lines and heads truly are located. The board approved moving forward with Dunning and suggested he might need to engage our plumber for water line information.

**Address signs:**

Barbara showed the board several options to replace our building address signs with the required letter/alpha designation. It appears we can obtain 24” x 24” signs @ \$59 each to do the job. We selected an arched design in blue color.

**North Pool House:**

It was decided to defer any repairs to this structure until a future date/time.

**New business:**

Steve suggested investigating if we could stack and shrink wrap our pool furniture and thus leave it in place on the pool deck areas for the off-season.

Wayne signed the renewal policy with Fire Protective Services, Inc. for our quarterly sprinkler system inspections.

Wayne also approved the Accelerated LLC invoice for repair of the townhouse siding as well as the invoice for the tot lot equipment.

Wayne closed the meeting at 11:35am.

Respectfully submitted,  
Carol Ann Bianco, Secretary