

The Island at Hidden Harbour  
Board of Directors Meeting

July 28, 2012 -- 9:00 AM  
Meeting Minutes

Lou Engle, Mark Hannahs, Marie Henderson, Tom Murrill, Charlie Zellers, Carol Ann Bianco and Barbara Taylor (OCREM) attended this board meeting held in unit 208-B. Board member Kitty O'Hara did not attend.

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

**Brief Project updates:**

**---Pool renovations:** The ProCoat and Neogard coating rep both examined the south pool blister spots that appeared shortly after the new deck coating was applied. They report these are most likely due to water being trapped in the concrete slab; to prove it, they took a pocketknife to a few spots and water seeped out. They recommend drilling two pilot holes in the foundation wall to allow the trapped water to escape. The board noted another issue with water possibly leaking from the backwash pits. It was decided to first use a sump pump to eliminate any backwash water leaks before we drill the recommended pilot holes in the foundation walls. We want to take one step at a time and monitor any changes to truly determine what corrective action is needed.

After discussion, the board requested the ProCoat action plan memo be clarified with exactly how much of the deck surface, stairs and foundation wall will be recoated in the Fall. We also adjusted the amount of monies to hold back until this process is completed. It was noted the necessary repairs to both pool fences are finished; the fence portion of the renovation project is complete.

**---Sidewalk lights:** All electrical wiring changes to the sidewalk lights are completed. Two walkway lights near A-401 are tied into the parking lot light circuits. Since it would require a major re-wiring of those parking lot lights also, these 2 walkway lights will not be converted. A final solution to replace the glass globes on these fixtures is still being investigated.

**---Entrance sign replacement quote:** A revised contract, showing the vendor will cover the sign permit cost, has been received. With the board's concurrence, Lou signed the contract. A deposit check from the Reserve Fund will be processed in the coming week to move this project forward. The completion date, on or before September 21, 2012, did not change.

**Other Items for discussion:**

**---Backwash pits:** It has been determined that the source of constant water on the sidewalk at the north pool is due to water leaking from the backwash pit. After reviewing initial bids to seal the block walls on both pools, the board requested additional bids be obtained. This project will be done after the pools close for the season; a sump pump is controlling the water leak now. The board then questioned if there is a newer method to handle this need; Barbara will investigate.

**---Unit number signs:** Upon inspection, it was determined the Aruba, Bermuda and Cayman unit number signs need to be replaced now. Noting that Maui's signs are made from a composite material, the board requested additional bids be obtained with the thought to replicate that composite material rather than install an entirely different material on some buildings.

**---Power Washing:** The board was advised power washing couldn't be done now with so many owners in residence. The board discussed rinsing the building walls while other property elements would be power washed. It was agreed to defer this project until Spring 2013; new bids will be obtained in January 2013.

**--Building cleaning:** Over the past several weeks, email discussion questioned the frequency and effectiveness of the building cleaning efforts. Another concern raised in this meeting was if our current building cleaning contract is really being satisfied, i.e. are tasks being done per the specified schedule. After much discussion, it was decided Barbara would discuss the board's observations and concerns with this vendor and insist the current contract be met. The board also requested OCREM do an inspection after each cleaning job is done to validate the completeness.

A motion was then made by Mark and seconded by Tom that in future cleaning contracts, The Island building cleaning policy will be for weekly cleaning in-season and monthly cleaning off-season. All present agreed.

**---Replace dock lights:** The board reviewed a proposal to replace all the current dock lights with new ones. The new dock lights will be the same size and shape as those recently installed in the pool areas; the only difference is the dock lights will be 13w, same as are there now, and thus less expensive. Carol Ann made a motion to accept this proposal; Mark seconded it and all present voted in favor. Barbara will get the contract for Lou to sign.

**--Piling caps:** As noted in an earlier meeting, the existing copper caps on the boardwalk pilings are failing. After some discussion it was agreed the new caps should be flat, black ones. Lou made a motion, which Mark seconded, to install new heavy polyethylene dock caps per the bid from Hi-Tide Marine Construction. All present agreed. Details on recovery of the old copper caps will be finalized as the project gets underway in the Fall 2012.

Recent issues with an existing dock light behind Bermuda uncovered at least some pilings are now compromised due to water penetration and exposure where the post was cut out to insert the lights. Any pilings found needing repairs will be handled on a time and material basis as the project progresses. Due to multiple actions potentially occurring simultaneously, the dock light, post repairs and piling cap replacement will need to be done in sections along the boardwalk.

#### **General Business:**

##### **---Landscaping:**

It was noted some of the flowering plants at Dominica have died. The coral-bells died due to the heat and dogs have killed some of the daisies. The board requested Barbara take pictures to document the current status and engage DM Taylor. All replanting should be done, under warranty, prior to the Owner Meeting in September.

**--Painting & Misc repairs:** The board discussed various areas of the property where wood rot repairs or painting is needed. One recommendation presented was to replace the handicap railings on Dominica with a composite material. As handicap ramp handrails are totally exposed to the weather, the board agreed to use composite handrails in those areas on all future repairs.

#### **Financials:**

As the June Operating and Reserve Fund financial reports show, we continue to cover all current expenses with some money to spare.

#### **Owner Meeting prep:**

--The letter requesting **nominations** for the 2012-2013 Board was sent to all owners on July 13.

--A draft of the 2013 **budget** was shared. After some discussion, Mark made a motion to accept the 2013 budget as presented; Charlie seconded the motion and all present approved it.

--A draft **agenda** for the Owner Meeting was shared. No changes were recommended although if necessary, a revised agenda could be provided at the owner meeting. It was also recommended a copy of the Architectural Guidelines be included in the owner meeting mail package.

**Owner Items:**

--**Unit 401-A:** The new deed for this unit is complete, transferring ownership to the Association. Potential use for this unit will be determined down the road.

--Architectural Guidelines—HVAC: It was reported the owner who recently installed a new HVAC unit on a wood stand has been notified by letter that a wood stand does not comply with the Architectural Guidelines in place as of Sept. 2010. A follow-up letter will be sent in 30 days if corrective action is not taken by then. The board agreed to resend a copy of the Architectural Guidelines with the Owner Meeting package as well as sharing them in all future Newsletters.

**Items from the floor:**

A suggestion was made for The Island to consider having a full-time handyman. This person would be an OC Real Estate Management employee but spend their time in support of The Island. It was suggested a cost and time estimate be undertaken to see if we can justify the expense.

At noon, with no other business to discuss, Charlie made a motion, which Tom seconded, to adjourn this meeting. All remaining board members agreed.

Respectfully submitted,  
Carol Ann Bianco, Acting Secretary