

The Island at Hidden Harbour  
Board of Directors Meeting

August 25, 2012 -- 9:00 AM  
Meeting Minutes

Lou Engle, Marie Henderson, Tom Murrill, Charlie Zellers, Carol Ann Bianco and Barbara Taylor (OCREM) attended this board meeting held in unit 208-B. Board members Kitty O'Hara and Mark Hannahs did not attend. Noting that we had a quorum, Lou called the meeting to order at 9:10 am.

**Brief Project updates:**

---**Pool renovations:** ProCoat agreed to our requested \$15k hold back on their final payment until the deck resurface work is completed. The sump pump running in the south pool backwash pit to eliminate that water leakage burned up and will be replaced next week. However, the board then requested that ProCoat go ahead and drill the recommend pilot holes in the foundation wall to allow any trapped water to escape. We want to take steps now to insure that all water issues are resolved before the deck coating is re-applied after the pool season. This year the South pool closes after Labor Day; the south pool furniture should then be stacked/stored. Signs will be posted to direct owners/guests to use the North pool, which remains open through September 30.

---**Sidewalk lights:** A solution to replace the glass globes continues to be investigated.

---**Entrance sign replacement quote:** This project is moving forward. The installation date for the new entrance sign remains on/before September 21, 2012.

---**Replace dock lights:** The contract was signed with Gilbert Electric to replace the dock lights. This project will be worked in conjunction with the piling cap replacements.

--**Piling caps:** As agreed in our July meeting, the existing copper caps on the boardwalk pilings will be replaced with flat, black heavy polyethylene caps. Noting that some of the pilings have water damage, Hi-Tide Marine modified their estimate to include their time (hourly rate) and material cost to repair the pilings as needed. All present agreed for Lou to sign the revised estimate. Discussion then followed on who/how best to recover the existing copper caps; Barbara will further investigate our options. With the new dock lights and piling caps being installed along with some piling repair all occurring simultaneously, this work be done in sections along the boardwalk, starting on/about October 1, 2012.

--**Composite railing:** The new composite railing has been installed on the Dominica handicap ramp. This project is 95% complete at this time.

**Other Items for discussion:**

---**Backwash pits:** Although multiple bid requests were sent to contractors to seal the backwash pits at both pools, only 1 new bid was received. After some discussion, the board requested Barbara clarify the warranty periods and also see if any further cost negotiation is possible.

---**Unit number signs:** Continuing our effort to find a cost effective, long lasting replacement of unit number signs, the board viewed new samples from another vendor. After testing this latest option on the building, and much discussion, the board requested further information of the cost, material, color, shape options as well as the potential for volume discounts. Barbara will pursue.

**General Business:**

---**Landscaping:**

A new sinkhole has started on the rear south side of Cayman near an existing sprinkler head; the board requests that sprinkler head be moved away from this area. Discussion followed on several proposals from DM Taylor regarding weeds, the need for aeration, and such. One specific concern was the weeds growing under the Hawaii building. As we are near the end of the season, it was decided to let these weeds die off naturally now. The other grass/lawn proposals are on hold until Spring.

**--Cleaning:**

-----Buildings: The board agreed an improvement has been made in the building cleaning effort. The current contractor is coming additional days, above what the contract specified, to maintain this status. Wiping off the fireboxes continues to be somewhat of a concern.

As agreed in last months meeting, cleaning will be continued through the Fall/Winter on a monthly basis. Additional bids need to be obtained for this effort. It was decided for the off-season to modify the cleaning requirements to include blowing off the carpet and stair tower entrance areas, rather than vacuuming; railings still need to be wiped off and cobwebs removed.

-----Parking Lot: It was then noted the parking lot cleaning by the landscape company is not satisfactory. Discussion followed on what work has been done, or not, and if the landscapers are adhering to their contract. Barbara was tasked to review the contract with them and provide feedback on their performance before any new payments are processed for this work.

**--Handyman:**

A preliminary cost analysis was shared along with what tasks a dedicated IHH handyman might take on. If we would proceed with this effort, the handyman would be an employee of OCREM and take all direction from them. Concern that some license requirements gaps with some projects might further limit a dedicated handyman's effectiveness. The expense to purchase needed equipment is another cost factor. At this time, it was decided more fact-finding is needed.

**--Painting & Misc repairs:** It was noted while a list of repairs was just completed, there remain areas were wood rot repairs and/or painting is still needed. An inspection of the property should be done after the season. Then a plan to address these items should be developed.

**Financials:**

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

**Owner Items:**

**--September Owner Meeting:** We confirmed all necessary actions for this meeting have occurred. Coffee and donuts will again be provided before the Owner Meeting starts. Barbara will arrange for this.

**--Architectural Guidelines—HVAC:** The new HVAC unit at Aruba is now in compliance. Several other units on tall, wood stands have been observed, esp. at Dominica. Those owners will be sent letters reminding them of the Architectural Guidelines.

**Items from the floor:**

A suggestion was made that it might be time to start investigating the condition of parking lot. Does it need to be re-surfaced or just re-striped? Also, the same suggestion was made relative to the roofs---we should still be okay but better to verify now before problems arise.

At 11:30am, with no other business to discuss, Charlie made a motion, which Tom seconded, to adjourn this meeting. All present agreed. The next meeting will be the Annual Owner Meeting on September 22 @ 9am at OC Rec Conference Center.

Respectfully submitted,  
Carol Ann Bianco, Acting Secretary