

The Island at Hidden Harbour
Board of Directors Meeting

August 6, 2011 -- 9:00 AM
Meeting Minutes

Attendees: Lou Engle, Marie Henderson, Charlie Zellers, Mark Hannahs, Tom Murrill, Kitty O'Hara, Carol Ann Bianco. Barbara Taylor also participated in this board meeting.

Lou called the meeting to order at 9 am.

After some discussion, the June board meeting minutes were again held in abeyance pending further review. A final vote to approve them will be taken during the September conference call.

Project updates:

---The **Oahu painting** is complete although during the final inspection more rotten wood was discovered. The rear deck trim board and divider wall along with the back wall at the closet of units 165/164, 265/264 and 365/354 needs to be repaired. This work is planned for the off-season.

---The **new pool gates** have been installed. Plexiglas panels were added to both the gate and side-wall area. However, adults are still able to reach over the handicap ramp gates to gain access without using a key for entry. Discussion followed whether our goal was to comply with safety regulations for automatic closing or to prevent unauthorized people to enter. Barbara reported that while the Health Dept. approved the gates as currently installed, they now require that we raise the fence height around the entire pool deck areas to meet current code. Since they missed this point during their original permit approvals, we have until next May to comply. At this point, the board decided to take no further action now but address all issues next year.

---Significant repairs are finished on **unit 401-A** and OC approved the work. While several board members commented this contractor does excellent work, a concern was shared that the number of workers billed and their hourly rate on the final bill did not match his bid. Barbara was tasked to inform this vendor he must abide by his initial contract and submit a revised invoice.

---The **new entrance lighting** was installed but several concerns were raised with the finished product. Barbara was tasked to get this contractor back on site to address these issues.

---Noting the **dumpster** painting is complete, a concern surfaced about their odor. Barbara said she found a deodorizer product but it is out of stock now. She will continue to pursue a product.

Near term projects:

Awnings-Aruba:

The fourth awning vendor presented a bid to replace the 3rd floor front awnings and the 2 entrance canopies on Aruba. He recommended the 3rd floor awnings extend an additional 4" over the deck to keep rain from dripping onto the railings below. This company previously installed awnings on several of our buildings and still has the artwork for the entrance canopy. After some discussion on how and when to install the new awnings, Marie made a motion to sign this contract and install them right away. Kitty seconded the motion. The rest of the board concurred except Mark, who voted no due to the installation timing. Several contract items were raised for clarification purposes; Barbara will pursue these with the contractor prior to the contract being signed.

South tot lot:

The south tot lot painting is now finished. It was shared that ordering safety mats for this area has been put on hold now.

Mailboxes:

Charlie reported he continues to gather more information on mailbox options. He will provide a specific short and long-term plan for mailbox repairs/replacement units at the next meeting.

---Lights:

The board has been developing replacement light fixture design and cost options for most of the lights on the property. At this time, there is no information to share on new walkway lights. After considerable discussion on the emergency lights, Charlie made a motion to defer action on the dock and pool lights at this time. Mark seconded the motion and all agreed.

Barbara noted that after testing all the building emergency lights, most of them failed. She then shared her findings from a conversation with one electrician (Gilbert Electric) who knows our property and who was tasked to repair one of the exit lights last year. She discovered that the existing exit and emergency lights were not installed as a “combo unit” and that it is highly doubtful if they can be installed this way now. After more detailed discussions, Lou requested that Barbara get a full proposal from Gilbert Electric; Marie requested a second bid be obtained from Phillips Electric. Bids need to quote both labor and material costs.

Future Projects:

---Stair Towers:

Reaffirming the need to repair the Kauai stair towers this Fall, the board determined the bid criteria for this work. Barbara noted that with the current OC regulations, once any existing siding is removed, it all must be replaced with material that now meets OC wind regulations. Given this, the contractor should obtain all the new siding needed at the start of the job to comply with the above and to avoid total project time delays. Barbara will prepare the bid specs to be sent to 3 potential contractors next week; her standard bid spec document must be attached to any returned proposal. She was also told to instruct the bidders to inspect behind the existing siding so as to quote the total job cost; this preliminary action is to be done at no cost to the association. Also, the cost of the lift is to be defined in their proposal.

---Pool deck repairs:

We now have one bid that can be used for budget forecast purposes. Additional bid responses are due back next week. Lou stated all bids are to be held for an early September board meeting. After some discussion, it was decided to address the south pool deck surface work first; it was suggested this work be done next Spring. The north pool deck appears good now; if done professionally, foundation and surface cosmetic work on the cracks should be sufficient there.

---Pool fence:

As reported earlier, per the Health Dept. we need to raise the fence height around the entire pool area by next season. Discussion focused on how to accomplish this. We can either totally remove and replace the existing fence or extend the height of the existing fencing. It was noted the north pool fencing is wood now, not vinyl siding. One option suggested was to replace the north pool siding with vinyl and cap it in Azek material. Barbara was asked to bid it both ways.

---Painting:

Unless a need is seen for an entire building to be painted, we will operate on a maintenance basis, painting handrails and top rails as needed. Barbara has a list of bad wood observed, mostly on Maui and Lanai. She will send a request for prices to three handymen. We are looking for a bottom line cost, not a per hour rate; any materials needed should be obtained from Adkins.

---Power Washing:

Barbara obtained 2 power wash bid on a per building cost and for the entire complex. The siding will be “washed down” and then the carpets cleaned off to remove any dirt that came down onto them. This work will be done in the Spring and these bids are mostly for budget purposes now. A vendor selection will be made next March.

General Business:**--Landscaping:**

After some general discussion about the detail provided in the landscaping bids, the board discussed 7 new proposals. The results are as follows:

--Remove existing ground juniper in front of Cayman; install sod in its place. Mark made a motion to accept this bid. Lou seconded it. All present approved it.

--Maui—remove 2 Pompous grasses at sprinkler room; install 1 Hydrangea. Mark made a motion to accept this bid; Charlie seconded it. All present approved it.

--Maui -- remove 1 Barberry bush and install 2 Hydrangeas at the south entrance tower. Carol Ann made a motion to accept this bid; Charlie seconded it. All present approved it.

--Rear of unit 119-Cayman; install 3 dwarf Crape Myrtles. Mark made a motion to accept this bid; Charlie seconded it. All present approved it.

--Remove 2 tree stumps in front of 128-Dominica; install 2 Hydrangea (or Hibiscus) Carol Ann made a motion to accept this bid; Charlie seconded it. All present approved it

--Parking lot – remove ground juniper at south center island of parking lot near tennis court; install 20 Euonymus. Marie made a motion to accept this bid however it was not seconded. Thus it did not move forward.

--Sinkhole repairs at 2 locations. Carol Ann made a motion to accept this bid with the stipulation that Barbara must be told when the work is done so she can inspect the pipe/junction box condition; Tom seconded the motion and all present approved it.

--Geese

The landscaper applied a chemical solution to encourage the geese to locate elsewhere at the end of July. The geese have not been seen for the past few weeks so it appears to be working.

Financials:

It was reported we are in good shape financially now although a significant amount of money was spent in July for recent projects.

---Insurance “replacement cost” study

Two cost estimates were reviewed to complete an “insurance replacement cost” study for the property. After some discussion, Carol Ann made a motion to accept the Isle of Wight bid. Charlie seconded the motion and all board members present voted yes. Barbara noted the study typically takes a week to complete.

Owner Meeting Prep:

Barbara stated all owner meeting materials must be in the mail before August 24th to satisfy the by-law requirement. Mark asked that any final tweaks to the 2012 budget be sent to both Bob Moore and Mark so they can finalize it. Carol Ann shared the draft meeting agenda, which was accepted after minor changes were made. The group then discussed the logistics for the meeting, especially how to allow sufficient sign-in time and record keeping by Barbara. It was decided to provide coffee and donuts at 8:45am to encourage owners to arrive earlier.

Items from the floor:

---The 2 signs stating “Owners Only / Restricted Area / Private Property” to be placed at the boardwalk entrance at Aruba and the walkway between Dominica and Hawaii have not been ordered yet. Charlie offered to make something for us to use.

---The barbecue grills were again discussed. The board asked Barbara to get prices to either clean/paint them and/or add several new ones.

---Charlie suggested an “Island Pride” weekend for owners to help with keeping up the property in the Spring. After some discussion, Lou suggested he put together a list of potential activities for the board to consider at a later date.

Next board meeting:

After some discussion, it was decided to hold one more meeting, via an evening conference call, to make decisions on several time critical projects. A date will be selected, probably during the week of September 5th, once all final bid materials are ready for review.

At 12:20 pm, with no other business to discuss, a motion was made to adjourn this meeting. All agreed.

Respectfully submitted,
Carol Ann Bianco, Secretary