

IHH Board Meeting: 11/14/2015

Attendees: Mark Hannahs, Wayne Keeler, Tom Murrill, Marie Henderson, Carol Ann Bianco, Charlie Zellers, Jennifer Cavanaugh, John Jensen

Item	Discussion Leader
Develop schedule of board meetings and determine appropriate place to publish	Mark
Financial Report - September and October	Carol Ann
Tot Lots - decision on repair versus replace	John - Mana-Jit
Final report on shingle replacement - actual buildings	John - Mana-Jit
Review status and next steps on Maui carpet issue	Mark
Review program details for lighting program	Craig/John - Mana-Jit
Review status of key checks - provide list of homeowners not in compliance	Craig/John - Mana-Jit
Review checklist that Mana-Jit will use for weekly inspections	Craig/John - Mana-Jit
Review heat check decision and determine if adjustment in timing needs to be made	Mark
Develop process and roles/responsibilities on bids and contracts - parameters, timelines, etc.	Carol Ann
How do we manage the owner contact information list going forward?	Carol Ann
Hawaii insulation issue - Do we need to make a decision?	Carol Ann
Other items identified by Mana-Jit - Example: Hawaii awning framework was previously highlighted as being rusted	Carol Ann
New Business	All

Meeting called to order at 1:00 p.m. by Mark Hannahs

1. Board Meeting schedule

Decision made: Next meeting will be January 16th. Location is to be determined.

Decision: Meeting schedules will be published on the web no later than 30 days before the next scheduled meeting.

2. Financials – September and October

Carol Ann reported that there were about \$14,000 gaps for both September and October between income and expense. Recommendation is to reverse the standard monthly condo dues contribution to the Reserve Fund for November and December. The increase in dues to \$300 is expected to alleviate this type of issue in 2016, with the understanding that we do not have high cost issues.

Moore and Company will be sending notes to all owners to remind them of the dues change and to provide guidance on setting up ACH payments.

Decision: Move funds from Reserve to cover shortfalls for September and October

Action: Jennifer to add reminder on dues to the newsletter.

3. Reserve Fund Study

Last study was completed in 2003 by Miller Dodson. Budget for a new study is about \$2,500. Bob Moore is recommending an update rather than a new study, which will keep costs down.

Action: Carol Ann to schedule study for March 2016.

Discussion: Are we closed out for any costs associated with the insurance claim for Aruba? We have several invoices but all should be completed by end of year.

4. **Tot Lots**

Discussion: What is the actual condition of the tot lots? Do we need to add any equipment?

Decision: Make repairs, replace boards with Trek, and paint equipment. Add two swings.

Action: John to get bid(s) on repairs and painting for next meeting.

5. **Shingle Replacement**

Discussion: John provided an overview of the damage from the Nor'Easter. Damage was limited to shingles and some ridge caps. He tried to reconcile pictures from contractor with actual buildings but was not successful.

No resulting actions.

6. **Carpet Replacement**

Discussion: Board discussed the development of guidelines for owners who have replaced their carpet at some point before the scheduled building-wide replacement. The board agreed that the rules should be updated to reflect that, if an owner has replaced his/her carpet within 5 years of the scheduled building-wide replacement, the owner may opt out of participation. The current warranty on the carpet is 2 years. The replacement schedule should be 8 to 10 years. We should get bids for Bermuda as well as Hawaii in early 2016 and potentially schedule both for 2016. Discussion also centered around the coordination of painting and carpet replacement and if that was realistic.

Action: Jennifer will add change in carpet policy to newsletter.

Action: John will obtain bids for Bermuda and Hawaii carpet replacement for January meeting.

Action: John will ensure that proactive communication is done with individual owners before beginning scheduled carpet replacement.

7. **Lighting Program**

John provided a summary of the information he has received thus far on the lighting program.

No actions resulting from discussion.

8. **Key Checks**

Discussion: Currently, there are 22 owners who have not submitted keys to their units. Can we contact them personally to encourage them to adhere to the rule? This will be an issue for the December heat check, as Mana-Jit will not have access to some units to confirm compliance to our insurance requirement that all units must have heat set at a minimum of 55 degrees and water should be turned off.

Action: Jennifer will update Newsletter with language on insurance requirements

Action: John will identify the units not in compliance at the first heat check. John will contact each to encourage compliance.

Action: Board will review list and determine actions in January meeting.

9. **Mana-Jit Checklist**

John did not provide the actual checklist that he uses for his inspections of the property.

Discussion ensued around what the checklist should encompass and whether this will limit John's ability to inspect. It was clarified that the inspection should be a minimum list, and, if John sees something that is not correct, as our professional manager, he should and will bring the issue to Tom as part of the weekly report.

Action: John will provide a draft checklist to the board members.

Action: Board members will submit list of items that each would like included in the checklist.

Action: John will review list of recommendations for viability and report back in January meeting.

10. **Heat Checks:**

Discussion: In addition to unit heat checks, John should be looking at the outside units for obvious issues, such as ice build-up. He will contact the individual owners. Also, the board discussed the need for plowing once there are 3 or more inches of snow on the ground.

Decision: Heat checks will be scheduled for first week of December and the first week of January. The board will review the situation and forecast to determine if a February heat check is warranted.

Action: John will purchase some poles to mark the speed bumps in preparation for potential plowing.

11. **Bid Process:**

Discussion: The premier pool contract is up at the end of the year. The board discussed whether to bid the work or simply extend the contract for another year. After discussion around the rates being locked, the board decided to extend the contract for another year. For the landscaping contracts, it is not clear which companies are responsible for which activities.

Action: Marie and landscaping committee will work with John to discuss performance and roles and responsibilities with DM Taylor.

12. **Owner contact information**

John Jensen has one list, Carol Ann has a list, and Brittany has a list. Decision made to use John's list as the source, and John will be responsible for updating it as needed.

Action: John will publish most up to date list with the board on a monthly basis.

13. Hawaii insulation:

No action needed.

14. New Business

- A. Dish Installation: Discussion on owner's ability to install a dish and limitations on where the dish should be installed.

Action: John will determine details and limitations for installation. He will communicate the directions to the board.

- B. Meeting notes from last meeting:

Action: Jennifer will send minutes out for approval.

Action: Carol Ann will publish minutes on web.

- C. Complaint that lights are not synchronized to illuminate at dusk.

Discussion: Lights are on photo cells so they cannot be synchronized. No action.

- D. Action from prior meeting – Cleaning of storage units.

Discussion: Charlie reported on progress of cleaning the storage units. Two have been completed. One still has some items. Decision made to throw away any debris.

Adjourned: Carol Ann made motion. Mark seconded. Motion passed at approximately 3:15.