

Agenda 06/04/16

Start Time:

10:00 a.m.

Location:

Harford Insurance, Ocean City

Conference Call Information:

dial in # 888-289-4573

access code: 1125774#

Item	Discussion Leader	Status	Notes/Actions
Review pool fence Issues - both pools - Review status and determine next steps	Wayne		Wayne is focusing on South Pool. Contractor will provide an estimated cost and associated proposal that can be used for an RFP. We would schedule repair after season. Also, do we need to do this next year? Based on comments from Wilbur, this condition could be sustained for up to 3 years. Wayne will get a "repair versus replace" analysis as part of the proposal. Action: Wayne will provide proposal ahead of the next meeting and this will be an agenda item.
Review progress of carpet installation - schedule, timing, supplier, cost	John/Tom		Will complete Bermuda front side by Thursday. Only unit is one with hot tub. It has not been moved. Owner will be charged for any costs associated with move. One minor complaint, which will be addressed along with punch list. Delay is wet weather. Also, issue is cracked sidewalk and building. John will address with the contractor. John will talk to owner of hot tub unit about additional cost.
Review process for contacting Mana-Jit during weekend and holiday hours	John - Mana-Jit		Review of specific issue with owner's child being injured due to glue being laid on Friday with little notification. Action: John will ensure that all contracts include safety and notification procedures. Action: Jennifer will develop draft safety document for contractors and provide to Board. Action: John will then include going forward. Board and John reviewed process for after hours and weekend. Mana-Jit does have after hours answering service. John has his cell phone on his voice mail. So, process is adequate.
Review proposed agreement for Chesapeake Roofing	John - Mana-Jit		There have been a couple of roof leaks - Maui and Lanai. Also noted are some missing items. Roofing contractor has been engaged to do repairs and fix mis-colored shingles. John is still working on contract. Action: John will follow up with contractor to replace shingles with correct ones.
Review Fourth of July planning - guard, parking tags	John - Mana-Jit		Fourth of July guard contract is in place. Tags are ready to be picked up. John will send the letter and tags out next week along with notification for extra tags. We are set for the holiday. Action: John will provide specific instructions for guard. Enforce requirement that guard will not allow entrance if there is no tag.
Status of quotes to install cameras on Island	John - Mana-Jit		Marie informed board that there was miscommunication about what was expected. Action: John will follow up with contractor to close communication gap and get proposal to provide proposals for cameras in July meeting. We would like to have a minimum level of coverage.
Maui Building slope causing water to run backwards toward building	Marie		Board discussed extent of problem. Mark asked if there has been any review of the issue and communication to the owner. Marie was able to provide specific concerns. Can we just adjust the drain pan and turn them around? Action: John will review situation and provide recommendation.

			Tom has received several landscape proposals. One is for new plantings where we have removed plants. Options for Maui and Islamorada. Crepe myrtles do not have warranties when planted in containers. Also, an area of Caymen was included. Board discussed performance of current contractor. There are concerns. Board wants to move forward with something. Decision: Roses with Maui. For Islamorada, change proposal from hibiscus to shrubs. Carol Ann makes motion to substitute to shrubs and rebid. Jennifer seconds it. All in favor. For Caymen and Dominica: Marie made motion to accept current proposal. Mark seconded. All in favor. For South side of Dominica: Carol Ann motioned to accept. Charlie seconded. All in favor. Board agrees to table the \$348 proposal for replacing stone. North pool, Oahu, etc: for sod versus grass: Carol Ann would like to replace proposal with grasses for North Pool, which would reduce cost. Committee will modify bid. Board agrees. For proposal behind Bermuda and Caymen: Replace with hydrangeas. Board agrees.
New Business	All		
			John sent out bid for power wash pool entrance and office. Carol Ann wanted to add Caymen front entrance. Marie feels that bid is too expensive and would like an alternative bid. Action: John will get additional bid/proposal. Charlie commented that the pool company power washed the areas, so this may be not needed. John will review. Marie commented that the tennis court also needs to be power washed. Action: John will get bid from Aaron Reddick since his past performance is good - side of Caymen, pool, Aruba, Caymen, office, tennis court. John recommends separating parging from rest of bid. Include Aruba and Bermuda. Board agrees to do parging. Action: John will get alternative proposal.
			Tom would like to look at light poles. Table until the fall.
			John: architectural guidelines need to be updated around HVAC stands. Issue is with poured pads versus pre-cast pads. Under architectural guidelines, need to add exception of individual pre-cast pads. Action: Jennifer will update architectural guidelines. For sub-flooring, owners want to have boards replaced beyond professional opinion. John wants documentation from Board that he has authority to decline owner requests when professional opinion has been provided. Action: John will inform owner that any requests by owners need to go to the board. Another question: Are latches and gate repairs under the responsibility of the association or the individual owner. Decision is that gates should be part of association responsibility.
			Lighting contractor has stopped doing this activity. We need to identify another contractor. Board identified alternatives. John will get a proposal from Kirk.
			Next meeting: add activities for Owner meeting.
			Next meeting: July 23rd. Will add conference call if needed.
			Pool signs: John will follow up with pool company on signs.
			Status of grills and picnic tables: Charlie will order.
			Circle in Caymen building: Action: John will inspect and report in next meeting.
End of Meeting			Motion to adjourn: Carol Ann, seconded Marie. All in Favor. Adjournment at 12:57