

The Island at Hidden Harbour
Board of Directors Meeting

November 5, 2016 -- 10 AM
Meeting Minutes

Board members Mark Hannahs, Tom Murrill, Alan Dietrich, Jim Watkins, Charlie Zellers, Carol Ann Bianco were present in the Harford General Insurance office (Lutherville, MD) conference room. Marie Henderson joined via telephone call. Mark called the meeting to order at 10 am.

Project Status:

--Oahu carpet project—Tom shared the carpet installation on the rear of Oahu is finished. The installers are now working on the front decks and expect to finish those this week, weather permitting. Inspection of the deck plywood subsurface found no repairs needed.

After investigating an Oahu owner's concern of a rotten post on her rear deck, the board learned the rear wall stack at X62 units needs immediate attention. The board agreed to engage Triangle Builders to address that stack section as quickly as possible. A suggestion was made for Triangle to address any other pending "lift" type projects if possible during this lift rental period.

--Electrical / Sprinkler rooms – doors, heaters, insulation—Tom shared all the electrical room doors have been checked for proper locking ability. Adjustments were made on several doors and a replacement (single) door for Bermuda is on order. Heaters in the Aruba, Bermuda, Cayman and Dominica closets were changed to a fan blower type and the physical location in the closet was shifted to allow for better heat flow in those spaces. John will continue to check that all closet doors are securely latched on each inspection visit to the Island. It was suggested to recheck the door knobs on Hawaii and Kauai and verify if the tracer tape on pipes in the pool rooms has been plugged in for the season to prevent those water pipes from freezing.

--Fire Protective Service—In conjunction with the above concerns for doors properly secured on the electrical service closets, John has reached out to Fire Protective Services. They agreed to notify John when they plan to be on site for an inspection or trouble report so he can re-verify the closets are securely locked afterwards. Following discussion on false alarm reports (due mostly to disconnected back-up telephone lines) and other misc. repairs (horns, strobes, etc.) the board questioned if other service provider options or systems are available. John will be asked to investigate.

--South pool—Alan shared that following the Sept. 24th Owner Meeting, he walked the south pool perimeter with Wayne Keeler who explained the earlier concerns for the stability of the foundation wall. Wayne told Alan the engineering report would be available in the coming week which he will provide by email. Discussion followed but until we get the engineer report and Alan has time to dig into it, we have no information to tell us what steps might be needed.

Charlie shared a concern about water runoff stains on the northeast wall of the North pool. The water runoff in that area is so severe that it has caused ruts / trenches in the adjacent landscape bed. More investigation is needed to develop the best method to address this situation.

Along with the above issue, a recurring sinkhole is of concern near the sidewalk / boardwalk between Aruba and Bermuda. It has been filled multiple times in the past but keeps recurring. Underwater inspection of the bulkhead in that area is likely needed.

--Owner deck closet doors--several owners have recently shared concern with rusting of the exterior closet door on their decks as well as wood rot on the framing of these doors; those specific situations were reviewed. Closet doors and the frame are the unit owner's responsibility;

the exterior trim around the door opening is the association's in order to maintain uniformity. Given the weather abuse some of those doors take, esp. on the unprotected 3rd floor decks, a suggestion was made to provide owners a replacement door option. The board will ask John to get quotes for a more durable door, possibly a pre-hung fiberglass door, along with local installers for their use, if desired.

--**Contract status**—Mark received the renewal contract for Mana-Jit for 2017. While the monthly cost remains the same, they are dropping the 2 winter heat checks due to staffing concerns. Alan offered to review the revised contract and share his recommendation with the board in the coming week.

In order to bridge the heat check gap, John determined that Clean Team is willing to perform this task at the same rate as was in the Mana-Jit contract. The board agreed with this plan if Clean Team obtains a janitorial bond. The first heat check should be performed right after New Year's.

--**Owner issues / meeting follow-up:**

--An owner suggestion for the board to separate the two pools into children only (7-16 years old) and adults only was discussed by the board. The board rejected this suggestion as impossible to manage and recommended any behavior issues observed be handled owner to owner.

--Published owner directory—at this time very few owners returned directory information forms to publish in a future updated directory. We will make one more effort to engage owner's participation via the next Newsletter before deciding whether to move forward with this effort.

--**Financial Report:**

The most current financial report covers the September time period. This month finally showed a positive cash flow with our expenses below the condo dues revenue for the month. While we're hoping this trend will continue, the Oahu rear wall repairs might well negate that status.

Moore & Co. will soon be sending updated forms to owners using the ACH process to increase the condo dues deduction to \$310.

Planned / potential future projects:

As outlined in the owner meeting, we plan to paint 2 buildings in 2017—Bermuda and Cayman and replace the carpet on Dominica and Hawaii. The 3rd floor awnings on Hawaii also need to be replaced. The board will ask John if he can get early proposals for these projects with prices that will be honored next year.

A query as to when cleaning the common dryer vents on Aruba, Bermuda and Cayman was raised. After the meeting and following more investigation, the board agreed via email this work could be budgeted and put off until 2018.

Items from the floor:

Charlie questioned if the storm drain pans behind Maui had been reversed yet. Believing it to still be an open issue, the board will have John follow-up with D.M Taylor.

With all business addressed, the meeting was adjourned at 12:10pm. The next board meeting will be held in January, 2017; exact date and meeting location will be determined closer to that time

Respectfully submitted,
Carol Ann Bianco, Treasurer / Secretary