

The Island at Hidden Harbour
Board of Directors Meeting

February 25, 2017 -- 10 AM
Meeting Minutes

Mark Hannahs, Tom Murrill and Carol Ann Bianco participated in this board meeting in Mark's Lutherville office. Jim Watkins, Charlie Zellers and John Jensen (Mana-Jit) participated via conference call. Having a quorum, Mark called the meeting to order at 10:08 am.

--Pool repairs:

In early February, Alan sent an email outline of his / Jim's recommended Statement of Work (SOW) to address the actions that are believed necessary to resolve the pool fence issues. The SOW is broken into a list of items for a Fence Contractor, a Pool Deck Contractor and some possible Landscaping items. In this board meeting, discussion centered on finding the appropriate local contractor(s) to review the plans and provide a cost estimate. John said off the top he had several contractors in mind for this work. Other comments questioned if one contractor could handle the entire project or at least act as the general contractor to oversee and coordinate all work efforts, timing, etc. The board set March 18th as the date for our next board meeting to be held in OC (Mark's office). We would like to review the proposals and meet with the bidding contractors at that time.

Repairing the north pool deck **joint caulking** is also another area we'll need to find a contractor to address. **Trenching** near the northeast wall of the north pool that is stained with black mildew is probably a job for DM Taylor; Tom agreed to approach them on this issue.

The recurring **sinkhole** near the sidewalk / boardwalk area between Aruba and Bermuda was again discussed. Charlie renewed his offer to check under the boardwalk in the Spring to see what's evident there. John said he'd done some above surface observations and did not see an obvious reason for this condition.

--Pool Repairs--miscellaneous:

Premier Pools provided a punch list of items that needed to be repaired and/or replaced for the actual pools. Among the items listed were replacement equalizer caps, replacing a VGB main drain cover as well as other misc. items. The board advised John to tell Premier Pools to go ahead with these repairs.

--Project / Contracts:

--Painting:

Moore Painting provided a proposal/contract for painting the Cayman and Bermuda buildings. No one had an issue with the cost quotes but the proposal outlined a "new" payment schedule consisting of half the money to be paid at "start-up". With the board believing Moore will likely start power washing both buildings at essentially the same time, the board rejected that upfront loaded payment plan. Instead the board agreed to and Mark signed the original proposal with the typical 1/3 start-up payment schedule. While doubtful that painting work will subsequently occur on both buildings at the same time, it was mentioned that if poor weather conditions occur, the painters would have the option to "keep going" with hallways and such under this approach.

--Carpeting:

The board reviewed and accepted the Carpets & Renovations by the Ocean proposal to replace all the carpet on the Dominica building; Mark signed the contract. Discussion followed on the logistics of owner notification as well as the carpet material availability date. Final details on those items will be nailed down next week.

--Awning:

The board reviewed and accepted the Phillips Signs quote for the Hawaii 3rd floor front awnings; Mark signed this document. The unsolicited quote to replace both Hawaii entrance canopies was rejected. Recent board inspection found them to be in relatively good condition now. Phillips Signs noted that for whatever reason, the existing awning is attached to the building through the fascia board which is not standard. Once the old awning structure is removed, John will have Triangle Builders replaced the fascia boards with Azec prior to the new awning installation.

The awning installation timeline will determine if the Hawaii carpet project can be completed in the Spring or have to be delayed (again) to the Fall.

--Fire Protective cellular option:

After further analysis, Carol Ann determined the cost of upgrading to Cellular Dialers would be a Reserve Fund expense thus making this conversion project cost effective. Jim said his research on the cellular technology is not putting us on cutting edge but rather in line with the industry future. Shifting to cellular dialers vs landline service eliminates the need to use owners telephone lines, the inventory of which is shrinking, as the back-up monitoring path for the fire protection system. Given that our current Verizon account has rates locked in until mid-July, the board agreed it's better to delay moving forward with this conversion to avoid early termination penalty fees.

--Owner issues:

--Water leaks involving units 101 and 201: John worked with Triangle Builders to bring in a water tank allowing a water test to be conducted on the units involved. The owner of 201 was on-site when the test was conducted and observed the water leakage through her sliders. Regardless, while doors (and windows) are an owner responsibility, the board is concerned that any owner with similar problems take corrective action in a timely manner. Besides potential damage to another owner unit, cost to be covered by the owner with the leak or their insurance policy, there is the potential for damage to the common structural walls of the building that would fall on the association. John was asked to send follow-up letters to owners with these types of situations and have them identify their repair / replace plan and timeline.

--Owner deck closet doors: John updated the board with a recommended fiberglass, slab exterior pre-hung door for owners needing to replace their exterior closet doors. The board asked that he get a model number / identification of some kind that can be included in the Architectural Guidelines. The board will only recommend the type and style of the door. Owners would then make their own arrangements for purchase and installation of the replacement door or they can contact Mana-Jit for suggested local contractors.

--Unit rentals under 7-days: Charlie did a recent online rental search and found 4 owners cited last year are still offering less than 7 day rental periods. The board agreed 2 of the unit owners should now be sent a letter with a fine per the Owner Rules and Regulations per the warning notice they received last year. One other unit has just sold and one is now under contract. These new owners will be sent letters to make sure they are aware of the policy, per our By-Laws and put on notice.

--Heat checks: Clean Team completed a second heat check this past week with confusing results. The overall deficiency results are somewhat improved but keys and access continues to be a significant concern. John will take time in the coming week(s) to personally verify the key status of those units in question. John will again send owners with these deficiencies a violation notice via US Mail. The board then discussed Mana-Jit's overall key policy and procedure. John said they revised their key sign-out process but the owner's expectations are not being met to assure keys signed out are being returned. Another concern is it appears thermostats were being lowered to 55 degrees even if they were initially set higher. John will follow-up on that with Clean Team.

--Published owner directory—John provided the submitted owners directory forms to Carol Ann last week. A brief review shows some owners returned their form twice. The updated directory project will be started in the coming weeks with the goal to distribute it to the owners in May.

--Owner Meeting date: John shared he started the paperwork to reserve the OC Conference space for September 23 for the morning time slot. He cannot submit the request until March 1st.

--Financial Report:

The January financial reports show a positive position for the month with expenses less than our revenue. All Oahu owners have paid for their carpet installations except one owner who has issues with the new deck carpet. Action to take care of that carpet has been made; we are waiting for the owner to inspect and accept now. The Reserve accounts is now being fully funded per last year's Reserve Study. Excess funds of \$21,177 will be shifted into the Reserve fund in February.

--Misc. items: Replacement items to be ordered prior to Memorial Day now include 3 BBQ grills and the tennis court net (Charlie). John offered to order new flags for this year—USA, MD and OC. Three spare bridge lights were purchased and placed in 401-A. Status of the pool umbrellas will be determined as we get closer to the season.

It was noted on recent walk-arounds that some of the alpha building signs have faded badly and need to be replaced. These include at least those for Lanai and Maui. John will do a more thorough check and order the replacements we need.

Items from the floor:

--Landscaping: Tom shared he met earlier with DM Taylor on landscaping needs for this year and just received preliminary proposals last night. The plans are mostly for removals including:

- the Hollywood Junipers at the east end of the sidewalk by the tennis court as they are a safety issue. They will be replaced with grasses similar to what is already planted along that lane.
- a major effort involves the pine trees at the north pool. Several on the SE side near the entrance are diseased; it is less expensive to remove them versus trying to save them with spraying efforts. One on the NW side of this pool is sitting at a 45-degree angle and needs to come out. The remaining pine trees there are also in poor shape. The board agreed best to cut them off at ground level; not try to remove stumps with water lines in those areas. Once the pool repair work is better identified, other plantings might be needed to mask that work at either / both pools.
- the NE corner of Lanai has a row of dead inkberry to be removed and replaced with holly and other plants similar to other recent improvements on that side of the property.
- the peninsula area at the south end near the tennis court has dead bushes; that area needs to be improved along with several other miscellaneous locations on the property.
- the phragmites behind Hawaii and Kauai are becoming invasive again; they need to be cut back.

With the boards acceptance of these plans, Tom will now work with DM Taylor to negotiate a discounted price for the Island.

With all business addressed, Charlie made a motion, which Carol Ann seconded, to adjourn this meeting at 12:30pm. The next board meeting is scheduled for **Saturday, March 18th starting at 10am in Mark's Ocean City office conference room.**

Respectfully submitted,
Carol Ann Bianco, Treasurer / Secretary