

The Island at Hidden Harbour
Board of Directors Meeting

March 17, 2017 -- 11 AM
Meeting Minutes

Mark Hannahs, Tom Murrill, Jim Watkins, Carol Ann Bianco and John Jensen (Mana-Jit) participated in this board meeting in Mark's Ocean City office. Al Dietrich and Charlie Zellers participated via conference call. Having a quorum, Mark called the meeting to order at 11 am.

--Pool repairs:

At 9:45 this morning, immediately prior to this board meeting, Mark, Jim, Tom, Carol Ann and John met with a contractor on-site at the south pool to review their fence support proposal. During this on-site review, the option of an angled or straight up brace post was considered. The group checked the entire south pool fence perimeter, from both the exterior and interior, and decided 11 posts needed to be braced. These include 6 on the east / tennis court side and 5 on the west / tot lot side. The contractor agreed to update the proposal and return it back via John.

All board members then regrouped including those board members on the conference bridge, and discussed the above along with other factors such as depth of the support posts, how the base would be tied to the existing foundation walls, concern for the posts tie in stability to the deck, as well as the deadline to complete this project. Due to project completion timing concerns, the updated proposal will need to be accepted via email vote or on a special conference call.

Also during the board's on-site pools inspection, repairing the north pool deck **joint caulking** and cracks found at the base of the fence support posts was observed. The consensus was Triangle Builders could handle those tasks. **Trenching** near the NE wall of the north pool, stained with black mildew, was also reviewed by this group. Tom agreed to approach DM Taylor on this issue.

--Project status:

--Painting:

Moore Painting has received the start-up payment for both the Cayman and Bermuda buildings. Due to recent colder temperatures, the building water is still off; thus, no paint prep / power washing work has begun. Wood repair efforts have already started on Bermuda.

--Carpeting:

The Dominica owners have been notified of the timeline for this carpet project. Work to remove the old carpet started on March 13 as planned but was soon delayed due to a change in weather conditions that week. It is anticipated the removal work will take until the end of March to complete. Then the new carpet will start to be installed which will likely take a month. Billing notice memos have now been sent to the affected Dominica owners by Moore & Co. letting them know their cost for the private decks.

--Awning:

The final contract has been signed to install new 3rd floor awnings on Hawaii. Fabrication is underway in the Phillips Signs shop. The contractor will allow a few days between taking down the old awning and installing the new ones so that Triangle Builders will have time to replace the fascia boards where the old awnings are currently bolted with Azek.

Given the Dominica carpet project timeline, and the Hawaii awning timeframe, the board now feels it is unlikely that the Hawaii building can be re-carpeted this Spring but rather will have to be postponed until the Fall.

--Owner issues:

--Water leaks involving units 101 and 201: While doors (and windows) are an owner responsibility, the board continues to be concerned that owners with this type of problem take corrective action in a timely manner. Besides damage to another owner unit, there is the potential for damage to the common structural walls of the building. John was asked to again follow-up with these owners and have them identify their repair / replace plan and timeline.

John shared there are several other owner units now citing water leak concerns. Once weather conditions allow, water tests will be conducted to determine the root cause and responsible party on these units.

--Owner exterior deck closet doors: John is still working to obtain some model / identification number to share with owners for the recommended replacement fiberglass, slab exterior pre-hung exterior closet door. Once obtained, this information will be shared in the next Newsletter and the Architectural Guidelines will be updated.

--Unit rentals under 7-days: Carol Ann reviewed a draft letter to an owner who continues to be in violation of the required 7 day rental periods. The letter will be updated based on feedback received in the meeting and John will mail it to the owner. Moore & Co. will be notified to expect the violation fine payment. Another owner will be sent a letter asking him to tweak his listing to fully comply with the policy.

--Heat checks: John personally verified the key status of those units that were in question from the February Clean Team heat check. He found several keys that worked fine and in a few cases others worked but were a bit tricky to operate. John will update his status log with this new information. Disturbing however is that a few owners, in both heat checks this year, failed to maintain either the 55-degree requirement (per the insurance company) or have the water turned off. The board agreed this is unacceptable and authorized John to send these unit owners a violation notice with a fine. John also shared he is hoping that Mana-Jit can pick up the heat checks next year; in the end, it will likely be less time consuming for him and us.

--Owner Meeting date: John shared he successfully reserved the OC Conference space for September 23 for the 9am to noon / morning time slot.

--Landscaping:

Tom shared he negotiated a bulk discount with the landscaper after last month's meeting. The contracts were signed and project work, especially the tear out efforts, will start any time now. As noted earlier, Tom will discuss trenching or a French drain at the NE corner of the north pool with the landscaper as well as the drain pans behind Maui that still need to be addressed.

--Financial Report:

The February financial report now shows a negative position for the month and year to date with expenses more than our revenue. This is primarily due to the contract start-up payments on both paint projects as well as paying several flood insurance premiums. Several specific owner reimbursement and /or payment situations were briefly discussed. The Reserve accounts continues to be fully funded per last year's Reserve Study. As planned, the 2016 excess funds of \$21,177 has been shifted to the Reserve fund but will not post until the March report.

HOLD on agenda topics – reminders:

--Recurring sinkhole near the boardwalk between Aruba and Bermuda; no status due to weather.

--Published owner directory—The updated directory project will be started in the coming weeks with the goal to distribute it to the owners in May.

--Fire Protective cellular option: With our current Verizon account rates locked in until mid-July, the board agreed it's better to delay moving forward with this landline to cellular service conversion to avoid early landline termination penalty fees.

--Misc. items: Replacement items ---3 BBQ grills have been ordered as well as new flags. Ordering a replacement tennis court net is pending a final measurement. Currently we have 1-2 patio umbrellas on hand. Some of the **alpha building identification 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:

Mark updated the board of a recent complaint from an owner in Oahu about a sailboat sitting in the marsh between Islamorada and Oahu. These Oahu owners, along with John joined in a meeting with a Town of OC representative about ownership of the marsh where this boat sits. The town representative indicated the land location in question does belong to the Island. After discussion, the board asked John to send a letter to the boat owner asking them to move the sailboat to a more appropriate water site.

With all business addressed, Charlie made a motion, which Carol Ann seconded, to adjourn this meeting at 12:30pm. Unless an acceptable Friday meeting date can be agreed upon, the next board meeting will likely be scheduled for either **April 22nd or April 29th starting at 10am in Mark's Ocean City office conference room.**

Respectfully submitted,
Carol Ann Bianco, Treasurer / Secretary