

The Island at Hidden Harbour  
Board of Directors Meeting

August 26, 2017 – 10:00 AM  
Meeting Minutes

Board members Mark Hannahs, Al Dietrich, Tom Murrill, Jim Watkins, Charlie Zellers and Carol Ann Bianco attended this board meeting in Mark's Ocean City office. John Jensen and Craig Boone (Mana-Jit) also attended. Marie Henderson did not participate. Having a quorum, Mark called the meeting to order at 10:00 am.

**Project Status:**

--Contractor:

During the July board meeting, several board members commented we should have a back-up contractor to handle our needs when conditions warrant it. Shortly after that meeting, 2 board members interviewed and hired a new contracting company, on a trial basis, to complete some tasks that had accumulated. In this meeting, John shared his interactions with this contractor (ECC) and said they accomplished 85% of the backlog items in the first 2 weeks of the trial. Other board members then shared some concerns for how that work was completed, e.g not using the type of materials The Island considers standard, not priming / painting replaced wood, etc. After some discussion, the board asked John to provide one more contractor option for us to evaluate. We also agreed to formally document the "standard process" for Island projects to be shared with all contractors. The end goal is not to eliminate the regular contractor but to provide us with options based on workload and availability so we can be sharper in the Spring.

--Mailboxes—2 new mailboxes for units in Lanai, Maui and Islamorada have been installed.

--Tot lot structures – installation of spare Trex decking on both tot lot structures should be completed shortly.

--Carpeting:

Continuing the discussion from last month, Al shared his research on the proper way to install this carpeting over a wood subsurface. It requires applying a  $\frac{1}{4}$ " troweled spread of glue to the entire subsurface, then place the carpet and roll the carpet to assure it adheres properly. Other prior comments were again discussed including the fact that the decks do leak during a rain storm; they were never designed to be water tight. Also, the new carpet, being exterior grade, is a thinner material which thus lets more rain penetrate it but it also dries quicker to prevent mold issues that were found with the prior indoor/outdoor carpeting. The carpet installation guideline states it must be glued directly to the subfloor thus the old method of applying a "goo" would invalidate the warranty.

The board then discussed the pending carpet project for Hawaii in the Fall. John is still waiting for proposals from 2 potential suppliers. Discussion continued on the logistics of who needs to inspect the deck surfaces at the beginning of the project, the standard type of plywood we use (BCX—salt treated) as well as the relationship of the carpet companies and installers (usually subcontractors). Engaging the carpet manufacture rep. to inspect was also recommended.

--Landscape:

Al shared he and Tom met a few weeks ago with a landscape architect about the north pool area landscaping. This contractor shared then he was tight on time; no proposal was received prior to this meeting. An initial recommendation made was to adjust the slope to drain water away from the pool walls. Tom then shared the hydrangeas recently planted at the north pool area have been removed. Additional red rock has been added around the property and bushes have been trimmed.

**--Financial Report:**

The July financial report shows a negative (\$16,951) financial position for the month and a negative (\$32,322) amount year to date. This 2-month shortfall pattern is fairly typical this time of year but concern remains that the budget can be pulled back into the black by year's end.

With the timing of several large payments (insurance and painting) due early in August, the association was forced to shift \$20k from the Reserves to the Operating funds to meet our payment obligations. The goal is to restore those Reserve funds by the end of August.

The final Dominica carpet payment, from the Reserve fund, was made after adjustments for the various repair issues caused by those contractors during this project were deducted from the final amount. Three owners have yet to send in their carpet payments; follow-up statements, with the applicable late charge applied, will be sent to them next week.

SureFire sprinkler contract increase: An unexpected increase in the sprinkler inspection contract occurred last month. The company is now being required to visually inspect the sprinkler heads inside each owner unit; accessing each owner unit will require considerable more time to complete this task. Craig / Mana-Jit shared many questions are still unanswered as to how the process will work, who will be liable for lack of key / entry to a unit, etc.

**Future plans / New business:**

--Smoke alarms: Craig shared the requirement to change all smoke alarms is a concern. This new MD rule pertains to wired alarms as well as battery only units and thus affects all Island owners. The replacement unit must be a sealed unit with a 10- year lithium battery; the unit must have a hush feature. This action item must be communicated to all owners. The “deadline” is 1/1/18.

--the Hawaii carpet project, as stated earlier, is on hold waiting for 2 more proposals to be received before a decision can be made.

--Roof replacement—a bidder spec sheet was shared for input from all; with no changes, John should now begin to pursue proposals for a roof replacement on either Aruba, Bermuda or Cayman; a decision on which building to be done first will be based on the evaluation of their condition during the proposal process; this project will likely be done early in 2018.

--Dryer vent cleaning: Based on several owners recently having issues with the dryer vents in Bermuda and Cayman and given the time frame when last done, the board agreed we need to schedule a dryer vent project for this Fall. While the current vendor is acceptable, a better, bulk price needs to be negotiated.

--Hawaii—a recent study showed the condition under the Hawaii building. The old batt insulation has mostly fallen down; the rest needs to be taken down. Also, several drain pipes under the building have separated and need to be reconnected to ensure the water flows away from under the building.

--North pool--the foundation wall was power washed recently to remove the stain from the water runoff. During this process, quite a bit of pargeting was disturbed. When the painters were addressing those areas, a hollow section of the foundation wall was discovered on the north side near the swing set. The board asked John to have the concrete contractor evaluate the needed repairs before that section is painted. The painters work on the north pool foundation wall will be billed at time and materials.

--The north pool fence will be evaluated next year for needed bracing as was done at the south pool this past Spring.

--A small sinkhole has opened in the parking lot on the east side of the north pool / dumpster area. It is at the edge of a patched section of macadam where it joins the concrete dumpster pad. A nearby storm drain also shows depression; it is suspected the drain pipe is failing. A similar condition also appears to be starting near the Dominica (an Oahu?) buildings. John will engage the appropriate contractors for this effort and determine the appropriate time to pursue this effort.

**Owner Meeting:**

The logistics of the upcoming Owner Meeting were briefly discussed. All meeting material has been sent to the owners either via email or US Mail packages. John said he planned to be at the meeting space early this year. The board confirmed we would not be providing coffee and donuts this year as it is costly and typically a wasted effort. There were no specific comments made regarding the agenda.

The board handled several other topics in a closed meeting session.

With all business addressed this meeting adjourned at 1:15 pm. The next time the board will be together is during the Owner Meeting on Saturday, September 23rd starting at 9am in the Ocean City Conference Center meeting room.

Respectfully submitted,  
Carol Ann Bianco, Treasurer / Secretary