

The Island at Hidden Harbour  
Board of Directors Meeting

November 18, 2017 – 9:30 AM  
Meeting Minutes

Board members Mark Coldren, Mark Hannahs, Jim Watkins, Charlie Zellers and Carol Ann Bianco attended this board meeting in Mark's Ocean City office along with John Jensen (Manager); Al Dietrich and Tom Murrill participated via conference call along with owner Alan Siegfried. Having a quorum, Mark H called the meeting to order at 9:30 am.

**Project Status:**

--Tot lot structures—The installation of Trex-like decking on the north tot lot structure is pending.

--North pool—Efforts to repair the hollow section of the north pool foundation wall are underway although Roger has been unable to complete this work due to weather (rainy) conditions thus far.

--Pool fencing—Roger has the plans to see if he can address the 1 missed south pool post; this work is on his worklist. Before the next board meeting, Al and Jim will re-check the North pool fence posts to determine if any action is needed there in the Spring.

--Outstanding work projects—John shared pending work items are routine and/or already known. The parking lot sinkholes at Oahu and north pool dumpster area have been repaired.

--Dryer vent cleaning—Indoor Pollution Solutions cleaned 21 of the remaining 30 common dryer vents in Aruba, Bermuda and Cayman as scheduled. Nine owner units were not accessible until key / code access can be coordinated or resolved. This project is ongoing.

Key checks / heat checks—John completed his preliminary key / access code check of Aruba thru Hawaii buildings; his goal is to check the remaining buildings in the next 1-2 weeks. Owners whose units cannot be accessed are being contact directly to resolve this in a timely manner. Depending on weather predictions, the first winter heat check will be done mid-December.

--Light conditions—Mark H advised his concern for several lights out on the property. John texted Clean Team for them to address it asap.

**Financial Report:**

The October financial report now shows a positive \$12,485 financial position for the month and an improved overall negative (\$6,049) amount year to date. It is hoped the Operating budget will be fully pulled back into the black by year's end. The final \$5000 Reserve monies borrowed earlier has been paid back. Two owners still have carpet payments due to the association.

**Future plans / new business:**

--Carpeting: The board continued the effort started in last month's board meeting to determine the best future solution for deck coverings. An architectural consultant John recommended, Will Cleveland, to provide overall guidance to the Island then joined the meeting. The board agreed our goal is not necessarily to prevent rain flow from the 3<sup>rd</sup> floor onto the 2<sup>nd</sup> floor decks; rather it is to preserve the structural elements of the buildings. The key component to the integrity goal is the wood decking currently in place as we acknowledge there is a life expectancy that will come into play at some point. A lengthy discussion followed on deck covering options and issues related to each alternative. Some options and potential solutions were then discussed along with the pros and cons of each. John noted that Will, along with our contractor Roger, Jim and he looked at a typical deck on Thursday prior to the meeting to give Will a sense of the issues.

Jim showed a sample tongue and groove wood plank product Roger recently installed on a 1<sup>st</sup> floor condo deck at 90<sup>th</sup> street. Concerns with this option included its weight and possibly noise.

Al reminded us of a 3<sup>rd</sup> floor Kauai deck whose owner decided to replace his carpet out of schedule. During that deck prep work, Roger used a sealing tape on all the seams and placed additional flashing at the fence posts. It was agreed we need to follow-up to see if this method resolved the water leakage to the unit below.

As in earlier discussions, the option of placing a protected membrane over the deck boards is feasible. Then either an outdoor carpet or another deck coating product could be laid over top of it. Preparations of the deck boards underlayment is a concern. This might be a good long-term solution although prep time per deck and cost are serious factors to consider.

Finally, the board agreed to seek a proposal from Will to advise the options, issues with each and cost factors for a typical size deck. The analysis should also include construction cost factors. John will pursue getting the proposal from Will for the board's review.

--Roof replacement—

John shared while he sent out our RFP to 7 firms only 2 roof replacement proposals have been received thus far. The board briefly discussed those 2 bids but wanted to see a 3<sup>rd</sup> proposal. Discussion followed on the some of the bid specifics included, esp. the type of roof shingle. The board agreed for John to obtain a scope of work and cost estimate from Will Cleveland on this project also. John was also tasked to have the local roof bidder update his proposal with a different roof shingle option. Finally, neither proposal included gutters or downspouts. How to work around and protect the 3<sup>rd</sup> floor front awnings is also a concern yet to be addressed.

--Pool repair work---John's task to obtain additional bids for the plaster and tile work proposed by Premier Pools for both pools is still pending.

--Hawaii insulation—The cost estimate from Roger to replace the batt insulation under Hawaii and secure it with nylon netting to keep it in place is still pending.

--Rusted deck brackets---Determining if any other 3rd floor railing posts steel brackets are rusted and need replacement is still pending. It was decided the only way to truly evaluate this situation is to go on each water side deck and check the fence railing for movement.

--Electric room heaters / door closers: John shared a bid from Roger to install electric fan forced air heaters in the electric room closets of Hawaii, Kauai, Lanai, Maui, Oahu and Islamorada to replace the old baseboard heaters. The bid also includes installing new commercial grade door closers on the sprinkler room doors of all 10 buildings to assure the heat is retained in this area. After some discussion, the board agreed to move forward with this preventive initiative.

**Owner Meeting follow-up:**

Several items that arose from the September owner meeting were discussed in this meeting.

--the board confirmed the decision to make both pools No Smoking zones in 2018. John will order signs to be placed in pool area. Compliance will have to be handled by the owners.

--the board agreed to obtain price quotes to replace the pool furniture. Mark H agreed to pursue and will report back to the board. A final decision on if and where to place new furniture will be made in a future meeting. The cost of replacement pool umbrellas will also be investigated.

--Bike storage in the building entrance stair ways is prohibited in the off season. In January, all bikes must be removed from these areas. Further, in-season temporary bike placement of any bikes in these areas must be identified with the unit number.

**To-Do's for 2018:**

The board then briefly reviewed the anticipated work planned for 2018. This includes boardwalk board replacements, landscaping plans, painting proposals, mailbox replacement as well as the other topics addressed earlier in this meeting. The goal is to be prepared and focused so all work is completed prior to Memorial Day.

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

With all business addressed this meeting adjourned at 12:15 pm. The tentative date for the next board is January 20, 2018 starting at 9:30am. The plan is to again hold this meeting in Mark's Ocean City office conference room.

Respectfully submitted,  
Carol Ann Bianco, Treasurer / Secretary