

The Island at Hidden Harbour
Board of Directors Meeting

April 21, 2018 – 9:30 AM
Meeting Minutes

All board members including Mark Coldren, Al Dietrich, Mark Hannahs, Tom Murrill, Jim Watkins, Charlie Zellers and Carol Ann Bianco attended this board meeting in Mark's Ocean City office along with John Jensen (Mana-Jit). Having a quorum, President Mark Hannahs called the meeting to order at 9:30 am.

Project Status:

--Locks--John shared new stainless steel self-locking door handles have been installed on all 10 electric room doors by Roger; he was able to use a filler block where the old dead bolt lock was in lieu of installing the escutcheons that were planned. During this discussion, the board recommended the pool storage and chemical room door locks also be replaced and keyed the same as the electrical rooms. John will work with Roger to get this done. Finally, speaking of locks, John will update the tennis court lock box assigned codes soon; they will be shared with the owners when the May Newsletter is distributed.

--South pool fence support--The south pool fence support bracket arrived; installation has been delayed due to weather; Roger expects to finish this work in the next 10 days. The section of south pool fencing that came down in a storm has been re-attached.

--Pools--The south pool filter system upgrade is now complete. Re-plastering work on the North pool has started. The old trim tiles have been removed and work started to repair the steps in this pool and prep for the new plaster of the north pool. This project is on track to complete in time for pool opening at Memorial Day weekend.

--Mailboxes--- New pedestal mailboxes for the Dominica, Hawaii and Oahu buildings were ordered. When they arrived at the Island an issue with the unit number labeling was found and delayed the installation. Triangle Builders is scheduled to complete the installation on Monday; John will mail out new keys to the affected owners. This now completes replacement of all 10 owner mailbox units on the property.

--Boardwalk boards—John reported Triangle Builders completed the boardwalk repairs yesterday. As decided earlier, this year's effort ramped up the quantity of boards to be replaced to nearly 300 boards (typically was 100 or so) with the plan to continue this increased effort in the next few years to really address the aging boardwalk. This will be a Reserve expense.

--Paint -Hawaii—John shared Moore Painting's team has now power washed the parking lot side of the Hawaii building. So far not much bad wood was found for Roger to replace. They plan to power wash the canal side shortly. Recently, John had an on-site meeting with Ed Moore and Roger to review who does what, when, etc. as this will be the first time for these two to team together on a project. Roger offered to set up pump jacks for access to the rear / canal side of the building for both teams use, at no cost to the association.

--New wood rot issues—

--**Circle light areas**---As learned last month, water infiltration damage was found in the circle light peak areas on the buildings; the damage was severe on the Aruba and Cayman buildings to the point it could become a structural problem. Recently, John, Roger and Mark were onsite to consider our options. After discussion, the board agreed to do at least a temporary patch effort by actually closing off the circle light areas with siding. While this will slightly modify the building

appearance, it will at least stop the damage. Roger estimates replacing those custom glass windows in these areas could cost \$10k each which would be cost prohibitive.

--**Maui south stair tower**—Mark shared he is seeing damage on the lower portion of the open circle design at the top of the south Maui stair tower. Maui is the only building left that we have not repaired the stair towers; it appears it is now time to address this. One idea offered was to remove the lower half of the circle design temporarily for now.

--Landscaping –Tom shared DM Taylor’s work to re-grade the slope of the land away from the north pool walls has started; the tear of out of the unwanted trees, shrubs, etc. is done. DM Taylor has also re-activated the sprinkler system on the Island. Tom advised an owner requested the pine tree near the property entrance at Aruba be trimmed as it obstructs his view. The board agreed to meet back at the Island after the meeting to view the issue.

--Roofing / consultant services –The proposal for services from the roof consultant was shared with the board via email following last month’s board meeting. After review, the board accept it, and the deposit payment was sent so we are now under contract for him to start the design phase. John anticipates the bid package will be ready in June with bid requests sent out to vendors in July / August. Replacing the roof on Bermuda is still planned for the Fall. John shared all the roofs were inspected recently following the high wind storms.

--Dryer vent cleaning—John has scheduled the remaining units in Aruba, Bermuda and Cayman that were not accessible for last Falls common dryer vent cleaning; they will be cleaned next week. Owners have been notified.

Financial Report:

The March 2018 financial report shows a positive balance of \$9,331 for the month and a net positive amount year to date of \$22,488. The Reserve Fund balance now stands at \$649,062. In March, the association recorded an allowance for uncollectible in the amount of \$11,311; this now closes the case of an ongoing non-payment of condo dues for one owner unit.

Future plans / decisions:

--Power washing—John is waiting on an updated power washing proposal he presented earlier for the Island. The revised proposal was to include several stair towers as well as cleaning the entrance steps for the buildings. John told the board this contractor did a partial cleaning of the entrance stairs on the west tower of Dominica. The board agreed to check it out after the meeting and then review the updated proposal when John sends it via email.

--Hawaii insulation—John has not pursued getting quotes to have the old insulation material torn out to clean up the area under Hawaii yet; a brief discussion of possible vendors followed.

--Pool furniture replacement –Jim reported after his recent investigation, Hit the Deck is still the best priced vendor for replacement pool furniture. He shared how the discount structure works and that by us ordering it now, we will not get any discounts. Jim then told us by the time we place this order, it will not be delivered before Memorial Day. Logistically we will have to set out the old furniture to start the season and then swap it out when the new product arrives. Discussion for what to do with the old furniture followed including an idea to offer some of it to owners after the new items are in place. Charlie then made a motion to accept the proposal to replace all the chairs and loungers for both pools; Al seconded the motion and all board members agreed. Jim volunteered to finalize the order with the vendor so we can move forward.

--Deck carpeting---Charlie shared his ongoing investigation with various carpet providers to meet our future deck carpeting needs. He found there are essentially no blue outdoor carpets available so the board discussed looking at a gray color carpet instead; Charlie will pursue this option. Some quantity of Baltic Blue remnant is still out there. This should be sufficient to do the 3rd

floor test deck on Aruba as well as fill in for misc. owner needs or repair projects. We'd still like for John to inspect the 3rd floor Kauai deck and the one below in a rain storm to evaluate the success of that sealing method in addition to the new test deck.

John then shared details on several recent water intrusion issues that have surfaced where a potential repair could cause a deck carpet challenge. In one case, new sliding patio doors were installed and it appears the flashing was not installed tightly enough to prevent water into the unit below. John and the board then discussed the need for post-installation inspections to be done in order for us to maintain the integrity of the building structure. It was decided an Owner Architectural Request form is needed to first obtain approve for the work and then as a guide for a follow-up finish inspection. Carol Ann will devise this form with input from the group.

--Owner Clean-up Day—An Island clean-up day was first discussed in last year's Owner Meeting. The board has now received more detailed information on the owner clean-up efforts at the property. The group's leaders requested some association funding to cover miscellaneous expenses in connection with this effort. The board agreed to make a minimal contribution.

To-Do's for 2018:

- Order spare pool umbrellas for the season; also trash bags. Carol Ann will order 6 spare replacement pool umbrellas as we have none now. Charlie will source the pool trash bags.
- John has now obtained replacement Ocean City flags; all new flags are in 401-A now.
- New signs for the pools specifying “no smoking” have been made and will be installed shortly.
- Extra piling caps need to be ordered to replace several damaged ones, mostly near Cayman.
- Several piling fence post caps need to be replaced, at least at the north pool.
- Premier Pools was suggested to obtain cell phones for the pools as they did one last year.
- Possible replacement of the bridge lights with new LED type fixtures is still an open item.

Items from the floor:

---a second, follow-up owner request to replace their sliding patio doors with swinging French doors was reviewed and rejected as the proposed style door is not architecturally similar to the installed units. The board again confirmed replacement patio doors must be sliding patio doors.

John advised SureFire will be inspecting each owner unit this coming week to observe the sprinkler heads. If issues are found in a unit, they will send a deficiency notice.

Bikes stored in the building stair tower entry ways continue to be a problem; this area is not intended for long term bike storage as the bikes can be a hazard as people use the stairs plus them being there restricts proper cleaning of those areas. Bikes not identified with an owner unit number will be considered to be abandoned and removed.

Board member moving—Jim Watkins advised he now has a contract on his unit and expects it to go to settlement mid-May. The board thanked Jim for all of his support especially since he was a resident owner and always willing to be involved in inspections, trouble shooting efforts, etc.

With all business addressed this meeting adjourned at 11:45am. The next board meeting is planned for Saturday, June 2, 2018 starting at 9:30am in Mark's Ocean City office conference room. If an item needs attention prior to the June meeting, the board will address it either by email or conference call.

Respectfully submitted,
Carol Ann Bianco, Treasurer / Secretary