

The Island at Hidden Harbour
Board of Directors Meeting

June 2, 2018 – 9:30 AM
Meeting Minutes

Board members Al Dietrich, Mark Hannahs, Tom Murrill, Alan Siegfried, Charlie Zellers and Carol Ann Bianco attended this board meeting in Mark's Ocean City office along with John Jensen (Mana-Jit); Mark Coldren did not participate. Having a quorum, President Mark Hannahs called the meeting to order at 9:35 am and welcomed Alan Siegfried. Alan was recently elected by the board to fill the vacant seat after Jim Watkins resigned.

Project Status:

--Locks--John shared new stainless steel door handles for the pool storage and chemical rooms have yet to be installed. John will work with Roger to get this done in the coming weeks.

--Pools--The North pool has been re-plastered and the entrance steps repaired. While the bottom of the pool surface received high praise for its smoothness, a concern was shared about the trim tiles. It appears either these tiles weren't truly replaced but rather re-installed OR the new tiles need to be cleaned off. Several board members planned to inspect them after the meeting.

--Pool phones—John has reminded Premier Pools we need cell phones to be placed in both pool area emergency boxes. This needs to be completed to pass the Health Dept. inspections.

--South pool fence support—While the final south pool fence support bracket has been fabricated, installation was delayed due to weather. The board now prefers this work be postponed until after Labor Day so not to distract or disrupt owners now using the pool.

--Pool equipment—Seven new pool umbrellas are on-site now; Charlie agreed to put them out in the coming days. The 34 cartons of new pool furniture are due to be delivered this coming week. The board discussed the logistics of the old / new furniture swap out effort including who might be available to accept delivery of the new chairs and loungers and temporarily store them in 401. The board agreed to wait until after Senior Week activities before setting out the new pool furniture. Switching the new for the old furniture could be accomplished the weekend of June 16-17, when the owner clean-up effort is scheduled, by enlisting their help in this effort. The board also agreed to hold onto some of the old furniture that is still in decent shape for use during peak (July 4th?) time periods. Those items will be stored in the pool storage rooms just outside the pool entrance. Any old furniture not being retained will be made available to owners for their personal use; whatever is then left over will be given to a scrap dealer by the Lighthouse.

--Circle light areas--Addressing the severe water infiltration damage found in the circle light peak areas on Aruba and Cayman continues as it has been found to be a structural problem. While closing off the circles by siding over those areas is still planned, temporary caulking and support work will be done now while a lift is on-site. The window supports were built into and have now damaged the truss system. Roger is working with Madd Engineering as we'll need a permit and custom designed new structural truss installed; the ceiling on the 3rd floor walkway will also need to be repaired. Obviously, we can't do this type of work while owners are on-site, in season. The board asked John to have Roger provide a budget estimate for our planning. It was also suggested we let the top circle lights in the other buildings go dark now.

John shared similar issues have been found with some smaller top circle windows on the rear / canal side of the Aruba and Bermuda buildings; those issues are not deemed critical now but will need to be addressed as it is causing other leak problems.

--Paint -Hawaii—John shared more than expected bad wood was found on the Hawaii building. Repairs on the front side of the building are finished; some repairs on the East side wall and the rear of the building are pending. Roger's team plans to set up pump jacks on the canal side of Hawaii and will share and coordinate the use of these access system with Moore's painters for both wood repair and painting on the rear of the building. Painting has only recently begun.

--Power washing—The new recommended contractor has powered washed the stair towers and side wall deemed needing this cleaning; positive feedback was shared. Cleaning of the entrance areas and concrete steps has been assigned to Moore Painting. At this time, that work has not started; it could possibly be done on bad weather days when conditions for painting are poor.

--Landscaping—Tom shared DM Taylor's work to re-landscape the north pool area is mostly done. Installation of sod in some areas has been delayed as the sod is too wet to cut out now. Stumps have been cut down as low as possible in most areas; the board requested DM Taylor re-visit 2 stumps near the BBQ area as they are located in walking areas and could be a trip hazard. Some irrigation changes are needed for a few areas with new planting. Seeding in the leveling areas between the buildings washed away in the storms and will need to be re-seeded.

--Dryer vent cleaning—All remaining common dryer vents in units in Aruba, Bermuda and Cayman have now been cleaned except for one owner unit (201-A) due to no key access. This effort is considered complete now. The board suggested in future Newsletters we remind owners in the other buildings they need to clean their independent dryer vents on a regular basis.

--Sprinkler inspections--John advised SureFire recently inspected each owner unit to observe the sprinkler heads. They reported no access to 28 units although John believes that number is only 9 units. They need to re-inspect and then send deficiency notices. Initially the cost to make repairs, to be done by SureFire, will be billed to the association. We will then bill back those charges to any unit with issues, e.g. paint on sprinkler heads, etc. In order for SureFire to make repairs, the sprinkler system must be shut down, by building, so this needs to be done in the Fall / Winter. The Fire Marshall's office will also be involved with deficiencies, including no access situations.

--Financial Report:

The April 2018 financial report shows a positive balance of \$6749 for the month and a net positive amount year to date of \$29,236. The Reserve Fund balance has been reduced to \$628,236 due to recent Reserve payments for pool furniture, umbrellas and the North pool re-plastering.

A new credit agreement—Recently, Roger shared that some building materials, e.g. siding, shingles, Azek boards, etc., are available at a reduced (approx. 27%) cost from Lansing Building Products in Salisbury. The association attempted to establish a credit account for contractors use with Lansing, similar to our arrangement with Adkins, but was rejected; they do not extend credit to condo associations. Mark suggested we revisit this using his insurance agency to get the arrangement established. Carol Ann will work with Moore & Co and Mark to pursue this.

Future plans / decisions:

--Hawaii insulation—John shared Clean Team accepted the challenge to remove the old batt insulation under the Hawaii building. The bid was accepted by all. John will get this started.

--Deck carpeting--Charlie provided a new carpet sample board for the group to examine for carpet type and color options. Discussion followed on the carpet type options available as well as the plan to do a test deck with Roger's team first sealing the underlayment for structural protection. Some quantity of the old Baltic Blue color carpet remnant is still available and should be sufficient to do a 3rd floor test deck 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 has a new carpet vendor lined up for us to pursue the test deck effort in the near term. With the expectation of a quick turnaround in the coming week, the board agreed to shift the test deck to Alan S in Lanai (versus the Aruba deck). To address an owner inquiry about when future buildings will be carpeted, the board agreed after Hawaii, that Kauai and Lanai would be planned for 2019 although a Spring or Fall decision was not made at this time.

John continues to pursue several recent water intrusion issues that surfaced when an owner's new replacement door installation caused a deck carpet challenge. Following the April board meeting, the Architectural Guidelines were updated and an Owner Architectural Request form was created. The board signed off on this process via email between the last and current board meeting.

--Roofing / consultant services—In recent communication with the consultant, John shared he expects we'll have the bid package available to review in mid-June. It is anticipated the board will review this document via email so the RFP can be sent out to contractors soliciting bids for a replacement roof on Bermuda. The board's plan is to make a decision on the selected roofing bid prior to the September owner meeting and schedule the work for this Fall.

--Owner complaint—An owner recently requested action be taken on a vehicle that appears abandoned; it has sat on the Island parking lot for an extended period of time. The board is aware of the history and ownership of this vehicle from past discussions. John was tasked to send a letter to the vehicle unit owner telling them it must be removed by the end of June or else the association will have it removed at their cost.

--Owner request—An owner also requested the Annual Owner meeting be moved to the Spring time period to allow for issues like the vehicle concern be addressed prior to opening season. The board rejected this request as it is unnecessary. Any owner issue should be shared with the board when identified for consideration and action to be taken as needed then rather than waiting for a formal meeting.

To-Do's for 2018:

--Maui south stair tower—The earlier reported damage on the lower portion of the open circle design at the top of the south Maui stair tower has not been addressed yet.

--Paint the south pool foundation wall--Once the Hawaii building painting and the contracted plan to paint the walkway light posts, is complete, the board plans for Moore Painting to paint the south pool foundation wall. Touch-up painting on the north pool foundation wall is also needed.

Items from the floor:

--Tennis court—Alan shared the cracks on the tennis court are widening. They need to be sealed before winter to prevent further damage to the court surface.

With all business addressed this meeting adjourned at noon. The next board meeting is planned for Saturday, July 14, 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