

The Island at Hidden Harbour
Board of Directors Meeting

August 11, 2018 – 9:30 AM
Meeting Minutes

Board members Al Dietrich, Mark Hannahs, Tom Murrill, Alan Siegfried, Charlie Zellers and Carol Ann Bianco, along with John Jensen (Mana-Jit), attended this board meeting in Mark's Ocean City office. Mark Coldren did not participate. Having a quorum, President Mark Hannahs called the meeting to order at 9:30 am.

Project Status:

--Pools:

Following our earlier concern with the level of service Premier Pools has been providing this year, Al worked with John who sent a "cure notice" to Premier Pools identifying our issues. John shared their reaction was to consider "giving" us something to sweeten the deal; they also questioned if we will renew the contract for next year. Note: next year will be the 3rd year of our current 3 year contract. Charlie commented with Premier Pools everything is an extra charge while there is no provision for give backs when they fail on something, e.g. pool overflowing. John shared he has other pool service providers so the board would have options for the future. Since we are still in active season, no decision on a potential change can be pursued now.

--New stainless steel door handles for the pool storage and chemical rooms have been installed.

--Hawaii projects:

The Hawaii project work is essentially finished. The completed building paint work has been inspected with only a few minor touch-up items left to do. The wood repair is also complete except for 1 board. The rotten wood that was stored under this building has been removed. The Board decided not to pursue an alternate material to replace the current wood slated enclosure that surrounds the lower rear side of this building.

Clean Team completed removing the old insulation from under this building and cleaned up that area as well. This project is done.

--Landscaping --Tom shared the timbers on the north side of the north pool landscape area have been removed. The landscaper priced removing several stumps near the BBQ area that are a trip hazard concern at \$250; the board agreed to this cost. In the new west side planting bed the green growth has been sprayed; it is now gone. At some point, the pile of rocks in the parking lot needs to be put back into the planting beds.

--Deck carpet test case(s): With the decision now made on the type and color of carpet to be used going forward, the board moved onto getting 1 (or 2) test decks carpeted using the new sub-floor prep method and the new carpet laid as quickly as possible.

With John's coordination, the new carpet supplier removed the old carpet from the Lanai test deck and scraped up the old glue. The deck boards on this unit are in good condition so we are ready to proceed. Next week the contractor will prep this deck using Blueskin house wrap along the sliding door side edges of the deck and butyl tape on all other plywood seams. Then the new carpet will be laid. The second test deck project was delayed due to lack of availability to access that unit.

John also showed a possible metal edge wrap that could be used in carpet projects. More to follow on that option / cost / benefit or issues.

--Financial Report:

The July 2018 financial report now shows a negative balance of (\$21,285) for the month and a net negative amount year to date of (\$651). The May Reserve Fund balance bounced back up to \$642,839.

Mark then updated the board with news of the upcoming merger of Moore & Company into PKS & Company. From the Island's perspective, managing our financial accounts will be business as usual as Bob and Brittany will continue to support us in the new structure. There will be a new office address, mailing address and contact telephone numbers. No costs associated with this merger will be borne by the Island; Moore/PKS will cover the costs of new mailing envelopes, etc.

The board then reviewed the proposed 2019 budgets. Given the slim margin in the projected end of year 2019 values, the board agreed it was necessary to increase the monthly condo dues by \$10. This will also allow us to increase the Reserve Fund contribution to stay in line with the Reserve Study guidelines. Carol Ann will work with Moore & Co to update the proposed 2019 budgets and coordinate the readiness of them for the Owner Meeting mailing package.

Following the above discussion, the board then reviewed and tweaked the agenda for the Sept. 22nd Owner meeting.

Future plans / decisions:

--Common Area Condensate lines—Mark and John updated the Board on a recent, weekend issue with a blocked common condensate line. This was not the first incident of this type of problem this year. After discussion, the board asked John to provide us with contractor and cost options to deal with these lines going forward.

--Circle light areas--- The proposed scope of work to remove the rotten wood, sister new wood where needed and install new framing / plywood and flashing as needed, without replacing the full truss system, is the solution the board prefers. John shared the contractor does not see an issue with this scope of work and getting the permit from the City. The plan is to move forward with this project after October 1st.

The smaller decorative circle windows on the rear of the buildings will be sealed with silicone caulk when the need arises.

--Roofing Bid: --Following up on our earlier discussion, John consulted with Will, the consultant, on several items. Will believes the existing gutters are fine. The fascia boards are being tested when the buildings are painted and, if needed, will be addressed at that time. John will regroup with Will to finalize the bid specs for the Bermuda roof replacement project and get it sent out to several roofing contractors in the next week.

--Painting-Oahu:--A proposal was received from Moore Painting for the Oahu building which is to be painted this Fall. Comparing this proposed cost with prior paint costs for Oahu and the cost to paint similar size buildings, the board rejected the bid as too high. We countered back with a cost we believe is fair and appropriate; John will inform Ed Moore of our position. Rotten wood prep work can be started soon.

--Deck carpeting---Just prior to this meeting, John received the proposal to re-carpet the Hawaii building with the new "Legend" / Dreft Blue (#111) carpet. Without having time to study it, the board offered a few factors to be included in the proposal: spell out it will be installed with as few seams as possible; the carpet team will scrap the old adhesive; they will be onsite working throughout the project when weather permits. As this is a new supplier, we need references. John will convey these concerns to the new supplier for a revised proposal.

To-Do's for 2018:

- Parking lot pole light fixture is still down near the Oahu building; who is tasked to fix it?
- No Wake signs have been received; they now need to be installed along our boardwalk piers in an effort to slow down boaters. Suggested pole locations were offered. A question on the status of the No Smoking signs at the pools was also raised.
- Painting---painting the walkway light posts is in progress now. Then 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.
- A suggestion was made to add extra door openings in the wood rear skirt area on the bay side of Maui to allow for kayak storage.
- Tennis court—Alan shared the cracks on the tennis court are widening. They need to be sealed preferably before winter, to prevent further damage to the court surface.
- Parking lot---a bad area near the Lanai building and several cracks in the parking lot near Maui will likely need to be addressed.
- North pool tot lot—upgrade the wood decking with a composite type of material
- Add last support brace to the fence post at the south pool; the custom fabricated brace has already been paid for to Roger.

With all business addressed, this meeting adjourned at 11:50am. There isn't a scheduled board meeting planned prior to the Owner Meeting on September 22, 2018. If an item needs attention prior to the Owner meeting, the board will address it either by email or conference call.

Respectfully submitted,
Carol Ann Bianco, Treasurer / Secretary