

The Island at Hidden Harbour  
Board of Directors Meeting

January 5, 2019 – 10 AM  
Meeting Minutes

Board members Al Dietrich, Tom Murrill, Caroline Pisano, Alan Siegfried and Carol Ann Bianco, attended this board meeting in Mark's Lutherville office. Mark Hannahs, Charlie Zellers and John Jensen (Mana-Jit), joined via conference call. Having a quorum, President Mark Hannahs called the meeting to order at 10 am.

Project status:

--Repair of smaller circle light spaces on rear / canal side of several buildings: These repairs are top priority on Roger's list. The sealing repair of the windows will be done mostly with silicone and aluminum as needed. When these windows leak, water damage occurs typically in storage closets on rear decks. Known units with water damage are: A-304, B-311, B-310. After these windows are sealed, interior closet repairs for these units will be addressed.

--Status of painting / wood repair on Oahu: Painting of the Oahu building is complete except for the foundation, which first needs to be parged. Parging will be done when the weather warms so that it can cure properly; then the foundation will be painted. During the final walk through with the painters, a few small wood spots that the carpenters missed were identified. John will address these with Roger.

--Status of carpeting / wood repair on Hawaii: All common area carpet is installed but needs to be punched out and cleaned up for a finished appearance. 1<sup>st</sup> and 2<sup>nd</sup> floor owner rear deck carpet is installed, but again, needs to be punched out and finished off. 3<sup>rd</sup> floor owner decks have been stripped of old carpet and prepped for install. Even with the new, low temperature adhesive, the weather is not cooperating. If weather holds out for Monday (1/7/19) the 3<sup>rd</sup> floor will be finished.

--Status of repair to tennis court crack(s): No action on this project yet due to weather conditions

--Status of replacement of parking lot light – Oahu and Aruba areas: Replacement lights have been received and were scheduled to be installed just prior to this meeting.

--Replace batteries to Emergency lights on buildings; replace some hallway lights: Per John, approximately 80% done; Maui and Oahu are left to complete. Should be done by meeting.

--Heat check inspection #1---key / access status: Plan to do it in next week to 10 days.

**--Financial Report:**

The December 2018 financial report shows the expected negative year end results of (\$28,382). Most of the forecasted year end positive balance was wiped out by the write off of a long term uncollectible condo dues situation and an unexpected water damage repair. However, the one truly significant hit to the Operating budget was overspending the Building Repair budget by \$34,368. The Reserve Fund balance at the end of December is \$666,398. This is a positive increase from our 2018 starting point, noteworthy given several significant Reserve funded projects completed in this year.

Carol Ann shared the agreed plan to transition our Reserve bank CD's into an insured investment product is moving slowly. This is due to a) allocate the large amount of money needed for 2019 planned Reserve funded projects, b) the maturity dates of our current bank CD's and c) the boards plan to keep these funds 60% liquid and 40% in fixed term products.

### **Future Plans / Decisions:**

**--Insulation under Hawaii:** After the last board meeting John contacted an engineer who advised him the required R value was R35 for this project. Upon hearing that answer, John then reached out to Delmarva Insulation who submitted the bid. Delmarva advised the permit requirements for a “heated space above an unconditioned area” (aka Hawaii design) in 2005 and renewed in 2012 call for R-19. The Delmarva Insulation bid is for R-20 which satisfies this requirement. It can be installed in temperatures over 40 degrees. Following our discussion, the board asked John to pursue Delmarva’s installation guarantee period, the life expectancy of the product and to see if they would give us a discount before a final decision is made to move forward.

**--Roofing Bid:** --After the November board meeting, John revisited the roof proposals with the three bidding companies; he shared those updated proposals with the board via email 3 weeks before this meeting to allow time for each person to review them. In this meeting’s discussion, the board questioned what steps each bidder would take to protect the front, 3<sup>rd</sup> floor awnings on these buildings. Further, each bidder quoted a different shingle product, with differing life expectancy, which did not allow for an apple to apple comparison. John was tasked to have the bids match the shingle products, showing any new costs and why the original shingle was bid. After the meeting, a follow-up email was sent requesting our consultant give guidance on the best shingle for our property. Once the above answers are received, the board plans to hold a conference call to make a final decision versus waiting for our next board meeting.

**--Common Dryer Vents:** With the board’s agreement in principle to move forward with the plan to separate the 2<sup>nd</sup> and 3<sup>rd</sup> floor dryer vent in A, B and C buildings, John clarified and negotiated the final contract price for this project. While still in agreement to move forward, the board asked for detail on how the “bird cage vent” exiting via the fascia board on the 3<sup>rd</sup> floor walkway will be installed to protect the building structure. As with the roof bids, as soon as this information is available, the board will finalize this project.

**--Pools:** Following our November meeting, citing poor performance, John sent a notice to cancel the 3<sup>rd</sup> / last year of the Premier Pool contract via email and certified letter. John then sent RFP’s to several other pool companies for us to consider and is waiting for their proposals now.

**--Common Area Condensate lines**—John reached out to a plumber to bid this project who preferred to do it on a Time and Material basis thinking not all buildings are designed the same. Alternatively, John recommended having an HVAC contractor give us a firm quote would be a better way to proceed. The board agreed but felt this is a low priority, maintenance issue now and decided to defer it for the time being given the other projects already planned for Spring.

**--Landscaping** --Tom shared there are no major landscaping projects planned for 2019. Checking for winter kill will give us some guidance for needed plantings. Filling in several sink holes, adding rip rap material in some areas, removing a few more stumps at the north pool and removing the dead trees at the entrance bridge are on the list. Charlie is pursuing weed eradication and fertilization. Once the painters finish their foundation work at the North pool and we see the growth of last year’s plantings, decisions can be made to fill in the landscape beds in that location. Sod renovation was also suggested for some scattered areas on the property.

**--Boardwalk replacement plan:** With the board planning to concentrate this year’s replacement efforts on the boardwalk to run from Dominica to the Bay, including the walkout bridge from Hawaii to the boardwalk, Charlie counted 859 “old” boards for the scope of this effort. John shared a proposal from a “licensed marine contractor” for this project; he also indicated our regular contractor (Roger) was interested in this job, on a time and material basis. The board questioned if Roger would a) be permitted by the Town to undertake this effort and b) would have the capacity given the other work we need him to address early this year.

Several board members are not satisfied with the replacement boards installed last year by different, licensed marine contractor, so the scope of work might well increase.

John was then tasked to obtain several more firm cost (not T&M) bids from contractors allowed to perform this work. Al and Alan offered to check the qualifications with MDE and the Dock Master. There was also discussion of doing this project in the Fall instead of this Spring and / or to split the work over 2 years due to the anticipated costs.

**2019 Paint / Carpet projects...Kauai and Lanai:** John inspected both buildings to help guide us on the best sequence to paint and re-carpet both the Kauai and Lanai buildings in 2019.

John shared both the wood and carpet are in bad shape on Kauai but doing both projects at the same time (Spring) is not recommended. Given the observed bad wood, painting Kauai in the Spring is his recommended course of action, leaving the carpet replacement for the Fall. Note: Kauai was last painted 5 years ago.

Fitting in the above plan, re-carpeting Lanai should be targeted for the Spring work with wood repair and painting of that building done in the Fall. Note: Lanai was last painted 4 years ago.

Feedback from the board questioned if it would be possible to lay new carpet on both buildings in the Spring, now that we have an adhesive that will work at lower temperatures. The biggest factor, besides the weather conditions, is the amount of wood repair needed on Kauai in addition to the deck prep work on Lanai. Is it realistic to add in Kauai deck prep work at the same time?

John was asked to obtain proposals from Moore Painting for both buildings. Before Sea Floors can accurately bid the carpet projects, we first need to determine if any owners, in either building, wish to opt-out under the Architectural Guidelines, so we only contract for the necessary amount of material (and labor). John will alert and poll these owners of the planned carpet projects.

--**Mark Your Calendar:** September 21<sup>st</sup> has been locked down at Northside Park conference room for our Annual Owner Meeting.

**To-Do's for 2019:**

--Paint the south pool foundation wall and touch-up painting on the north pool foundation wall remains to be completed. Both parking and painting the foundation of Oahu are also needed.

--A suggestion was made to add extra door openings in the wooden skirt area on the bay side of Maui to allow for kayak storage.

--Alan suggested the volleyball area needed more sand next year.

--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. Roger expects to complete this in the next few weeks.

--Earlier Alan recommended we develop a document of standard contract requirements for future bids. Carol Ann provided what was used in earlier years. Alan next needs to connect with Mark about the insurance requirements to wrap up this effort.

With all business addressed, this meeting adjourned at 12:20 pm. As soon as several key project updates are received, the board will hold a conference call to handle those items. The next board meeting is scheduled for February 23, 2019 starting at 10am. Whether this meeting is held in Mark's Lutherville or Ocean City office will be decided closer to the meeting date.

Respectfully submitted,  
Carol Ann Bianco, Treasurer / Secretary