The Island at Hidden Harbour
Board of Directors Meeting

March 30, 2019 – 10 AM
Meeting Minutes

Board members Mark Hannahs, Al Dietrich, Alan Siegfried and Carol Ann Bianco, attended this board meeting in Mark's Lutherville office. Tom Murrill, Charlie Zellers and John Jensen (Mana-Jit), joined via conference call; Caroline Pisano was not able to join due to a family medical emergency. Having a quorum, President Mark Hannahs called the meeting to order at 10:00 am.

Project status:
--Repair of smaller circle windows on canal side of several buildings: The siding on the Bermuda center circle canal side window has been replaced; all the other rear small circle windows were sealed. The siding on the rear circle window on Aruba still needs to be finished.

--Status of carpeting / wood repair on Hawaii: Final punch out tasks on the parking lot side of Hawaii are expected to finish by 3/31/19.

--Replace batteries to Emergency lights on buildings: Per John, the batteries in a few more Exit signs still need to be replaced.

--Modification of common dryer vent design in Aruba, Bermuda & Cayman buildings: This project is complete. Note: an attic water pipe in Bermuda was inadvertently broken during this project and caused some water damage to the unit directly below. All related water line repairs and water damage mitigation work is now complete. The dryer vent contractor adjusted their invoice deducting the repair costs from their compensation.

--Status of repair to tennis court crack(s): Repair is scheduled for the 1st week of April.

--Roof replacement project—Aruba and Bermuda: All preliminary items, notifications and inspections are complete. Work it set to begin on April 1st on the Aruba building.

--Hawaii insulation: Spray foam was applied to the underside of Hawaii. This project started on time and completed ahead of schedule! The installation has been inspected and approved.

--Boardwalk replacement: The proper insurance certificate has been received from this contractor. Work is expected to begin in the next week, weather permitting.

--Paint prep / wood repair on Kauai: All parking lot side railing repairs are now complete; some parking lot side high trim work is pending a lift. The carpenters will be moving to the rear and sides of the Kauai building next week. The painters started power washing the building on 3/29/19 / yesterday.

--Carpet prep / sealing /installation on Lanai: The carpet contractor is ready to start tear off of the old carpet as soon as the association's deposit check is received. [Note: the deposit check was mailed immediately after the meeting.]

--Financial Report:
The February, 2019 financial report continues to show a negative amount ($1,835) spent for this month and a negative year to date amount of ($14,850) again due to the unexpected Building Repair budget overrun at the start of the year. As of the end of March, unofficially we've now spent 50% of this year's Building Repair budget.

The Reserve Fund balance decreased to $648,673 due to deposit payments made on several major projects. Two Reserve CD's are maturing this weekend. Following the guidance of PKS, we are moving those funds into another CD that also recently matured. With the combined amount of monies, we will obtain a 2.6% rate of return for 15 month period.

Owner payments: at this time we have received 14 owner reimbursement carpet payments; 6 more are due. Owner payments of heat check / key access violations appear to have stalled. PKS will send reminder statements to those owners. If either of the above late payment due status continues, a late fee will be assessed to those owners.

Future Plans / Decisions:

--**Pool Management proposals**: In this board meeting, John shared the revised proposal from the initial pool management bidder. They eliminated the extra charges for items we feel are necessary, daily actions. John also shared a second proposal for our consideration. We found it was not an apples to apples comparison so the board asked John to return to the second bidder and request an update based on the gaps seen. This is becoming a time critical decision so the board agreed we would make our selection via email in the next week or two.

--Landscaping –Tom and Charlie met meeting with Patric (DM Taylor) to discuss our landscape needs this year. As requested last month, stumps at the north pool area have already been removed and some of the dead trees at the entrance bridge cut down. Tom is waiting for proposals for several other areas including addressing the overgrown bushes at Kauai, sod at Maui, tweaks to the north pool landscaping, possibly with an anchor tree. In the meeting, it was mentioned the crape myrtles near Maui need to be trimmed. Also sand in the volley ball court needs to be replenished again. Tom will reach out to Patric on these new items.

--**Cleaning contract**: The contract with the Island's cleaning / light maintenance contractor needs to be updated with 2019-2020 dates. John will reach out to them for the new contract. Mark requested a copy of their insurance certificate also.

To-Do's for 2019:

--Oahu building---some pargeting is needed and then the foundation walls of Oahu need painting.
--Touch-up painting on the north pool foundation wall pending; a new spot now needs pargeting.
--Paint the south pool foundation wall
--North pool tot lot—upgrade the wood decking with a composite type of material

Items from the floor:

--Alan shared a standard contract requirements document for future bids. After he tweaks it, he'll send to the team for final review.
--The Island Clean-Up organizers reached out with their plans for this year and requested financial support from the association for misc. supplies. The board approved their request. Note: the planned date of the Clean-Up effort has been changed to June 8th.

With all business addressed, this meeting adjourned at 11:30 am. The next board meeting is scheduled for **May 18, 2019** starting at 10am in Mark's Ocean City office.

Respectfully submitted,
Carol Ann Bianco, Treasurer / Secretary