

The Island at Hidden Harbour  
Board of Directors Meeting

October 18, 2019 – 10 AM  
Meeting Minutes

Board members Mark Hannahs, Tom Murrill, John Booze, Charlie Zellers and Carol Ann Bianco along with John Jensen (Mana-Jit) attended this meeting in Mark's OC office. Caroline Pisano joined by phone; Al D. had also planned to join by telephone but a last minute schedule conflict prevented it. Having a quorum, President Mark Hannahs called the meeting to order at 10:00 am.

**Project status:**

--Painting: the north and south pool foundation walls have now been painted; a few spots on the north pool foundation wall were also repaired--DONE.

--Lanai dumpster: the original Lanai dumpster was badly rusted with the bottom about ready to fall out. A new replacement dumpster was delivered this week; paid with Reserve funds--DONE.

--Kauai carpet: the new carpet installation on the Kauai building started immediately after the Owner Meeting and good progress was made. Currently the front / parking lot side of the building just needs the edges wrapped to complete that area. The 1<sup>st</sup> floor rear owner decks are installed and work is underway on the 2<sup>nd</sup> and 3<sup>rd</sup> floor rear owner decks now. The expectation is the installers will complete the remaining work in the next week, depending on weather conditions.

--Lanai carpet: to recap, an inspection of the installed carpet on Lanai was done in late June with less than satisfactory results. A punch list of 3<sup>rd</sup> floor bayside decks found the carpet edge not wrapped but instead the new carpet was cut along the top edge of the deck exposing the plywood edge to weather. At that time, both the owners and the board agreed to postpone final resolution of all deck issues until the Fall. John now shared the installers came back and replaced the carpet on one 3<sup>rd</sup> floor deck and stretched the carpet on a few others to wrap it just over the plywood edge but not under the wood surface. The 2<sup>nd</sup> floor owner deck installation status has not been inspected yet. After discussing our options, John was tasked to re-engage with the carpet company and have them re-do several of the decks. He will also determine the status of the 2<sup>nd</sup> floor deck installation and add those findings to the scope of the re-work effort, as needed. Since the 1<sup>st</sup> floor owner decks are properly installed, the board decided to bill those owners now rather than sending them an invoice during the holidays.

--Lighting changes – Charlie shared all but 2 of the replacement parking lot light bulbs are now installed; the townhouse gazebo lights have also been replaced. He noted under the MD Energy Program, timing of this work is done based on the DPL billing accounts and the usage seen there. Mark asked that we obtain the insurance certificate for the local installers working on the property.

--Water leaks: Stemming from an unusually violent wind / rain event that occurred earlier this summer, several owners reported water leaks in their units. John shared that water tests were completed on the units we could access to try to duplicate the condition. After discussion of reasons, circumstances and remedy options, the board asked John to have our contractor caulk the suspect windows as a first line of defense. Reported loose siding was also noted and should be checked and secured as necessary.

The board then moved into a broader discussion of how far we / the association should go before we cite the more logical culprit being old sliding doors. We agreed the first step for water leak reports should be to perform a water test with the owners present to observe the results.

It was then suggested that John send a separate email blast note to all owners reminding them of their responsibility to maintain their units. Items to be included in this maintenance alert should include making owners aware that most of the sliding door units have likely exceeded their life expectancy. Other items to be included are reminders to replace water heaters every 10 years and to update their HVAC system to include condensate line protection devices and / or regular system inspections. Finally, a reminder to all owners they are now responsible to have their dryer vents cleaned. John will also include contractor contacts for owners to consider as needed.

--Town Utility Easement: This involves a water line that runs across the bay from our property to 123<sup>rd</sup>. The Town has now done quite a bit of prep work in the area marking underground lines. At this point, John feels in the next 2 weeks or so, the drill rig will be set-up in the area currently occupied by the Dominica dumpster. Using this drill rig, they plan to bore down roughly 30 feet, then tunnel under the canal to 123<sup>rd</sup> street and re-connect with the existing water feed. This effort will restore our water loop to the fire hydrant functionality.

--Town Storm Drain clearance work: recently the Town of OC completed phase 1 of their work to clear the storm drain for 125<sup>th</sup> St. that sits just west of our entrance bridge. At this time, John has not heard when the 2<sup>nd</sup> / final phase of this work will be completed.

**--Financial Report:**

The August and September financial reports finally show a positive monthly net amount spent (\$4,924 and \$5879 respectively) although we continue to run negative in both months for year-to-date results of (\$55,433 and \$49,555 respectively).

The Reserve Fund balance increased to \$501,705 in August and \$523,182 in September. As planned we're now paying back the funds we borrowed for the new master insurance policy.

**Future Plans / Decisions:**

--Alternate railing products: Continuing on our earlier board discussions, John had now obtained 2 bidders including 4 vinyl railing products for consideration as an alternate railing product that would not require painting or future wood replacements. Some minor clarifying details were reviewed including the vinyl railings would require adding more short posts to provide a connection point for the pre-set length of the vinyl railing systems. The initial cost of such a conversion would require a significant special assessment to each unit owner. It would also not totally eliminate the need for some painting to be done on the buildings for door / window trim, gray wall / foundation areas and such.

Discussion then shifted to the longevity of our current use of pressure treated wood when we now replace bad pickets, stringers, etc.; it was shared that pressure treated wood could last 25-30 years. Besides the vinyl conversion cost factors, the board came to understand that shifting to a vinyl railing system would fundamentally change the appearance of the Island due to color option limitations and the additional posts, etc. The board then agreed vinyl was not the solution for the Island. Instead, John will obtain firm quote proposals for full wood replacement (reserve expense) for the next paint / wood project (Lanai) with the expectation that process would help us control our expenses while using a product that will last.

--Lighting options – Charlie updated the board on our switch over to LED bulbs. Besides the updates noted above in the Project Status section, all the walkway post light bulbs have been changed out—cost \$0. Ceiling unit entrance lights will also be upgraded at a cost of \$0. Supplies are being sourced to continue this effort with new bridge lights (estimate cost \$100) and hallway lights (estimated cost \$3000); these last 2 items will include new fixtures as well. Once all upgrades are complete, we should immediately start to see a reduction in our DPL bills.

-Dock receptacles / electric panels boxes: Concern was shared for the condition of some dock receptacles as well as the electric panel boxes (3). John was asked to get bids for replacements of the panel boxes as well as any needed repairs to the receptacles.

--Park benches: It was shared the 2 park benches near the south pool have reached the end of their life cycle. It was agreed to replace those 2 benches in the Spring with the same / similar product as was installed at the north pool area two years ago.

--Pool umbrellas: Charlie noted we no longer have any spare umbrellas for the north pool; the new style umbrellas we purchased last year for the south pool area have held up well. Mark stated now is the time to place this order and he offered to work with Hit the Deck to obtain 7 new, same style and color umbrellas for the north pool area. Ordering them in DE will save us tax costs; Charlie agreed to pick them up when the order arrives.

--Boardwalk replacement: At the board's request, John obtained an updated cost quote to finish the boardwalk replacement project of 500 boards. One contractor's quote, whose cost were originally way out of line, came back with a quote now cut by almost 65% which raised red flags to the board. John shared the other contractor, who he has worked with quite a bit recently, gave a reasonable bid and agreed to upgrade to stainless screws, if we desired them, at no additional cost. Carol Ann asked John to see if we can tweak the payment schedule based on when we start this project. Also, on the last boardwalk project work, there were a number of installed boards deemed unsatisfactory. Charlie agreed to mark them so John can re-engage that contractor for corrections to be made.

--Landscaping –Tom shared he is working with John to obtain a proposal to trim the sycamore trees around the property that have become overgrown.

--Pool Management: John obtained an offer from Best Aquatics, our pool service provider from this year, to renew their contract for the 2020 season at the same rate. The board agreed to this. Further, Best Aquatics provided a list of off-season repair recommendations. The board discussed their list and accepted several including sealing the expansion joints at the north pool. The board also agreed to install inlay depth markers and “no diving” warning tiles at both pools as these were flagged concerns noted by the Health Dept. earlier this year. While no cost was provided, the board also knows repairs are needed at the north pool backwash pit as a water leak has returned onto the sidewalk. Finally, a clogged skimmer line was discovered but no pricing was provide now; John will pursue this item / cost. The remaining the items were deferred for now.

--Roof replacement: Earlier John provided the Chesapeake Roofing proposal to replace the Cayman roof in 2020. The specs are the same as what was recently installed on Aruba and Bermuda and the cost is in line so the proposal was accepted.

**Owner Meeting Follow-up:** The board briefly touched on the 2019 Owner Meeting although no open issues existed. However, the date for the 2020 Owner Meeting might be a concern due to it being a Leap Year and thus shifting other events into that same Sunfest weekend. No decision was made at this time; we will continue to monitor the Town of OC's plans before we make a firm 2020 date decision. The board also questioned if there was a way to improve the proxy process so we don't continue to fight a last minute quorum decision. John (Booze) shared a proxy process he's recently experienced and agreed to share it with John / the board.

**Items from the floor:**

--A concern that owners are leaving large items near the dumpsters but not calling for a bulk trash pick-up was shared. John suggested we obtain magnetic signs to be placed on each dumpster reminding everyone of the process. The board agreed to consider this approach.

--Charlie shared there are 5 abandoned bicycles he plans to “trash” as they haven’t moved in over a year. John suggested he contact the OC police department for a recommended disposal solution.

**To-Do’s for 2019 – 2020:**

--Finish siding on Aruba center circle rear / canal side window

--North pool ~~tot lot~~—upgrade the wood decking with a composite type of material

With all business addressed, this meeting adjourned at 12:50 pm. There is no board meeting planned for either November or December; the next board meeting will be held in January. Any issue that needs to be addressed will be handled via email (or conference call if necessary).

Respectfully submitted,  
Carol Ann Bianco, Treasurer / Secretary