

The Island at Hidden Harbour
Board of Directors Meeting

May 16, 2020 – 9 AM
Meeting Minutes

Board members Mark Hannahs, John Booze, Alan Dietrich, Tom Murrill, Caroline Pisano, Charlie Zellers and Carol Ann Bianco along with John Jensen (Mana-Jit) participated in this board meeting via Zoom. President Mark Hannahs called the meeting to order at 9:00 am.

Project status:

--Wood replacement on Lanai: After several frustrating weeks when our current, assigned wood contractor failed to show up and tackle any of the wood replacement work on Lanai, time to move on to Plan B. John and Charlie met with All States Construction on site to review the identified railing trouble spots on the front of Lanai. In their discussion, it was agreed it was overall faster and more economical to replace full sections of railing than piece-part weaving in a replacement board here or there. All States quickly provided a firm quote for the work involved and agreed to use our material suppliers to save us their 20% overhead charges. Their proposal also included using screws rather than nails and all wood would be primed. While we lost valuable production time, we now have a firm cost quote to proceed.

John shared All States quickly set up near the Lanai building and within a few days had 6 full sections of railings completely replaced. He authorized them to work this weekend for us to catch up and due to poor weather forecasted for the upcoming week. The board then discussed the details and potential cost involved for the identified wood repairs on the parking lot side of Lanai.

Several board members had seen the work being done and said it looked good. However, a second check after the meeting found issues with their use of spiral, fluted nails instead of screws, lack of tight joints on some of the top rails and paint being used instead of primer on the new, raw wood. John quickly jumped on these issues to keep the project moving forward as defined.

The above project only covers the parking lot side of the Lanai building. Access to the water side is challenging and will be deferred to the Fall so not to interfere with owners use of their rear decks now. Finally, the delayed wood repair effort has severely stalled painting of Lanai

--Pool Repairs: Atlantic Pools drained the backwash pit at the North pool and sealed all cracks found in the concrete block walls. However, we've now learned their sub-contractor did not apply the final coating to fully seal the pit. The backwash pit is now full of water and no leaks have been observed. The final sealing of the pit will be completed in the Fall. Atlantic Pools is also due to install two new chlorine feeders. It is unknown if a clogged skimmer line has to be blown out by Best Pool Care yet.

Charlie shared he has cleaned and re-installed 25 pool post caps, with caulk on the inside of the cap for a better seal; he also obtained and installed 9 new replacement caps.

Pool opening:

Just prior to this meeting, the board received the "Interim Guidance for Worcester County Semi-Private Pools 5/15/2020" document. The board quickly realized these guidelines are unworkable for us to open the Island pools as planned on Memorial Day. John shared he has been in contact with our Best Pool Care who manages the pools; they are willing to assist us as needed.

With the limitation of no more than 10 people total in each pool fence zone and if a violation of the capacity limit is observed by the Health Dept., we could be shut down indefinitely, the board felt we would have to delay opening.

Other requirements in the 5/15/20 memo require signage for social distancing and a sign-in / out log be maintained. Further, extra cleaning must be done several times each day. At this time, the board felt if the 10 person limit was not increased, we'll have to keep the pools closed.

[Mid-week after this meeting, the Health Dept. regulations remain in place. Via a final email vote, John was tasked to notify all owners of our decision not to open the pools as normally planned / contracted for Memorial Day. No pool furniture will be put out at this time. In addition to "closed" signs posted on the pool gates, the gates will be chained shut.]

--Roof replacement-Cayman—Chesapeake Roofing replaced the Cayman roof in mid-April. This project is complete.

--Cayman carpet: John shared all the new carpeting has been installed on the Cayman building except for one 3rd floor rear deck; he expects that one will be finished as soon as we have good weather. Along with our contractor failing to perform on the Lanai wood project as noted above, the deck prep work on Cayman was only partially done. John then successfully partnered with the carpet vendor to bring on their contractor to finish the Cayman deck preparation work. Due to some rear deck access issues with the lift and our landscaping, access through two owner units was required to complete the carpet installation on those decks.

--Lanai carpet: We continue to wait for one owner, who is coordinating directly with the carpet company to resolve the installation issues on his rear deck, before we can wrap the Lanai carpet project up. John also said he still needs to check on the 2nd floor rear decks.

--Landscaping: Tom shared the removals and clean-up type landscape work is complete. Our landscaper is securing the new, replacement planting material now and expects to have that work completed within the week. Tom plans to have Patric trim the hedges in front of A, B, C and D buildings; otherwise we're in good shape now. Alan agreed saying things look really good now.

--Oahu Sidewalk: John and Tom met to review the raised Oahu sidewalk issue and how the nearby tree affects the project. After reviewing the options, they decided to have the raised concrete pad removed; any tree roots found under / impacting the pad will be taken out by the concrete guy. If removing some tree roots later affects the tree, then Tom will have the tree completely removed. Given this is a trip hazard, replacing the raised pad is time sensitive now.

--New Park Benches: Two new park benches for the south end of the property are currently being stored in 401-A. John will have the concrete guy install the footers needed to set these new benches when he does the Oahu sidewalk repair.

--Financial Report:

Both March and April continued our net positive trend in the Operating funds. March ended with a positive monthly net amount of \$9,819 and April showed a monthly net positive amount of \$12,706 leaving the Operating Fund with a positive year to date amount of \$34,510. The LED light conversion project continues to give us strong savings of 38-40% per month over last year's electric bills.

The Reserve Fund balance decreased to \$552,714 at the end of April. Payments made on the roof and carpet projects on Cayman, the sinkhole repair / storm water pipe replacement and the boardwalk repairs were all Reserve expenditures.

We are working around PKS team members scheduled time in their office now. USPS mail issues resulted in a lost check and a late flood insurance payment issue; those issues have been resolved. Owner condo dues are generally being paid on time; Jen is following up with any slow payers.

Future Plans / Decisions:

--Boardwalk replacement: Earlier the final phase of the boardwalk project was deemed complete. Alan shared he just found several dock boards that are now loose; they were not screwed into the stringer below. Alan fixed the obvious loose boards he found but recommended John have Brittingham's team come back and re-check their work.

As noted last month, a few badly rusted dock ladders were removed during the boardwalk deck project. John checked with a marine engineer and our boardwalk contractor who both verified that swim ladders are not required on the boardwalk. This issue is closed with no further action.

--Dock electric panels boxes: John is waiting for a bid from Beacon Electric to replace the three electric panel boxes on the boardwalk. It was noted the (owner's) circuit breakers work; the issue is the panel boxes are badly rusted. Timing of this replacement project will be a bit more challenging now as we need to keep it from interfering with boat owners use of their lifts.

Owner Topics:

--Islamorada decking: John said he is waiting on RFP responses from several contractors. He's observed contractors checking that decking but he hasn't received any responses yet. With the repairs made earlier this year, the deck is stable and safe for use now. As this effort progresses, communication and coordinating with those 4 owners on bid selection and how they will pay for the project will be critical to nail down before work starts. An owner draw schedule was strongly recommended to help them manage a likely expensive effort and to protect the association.

To-Do's for 2020:

--Dumpster sign: After reviewing the dumpster signs the Town would provide, the board created our own to better inform owners of what can be tossed in a dumpster and what items need Bulk Trash pick-up. John has the new signs ready; Charlie agreed to install them on the dumpsters.

--Bike stickers: As noted in the April Newsletter, John had bike stickers made for owner to identify their bikes in the stairway areas. He's been getting requests and mailing stickers to the owners. Several board members requested stickers in this meeting; John will provide.

--Flags: John and Charlie coordinated obtaining new USA, MD and OC flags for this season. Charlie will put them up later this week.

--Town Storm Drain clearance work: At this time, the Town of OC has not determined when / if the final phase of this work will be completed (funding issue).

--Owner Meeting -2020: The board agreed not to pursue changing our owner meeting proxy balloting to an online voting process.

--Insulation: Charlie suggested we have the batt insulation under several buildings re-secured to keep it from falling down under the building. John will pursue this as a Fall project.

Items from the floor:

--Charlie shared as he walks around the property, he's found several Architectural Guideline violations. The board agreed we need to rein in these incidents. John shared he has an established notification procedure in place so any deviation observed should be sent to him to handle.

With all business addressed, this meeting adjourned at 11 am. The next board meeting will be held on June 16th starting at 4pm. The meeting will again be held via Zoom.

Respectfully submitted,
Carol Ann Bianco, Treasurer / Secretary