

The Island at Hidden Harbour
Board of Directors Meeting

July 18, 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: John stated the contracted wood replacement work on Lanai is complete. As agreed, All States replaced, at their cost, top boards Charlie identified as cut short during the rail section installations. Carol Ann shared the final invoice has been received and paid. Further, the promised “extra” warranties have been provided.

John then shared All States will address some fascia and trim boards with related misc. painting that were identified but outside the scope of the initial project proposal next week.

--Oahu Sidewalk: John shared the raised concrete pad at the Oahu building has been removed and a new concrete section was poured. This project is done.

--New Park Benches: John said the 2 new park benches are in place. This work is done.

--Picnic tables: John and Charlie shared while we planned to order a few new picnic tables for the south end of the Island, there is currently a nationwide shortage of picnic tables due to the outdoor restaurant seating requirements from Covid-19. Instead Maintenance Connection has been tasked to see what improvements they can make to the existing picnic tables.

Misc. repairs: The broken cupola on the entrance gatehouse was repaired along with some misc. siding issues. Charlie said a few misc. light repairs required rewiring; that work is also done.

Charlie then shared he’s asked Greenway Lighting for a quote to replace the pool deck lights with LED bulbs to continue our cost saving effort there. Also we have 2 parking lot lights, both near Maui, that need new bulbs installed. We have spare bulbs but need a contractor to install them.

Tot lot: Alan confirmed the north tot lot concerns are not structural. John plans for Moore Painting to address the surface rust and repaint it in the Fall. The top deck boards need attention.

--Landscaping: Mark shared a Maui owner’s concern for “a lot of weeds” on the north end of Maui. Charlie advised that DM Taylor’s team sprays a weed killer weekly and Alan questioned if the concern was really the daisy flowers there that have bloomed and need to be deadheaded. Caroline and Alan both stated the landscaping looks great, esp. at Maui and the North pool where the newer planting are getting established. Tom shared more red stone is being added to enhance the planting beds now and additional red stone will be ordered and installed in the Fall. Mark reminded Tom to address the center parking lot strip closest to the south pool that just has messy low, ground cover there. Right now the goal is to manage the weeds there; re-working that area will be a larger project for a future time.

Future Plans / Decisions:

--Aruba carpet: John obtained a proposal to replace the Aruba carpet which was shared with the board. While it was felt the cost is in line and the building definitely needs this work to be done, it might be better to delay it until next Spring so owners come back to enjoy new carpet then rather than pay for it and let it sit over the winter. The board agreed to this timeframe.

--Maui: Earlier the board discussed and agreed to undertake a wood replacement and painting project on Maui this Fall. John asked the board to define the scope of work for this building. After discussion, the board agreed the wood replacement on Maui should be addressed on an as needed basis, not a total replacement of all the wood on this building. In order to help define the scope, it was suggested John alert the owners of this project to learn if they are aware of wood issues on their rear decks. If so, they should advise him and include photos if possible. John will now work to obtain bids for both the wood replacement and paint projects.

--Lanai wood replacement (rear / water side): Earlier, the board agreed due to the challenging access issues on the rear of Lanai, the project scope would be to replace all the wood railings, etc. during the Fall project. John is now shopping labor cost options with several contractors. Our target is to start the wood replacement work as soon after Labor Day as possible since Moore Painting will still need to complete their Lanai painting contract on the rear of the building once the wood replacement project completes. Some discussion followed for alternate timelines and methods to obtain and prep. the materials. John will discuss those options with Ed Moore.

--Lanai awning: John recently observed the front trim panel on the north Lanai 3rd floor awning is tearing away. He's engaged Phillips Signs to quote replacing Lanai's awnings and to also check the awnings on the other buildings as we've had some minor issues with support posts, etc. recently. The plan for the Lanai awnings will be to re-use the support structure but remove the top awning support sections totally, take them back to the shop and install new awning fabric. The board discussed the option to not reinstall the new awnings until after likely weather threats have ended.

--Financial Report:

The June financial report shifted to negative position in the Operating funds this month. June ended with a negative monthly net amount of (\$6,431) while holding a positive year-to-date amount of \$46,193. The LED light conversion project savings dropped a bit in June due to the pool lights now running; as mentioned earlier, Charlie is looking into a solution there. The Reserve Fund balance now stands at \$558,329 at the end of June.

The board then reviewed the future projects to plan for in our 2021 budget planning:

--For the Operating fund, we need to factor in painting the Dominica building next Spring.

--For the Reserve budget, we decided to address the following:

--Dominica – replace the roof next Spring

--Dominica – wood replacement in connection with Painting project

--Aruba – replace the carpet on the building next Spring

--Lanai – replace the 3rd floor awnings –possibly start in the Fall but complete in Spring

The board also started to consider additional board replacements on the boardwalk from the Aruba to Dominica section. John suggested we first engage a marine contractor to evaluate the bulkhead before undertaking a wholesale wood deck project.

Given that we've already overspent our full annual Reserve fund contributions and have more projects on the table for this Fall, as well as what we're targeting for 2021, it was recommended we strongly increase our annual Reserve funding as we structure the 2021 budget.

Owner Topics:

--Architectural violation status: John shared while he has prepared violation notices to send to owners about issues that surfaced in earlier board meeting, they have not been sent out yet. He did confirm with contractors he knows who are replacing outside closet doors that the flush style (not 6-panel style) door is available.

--Boat in marsh: The board recently received a memo concerning a boat “parked” in the marsh. It was decided John should notify the boat owner that it appears, per MD Natural Resources Police, this might be a violation of the MD Coastal Bays Program. Thus it is not permissible to leave a boat in the marsh and that if any fine is imposed, the boat owner will be liable for the fee(s).

--Outdoor wall sconces: Working with Charlie, Carol Ann developed guidance information for owners who wish to replace their switch controlled outdoor light sconces, at their cost. The board agreed this information should be added to the Architectural Guidelines.

--Islamorada decking: John said he still has no bids, nor contractor interest, on the project to replace the Islamorada deck. It was agreed an engineer’s evaluation to define the scope of this effort should be the first step. The board also felt that while the Islamorada owners are liable for the cost of this project, the association should manage it, same as how owner deck carpet projects as managed. The board again discussed how important it will be to keep the Islamorada owners aware of and engaged in this effort. Once we reach a point of action, these owners must give us positive, written concurrence for the project to proceed and a deposit payment before any work starts.

To-Do’s for 2020:

--Backwash pit-North pool: John shared recent work done on the North pool backwash pit has stopped all the water leaks. He recommended we cancel the planned final phase....to apply a waterproof seal in the Fall as it is no longer needed. The board agreed to cancel that work.

-Dock electric panels boxes: After discussing options to totally replace, or just address the rusted areas of the dock electric panel boxes, it was decided now is not the time to tackle this effort. We will re-visit this topic again later in the year.

--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.

--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).

Items from the floor:

--Bike rack: Caroline shared an extra bike rack is needed near the Maui building. After discussion, it was decided if possible to have Maintenance Connection move one bike rack from the Bermuda side of the North pool. If a bike rack is not available there, then we need to look into ordering another bike rack.

--Owner Meeting – October 3rd: Carol Ann shared we need to send out the board nomination forms to all owners by the end of July. John then raised the concern if we will be allowed to hold an in-person owner meeting this year due to the Covid-19 distance restrictions. He will pursue whether it will be legal for us to conduct the Annual Owner meeting via Zoom if the space capacity / social distance restrictions are still in place in the Fall. John Booze reminded us of the possible option to do electronic voting; he will resend that information in case it is needed.

With all business addressed, this meeting adjourned at 10:55 am. The next board meeting will be held on August 22nd starting at 9 am. The meeting will again be held via Zoom.

Respectfully submitted,
Carol Ann Bianco, Treasurer / Secretary