

The Island at Hidden Harbour
Board of Directors Meeting

March 05, 2021 – 9 AM
Meeting Minutes

Board members Mark Hannahs, Alan Dietrich, Richard Foard, 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:

--Lanai wood replacement (rear / water side): John shared that he, Richard and Charlie did an on-site inspection of the Tyler's work on the Lanai project this past Wednesday. They observed the job site looked good but more importantly found the quality of work good and consistent on the project. If not for some weather challenges, they would have been done by now. Charlie shared the Tyler team are aware of the pending work inspection by the Town of OC (due to the permit). He felt they had another 8 railing sections to finish in order to wrap it up, which would take approximately 2 more weeks. Richard stated we made the right choice when we selected Tyler.

John also noted how the Tyler team operates differently from other contractors we've used in the past. When Tyler discovers a problem / an unexpected issue, they first do their own analysis and then they bring their findings and proposed solutions to John / team.

Finally, John shared none of the Lanai owners accepted the one-time offer to replace their closet door during this work project. Right now we have one owner's closet door that must be replaced. John is working with one other owner on their closet door status.

Carol Ann noted the billing from Tyler's office is very detailed and timely which helps keep that portion of this effort under control also.

Finally, it was suggested the new wood on Lanai could be prepped in April with primer and paint applied in May. It was noted Dominica wood / paint project would be a Fall project at the earliest.

--Maui wood replacement: The board next discussed the Maui wood replacement needs. John recently completed a site inspection to determine which sections of railings need to be addressed on Maui. He shared his results with the board today and noted he already gave those specs to Tyler to draw up a proposal. With Maui, there will not be challenging access issues to deal with on this building. The board agreed the priority of work would first be to address railings, then column wraps and finally fascia boards.

Equally as important as the cost of this project is the timing of when Tyler can schedule it and commit to a completion date. Concern was shared with wood replacement work, materials, dumpsters, etc. in place on the property as we approach mid-May when owners will begin to arrive. Richard suggested if the Tyler team doesn't feel they can complete the entire Maui project in that time frame, then we should consider addressing at least one side of the building now. It was noted the new wood railings on Lanai look good even though they haven't been painted yet. John will push Tyler for a cost and time frame quote, hopefully have it in a week or so.

--2021 Heat checks: John shared a summary chart of the winter heat check of all owners units. Sadly we appear to be regressing in key / access codes for entry in all units which was even more surprising in that many owners in this category were not new owners. John noted that with a mild winter last year, no heat check was performed. Then with Covid restrictions, access to owner units for sprinkler inspections, etc. also did not occur so we've had over a year without any need to test owner keys / access codes. The board asked John to resolve the key / access code issues.

John then reviewed the cases where units were found with indoor temperatures set below 55 degrees (value required by our insurance policy) and units with the main water valve left on. The board asked John to send notices, with fine alerts, for the low heat / water on unit conditions.

--Aruba carpet: John shared the Aruba carpet contract has been signed and the material ordered. He hopes they will begin to start deck prep work next week to take advantage of the better weather. He also noted the Carpets and Renovations team will address any deck board issues found during the prep efforts. They will also apply our now standard blue skin deck wrap to close all seams. John will work with Rob (C&R) to determine who will order those necessary supplies.

--South Pool: John shared this contract has been signed and prep demo work started right away. Charlie noted all the old tiles have now been removed and spots / gaps are being filled in. John advised Atlantic promised to get tile samples for us to choose the replacement tiles; the spare ones we have in storage are not enough to complete this entire project.

--Tropical Storm Isaias: John advised we are now under contract to replace the awnings on Bermuda, Lanai and Oahu, including a new frame section on Oahu, plus several entrance canopies that were damaged by last August's Tropical storm. He believes they need to start soon in order to have the replacement work completed by Memorial Day.

John and Mark continue to work on the insurance claim; we are now working under the Wind Buy-Back policy which has a \$25k deductible. All paperwork has been processed; we are just waiting for a response.

--Speed Bumps: In the January meeting, the board agreed to add 3 additional speed bumps. The contract was signed and the contractor quickly came to do this work at which time we realized we only need 1 new speed bump at the Oahu entrance to the West side of the Island. However, the board felt the other existing speed bumps are not as obvious as needed and asked John to have them repainted.

--Roof Replacement – Dominica: The contract has been signed for the Dominica roof replacement. John expects this work to be done in the beginning of April.

--Lanai & Maui Painting status: These items continue to be held as placeholders on the agenda for now. As stated earlier, painting the rear of Lanai can likely start in May; Moore Painting still needs to paint a few top rails to complete the painting work on the front of Lanai. Portions of Maui were painted at the end of last year; the rest will depend on wood work. Other warranty paint efforts to be addressed include touch up work on Kauai, Oahu and Bermuda hand rails.

Landscape Updates: Prior to the start of this meeting, Tom shared several photo rendering plans he received from volunteer owner (Paul). Paul's plans show how these areas would appear after 3-4 years with new plantings installed. These will be the start of the new master landscape plans. Given budget limits, it will take several years for all the plans to be implemented. The board was very appreciate of Paul's efforts (at least 25-30 hours) and his providing options in several cases.

--Financial Report:

The January Operating fund financial report starts us with a positive monthly net amount of \$15,917. The Reserve Fund balance increased to \$626,924 at the end of January. Due to a communication gap, the Excess Operating funds of \$87,489 was not moved to the Reserve Account as planned in February. This additional funding will help cover the many Reserve projects planned for 2021. Thus far Reserve fund checks have been issued on the Lanai project as well as the deposit on the Aruba carpet and the speed bumps.

Carol Ann then reviewed a chart of committed and proposed projects that will impact the Reserve account funding. Besides needing to keep watch on how these projects impact our account balances, we now have several Reserve CD's that will mature soon and need to decide if we should cash any of them in. The challenge is not knowing exactly when specific funds will be needed in conjunction with our monthly Reserve fund contributions. In the interest of maintaining our flexibility, it was decided to cash in one March CD. Before the final decision is made however, Carol Ann will verify with PKS if any of these accounts have the option to take a "penalty free withdrawal" thus allowing us to maintain the CD with the desired flexibility.

John shared the Cayman repairs from the clogged condensate line are now finished. He is working with the adjuster and PKS to finalize this financial side of this event.

Future Plans/decisions/proposals:

--Tennis Court: John has requested quotes to either repair & repaint OR do a full resurface project on the tennis court. He knows both bidders have looked at the site but no responses have been received. While cost will be a factor in whether we decide to tackle this project, timing of any work is also important. If we decide to move forward, we would need the work completed soon to give our owners the ability to use the tennis court in the Spring.

--Condensate lines: Earlier this week, John and Richard spent time crawling under several buildings to verify that indeed the design of the condensate lines exit from the buildings is not consistent on the property. Richard said he'd still like to examine the common condensate line via a few 1st floor units. Once these tasks are complete, we can establish a game plan to address all the common lines. The next step is to identify several contractors to work with us and create a plan to clean out the existing lines and possibly modify the design in some cases. With warmer weather on the way, this effort needs to remain a high focus item.

--Power washing: John sent an RFP to our prior power washing contractor. Immediately after this meeting, John received / shared the proposal. The board voted via email to accept the proposal.

Owner topics:

--Boat Slips / lifts: Earlier John completed a review of the owner slips and lift and identified a number of them to recommend owners take action. Charlie re-checked the current status of those cited. John has sent a memo to those owners reminding them to maintain their property.

--Islamorada decking: No updates on this at this time

Reminders / To-Do's for 2021:

--Tot lot – north area: John was tasked to find a contractor to address the bad deck boards and rusted paint on the north tot lot structure. No new update at this time.

--Guard house doors: The doors on both guard / gate house structures are in poor condition. The board asked John to have Tyler add this work onto their Island efforts.

--LED lights: Charlie shared the final LED lights to be replaced are on the list; we're now waiting for favorable weather conditions to complete this topic.

--Under the building insulation: It was confirmed during the condensate line inspection that in some cases, the batt insulation under a few buildings is falling down. It was suggested to approach our cleaning team to see if they would be interested to tackle this effort for us.

--Picnic tables: The board agreed to replace the Island picnic tables. After a brief discussion, it was decided to switch to a non-wood product this time. During the meeting, a decision was made on a viable option; the board agreed to move forward with this effort. John will coordinate this.

--Flags: John and Charlie will coordinate efforts to purchase replacement USA, MD and OC flags. We normally purchase 2 each every year. This year the flag pole rope needs to be replaced also.

All agenda items were covered in this meeting. The next Island board meeting was scheduled for 9am on April 9, 2021 via Zoom.

This meeting adjourned at 11:15 am.

Respectfully submitted,
Carol Ann Bianco, Treasurer / Secretary