

The Island at Hidden Harbour
Board of Directors Meeting

April 09, 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 the wood replacement work on the rear of Lanai is now essentially complete. He has received positive feedback from some Lanai owners who have seen the completed work on their decks. It is now time to do a punch list, final inspection of this project work. After discussion, the board asked John to fully inspect each deck via entry into each owner unit. At that time, he should also test to see if the new wood is ready to accept paint or if the paint element of this project needs to be delayed until Fall. John suggested he would do these inspections next week, weather permitting.

--Maui wood replacement: Following our last board meeting, the Maui wood replacement cost proposal was received from Tyler Builders. Via email, the board decided to address those decks needing wood replacement on the rear of Maui be done now; the parking lot side of wood work will be delayed until the Fall. It was further decided not to fully accept either of the Tyler optional work efforts, i.e. re-wrap all center support columns or replace all the skirt boards. Instead column wrap decisions will be made on an as needed basis.

John shared work started on the south end of Maui this week and will continue consistently, weather permitting, toward the north end of the building to address the decks designated on his updated chart. The board then discussed if other decks need to be included in this scope of work. John advised at the start of the project, he tasked Tyler to check and address any bad wood areas found as they progress along the rear of the building even if it was not cited on his chart. However, the board asked John to personally take a 2nd look at some specific units.

--Aruba carpet: John shared the Aruba carpet project is underway as demo of the old carpet is complete. All deck sub-floors have been inspected for bad wood. They found some decking that needs to be replaced, primarily on the North side of the building, due to soft spots and / or delamination. The C & R carpet team will address the issues found and will also apply our now standard 3rd floor blue skin deck wrap to seal all seams. The parking lot side decking was found to be in pretty good shape so they will begin installing the new carpet there while deck repairs are completed on the end / rear decks.

--South Pool: John shared all demo and prep work is complete on the South pool. The contractor selected and installed new waterline tiles. It is expected the new plaster will be applied closer to the opening of the pool so the finish brushing work can be done with the newly filled pool.

--Awning replacements: John advised the damaged awnings on Bermuda, Lanai and Oahu, including a new frame section on Oahu, plus several entrance canopies will be removed on April 19th. The contractor will use a lift and flatbed truck to remove the old awnings offsite where new canvas will be installed. The canvas materials are available / in stock; the delay to date of not having someone to sew the new fabric has been resolved. The goal is to have the new awnings back in place by mid-May. A new concern found on the north end of the Bermuda's awning, showing more play than normal at a seam, will be monitored over the coming months.

--Roof Replacement – Dominica: John shared the Dominica roof replacement work began as planned this past Monday. With the good weather this week, and the long days the roof crew is working, they are making very good progress and may even finish today. However, the lift equipment they used for this building has damaged the lawn. Tom will work with Patric (landscaper) on a plan to repair those areas. There is also a concern that some sprinkler heads in those areas might have been damaged and they need to be checked. Richard then shared he spotted shingles on the ground near **Hawaii** last recently. John will have the roofers check Hawaii and all buildings for any miscellaneous repairs needed while they are now on the property.

--Speed Bumps: One new speed bump near Oahu was installed, however, the board feels the other existing speed bumps are not as visible as needed and need to be repainted. John plans to engage our regular painters (Moore Painting) when they're onsite for other work to handle this.

--Painting status: Except for warranty paint efforts needing to be addressed, which includes touch up work on Kauai, Lanai, Oahu and Bermuda (hand rails), timing of any new paint projects is dependent on when the newly installed wood is ready to accept paint. Earlier it was decided that during the Lanai wood replacement project inspection that a basic water test be done on the new wood to help determine when the paint project can safely start. Richard shared the too early painting of wood railings on Kauai now really needs attention as bare wood is appearing.

--Power washing: Following last month's meeting, the board voted via email to accept the power washing proposal for common areas of the property. John shared we are on the schedule for this work to be done May 10-12. He also added the tennis court to the scope of work.

Landscape Updates: Tom shared he met with our landscaper to review the target areas for this year's efforts. They are now checking local nurseries to source the plants recommended in the proposed rendering guides we reviewed last month. Tom expects to have cost proposals ready to send to the board for approval via email in the coming week.

--Picnic tables: The 8 new recycled plastic picnic tables with steel legs were delivered and have been assembled. Over the coming weeks, the old wood picnic tables will be inspected and identified for replacement and the new tables put in their place.

--Water leak in owner unit: John shared a water leak was discovered coming from a 3rd floor unit in Aruba last week. Mitigation efforts were taken to address this problem that impacted both the 2nd and 1st floor units below it. Investigation showed a failure in the water line fitting at the main shut off valve. During our discussion, it was learned this unit's water shut off valve is the old, ball type versus the newer lever style. The board strongly recommends any owner with the old ball type shut off have it upgraded as it is a common fail point. To that end, we will include inspections for the old type of shut off valve currently in place, as well as the age of the hot water heater tanks, be made during the next heat check of all owner units.

--Financial Report:

Neither the March Operating nor Reserve fund financial reports were available for review at this time. However, Carol Ann shared updates on the considerable number of expenditures made from the Reserve Fund account recently. These include a 2nd payment on the Aruba carpet, a deposit on the awning repairs, the deposit on the Dominica roof as well as payment for the new picnic tables. Lastly, with the decision to proceed on the rear wood replacement on Maui, a deposit check was sent to Tyler Builders.

On the positive side, the 2020 Excess Operating funds has been added to the Reserve Account. John then advised he received the insurance check under our Wind Buy-Back policy; he will mail the check to PKS later today. Finally, based on our decision last month, one Reserve fund CD that matured in mid-March was cashed in and those funds were also deposited in the Reserve account.

John shared the Cayman repairs from the clogged condensate line are finished and he is still working with the adjuster and PKS to finalize the financial impact of this event to the association.

As noted in our last meeting, John reviewed several cases where owner units were found with indoor temperatures set below 55 degrees (value required by our insurance policy). The board re-affirmed the required number is 55 (not 54 or below) for heat settings. Heat check fine notices will be sent to those owners whose unit was not properly winterized.

Future Plans/decisions/proposals:

--Tennis Court: John stated he's had no response from the 2 contractors he sought requests from to advise us of any needed work on the tennis court. Recently, he reached out to a 3rd contractor, again with no response. Timing of any work is now a critical decision factor as owners are starting to use the tennis court. [Following the board meeting, Alan inspected the tennis court and found 3 major on the surface that look to be repairable. John will reach out to Matt's Mgmt. for their assistance to address those issues as quickly as possible.]

--Condensate lines: Richard shared he recently did a more thorough inspection for how the 61 common condensate drain lines exit each buildings on the Island. He found the bulkhead buildings (Aruba, Bermuda, Cayman and Dominica) are very difficult to access from under the building as the crawlspace ceiling height is tightly limited; the other building's design does allow easier access to those drain lines. Richard said he'd still like to examine the common condensate line via a few 1st floor units and asked John to take photos of a few typical units for him. Other board members shared they do not believe the common condensate lines are accessible via the interior of the 1st floor units but rather run within the walls behind the washer / dryer or hot water tank. Once Richard is able to visualize the possible options for the bulkhead buildings, we can then develop a plan and work with a HVAC contactor for project cost estimates. With the warmer weather coming, this effort will soon take on a higher need to resolve to avoid another similar back-up blockage event as we experienced last summer.

--Dominica wood replacement: The board started a general discussion of when the wood replacement effort on Dominica could be started. It was suggested that John do a visual check of those railings in the May / June timeframe to determine the scope of work needed on Dominica. The tentative goal was to be under contract in August with work occurring in later in the Fall. However, the wood replacement work on the parking lot side of Maui first needs to be addressed this Fall.

Owner topics:

--Owner Clean-Up Day: The board has been notified the owner team for the Island Clean-Up day does plan to undertake that effort this year. They are targeting June 12 (13th rain day) and asked for the association to fund the miscellaneous supplies needed. The board agreed to this expense.

--Owner Annual Meeting Date: John has received confirmation of our meeting room reservation request for this year's Owner Meeting. It will again be held in the OC Rec. building on 125th St. This year's meeting date is October 2, 2021 to again align with Sunfest weekend.

--Islamorada decking: No updates at this time

Reminders / To-Do's for 2021:

--Purchase burner phones: It's been determined the old "burner" cell phones used to satisfy the Health Dept. regulation for an emergency communication method at the pools are no longer viable. John agreed to purchase 2 new phones for this coming pool season.

--Bike storage: Richard shared he found approximately 40 bikes stored in the building stairways; only 3 of them had the official identification stickers on them. Charlie also commented that several bikes, mostly in the bike racks in the common areas, appear to be abandoned; Charlie plans to deal with the abandoned bikes in the June timeframe. John then suggested we remind owners of the requirement to identify their bikes with the Island stickers in the next Newsletter. He also suggested he could place a batch of stickers in the mailbox on unit 401-A for owners to take them as needed. The board agreed to this plan.

--Tot lot – north area: John was again tasked to find a contractor (Tyler?) to address the bad deck boards and rusted paint (Moore) on the north tot lot structure.

--Guard house doors: The doors on both guard / gate house structures are in poor condition. Earlier John tasked Tyler's team to replace those doors. The new replacement doors are currently on order and will be installed when they become available.

--LED lights: Charlie confirmed he is waiting for favorable weather conditions to complete the task of replacing those lights at the pools.

--Under the building insulation: John was asked to see if our cleaning team would be interested to tackle the effort to re-secure the falling batt insulation under the buildings for us.

--Screw down loose dock boards: John advised Maintenance Connection has been given the task to locate and screw down any loose dock boards, mostly on the Aruba to Dominica stretch of the boardwalk.

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

All agenda items were covered in this meeting. The next Island board meeting was scheduled for 9am on May 14, 2021 via Zoom.

This meeting adjourned at 11:05 am.

Respectfully submitted,
Carol Ann Bianco, Treasurer / Secretary