

The Island at Hidden Harbour  
Board of Directors Meeting

May 14, 2021 – 9 AM  
Meeting Minutes

Board members Mark Hannahs, Alan Dietrich, Rich 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 stated in his walk-through on the wood replacement work on the rear of Lanai, he found the project essentially done with just a few minor punch list items to address. He also tested the new wood for paint readiness and advised it is not ready to paint. John recommends Lanai's painting pushed off to the Fall. Tyler is waiting on his supplier for the closet door one owner requested be replaced to finish that item.

--Maui wood replacement: John re-inspected the rear decks on Maui to determine if any more areas need attention there. He added one deck railing along with a few post caps that need to be replaced to the project. John also discovered the 3<sup>rd</sup> floor upper/top decks still need to have the side rails replaced; those sections weren't clearly noted on the initial scope of work diagram. Via email after our last board meeting, John shared the good progress Tyler's team made on the rear decks and recommended Tyler's crew move to the parking lot side of the building now with the expectation it would be completed by Memorial Day; the board agreed. In this meeting, John stated they are making good progress on the front now. Alan recommended the top rails on the parking lot side be rechecked and replaced as needed; John will add to his punch list before we close out this project. Painting on Maui will not occur until the wood dries out in the Fall.

--Aruba carpet: John shared the Aruba carpet project is fully underway. A few deck sub-floors with bad wood have been repaired by the carpet team. New carpet is laid on the parking lot side but they still need to wrap the deck edges. A lift is onsite for the carpet installation on the 2<sup>nd</sup> and 3<sup>rd</sup> floor rear decks. John expects them to wrap up the project by next week, weather permitting.

--South Pool: John shared the new plaster will be applied to the south pool this coming weekend. Then the finish brushing work will be done with the newly filled pool and be ready for Memorial Day opening. It was noted there is now a shortage of chlorine. John shared our suppliers got ahead of the issue so we're good for our needs this season.

--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 re-installed next week. This project will complete ahead of the Memorial Day weekend.

--Roof Replacement – Dominica: John shared the Dominica roof replacement work is complete with no plywood needing to be replaced. Patric (landscaper) verified there was no damage to the sprinkler heads from the lift. It was noted the newly seeded areas are filling in so except for a few plants impacted, the lift damage was minimal. John had the roofers check all the buildings for any miscellaneous repairs needed while they were on the property, esp. following a recent wind storm. He has a punch list where shingles need to be replaced over the coming weeks

--Painting status: John worked out a plan with Moore Painting to first paint the speedbumps by blocking off ½ of the speedbump and paint the other half; then switch the next day to complete that effort. The next task is a group of identified bayside owner units that need paint touch-up. After that they will tackle the north tot lot, the parking lot side of Lanai and then check /paint, as needed, all handrails on the Island. Some of this is warranty work and some will be T&M billing.

Power washing: John shared the power washing effort began as planned on May 10. He noted it is taking more than anticipated to really get the curbs, etc. clean. They will continue their efforts until all surfaces covered by the contract are complete.

--Picnic tables: The 8 new recycled plastic picnic tables with steel legs have been placed around the Island near the BBQ grills. We have 3 remaining wood tables that are still in good shape. They will be placed in areas needing extra coverage; the remaining wood tables will be removed.

Landscape Updates: Tom shared several landscape proposals with the board via email after our last meeting; they were all approved. Patric started to install the new landscaping plants last week and will finish the work by Memorial Day.

### **--Financial Report:**

The revised March Operating fund financial report shows a positive monthly net amount of \$12,802 and a year to date amount of \$44,231. This is mostly due to the deferment of painting projects as the new pressure treated wood is not ready to accept paint yet. Another reason for the positive results is that most of the building projects are Reserve projects this year. The Reserve Fund balance decreased to \$588,814 at the end of March. The drop in our Reserve funds is due to payments made on the Lanai and Maui wood replacement as well as the Dominica roof project.

Carol Ann reviewed a tracking chart of committed and proposed projects to help keep watch on how these projects impact our Reserve account funds. We are going to overspend our Reserve fund income this year with the projects currently underway.

John shared the Cayman repairs from the clogged condensate line are finished but he is still working with the adjuster and PKS to finalize the financial impact of this event to the association. On another insurance topic, the association will not pursue an insurance claim for the remaining amount of the Aruba water leak above the amount due by the owner's liability payment.

While there has been a delay in notifying owners of winter heat check violations, the board agreed notices should still be sent to reinforce the required owners actions. John will work with PKS on the format to use for the notices to the owners whose unit was not properly winterized.

### **Future Plans/decisions/proposals:**

--Tennis Court: John reached out to Matt's Mgmt. for their assistance to address the 3 cracks found on the tennis court. At this time, we don't have a commitment for those repairs.

--Condensate lines: John and Rich finalized their recommended plan to check the Island common condensate lines and to easily maintain them going forward. In the first effort, we will engage a plumber team to clean all the lines and install a "T" fitting on the exit portion of the condensate line. Another component of this initial effort will be to extend all the lines to the outside of the building; for example, Bermuda's lines exit within the crawlspace making it very difficult to service. By not gluing the T fitting, we'll be able to access, inspect and do necessary maintenance going forward. John shared a cost estimate for this initial effort. The board unanimously agreed.

At this time, we are going to leave the lines under Hawaii alone as they are currently a straight exit down drop into the sand below the building. In the future, we anticipate the above solution will not require a plumber to handle the inspections. Rather a maintenance team can inspect the lines each year and blow them out every other year, unless conditions warrant action sooner.

--Dominica wood replacement: John shared he plans to do a visual inspection of the deck railings on Dominica in the first 1-2 weeks of June. Those results will help us understand the potential scope and cost of work involved in the wood replacement effort there.

**Owner topics:**

--Misc. Owner issues: John shared during an attempted installation of a new rear deck owner awning, the back wall was found not solid enough to support the installation. He plans to have more of that wall area opened up in the coming week to determine the full extent of the issue and the source of the water damage. On another owner topic, John advised the board he found a new contractor for us to use when dealing with owner sliding door leak issues. This contractor was finally able to resolve a long standing leak issue on a stack of units in Aruba to everyone's satisfaction. His package approach contained the work in one project effort and provided a fair cost to both the owners and the association.

--May Newsletter: Carol Ann shared a draft of the upcoming newsletter. A few suggestions were made for additional topics to be included. The final version will be sent to the owners in the coming week along with John's Maintenance Suggestions memo and the 2021 tennis court codes.

--Islamorada decking: No updates at this time

**Reminders / To-Do's for 2021:**

--Purchase burner phones: John purchased 2 new phones for this coming pool season.

--Tot lot – north area: As noted above, John tasked Moore Painting to address the issues on the north tot lot structure.

--Guard house doors: Earlier John tasked Tyler's team to replace those doors. The 4 new replacement doors are currently on order and will be installed once they become available.

--LED lights: Charlie shared he's started 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: The dock boards, primarily the Aruba to Dominica section, were inspected and resecured as needed. This will be an ongoing maintenance item.

--Flags: John purchased 2 USA and MD flags; Charlie will obtain the OC flags. The flag pole rope needs to be replaced. Suggestions for how to handle the replacement rope were briefly discussed.

All agenda items were covered in this meeting. The next Island board meeting was scheduled for 9am on June 25, 2021 via Zoom.

This meeting adjourned at 10:45 am.

Respectfully submitted,  
Carol Ann Bianco, Treasurer / Secretary