

The Island at Hidden Harbour  
Board of Directors Meeting

June 25, 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 final walk-through on the wood replacement work on the rear of Lanai he found the project complete with just one owner deck closet door repair still to be completed. Due to recent developments of owner's needs, there is one ordered deck closet door spare now.

--Maui wood replacement: This project started as just wood replacement on the rear of Maui, but with good progress being made, the parking lot side was added onto it. The original scope of work was completed on time, aka before Memorial Day, with good quality work performed. Following re-inspection of the building, a few additional railing sections, top caps and column wraps were added on to the project scope as extra work items.

The board then discussed our different method for how Lanai versus Maui wood work was approached. Lanai was a total replacement of all wood on the rear of the building while Maui was inspected and only selected railings were marked for replacement. The expectation on Maui was the work crew would further examine the condition of the wood and raise concerns as they encountered them. It was then noted the work crew on Maui was not the same team on Lanai. We agreed we need to set the standard for which items need to be addressed and define the scope of work but if a misc. issue was observed needing attention, the work team should raise their concern. We did agree going forward to make standard when 2 adjoining railing sections were both replaced, then the joining column should be wrapped with the composite material at the same time as it will be less costly to do it upfront rather than to have a call-back later.

Painting the new wood on Lanai and Maui will not occur until the wood dries out in the Fall.

--Guardhouse doors: Tyler Building completed the replacement of all 4 closet doors on the 2 guardhouse structures. With the timing of this installation and current owner activity during the peak months, painting of these 4 doors will be postponed until the Fall.

--General maintenance support: John was recently made aware that our "regular" maintenance team will not be available for some period of time. Instead he arranged for one of the Tyler crew to stay on to handle the list of misc. repairs identified by his inspections and/or owner referrals. Charlie shared this worker does excellent work. If safety reasons necessitate it, Tyler's lead person will assign a 2<sup>nd</sup> person to help. John estimates we have 3 weeks of such work to address.

While on the topic of misc. items, Rich noted the Island bridge railing on the canal side has issues. It needs to be inspected and addressed as necessary.

--Aruba carpet: John shared the Aruba carpet project completed prior to our deadline date of Memorial Day. Bad deck wood was replaced where needed and the 3<sup>rd</sup> floor owner decks had the blue skin protection material added by the carpet team. This project is now under warranty and owner notices to reimburse the association for their deck carpet have been mailed out.

--South Pool: John shared the re-plaster project is substantially complete on the South pool. He brought back the plaster company to address some plaster left on railings / tiles; this was remedied. There's still a concern with a skimmer in the shallow end but it cannot be addressed until the water levels are lowered after the season. We do have a 5 year warranty on this work. While a common issue with new pool plaster, a few reports of rough spots in the corners / walls was raised as children's feet are being affected. Charlie indicated 95% of the new plaster is smooth; brushing should help address those areas. Also, a new pool pump was recently installed and a new life ring ordered.

--Awning replacements: John advised the damaged awnings on Bermuda, Lanai and Oahu, including a new frame section on Oahu, plus several entrance canopies have been re-installed. This project was complete ahead of the Memorial Day weekend and owner feedback is positive.

--Painting status: Moore Painting painted all the existing speed bumps so they are more visible. John then worked with Moore Painting for them to take time to inspect each building and address any misc. painting items that are found, typically handrails needing a fresh coat of paint. John recommended we make this an ongoing standard practice to be proactive and to reduce owner complaints. The deck on the north tot lot structure was re-covered with a maintenance free material; some areas of the tot lot structure have been repainted; the remaining sections will be painted in the next week or so.

Power washing: John shared the power washing effort took a full 5 days to complete. The owners have shared positive feedback, esp. on the tennis court which is now not as slippery as in the past. Given the lack of such cleaning in the past, some spots just won't clean out completely but the power washing crew plans to circle back to touch up a few spots in the coming weeks.

--Condensate lines: RYT Plumbing is now under contract to clean the common condensate lines, except on Hawaii, 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.

--Dumpster: The dumpster at Dominica has been replaced. Also, Moore Painting plans to re-paint the existing dumpsters to slow down the exterior rusting on them.

--Flags: John and Charlie purchased replacement USA, MD and OC flags. The top flag pole rope broke but John was able to engage a contractor with a lift to assist in replacing the rope.

Landscape Updates: Tom shared all contracted landscape plans have been installed and inspected. The ongoing focus will now shift to plants that are damaged or dying to plan appropriate actions.

**--Financial Report:**

The May Operating fund financial report shows a positive monthly net amount of \$10,423 and a year to date amount of \$80,209. This trend continues mostly due to the deferment of painting projects as the new pressure treated wood is not ready to accept paint yet as well that most of the building projects are Reserve projects this year. The Reserve Fund balance decreased to \$553,647 at the end of May. The drop in our Reserve funds is due to payments made on the Reserve projects wrapping up.

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

Other general finance topics discussed included that John is still working on the Cayman repairs claim with the insurance adjuster; it appears they failed to include the mitigation expenses from the clogged condensate line. Also, the Aruba owners have been invoiced for their new deck carpeting and we are waiting on a few other owner reimbursement; these payments will help rebuild the Reserve account. Finally, one large Reserve CD will mature in mid-July. After discussion, the board agreed to let this CD roll-over.

In a brief discussion of possible 2022 projects, it was noted the parking lot is looking bad and we'd we wise to start getting assessments of its condition and future needs, e.g. apply another surface coating or a full re-do of the parking lot. We also re-affirmed our plan to replace one building roof per year to stay ahead of potential roof leak problems.

**Future Plans/decisions/proposals:**

--Tennis Court: John stated Matt's Mgmt. is still too busy to address the cracks in the tennis court. Both Rich and Alan shared that with the cracks now cleaned out from the power wash effort, if we can get those cracks sealed soon and repaint those spots, the tennis court should be in good shape for another 2-3 years. Rich agreed to work with John on a possible sealant product or other solution.

--Dominica wood replacement: John shared he completed an on-site inspection of the deck railings on Dominica earlier in June and will develop a schematic similar to Maui's project. This will help us understand the potential scope and cost of work involved in the wood replacement effort there. In general, he found the North side in worse condition, especially the common area angular parking lot decks; the canal side is in fairly good shape. Where owners have added an interim coat of paint on their deck railings, the improvement to its longevity is noticeable. At this point, he estimates we'll need to replace 25 – 40% of the railings on Dominica.

**Owner topics:**

--Picnic tables: The table tops on the new picnic tables were re-installed to eliminate the bowing. 3 remaining wood tables are still in good shape and will be placed in areas needing extra coverage, although they should not be placed / used in the parking lot spaces for safety reasons.

--Grills: The support post on one outdoor grill was found to be unsafe; John had that grill removed. Charlie will supply John with the ordering instructions to obtain a replacement unit.

--Islamorada decking: No updates at this time

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

--LED lights: Charlie shared the task of replacing those lights at the pools is now looking good.

--Under the building insulation: John suggested we wait for feedback from the plumber's condensate work project to determine how big an issue re-securing the insulation will be.

--Bike storage: Observations show a growing volume of bikes being stored in the building entry areas. John reminded we have the bike stickers available in 401-A's mailbox. It's now time to enforce the rules of no long term storage in the entry staircases.

All agenda items were covered in this meeting. The next Island board meeting was scheduled for 9am on August 6, 2021 via Zoom.

This meeting adjourned at 10:30 am.

Respectfully submitted,  
Carol Ann Bianco, Treasurer / Secretary