

The Island at Hidden Harbour
Board of Directors Meeting

October 22, 2021 – 9 AM
Meeting Minutes

Board members Mark Hannahs, Richard Foard, Tom Murrill, Martha Behrend, Charlie Zellers (phone), Alan Dietrich 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 9:05 am.

Project status:

--Paint--Lanai & Maui: John shared the painting work on the rear of Lanai will finish this week. This includes a prime coat on all the new pressure treated wood plus the first and second coats of regular paint. John plans to do a final inspection soon which will then close out the billing on this project. Carol Ann noted Moore Painting submitted a separate contract earlier for the priming work needed on both Lanai and Maui as it was outside their normal scope. A similar paint work effort is now underway on Maui.

John then noted Moore's painters gave a good review of the wood installation work done by Tyler's team. However, Tyler's team did all this work without using a lift. Moore's painters are now going to need a lift to paint the 3rd floor loft windows and upper trim on Maui. Richard reminded us that the circle trim details on the Maui stair towers need attention. John will coordinate both Tyler and the painters so their work is combined during the lift rental period.

--Lanai – parking lot punch list work: John said he was not aware of a punch list of issues from that project. Charlie will need to connect with John. John then said he would re-inspect the wood on the parking lot side of Lanai during his final inspection of the rear paint project work.

--Paint misc. areas of the property: John noted a few Kauai decks that to be repainted and a trim board on the North stair tower. Time permitting after Maui and Kauai's paint work is complete and if weather allows, the goal is to also paint the guardhouse doors / trim and the bridge in 2021.

--Condensate lines: As noted in an earlier meeting, RYT Plumbing completed the project to clean all the common condensate lines, except on Hawaii, and install a "T" fitting on the exit portion of the condensate line. It was agreed to keep this topic on future agendas as we observe how water drains during the next AC season to help us decide when a full inspection needs to be repeated.

Landscape Updates: Tom shared a stump left near an electric transformer at Kauai will be addressed soon. Otherwise not much new landscape work is anticipated until next Spring. Discussion followed to modify the trimming schedule for the various bushes on the property; Tom has asked for a new proposal to include 1-2 extra trims. He has also advised DM Taylor we need their vacuum truck to clean the parking lot once all the sycamore leaves have fallen, likely late November or early December. Finally, Tom shared plans to remove one of the tall grasses bordering the sidewalk at Oahu for better sidewalk access.

Proposed Work:

--Roof project: Prior to this meeting, via email, the board accepted Chesapeake Roofing's contract for Hawaii; this work will be done next Spring.

--Dominica wood replacement: Earlier the board also accepted, via email, Tyler Building's contract for the Dominica wood replacement project. John expects that work will start in November. While an exact timeframe has not be set, John is in regular contact with them.

--Rusted joist hangers: Continuing our prior discussions, John shared a few joist hanger problems have already been identified on Dominica and will be repaired, as a Time and Material effort, during the wood replacement project on that building. It was noted the main area of concern involves the deck of 320-D where he expects deck boards will also need to be replaced due to soft spots; this owner plans to replace his deck carpet once these repairs are finished. John then expects to continue joist hanger repairs on the front of Oahu in the Spring.

Richard recommended John contact Simpson Manufacturing as they specialize in these products and have a strong design support team. They can advise the best type of replacement joist hanger for our environment and whether stainless or galvanized nails are best.

A brief discussion then followed regarding which contractors provide the best work (and financial) results for the Island. John plans to reach out to Tyler's team to see if we can repeat the miscellaneous work list procedure we used this past summer for carpenter work. John confirmed as owners identify miscellaneous carpenter and paint work items, he sets their expectations for when it will be addressed. If it is a safety issue, those issues take priority.

--South Pool house: During his winterization inspection, Joe / By the Sea Plumbing found a damaged wall in the South pool house where wind can enter during cold weather and potentially cause those water pipes to freeze. Discussion followed on how best to resolve this concern. John will add it to the to-do list for Tyler's team to address while onsite for the Dominica project.

--Tennis Court: John said Matt's Mgmt. did not respond to his request to address the cracks in the tennis court. Instead based an owner's recommendation, he's reached out to another contractor to look at the current tennis court condition and asked them to provide their recommendation to help us delay the inevitable for a few more years, if possible. John said this group (Sport Builders) will do a full evaluation and as part of that effort, he will also ask them to provide options for a pickle ball set-up and/or a mobile net.

--Parking lot: As discussed in an earlier meeting, John will contact Matt's Mgmt. for a proposal to re-stripe the Island parking spaces in early Spring, 2022.

--Financial Report:

The September Operating fund report shows a positive monthly net amount of only \$3,727 but with a year-to-date amount of \$99,157. This trend continues mostly due to the deferment of painting projects and that most of the building "repairs" are Reserve projects this year. The Reserve Fund balance increased to \$520,708 at the end of September. The Reserve fund increase is due to final payments having been made on the remainder of the Reserve projects active thus far this year.

Other general finance topics included a brief review of pending owner reimbursements. These include an Aruba owner owing for deck carpet and several other misc. reimbursement charges.

John then advised we will soon have additional Fire Protection costs due to the 5 and 20 year required inspections. These include visual inspection of each owner unit sprinkler heads as well as several standpipe tests. A minor leak in the Hawaii riser closet should be addressed during these efforts.

Owner Meeting Follow-up:

--Follow-up issues raised in the 10/2/21 owner meeting:

- Joist hangers rusting --- discussed earlier in this meeting
- Lattice skirt under rear of Lanai – per John's inspection, the damage is worse than expected but it is aesthetic only; it will be added to the miscellaneous projects list.

- Insulation under the buildings – Oahu and Dominica’s insulation were cited as needing attention which is in line with the observations found during the condensate project. Islamorada is also a concern but John had to first address a serious poison ivy issue there. John will reach out to Clean Team for them to re-secure the insulation these areas. Kauai and Lanai’s insulation were found to be okay.
- Tennis court surface / pickle ball – discussed earlier in this meeting
- [Bocci ball – after the owner meeting, a suggestion was made to add a Bocci Ball court to the Island property.]
- Kayak storage – where to store and how to launch a kayak was a cited as a concern. **[Martha volunteered to research options on the kayak and Bocci Ball court items.]**
- BBQ grills – need more / spares--the board discussed the current number and placement of the BBQ grills. The BBQ grills will be rechecked in the Spring and new / spare units will be ordered as needed.
- Bike storage – bike stickers are available in the 401-A’s mailbox. We plan to begin enforcing the rule of no long term bike storage in the entry staircases later in the year.
- South pool – address rough spots and skimmer installation. John agreed to reconnect with the contractor who did the work in the Spring to address these issues.
- Power washing--siding – the board discussed that the siding on some buildings (A – D) look dirty; John will add this issue on to the left over Spring 2021 items with the power wash contractor to address in Spring, 2022
- Common area cleaning – John stated he plans to renegotiate the Clean Team 2022 contract to fully identify the scope of work to be performed.
- Lawn Care – clean-up efforts – Tom shared he has discussed this topic with DM Taylor
- Communication / timely response – discussed earlier in this meeting
- Maintenance requests prioritized / communicated to owners – discussed earlier in this meeting

Owner topics:

--Owner docks – The board discussed the association’s responsibility for owner lifts in poor condition. While the lifts / slips are the owner’s property, given their proximity to the boardwalk we have some responsibility to cite their condition. John will send letters to owners who should take action to repair or improve their slip / lifts

Reminders / To-Do’s for 2021:

--LED lights: Charlie shared he finished replacing the LED lights at the pools--done.

--Islamorada decking: No updates at this time

All agenda items were covered in this meeting. The next board meeting is scheduled for **Friday, December 17** starting at 9am via Zoom.

This meeting adjourned at approximately 10:40 am.

Respectfully submitted,
Carol Ann Bianco, Treasurer / Secretary