

The Island at Hidden Harbour
Board of Directors Meeting

January 28, 2022 – 9 AM
Meeting Minutes

Board members Mark Hannahs, Rich Foard, Tom Murrill, Charlie Zellers, Alan Dietrich, and Carol Ann Bianco with John Jensen (Mana-Jit) participated in this board meeting via Zoom. Martha Behrend did not join. President Mark Hannahs called the meeting to order at 9:00 am.

Project status:

--Snow: John started this meeting by sharing there have been 3 snow “storms” in OC thus far in January. For the first storm at the beginning of the month, he had Clean Team do a quick, spot shoveling effort to clear some stairways / sidewalks. With another, more significant storm on the way, he shared he has a contractor (Brittingham) on standby if plowing is needed this time.

--Paint--Maui: While some painting of the new pressured treated railing sections on Maui was done in 2021, the painters did not complete Maui’s effort before the weather shut them down. John will monitor temperatures and coordinate the remaining painting needed with Moore Painting in the coming weeks as weather conditions allow to them to properly finish it.

--Paint misc. areas of the property: A few Kauai deck rails are on the misc. paint project list to be repainted along a trim board on the North stair tower. That list now also includes the guardhouse doors / trim and the bridge. During this effort, John will have the painters check each building for targeted. touch-up paint needs. This work will likely be done in March / April, 2022.

--Lanai – parking lot punch list work: John recently had a meeting with All States to review our punch list of issues from their earlier wood replacement project on the parking lot side of Lanai. All States agreed to replace 6-7 top rails on the 3rd floor walkway, using screws, under warranty. We are on their schedule to get this work done; it is estimated it will take 1 day to complete. Once the new top rails are installed, and ready to accept paint, Moore Painting will be brought back in to do the final paint work on this building.

--Tyler wood replacement –Dominica: John stated the wood replacement project on Dominica is essentially done. Allowing for holidays, this project took Tyler’s team approximately 1 month. Recently John has had various on-site meetings and noted some misc. clean-up needs but overall the quality of wood work is consistent. A more thorough, final inspection will be scheduled soon.

The extensive deck repair and joist hanger replacement effort on #320 is expected to begin next week. Soft spots on the deck were identified in several areas along with badly rusted joist hangers. During this effort, the deck will also be re-pitched to keep the water away from the walls / doors. The new joist hangers will be a galvanized material to prevent future rusting problems. After the deck boards are replaced where needed, a blue-skin wrap will be applied and then new carpet, at the owner’s expense, will be installed on this deck.

John then shared a similar, very soft spot situation has been found on 327’s decking. With this owner now agreeing to pay to replace the carpet, as per our policy, Tyler will repair this deck also. As above, blue-skin wrap will be placed prior to the new carpet being installed. In both cases, the carpet team will install the blue-skin as they did during the Aruba carpet project.

--South pool house: An identified air gap in the wall of the south pool house still needs to be addressed. Given the potential for a frozen water pipe, and the imminent snow/high wind weather forecast, the board asked John to have at least a temporary patch applied there immediately.

Misc. repairs: John shared he's started a list of miscellaneous repair needs on the property that he is holding for Tyler's team to address once the Dominica project is finished. This list includes misc. railings, pickets that need to be replaced. Rich again reminded John of the failing decorative circle trim on Kauai and Maui that need attention and the top circle light window on Lanai that needs a backdrop installed to block the view of the interior structure. Another item from the last meeting, regarding awning brackets being properly anchored, should also be added.

--South pool – misc. repairs: The pool contractor will address owners concerns for rough areas following the south pools replaster work along with a skimmer issue in the Spring.

Landscape Updates: Tom shared the parking lot has been cleaned. Tom negotiated a new bush trimming schedule to include 3 trimmings in 2022. This year the trimmings will be done around Memorial Day, early in July and Labor Day. Tom also shared we recently received a letter from an OC inspector that some bushes have encroached on fire access points on some buildings. John then spent time with Patric / DM Taylor to identify which bushes need to be cut back. Of note, one fire access point sits behind a Maui HVAC unit; nothing can be done to clear that area.

North Pool leak: John updated the board on a water leak at the SE corner of the North Pool where standing water has been observed. He's had both a plumber and the City check it; they found a bolt flange on the side of an underground meter is leaking. The Town has agreed to assist in excavating the area which could cost \$3-5k depending on how deep they need to dig. Several mature grasses will be removed (lost) in this effort due to their proximity to the dig spot. Right now, the meter is turned off. Miss Utility will be engaged to identify underground services before work begins in approximately 2 weeks.

--Heat checks: John shared a heat check inspection was done in early January due to weather forecasts at the time. He said access to 11 owner units failed on the first attempt, mostly due to changed door lock codes that were not shared with Mana-Jit. He then went back to those owners for the new codes and has a follow-up inspection planned for later today with the belief we might now have access to all non-occupied Island units. Of the units initially inspected, 5 were found with the water left ON and 6 units had the thermostat set below our insurance required 55 degrees. All fail issues found were corrected during the inspection but fine notices will be sent to those water on / low heat setting owners. One unit does not have a master water shut-off valve; the board agreed that unit will be fined \$100 and strongly encouraged to correct the situation.

Proposed Work:

--Tennis Court: After earlier efforts to engage a tennis court contractor failed, and knowing our concern was that the current tennis court cracks freeze and expand beyond a simple caulk repair option, John reached out to our Pool Mgmt. Co. as they are familiar with deck leveling processes. They cracks have now been sealed and John will inspect their work in the coming days. No substantial discussion on pickle ball options and/or a mobile net occurred at this time.

--Parking lot: John contacted Matt's Mgmt. for a proposal to re-stripe the Island parking spaces in early Spring, 2022. No response has been received yet.

--Clean Team—new contract: John received a new, 3-year contract from Clean Team to define the Island cleaning needs. The price per weekly service remains the same while a few cleaning tasks were added or better defined in this version of the contract. After a brief discussion, John was asked to have the Lighting section of the proposed contract modified to be "as requested only" since we now have LED bulbs installed and thus the need for inspections has decreased. He will work with Kirk / Clean Team to finalize the new contract in the coming days.

--Aruba wood replacement project: During the heat check effort, John was able to access and inspect all the decks on the Aruba building to identify rail sections that need to be replaced. Tyler Building has reviewed John's scope of work and provided a cost proposal to replace the sections of wood railings noted. It was shared the cost of materials has increased slightly as compared to the material cost on Dominica but Tyler's labor rate remains stable. There are more angle cuts on the Aruba building deck layouts which is where John found the greater need for rail replacements. After a brief discussion, the board accepted the Tyler proposal for Aruba.

Islamorada wood repairs: Similar to Aruba, an inspection of the wood conditions on the Islamorada walkway is needed. During the heat check effort, John did not have time to also inspect the 4 rear / water side decks on this building. This effort will be completed shortly.

--Financial Report:

The December Operating fund report shows a negative monthly net amount of (\$2,673) but a year-to-date excess funding amount of \$96,462. The Excess funds are primarily due to deferred painting projects and that most of the building "repairs" were Reserve projects this year. The Reserve Fund balance increased to \$549,456 at the end of December.

Although the Reserve account was funded with \$201,897, including interest, from the condo dues in 2021, our total Reserve expenditures totaled \$348,778. Thus, as anticipated, we overspent our new funding by \$146,881. The 2021 Excess Operating funds of \$96,462 will be shifted to the Reserve account in February which will help cover the planned 2022 projects and stabilize the Reserve account balance.

As noted in our last meeting, PKS learned the bank holding our primary Reserve account is closing their Salisbury office at the end of February. They plan to test move the January Reserve funds from our Operating account bank to the Reserve account bank via an online transfer.

One general finance topic includes an Aruba owner still owing the association for their new deck carpet. John has negotiated with the carpet contractor to honor the original prep specs for that owner's rear deck. It is planned for the Aruba work to be done at the same time as the 2 Dominica deck carpet projects thus resolving this payment issue.

Owner Meeting Follow-up items:

--Kayak storage –the board discussed the Kayak storage topic again and concluded there really isn't a good location to put a kayak storage structure of some kind on the property without impacting other owners / amenities. The board did agree to add a few egress ladders to the far Bay end of the boardwalk for launching and install a few cleats to allow owners to tie up their kayaks on the building side of the south boardwalk. John was asked to get prices for the ladders.

--BBQ grills: Earlier, the board agreed to order 1 additional BBQ grill to be installed near Kauai as well as 1 spare grill to be kept on hand "for emergencies". John will order the 2 new grills.

Items from the floor:

--Electric vehicle (EV) chargers: The topic of adding Electric Charging (EV) stations on the Island property briefly surfaced in the October owner meeting. Currently there is only 1 owner known to have a need for this service although a few other owners have expressed interest. The Town does have EV chargers down the street on 125th at Northside Park; they are being used more and more lately. Comments shared in this meeting focused on "offers / options" to install EV stations recently received from Delmarva Power, and Greenway Lighting (our LED light provider); another query was the possibility of more EV stations provided by the Town? While no decision was made in this meeting, information was shared for review and future discussion.

2022 Owner Meeting date: The Town of OC recently announced that Sunfest will be moved to October 20-23 this year. While we typically link our Owner Meeting with the Sunfest weekend, this new date was determined to be too far past our normal meeting timeline. After reviewing options for other dates and weekend Town event linkages, the board selected **October 1st** for the 2022 Owner Meeting date. Right now, that weekend is open on the Town calendar although there is talk that Winefest might shift to that date. John was then asked to reserve the Oct. 1st date for our 2022 owner meeting to again be held in Northside Park's meeting room space.

--Water leak impacting owner units: John shared a recent water leak condition affecting 2 owner units in Oahu with no obvious cause. After discussion, the board suggested John engage Maintenance Connection to caulk around the sliders on the 3rd floor unit and let it cure for a few days. Once the cure is done, then have them do a water test to determine if that solved the water leak or if we need to delve further in the situation.

Reminders / To-Do's for 2021:

--Lattice skirt under rear of Lanai –the damaged rear skirt on Lanai 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. John will reach out to Clean Team for them to re-secure the insulation in those areas.

--Island flags: Per Charlie, we need to order 2 USA, 1 MD and 1 OC flags for 2022.

--Dumpster replacements: At this time, it appears the Kauai and Aruba dumpsters will need to be replaced sometime early next year.

--Power washing--siding – the board discussed that the siding on some buildings (esp. Aruba through Dominica) 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

--Islamorada decking: No updates at this time

All agenda items were covered in this meeting. The next board meeting is scheduled for **Friday, March 4th** starting at 9am via Zoom.

This meeting adjourned at approximately 11 am.

Respectfully submitted,
Carol Ann Bianco, Treasurer / Secretary