

The Island at Hidden Harbour  
Board of Directors Meeting

March 4, 2022 – 9 AM  
Meeting Minutes

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

**Proposed Work:**

--Power washing proposal: John obtained a proposal to power wash 3 sides, not including the water side, on the 10 Island buildings. The proposal also included several other options for our consideration. Discussion followed on the need to be cautious with directing water around owner unit windows. We also need to understand if cleaning the siding walls would impact the hallway carpet. The board is interested to accept the siding portion of the proposal dependent on answers to the concerns noted above. Charlie reminded there was some left-over concrete cleaning from last year that needs to be addressed. Rich inquired if we should expand the scope to include the Maui handicap ramp, the pool houses and 401-A. John will take the concerns to the vendor.

--Parking lot: John shared the Matt's Mgmt. proposal to re-stripe the Island parking spaces in the Spring. After preliminary discussions, he requested a revision to include 2 additional handicap stalls (1 each at Dominica and Cayman) as well as to break out painting the speed bumps as an option that we'll likely not pursue as they were painted last year. Unless something significant changes with the revised proposal, the board agreed to accept it. Rich also suggested we replace the handicap post signs as they are faded. Charlie mentioned other signs on the Island, esp., near the entrance, are severely faded and should also be replaced.

--Clean Team—new contract: After our last meeting, John received the revised 3-year contract from Clean Team that addressed a few minor concerns. This contract has been signed / done.

--Pool Management: John shared the new contract from Best Pool Care for our pool management services in 2022. The contract contains all the required items with only a minor price increase. The board accepted this contract. John also agreed to order 2 new cell phones for emergency use at the pools this year.

--Lawn Care / Irrigation contract: Recently DM Taylor, our Lawn Care and Irrigation contractor, requested a meeting at which time they suggested a new cost for services should be implemented since there has been no price change since the initial contract in 2009. The new contract they offered combined both lawn and irrigation services into one agreement and included a 3<sup>rd</sup> tree & shrub trimming we had requested earlier. However, the new cost immediately jumped almost 25% with an effective date of 1/1/22...not the date when the new contract would be signed.

After discussion, the board agreed in principle that with labor and now fuel, chemicals and other related costs going up over the years, that a rate increase is justified. However, a phased-in cost increase plan would be more manageable to our budget.

Prior to this meeting, John was tasked to obtain competitive bids from other lawn care providers to determine if the new DM Taylor cost structure was valid in the industry. The board will re-visit this item after the 2 new bids, expected in the next week or so, are available for us to review. Further, any new contract rate will only take effect when a new contract is accepted.

Carol Ann then shared DM Taylor's billing system changed around March, 2021. There have been several incidents of invoices not submitted in a timely manner. Further, we are now being billed for services from last year that were never billed. PKS is attempting to work with the DM Taylor personnel to resolve the "prior balance" due monies that just showed up on recent invoices. John noted the DMT personnel in his meeting were not aware of any billing issues.

--Paint proposals – Dominica / Aruba: Prior to this meeting, John shared Moore Painting's proposed cost to paint the Dominica building this year. A separate proposal was later sent to include the extra priming cost for the 75 newly installed pressure treated railing sections. The new paint proposal cost was 10% higher versus the typical 5% increase. John was asked to go back and ask for a lower bid or for a justification for the larger price increase. [As the Aruba building wood replacement has not even begun, no paint proposal was submitted at this time.]

--Islamorada wood repairs: The inspection of the wood conditions on the Islamorada walkway is still pending.

--ARK—sprinkler quote: John shared a Quote from ARK Systems to address some misc. repairs found a recent sprinkler inspection. This Quote also includes the cost for 2 Fire Marshall's required tests. The 5-year test will check valves, internal pipes and FDC hydro systems in each building. The 20-year UL test requires ARK to randomly pull 4 sprinkler heads in each building; those heads would then be sent off to a UL lab to test that they are functioning and would properly discharge if necessary. John suggested, while the cost seems high, we are receiving favorable pricing due to our regular service contracts with them. The board recommended these tests be performed at a time least disruptive to owners as access to some units and water availability could be temporarily impacted. John will coordinate the logistics with ARK and notify owners when appropriate / necessary.

**Project status:**

--Paint--Maui, owner complaints, misc. areas: John shared with good weather, the painters will soon be able to tackle the unfinished 2021 work as well as the misc. tasks planned for this year. Those tasks include finishing Maui, touch-up work on the property, the guardhouses, bridge, etc. It is expected that in April we'll need a lift for the gable peaks on Maui (and Dominica); the lift should also be used by Tyler's team to inspect and repair the circle details on several buildings.

--Lanai – parking lot punch list work: John advised All States will replace 6-7 top rails on the 3<sup>rd</sup> floor Lanai walkway, using screws, under warranty in mid-March. If they use kiln dried wood, the painters will be able to do the final paint work on this building in conjunction with the above.

--Tyler wood replacement –Dominica: John stated the wood replacement project on Dominica is finished except for some misc. clean-up tasks. Soft spot repairs on 320 and 327's owner decks are also complete. These decks are now waiting for carpet installs (owner paid) after the blue skin wrap is laid next week. The joist hanger replacement effort on #320 is also complete; approximately 120 joist hangers were replaced. Finally the pitch on that deck was also improved to keep rain water away from the walls / doors.

--Aruba wood replacement project: In last month's meeting, the board accepted Tyler Building's proposal to replace 47 rail sections on Aruba. John shared Tyler expects to start the Aruba work in April; it will take approximately 3 weeks to complete this project.

--South pool house: Immediately following last month's board meeting, John engaged a local contractor to apply a temporary (spray foam) patch to seal the gap in the South pool house. Tyler will make a permanent repair during their upcoming miscellaneous work list effort.

--South pool – misc. repairs: Atlantic Pools will address owners concerns for rough areas following the south pools replaster work last year along with a skimmer issue this Spring.

--North Pool leak: The water leak at the SE corner of the North Pool where standing water has been observed is stable / not actively leaking now. John expects those repairs will be made mid to end of March.

--Tennis Court: Several 2-3” cracks in the tennis court were sealed by our Pool Mgmt. Co which left some paint color variations, however, the tennis court surface is now playable. A pickle ball option will be deferred until we re-surface the tennis court in the future.

Landscape Updates: Tom shared he is waiting on a proposal from DM Taylor to address the area between Aruba and the bridge. The goal is to remove the ground juniper there that mostly just collects debris. Tom provided Patric with the concept drawing from his landscaper neighbor as a guide for the type of planting. We will also need to extend the lawn sprinkler system into that space to maintain any new plantings installed. The other planting projects for this season will be to replant, as needed, the southeast side of the north pool once the water meter leak repairs are complete and continue cleaning out dead / dying plant materials.

**--Financial Report:**

The January Operating fund report shows a monthly / year to date net amount of \$20,108. The Reserve Fund balance decreased to \$533,237 at the end of January due to Tyler payments made on several Reserve projects. The 2021 Excess Operating funds of \$96,462 was transferred to the Reserve account in February. Also, PKS’ plan to test move the January Reserve funds from our Operating account bank to the Reserve account bank via an online transfer was completed.

General finance topics, not already mentioned earlier in this meeting, touched on owner payment concerns, of which there are only a few. The list of owners cited for heat check violations was sent to PKS to now invoice those owners—results are pending.

**Owner Meeting Follow-up items:**

--Lattice skirt under rear of Lanai –A plan to address the damaged rear skirt on Lanai is still to be determined; a similar concern also exists on several other buildings. The issue is strictly cosmetic.

--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.

--Kayak storage –In our last meeting, the board agreed to add an egress ladder 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 will get prices for the ladders and cleats.

--Electric vehicle (EV) chargers: The topic of adding Electric Charging (EV) stations on the Island property has been tabled for now. We continue to obtain new information on provider options but the need is not there now to continue this in light of other active projects.

2022 Owner Meeting date: John reserved the Oct. 1<sup>st</sup> date for our 2022 owner meeting to again be held in Northside Park’s meeting room space. At this time, it appears a new event, C3 Presents—a 3 day music festival, will now be held that same weekend (9/30 – 10/2).

**From the floor / Reminders / To-Do's for 2021:**

--Hawaii roof: John shared he expects the new Hawaii roof work to start next week. He plans to notify those owners of this schedule today.

--Joist hangers- Oahu / others: John plans to inspect other locations on the Island where joist hangers need to be replaced in the coming months.

--Water leak impacting owner units: John shared a recent repair using a caulk sealant on the sliding doors on the 3<sup>rd</sup> floor unit successfully resolved a leak affecting 2 owner units in Oahu.

--BBQ grills: The 2 new BBQ grills were procured. One has been installed in the playground area of the south pool; the second unit is now stored in Unit 401-A for future needs.

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

--Dumpster replacements: At this time, it appears the Kauai and Aruba dumpsters will need to be replaced in the Spring. The rest of the dumpsters on the property will be checked in the next few months to determine if any others also need to be replaced at the same time.

--Condensate lines: A plan to maintain the common condensate lines needs to be developed. No action on this item at this time.

--Islamorada decking: No updates at this time

All agenda items were covered in this meeting. The next board meeting is scheduled for **Friday, April 1<sup>st</sup>** starting at 9am via Zoom.

This meeting adjourned at approximately 10:50 am.

Respectfully submitted,  
Carol Ann Bianco, Treasurer / Secretary