

The Island at Hidden Harbour  
Board of Directors Meeting

April 1, 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 was not able to join due to an unexpected schedule conflict. President Mark Hannahs called the meeting to order at 9:00 am.

**Project status:**

--Paint--Maui, misc. areas: John shared the painters are working now to complete the Maui building painting. Weather has been sporadic lately but he hopes it will be finished soon. They will then work to finish touch-up work on the property, the guardhouses, bridge, etc.

--Lanai – parking lot punch list work: John shared All States completed the warranty items and did use kiln dried wood. Thus the painters will be able to do the final paint work on Lanai in conjunction with the above paint tasks.

--Tyler wood replacement–Dominica: John re-stated the wood replacement project on Dominica is essentially finished. Deck repairs on units 320 and 327's were completed and approximately 120 joist hangers were replaced under 320's deck. Tyler now needs to install some finish Azak trim, re-attach down spouts, and do a final clean-up for this project to be complete.

--Owner deck carpet work: The carpet company team installed blue skin wrap and the new owner ordered carpet on units 320 and 327; the warranty carpet repair on 204-Aruba was just delayed due to a contractor request for unit access to the rear deck.

--Paint proposal – Dominica: John shared Moore Painting adjusted their proposal cost to the typical 5% increase.; it was approved. At this time, it is not expected the new wood on Dominica will be ready to accept paint until the Fall. As the painters progress through the misc. paint tasks, we'll later decide if there is time to start a partial paint effort on Dominica, similar to Maui, this Spring.

--Hawaii – roof replacement: John advised a new roof has been installed on the Hawaii building. During this installation, the bayside gable window was determined to need repairs. Chesapeake Roofers will address this issue, same as they did on several other buildings in recent years.

--Aruba wood replacement project: John said he expects Tyler to order the materials for the Aruba wood replacement project next week with work to start in mid-April. It will take approximately 4 weeks to complete this project, thus meeting the goal to be finished before to Memorial Day.

--Tyler –misc. work list: John secured a 90' lift for the painters to reach the gable peaks on Maui (and Dominica). The lift will also be used by Tyler's team to inspect and repair the circle details on several buildings. Discussion followed on how we expect the circle detail repairs to be accomplished. John confirmed the permanent repair to the South pool house wall is also on Tyler's pending miscellaneous work list.

--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: John stated RYT Plumbing will likely excavate and repair the known water leak issue at the SE corner of the North Pool in the next 2 weeks. The landscaping stone in that area has already been raked back out of the way. Brittingham (new landscaper) is aware of this project. He believes they can remove and then replant the existing landscape plants thus saving us from ordering and installing all new plant material in that landscape bed.

--Lawn Care / Irrigation contract: After the March 4<sup>th</sup> board meeting discussion of a requested cost increase from DM Taylor, John obtained competitive proposals for the Island's lawn care and irrigation system management. The new proposals were shared with the board via email and a special, closed board meeting was held on March 21<sup>st</sup>. In that meeting, the board decided to change our lawn and irrigation services provider to Brittingham Landscaping.

Just prior to this board meeting, Tom and John held an onsite review of the Island's needs and expectations with Bill Brittingham. Tom said he has a good feeling about the Brittingham operation and believes they have the manpower and equipment needed to maintain our property to our standards. In fact, yesterday/ the day prior to this meeting, demonstrating their intent and being anxious to get started, Brittingham had 4 trucks and 10 workers on the Island doing lots of Spring clean-up work including shrub and tree trimming, etc. Both Tom and John said they expect better responsiveness and improved communications between Bill Brittingham and us. The board then finalized our decision to shift providers and instructed John to make the new contract effective April 1, 2022. Grassing cutting will begin next week.

A brief discussion then followed regarding the termite agreement the Island has in place with DM Taylor Termite and Pest Control. John will follow-up to determine what termite inspection services, if any, they provided in 2021 and are planned for 2022. Carol Ann shared that, to date, we have not been billed the annual fee for termite protection services for 2021 nor 2022.

Landscape Updates: Tom said he discussed our new landscape plan for the area between Aruba and the bridge with Bill Brittingham in their onsite meeting. The goal is to remove the ground juniper there that mostly just collects debris. Tom provided Bill with our concept drawing as a guide for the type of plantings desired. We will likely need to extend the lawn sprinkler system into that space to maintain any new plantings installed. A proposal should be forthcoming soon.

--Parking lot: The revised proposal to re-stripe the parking lot matched our plans and thus was accepted. John said he is waiting to learn when our project will be scheduled on Matt's Mgmt's work list so he can work out the logistics for cars being on the parking lot during this effort.

--ARK—sprinkler system: ARK Systems plans to address some misc. repairs found in a recent sprinkler inspection as well as conduct 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 will coordinate the logistics with ARK and notify owners when appropriate / necessary.

### **Proposed Work:**

--Power washing proposal: Following our review of the power washing proposal we discussed in our last meeting, John took our the concerns regarding water sprayed on owner windows, how to manage dirt washed off the walls landing in the hallway carpet, etc. to the vendor. However, in John's subsequent discussion with the power washing provider, he was told their estimator (since removed from the company) totally mis-represented the cost for this year's effort. John was then informed the cost cited for all 10 buildings should have been per building, which likely puts the total cost of this project out of our budget. After discussion, the board asked John to see if we could "meet in the middle" on the quote we now have or if Moore Painting could handle it?

--Parking lot lights: In last month's meeting, Rich shared at least 6 of the Island's parking lot lights are not working. Charlie reminded us we already have 6 of these light bulbs spare in storage. After discussion, the board felt it best to have John engage Beacon Electric to repair these overhead lights now. However, with Charlie's assistance, we should start to determine our options for a possible future total replacement of those parking lot light units as they have become somewhat unstable and problematic in recent years.

--Lattice skirt under rear of Lanai –While the damaged rear skirt on Lanai is strictly cosmetic, John shared he plans to discuss our options to repair / replace the skirt lattice under Lanai, and possibly other buildings, with Tyler's team. He expects to have options for our next meeting.

--Insulation under the buildings –John engaged Clean Team to re-secure the insulation under Oahu and Dominica where that insulation has been cited as needing attention during resale inspections. Clean Team is pinning up some of the insulation and adding netting to secure it in some other areas. This effort continues at this time.

--Islamorada wood repairs: John plans to inspect the wood conditions on the Islamorada walkway and railings and determine the repair / replacement scope there shortly. He will then engage Tyler Building for a cost estimate; this work would likely be done in the Fall, 2022.

**--Financial Report:**

The February Operating fund report shows a positive monthly balance of \$15,996 and a year to date net balance of \$36,104. The Reserve Fund balance increased to \$631,533 at the end of February due to the 2021 Excess Operating funds of \$96,462 transfer. Some project expenses have been paid recently but we again have a robust project work list pending. Carol Ann has set-up a tracking sheet for this year, similar to last years effort. At this time, our projected Reserve expenses appear to fall within our 2022 Reserve budget funding. Operating expense spending might be more challenging this year due to timing of some planned work efforts.

Owners cited for heat check violations were invoiced by PKS. Some owners successfully challenged the citation while other owner payments are still pending on this topic. Similarly, PKS continues to work with DM Taylor to resolve their claim for some missed payments in 2021. Note: any missed payments are due to DM Taylor's failure to invoice the Island, likely during their internal billing system conversion.

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

--Kayak water access: John obtained 3 heavy duty marine ladders from Brittingham. These will allow owners, without a boat slip, to get their kayak and themselves safely into the Bay. The board then discussed where to place these 3 ladders and that we still need cleats for owners to tie up kayaks on the marsh side of the boardwalk.

--Pool phones: John obtained 2 new cell phones for emergency use at the pools.

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

--Island flags: John shared he's ordered 2 USA and 1 Maryland flag; Charlie will source a spare OC flag.

--Dumpster replacements: Charlie agreed to inspect all the Island dumpsters in the coming weeks to determine if we need to replace others besides the Kauai and Aruba dumpsters.

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

--Electric vehicle charging stations: As agreed last month, this topic is tabled for now.

--Islamorada decking: No updates at this time

All agenda items were covered in this meeting. The next board meeting is scheduled for **Friday, May 13<sup>th</sup>** starting at 9am via Zoom.

This meeting adjourned at approximately 10:50 am.

Respectfully submitted,  
Carol Ann Bianco, Treasurer / Secretary