

The Island at Hidden Harbour  
Board of Directors Meeting

May 13, 2022 – 9 AM  
Meeting Minutes

Board members Mark Hannahs, Tom Murrill, Rich Foard, Alan Dietrich, Charlie Zellers, Martha Behrend (joined for first portion) and Carol Ann Bianco, 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:**

--Paint--Maui, misc. areas: John shared the painters are working now to complete the Maui building painting. They have finished the high (lift) work and only have 7 more railing sections on the front and the handicap ramp to paint. They will then move on to finish touch-up work on Kauai, other areas of concern on the property, the pools as well as the guardhouses and bridge.

--Power washing: The revised power wash proposal, with significantly higher costs discussed in last month's meeting, lead the board to ask John to seek an alternate solution. John shared Moore Painting's team have been power washing the Island buildings, fitting this work in when the weather prevented the painters from completing the planned paint tasks.

--Tyler wood replacement--Dominica: John re-stated the wood replacement project on Dominica is essentially finished. It just needs some minor clean-up tasks completed to close it out.

--Aruba wood replacement project: John shared the materials Tyler ordered for the Aruba wood replacement project are now on site. Work started to replace the identified railing sections earlier this week. It will take approximately 2 more weeks to complete this project, thus meeting the goal to be finished before Memorial Day.

--Tyler --misc. work list: The 90' lift was used for painting work on Maui and it is expected it will still be needed for some high work on Dominica. Tyler's team removed one of the circle details on Dominica and found it necessary to rebuild it with composite material off-site. That circle should be put back in place today. Tyler now has a template for how to handle re-working the circles and will move on to four others needing to be addressed. John will verify how much longer we'll be able to keep the lift onsite as weather delayed some of the work efforts.

John said the permanent repair to the South pool house wall gap is also on Tyler's pending miscellaneous work list but it a low priority now. There is no longer a freeze concern and upon further inspection the gap is deemed not significant now.

--Hawaii – rear gable window: John shared we're on the roofers schedule to address the bayside gable window on Hawaii. However, before this project can begin, a determination must first be made for how much siding material will be needed and if we have sufficient material "in stock" or if an order for additional siding needs to be placed first.

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

--North Pool leak: John stated RYT Plumbing successfully replaced a leaking water meter at the SE corner of the North Pool. Brittingham replanted the landscaping that had been moved earlier to make way for this effort; they also added more landscaping stone in this area. Both contractors completed their tasks in a timely fashion. This project is complete.

--Lawn Care / Irrigation contract: Charlie shared our new landscaper, Brittingham Landscaping, has a 5-6 person team onsite on Monday's to cut the lawn; they also edge weekly. In the past, our lawn cutting was typically done near the end of the week to coincide with the cleaning team's schedule and when owners typically arrive. John will check to see if Brittingham can shift our weekly cutting to later in the week. It was noted they are aware of weeds in the flower beds now but placing chemicals to control the weeds can't be done now with the recent weather conditions.

Tom shared Brittingham has been very responsive to requests. They recently replanted a large area between the south entrance and Aruba in 2 days' time. This effort also included extending the irrigation lines to the new planting beds and adding metal edging around the new plant bed. Their work was done much faster than our previous landscaper would typically take to complete.

Tree trimming that has been done and the need for more landscape stone was also discussed.

--Parking lot: Matt's Management advised the restriping of the Island parking spaces and adding two new handicap spaces was planned for May 16<sup>th</sup>. John reached out to them to confirm their schedule, how weather might impact this work and to work out the logistics for cars being on the parking lot during this effort so he can alert the owners. Owners were notified later in the day.

--Parking lot lights: John engaged Beacon Electric to repair six parking lot lights that were cited as not working in last month's meeting. Charlie made our 6 spare bulbs available for this effort. At this time, three of the parking lot lights have been repaired. The other three have a power issue where the power at the base of the light pole is working but no power is getting to the light fixture itself. Some of the fixtures appear to be loose / swinging a bit; it's possible that motion has impacted the wiring. This repair effort will restart after the high winds stop and it's safe to work.

--Kayak water access: The 3 new heavy duty marine ladders have been installed at the Bay end of the boardwalk and on the marsh / building side of the boardwalk opposite Kauai. The board asked John to also obtain 6 cleats, 2 at each ladder, for owners to tie up kayaks.

--ARK—sprinkler system: John shared the ARK Systems contract to address some misc. repairs found in a recent sprinkler inspection as well as conduct 2 Fire Marshall's required tests was signed. At this point, we are okay with them taking action on the cited repairs and the 5-year test of valves, internal pipes and FDC hydro systems in each building. However, the 20-year UL test to randomly pull 4 sprinkler heads in each building would be intrusive to owners and should be delayed until later in the year, if possible. John will coordinate the logistics with ARK.

--Fire Protective Services: The board was recently notified that the Cellular Dialers used in our Fire Protective Services units are Verizon 3G Telguard models. Those 3G network dialers will become inactive later this year due to the Sunset of 3G. FPS plans to replace those dialers with Starlink units that consistently get a better signal and are less expensive than the current ones. A total of 9 Island buildings will require this update; Hawaii was done earlier in connection with a repair. While it is an unplanned expense, we have no choice but to move forward with this plan. John will monitor that this work is completed.

### **Proposed Work:**

--Lattice skirt under rear of Lanai –While the damaged rear skirt on Lanai is strictly cosmetic, John suggested this should be moved off the active work list for now. Rich noted there is no skirt at all under Kauai.

--Insulation under the buildings –John advised Clean Team has been working to re-secure the insulation under Oahu, Dominica and Islamorada. He will get an update on their progress soon.

--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 March Operating fund report shows a positive monthly balance of \$11,735 and a year to date net balance of \$47,840. The Reserve Fund balance decreased to \$594,573 at the end of March due to payment of the Hawaii roof project. We again have a robust project work list pending so the excess funds seen now might not last.

A brief discussion of the unplanned cost of installing BlueSkin wrap when owners replace the carpet on their private desks followed. It was clarified this process only applies to 3<sup>rd</sup> floor decks. Also, quite a few carpet projects have now been done with the BlueSkin process so the remaining expense exposure is somewhat limited.

Status of owners paying for their cited heat check violations are being tracked by PKS. It appears the 2 new and one remaining carpet project reimbursements have been made now. A few owners appear to be falling behind in paying their monthly condo dues; PKS is reaching out to those owners to bring their payment current.

We again discussed a concern that our **termite agreement** for the Island is still active with DM Taylor Termite and Pest Control. To date, we have not been billed the annual fee for termite protection services for 2021 nor 2022. John will follow-up to determine what termite inspection services, if any, they provided in 2021 and are planned for 2022. If Taylor's contract is not active, John will reach out to Bennett for a proposal to take over the termite monitoring.

**Reminders / To-Do's for 2022:**

--Newsletter: the May, 2022, has been approved; John will distribute it to the owners shortly. Due to the following topic, the 2022 tennis court code memo will not be distributed at this time.

--Tennis Court: The quick repair installation of caulk to prevent known surface cracks from expanding over the winter was recently inspected. The board is now aware the caulk was overloaded in the crack areas and presents a tripping hazard. Thus, the tennis court surface is now deemed not safe to use and the board decided we have no choice but to close it temporarily.

John reminded us of his efforts last Fall to engage other contractors to address the tennis court problems but those contractors were / are still scarce. However, with the current condition of the tennis court, the board asked John to locate a suitable contractor who would be willing to work "in-season" to assess and fix the tennis court. Assuming we are looking at an overlay to be done, it was agreed to add pickle ball option at the same time. John will reach out to several resources in the area for a solution.

--Flags: Charlie will source the needed Ocean City flag locally in the coming week(s).

--Clean-Up Day: The Island Clean-Up day has been scheduled for June 11 (rain date, June 12). Owners have been notified if they'd like to participate. The association again provided the funds requested by the Clean-Up team for this year's effort.

--Dumpster replacements: After inspecting all the Island dumpsters, Charlie determined we need to replace 4 of them this year...at Kauai, Aruba, Hawaii and Maui (1) dumpsters.

--Signs: In connection with the 2 new Handicap parking spaces being marked off, we'll need new signage posted. At this time, John / Tom / Charlie will inspect the other signs on the property to determine which ones also need to be replaced now.

**Placeholder items:**

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

--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.

--Parking lot lights: While we repair the parking lot lights that have known issues, 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.

All agenda items were covered in this meeting. The next board meeting is scheduled for **Friday, June 17<sup>th</sup>** starting at **10am** via Zoom.

This meeting adjourned at approximately 10:40 am.

Respectfully submitted,  
Carol Ann Bianco, Treasurer / Secretary