

The Island at Hidden Harbour
Board of Directors Meeting

September 16, 2022 – 9 AM
Meeting Minutes

Board members Mark Hannahs, Tom Murrill, Charlie Zellers, Carol Ann Bianco, with John Jensen (Mana-Jit) participated in this board meeting via Zoom. Rich Foard and Martha Behrend both participated but were not available to remain on the call for the entire meeting; Alan Dietrich wasn't available to join. President Mark Hannahs called the meeting to order at 9:03 am.

Project status:

--Tennis Court: On Sept. 7th John shared an email update to the board advising the new paving work on the tennis court was done last week. He also noted the contractor determined the existing footers were in excellent condition and thus were reused rather than taking the time and cost to remove and replace them. John will track a credit on the final invoice given this change.

John reported the contractor's crew was able to remove the fence to allow access to re-pave the court, again saving us the expense of getting our own contractor to handle that task. After the paving work was done and the fence put back in place, it was discovered the entrance gate now sits too low to swing open. John is working with a locksmith to determine the best solution to fix this by either having the gate swing out or adjusting the hinges higher for the new higher surface.

Since the re-paving, some water has been observed ponding on the new court surface. Photos and the board's concerns were shared with Terra Firma. While they noted the acceptable standard is a nickel depth, they did agree to re-inspect the work prior to the paint being applied. Several board members suggested it is possible to apply a self-leveling compound if the ponds are too deep.

The paint has been ordered to mark the new tennis and pickle ball court layouts. We need a 30 day new surface cure time before the paint can be applied; thus it will likely be early October for this final step. The board then discussed us needing to obtain (2) portable nets for pickle ball play. Martha offered to investigate our options and will work with John on ordering them.

--Sinkholes: John reviewed the proposal he obtained from S&H, a company we've used in the past, to correct the sinkhole in the concrete band of the parking lot by the Maui dumpster. While the cost is more than we expected, this area must be properly addressed and the board agreed to accept the proposal. S&H will also repair cracks in the sidewalk on the walk-out between Aruba and Bermuda. As follow-up, the sinkholes found earlier along the boardwalk near Aruba and Dominica that Brittingham filled are holding and new grass is growing there.

--Landscaping: Tom shared he observed Brittingham again spraying for weeds last weekend. While they continue their efforts they, like us, are frustrated that it is taking longer than usual to get the weeds in the flower beds under control. They noted their late start this season due to the timing of them taking over our property. They expect with a regular, earlier start next year, this issue will be resolved. Discussion followed if the weed killing effort also focused on weeds in the parking lot. Tom felt it did but will verify. The type of fertilization product being used was also questioned if it is an issue for pets; again, follow-up dialog will verify this. Finally, Tom has plans for an on-site meeting with Brittingham in the week after the Owner Meeting to review how they've done this year and re-state our shared expectations for future work.

--Kayak water access: We're still waiting for one replacement ladder on the curve at Dominica.

--Cleaning: The board then shifted to express our dis-satisfaction with the current cleaning company we're using / services we're paying for this year. Examples shared included no evidence of any carpet vacuuming being done for weeks in Maui and Kauai as construction debris is still evident after that work was completed weeks prior. John reviewed his correspondence with the owner over this season. He agreed, while they typically need reminders early on, this year that did not work, especially with no owner / manager oversight of the workers being observed.

After further discussion, the board asked John to put the current cleaning company on notice and to get proposals from other cleaning companies. The option to have electronic tracking of when cleaning personnel are on site, etc. will also be a factor in our next decision.

--Paint project work: John shared the painters re-started working on Dominica earlier this month. Thus far, they have not started to prime and paint the new pressure treated wood but are finishing the standard areas first. Weather permitting, after painting on Dominica is complete, there are still several areas on the property where at least touch-up painting is needed. These include some new wood that's never been painted on Kauai and some areas where paint has peeled off. Another item to be included on the list are the new trim circles that Tyler's team installed in the Spring.

While on the topic of painting, John said Moore Painting is concerned with the continuing cost increase of paint and believes he under-estimated the priming cost for Dominica. The board requested he provide cost justifications for us to consider.

John then recommended we prime the new pressure treated wood on Aruba this Fall. While that work is not on this year's schedule and cost is a budget concern, leaving the new wood to age out over the winter might not be in our best interest. John will obtain a proposal for us to review.

--Parking lot: John shared Matt's Management will address 6 parking spaces needing touch-up work in October after the owner car volume drops off.

--Fire Protective Services: We still don't have a timeline when our current cellular dialers will need to be replaced with Starlink units. The current unit in Oahu failed so that will need to be replaced soon; we're now hearing the 3G network Sunset might be delayed past Oct. '22.

--Awing replacement: The damaged entrance canopy awing on Kauai has been replaced. Done

--ARK—sprinkler system: John stated the identified sprinkler repairs and the 5-year inspections are complete. The Fire Dept. required 20-year inspections will be done in the Fall as this includes testing / replacing sprinkler heads in a sample of owner units in each building.

---South pool – misc. repairs: The south pool was drained this week. John will alert Atlantic Pools of this status so they can address the shallow end skimmer in the south pool to wrap up this effort.

--Condensate lines: Recently clogs were found in 2 stacks of common condensate lines. Both of those incidents involved the 1st and 2nd floor of the condensate line. Rich wondered if any of the common lines have bends or junctions in the stack that would affect this situation; he suggested we perform a flush test from a 3rd floor unit, if we can get access, to determine if that factors into the problem. It was also shared that one owner unit in an impacted stack recently had drywall type renovation work done and a unit in the other stack has long haired dogs there. These environmental items could prove to be a significant factor / reason for the clogged lines.

Proposed Work:

--Joist hangers: John said he recently inspected the joist hangers on the south side of Oahu. Thus far he's checked 304 total hangers and found 26 that should be replaced, with 7 in bad condition. He'll check the north side of Oahu after getting owner's permission to access their units.

--Plumber retiring: Tom shared the plumber we've used for years to do the winterization process is retiring at the end of the year. He has diagrammed where all the shutoff valves are located and is hoping we'll have a new plumber shadow his work this Fall in order to become familiar with it. John approached RYT Plumbing to be on-site to work with Joe / By the Sea for his final shut down effort later this year. It was also recommended we obtain a copy of his diagram and have Charlie, if available, tag along during this hand-off effort. Note: this contractor shift might result in a higher cost for the starting up and shutting down the common water lines going forward.

--**Financial Report:**

The August Operating fund report now shows a positive monthly balance of \$8,006 with a year to date net balance of \$41,810. The Reserve Fund balance decreased to \$557,087 at the end of August after we borrowed \$50,000 from the Reserve account to cover the new Master insurance policy premium. Carol Ann then provided a brief summary of monies paid and expenses pending from both the Operating and Reserve accounts.

Reserve Study requirement: Carol Ann followed up with Miller-Dodson, who performed our prior Reserve Studies, confirming we do have a slot on their Reserve Study calendar. With our plan to complete an updated study in 1Q'23, they advised we delay executing their proposal until after the new year as the study would then be scheduled within the 30 days or so of that action.

Miscellaneous finance topics: John advised the termite inspection of the property is scheduled for next week. We also discussed a few owner related repairs that were recently completed. Again, if a problem does not involve a common element, owners are responsible for those costs.

--Owner Meeting agenda: The full owner meeting package has been sent to all Island owners. As of this date, we do not have enough proxies returned to assure a valid meeting on Oct. 1st. Next week John will send out a reminder to all owners to return their proxy.

Work shifted to the Fall, 2022:

--Hawaii – rear gable window: With no current leak issue with the Hawaii bayside gable window, this repair has been deferred until the Fall.

--Insulation under the buildings –This effort is on hold pending our concern with the lack of proper services being provided by the cleaning company who normally handles this effort.

--Islamorada wood repairs: During our discussion on the joist hanger project, it was suggested we include the wood replacement needs on Islamorada into that same timing / scope of work. Both of these projects could be done late in 2022 or be pushed into early in 2023.

Placeholder items: The ongoing list of “placeholder” tasks remains the same. These include inspecting joist hangers on other buildings, defining a viable, cost effective solution to the lattice skirt on several buildings, to verify the wall gap repair on the south pool house is complete and to develop a plan to maintain the common condensate lines functionality. Finally, whether to add Electric vehicle charging stations on the property is tabled for now.

All agenda items were covered in this meeting. The next meeting will be the Owner Meeting scheduled for **Saturday, October 1st** starting at **9am** in the OC Rec. Center conference room.

This meeting adjourned at approximately 11:10 am.

Respectfully submitted,
Carol Ann Bianco, Treasurer / Secretary