

The Island at Hidden Harbour
Board of Directors Meeting

November 4, 2022 – 9 AM
Meeting Minutes

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

Project status:

--Tennis Court: John restated that prior to the Owner Meeting (10/1/22), the new asphalt was laid. Approximately 3 weeks ago, the painting project started with the main surface paint applied and the tennis court lines painted. However, due to a communication gap between Terra Firma and their painting subcontractor, the pickle ball lines have not been applied yet. With us now having time to weigh in, the board expressed a desire that the pickle ball lines be a contrasting color from the tennis court line, possibly a light blue. John will share this plan with Terra Firma along with a concern for six “square” areas on the court where the paint appears to have been compromised. Another punch list item is that neither the new poles nor new tennis net has been installed yet. The portable pickle ball net has arrived and is stored in unit 401-A for now.

John then noted the gate to the tennis court needs to be adjusted again and the keypad lock checked. While several options were shared to improve this situation, the current plan is to have the Locksmith re-adjust the hinge clamps to raise the gate and possibly make minor adjustments to the keypad to improve its operation.

Most of our discussion on the tennis court project however focused on the concern if the court drains properly / timely. Photos and observations were shared that seemed to contradict each view point. It was decided once the final paint project work is complete, a water test needs to be done with the interested parties in attendance. If it passes the “nickel” test and unacceptable ponding is not observed, then it’s good. If issues are observed during / after the water test, then the contractors will need to address / correct them prior to us accepting the work as complete. At this time, we are still holding 1/3 of the final payment.

--Sinkholes: John shared S&H Home Services corrected the sinkhole in the concrete band of the parking lot by the Maui dumpster and repaired the sidewalk walkout issue between Aruba and Bermuda. New rebar was installed after they discovered in some key places none had been placed initially. While the project cost was more than we expected, both areas needed be properly addressed. After the work was completed, it was discovered the concrete truck driver cleared his slurry in the volleyball court. John has discussed this with S&H; they will clean up this area in the next week. While discussing the volleyball court, it was suggested we add sand to it next year.

--Landscaping: Tom planned for an on-site meeting with Brittingham this afternoon to scope out areas on the property where work needs to be done. Timing of these projects will decide if it’s better to plant in the Fall or Spring which will also impact the warranty offered on the plants. Red stone will also be added around the property but again we need to determine if it’s better to do that now or wait for Spring. Options for alternate edging materials will also be discussed. Tom shared we already have a landscape design plan for the area East of Oahu toward unit 401-A; again, he will review that landscape plan with Bill in this meeting. Finally, Rich suggested trimming along the bridge is needed as plants are now growing though the railing.

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

--Paint project work: John shared the painters are now close to wrapping up the paint work on Dominica. They have now primed the new pressure treated wood and are finishing the standard paint effort now. John noted while Moore has requested final payment be made for this project in the coming days, the 3 gable peaks on the stair towers still need to be painted. This high work requires a lift and thus those areas will not be painted until next Spring, likely when Aruba is painted. Carol Ann recommended we hold back some monies (\$750) from the final payment to account for the work that will not be completed in 2022.

When a lift is back onsite next Spring, likely in connection with the Aruba paint project work plus the above misc. Dominica finish tasks, Rich reminded that the new trim circles that Tyler's team installed this past Spring still need to be painted.

--Parking lot: John shared Matt's Management has us on their Fall clean-up work list to address a few parking spaces not painted earlier and touch-up some compromised areas needing touch-up.

--Fire Protective Services: John stated Lance/FPS is aware of the coming sunset timeline for replacing our current cellular dialers with Starlink units. Right now, pricing on the new units is holding firm; this will likely be a phased in effort as supplies of the new units become available.

--ARK—sprinkler system: John stated the identified sprinkler repairs are done and the 5-year inspections were completed immediately after the Owner Meeting. He continues to wait for ARK to schedule and complete the Fire Dept. required 20-year inspections; this effort includes testing and replacing sprinkler heads in a sample of owner units in each building.

--South pool – misc. repairs: John shared Brad / Atlantic Pools is planning to clean-up the south pool shallow end skimmer to wrap up this effort. It should be done in the next few weeks.

--Condensate lines: Continuing our ongoing discussion for how best to perform future, routine maintenance of the common condensate lines, John shared he engaged a plumber to access the crawlspace of one building, access those drain lines and clear them. This effort will be done in the Fall/Winter as a test case to determine the best process and cost factors for our plan going forward. Another method discussed to assure the condensate lines remain clear would be for John/association to add chemical tablets to the line in each 1st and 2nd floor units, possibly during the winter heat inspections. More discussion on this will be covered in our next board meeting.

--Exit signs: Recently we've had to replace several (13) Exit signs, mostly due to them being damaged by high winds. We briefly discussed how they are made with mostly plastic joints, that lead to failures, esp. due to environmental conditions in our location. John will also reach out to the Fire Marshall to determine if they are required by code for our structures.

Proposed Work:

--Joist hanger / Islamorada wood: John recently inspected the joist hangers on Oahu and found approx. 100 needing to be replaced. He's discussed this project with Tyler Building but intends to combine the joist work with any wood replacement needed on Islamorada. Early observations on Islamorada show the wood on the north side of that building is worse than the south side. John hopes to have proposal from Tyler in time for discussion in our next board meeting.

For future planning, John is hoping to inspect the wood conditions on **Bermuda** during the winter heat checks this year since he'll already have access to the units for the heat check task.

Aruba Paint pressure treated wood: While weather is becoming more of a paint timing factor, our goal was to prime the new wood on Aruba this year so it does not over-age. John will pursue getting a cost quote from Moore and determine if he can fit it in now.

--Cleaning: John advised he's formally put our current cleaning company on notice that we will end their contract on 12/31/22 due to poor performance and communications during this season. The owner cited "manpower" issues when informed of this and asked to be allowed to bid again. John already sent RFPs to 4 cleaning companies; responses are due back by the end of this month. He modified the cleaning scope to include "policing the common areas" which includes flower beds, areas around the pools, boardwalk, etc. on both the front and rear side of the buildings. The board briefly considered if we should change the carpet cleaning requirement from vacuuming to blowing; it was decided to wait for the bid responses first. Having the ability to verify onsite personnel tracking for cleaning personnel will also be a factor in our next decision.

--Financial Report:

The September Operating fund report now shows a positive monthly balance of \$361 with a year to date net balance of \$42,170. The Reserve Fund balance increased to \$572,949 at the end of September. We still owe funds back to Reserve account that we borrowed to cover the renewal Master insurance policy premium. Mark mentioned some insurance carriers are no longer writing new policies nor modifying existing policies following Hurricane Ian's costly impact.

Carol Ann then provided a brief summary of monies paid and expenses pending from both the Operating and Reserve accounts. Timing of when final invoice payments are made was also discussed.

Special Assessment payments: PKS plans to provide a "generic" invoice for the 1Q '23 special assessment payments that will be provided to all owners with the Fall / Winter Newsletter. It will serve as a reminder the \$400 payment is due between 1/1/23 and 3/31/23; it will also spell out payment options,. If owners do not make their payment by mid-February, PKS will then begin to reach out individually to those owners requesting payment.

Owner Meeting follow-up / thoughts /owner concerns:

--Owner Maintenance document: John will share his latest version of the owner maintenance guide with Rich and Al for suggested changes. The target will be to include an updated document with the Year End Newsletter so owners have time to make any needed plans.

--Breaker boxes for boardwalk: Alan shared he inspected the breaker box at the Dominica / Hawaii walkout and feels it is structurally sound; it needs to be sanded, primed and painted. He believes if all those breakers are upgraded to GFCI, at the slip owners cost, then issues down the power line will be mitigated. John then advised he engaged Beacon Electric to audit the breaker box as well as the panels for A, B and C building boat slips and provide recommendations. The electric cable that is underwater below the boardwalk at times is also a concern.

--Owner directory / password protect website: While Martha had a last minute schedule conflict and was not able to participate in this meeting, Carol Ann shared some ideas and updates she and Martha had shared recently via email. More discussion on these topics will occur in the next board meeting.

--"New" owner packet—needed? John questioned this topic / what is missing? He shared the resale package for new owners already includes 16 documents covering "everything".

--Unit 401-A storage unit looks "junky": To mask the fact this building is now a storage unit for building materials and such, John suggested we have a contractor "spray paint" the glass insert windows to hide the interior from view.

Due to time constraints, some other items from the Owner Meeting were not addressed in this meeting. They will be covered in our next board meeting.

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. John shared he added a circle window on the rear of Cayman to Chesapeake’s list due to a recent owner concern.

--Insulation under the buildings –This effort is on hold pending us finding a contractor who will be able to handle this project.

Placeholder items: The list of “placeholder” tasks still includes verifying the wall gap repair on the south pool house is complete. Finally, whether to add Electric vehicle charging stations on the property is tabled for now.

Most agenda items were covered in this meeting. The next meeting is scheduled for **Friday, December 9th** starting at **9am** via Zoom.

This meeting adjourned at approximately 11 am.

Respectfully submitted,
Carol Ann Bianco, Treasurer / Secretary