

The Island at Hidden Harbour
Board of Directors Meeting

December 9, 2022 – 9 AM
Meeting Minutes

Board members Mark Hannahs, Tom Murrill, Martha Behrend, Alan Dietrich, Rich Foard, Charlie Zellers, Carol Ann Bianco, with John Jensen (Mana-Jit) participated in this board meeting via Zoom. President Mark Hannahs called the meeting to order at 9:05am.

Project status:

--Tennis Court: John shared the pickle ball court lines have now been painted on the court in a navy blue color; the portable pickle ball net is still in storage in unit 401-A. An issue with the tennis court gate lock and hinge has surfaced; he will have the locksmith address that in the coming weeks. Neither the new posts nor new tennis net has been installed yet.

However, the board's ongoing concern if the court drains properly / timely continues. John shared he's had ongoing dialog with the contractor for the timing drainage of water off the court. They advised they have tested the drainage in the past and found it does drain in a 5-6 hour window after a rain storm which they declare is within guidelines and thus acceptable. Recent photos and board members observations were shared that contradict this point. It was again agreed that once the final "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 that 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.

--Landscaping: Tom shared he met with Bill Brittingham after our last board meeting to discuss areas on the property where work needs to be done. He received their proposal yesterday for work to be done this Fall. It includes replacing 224' of edging, esp. near Oahu and removing and replacing 23 plants around the property. One truck load (21 tons) of red stone will be ordered to replenish the planning beds and a drain issue on the south end of Lanai will be re-worked to solve that problem. Tom hopes they will start the work soon and complete by the end of this month.

The need to replenish the sand in the volleyball court was then mentioned. John will determine the best source for the beach quality sand and get it ordered / spread in the Spring.

--Kayak water access: One replacement ladder on the curve at Dominica still needs to be obtained. John said if Brittingham can't provide it, he will order it directly. This will be needed for next Spring season.

--Paint project work: John shared the painters have now wrapped up the paint work on Dominica. The 3 gable peaks on the stair towers still need to be painted which requires a lift; those areas will not be painted until next Spring, likely when Aruba is painted. Thus we held back monies (\$750) from the final payment to account for the work that will not be completed in 2022. After the main Dominica project was declared complete, top boards in 2 misc. areas showed late rot. John had Maintenance Connection replace those boards; 1 more on the 1st floor still needs to be addressed.

--Parking lot: John shared Matt's Management addressed the few parking spaces not painted earlier. He will re-verify all is complete on his next onsite inspection at the Island.

--Fire Protective Services: John stated 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 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. Right now this is not being pushed by the Fire Marshall to complete.

--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. This remains an outstanding issue.

--Condensate lines: John engaged RYT Plumbing to discuss the condensate lines in the crawlspaces for how best to keep them clear going forward. They agreed this effort wouldn't be tackled until 2023.

--Water leaks: John updated the board on a water leak problem affecting several units in the Kauai building. Initially the water leak was discovered during the annual sprinkler inspection (10/3-4/22) but finding the actual source of the leak and discovering how many units were involved was a challenge as the water leak was initially showing in the middle of a 2nd floor unit. Also complicating the leak search is the fact that the 2nd and 3rd unit floorplans in this building are different, the rooms do not directly align from one floor to the unit above/below. The search concluded the leak came from a roof vent pipe in the valley of a gable peak on the roof into the attic, then down the firewall and across a trough into an owner closet and spread from there. The roof has now been sealed and stabilized to prevent future water intrusions.

It was noted this is the original roof on Kauai which is scheduled to be replaced in Spring, 2023. We checked the roof replacement specs for the new roofs and confirmed this type of leak will be prevented in the new roof design per the original roof consultants specs. Charlie confirmed Chesapeake Roofing does follow the consultants installation specs.

Mitigation efforts have been made and owner inspection of damages is occurring now. Mark and John are tracking the repair costs; at this time we are at / near the insurance deductible. It is understood this leak started with Hurricane Ian (10/1/22). While waiting for final cost figures, Mark planned to submit an insurance claim today in case we need to pursue the insurance option.

Another leak was recently discovered on a 3rd floor unit in Bermuda in a transom window. This leak had occurred approx. a year ago but that repair was not sufficient. The owner took action on the transom window but finally John called in a contractor to re-seal under the flashing.

Proposed Work:

--Oahu Joist hanger / Islamorada wood: John shared he and Charlie inspected the railings on the 5 Islamorada units and determined 36 railing sections need to be replaced. Along with those railings, he's asked Tyler to inspect and address wood trim, peaks and balconies that might need to be replaced on Islamorada; that will be a Time and Material (T&M) cost as it was nearly impossible to fully inspect them from ground level and will require ladders to access and correct. The 100 joist hangers on Oahu previously determined needing to be replaced will also be part of this work effort. Finally, John asked Tyler for a cost to replace the composite decking on the north side of Islamorada; this will serve as a point of reference for the Islamorada owners if / when they decide to replace the walkway (at their cost).

During discussion on project work for Tyler, both pool house walls were raised as a concern as they sit directly on concrete with no vapor barrier in place now causing rot in some areas. John will add this to Tyler's project list for a cost in 2022 with all work being done early in 2023.

Aruba Paint pressure treated wood: John shared Moore Painting provided a cost quote to prime 47 new wood railing sections on Aruba. The board accepted this quote and requested the work be started / done, as weather conditions allow, in the coming weeks.

--Cleaning: John shared a summary of the responses to the 4 RFPs he sent to potential replacement cleaning companies. One vendor chose not to bid and one response refused to do any vacuuming, bid it as blow only and was thus dropped from consideration. The board then discussed the remaining 2 bidders scope and John's knowledge and experience with each of them as a good fit for our property. The board then chose our frontrunner and asked John to have them draw up a contract for final acceptance of their specs and get board approval.

--Breaker boxes for boardwalk: John advised Beacon Electric evaluated the electric breaker boxes and panels for the boat slips / lifts and provided their findings which John now shared. The 3 electric panels for the A, B and C buildings are fine. The free standing boxes on the boardwalk from Dominica to the West end of the boardwalk need to be replaced. They estimate it will take approximately 6 hours per box to do a full swap to new weather / water proof boxes. A concern was raised if the breakers in the box that feed the owners boat lifts needs to be GFCI or if a GFI installed at the boat lift is sufficient. Discussion also followed regarding supply chain issues to obtain a certain brand of breaker boxes. John was asked to have Beacon prepare a quote for this project; Rich and Alan agreed to review it. The electric cable that is underwater below the boardwalk at times remains a concern.

--Financial Report:

The October Operating fund report now shows a negative monthly balance of (\$23,783) with a year to date net balance of \$18,387. The Reserve Fund balance decreased slightly to \$569,499 at the end of October. We still owe \$50k funding back to Reserve account for the money we borrowed to cover the renewal Master insurance policy premium. John shared the CD market rates have improved over the past few weeks and suggested it might be a good time to review / shift some of our Reserve funding, if our current maturity timing would accommodate such a change. Carol Ann will discuss this with PKS.

Special Assessment payments: PKS provided a "generic" invoice for the 1Q '23 special assessment payments that was provided to all owners with the December Newsletter. It will serve as a reminder the \$400 payment is due between 1/1/23 and 3/31/23 and spells 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.

Reserve Study: Carol Ann reminded the team she will execute the Level 2 (update) Reserve Study proposal in early January and get the deposit check to start this project moving forward.

Owner Meeting follow-up / thoughts /owner concerns:

--Owner Maintenance document: John's updated owner maintenance guide was shared with all owners with December Newsletter. Done

--Owner directory / password protect website: Martha reviewed her survey plans to gather owner provided contact information into an Excel formatted Owner Directory. This would be a one-time snapshot of information likely to be provided in early Spring, 2023. She will share her survey questions to the board for review.

The option to change the Island website to a password protected site was again briefly discussed. Carol Ann will review this design shift with our website designer. Another option remains to password protect just specific documents posted on the site.

--Pool rules (no dogs allowed): John will order new signs for the pools to alert everyone that dogs are not allowed in the pool areas at any time.

Lattice skirt under Lanai: During a brief discussion that given there is no access to the water side of Lanai and the lattice skirt is not really visible, the board decided to have what is still there removed so it has a consistent appearance.

--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 / frost” the glass insert windows to hide the interior from view.

Work shifted to the Fall, 2022:

--Hawaii – rear gable window: John discussed the Hawaii, and now a similar situation on Cayman, for leaks in those circle windows with Chesapeake Roofing; he is waiting for a cost quote from them now. It is estimated this work will be done in early 2023. During that discussion, Chesapeake Roofing alerted him to increased costs for shingles. John will work with them on our options for the upcoming Kauai roof project.

--Insulation under the buildings –John shared he discussed adding insulation under some buildings and was advised it is not warranted and actually inefficient where there are concrete floors. Rich suggested we consider insulating the walls instead taking a perimeter approach. This would be challenging with some buildings (Hawaii) where the bay rises and flows under those buildings at times that would compromise any wall insulation.

New misc. item: John was recently approached by a firm to see if there is enough interest in our Island owner community to extend the home run fiber optic lines now running down Coastal Highway to the Island to offer fiber optic connections to the owners. After a brief discussion, the board did not feel there would be enough interest to pursue this and with the cost information from this provider as found on their website, it didn't appear the owner savings would be there either. We decided not to take action on this.

Most agenda items were covered in this meeting. The next meeting is scheduled for **Friday, February 3rd, 2023** starting at **9am** via Zoom.

This meeting adjourned at approximately 11 am.

Respectfully submitted,
Carol Ann Bianco, Treasurer / Secretary