

The Island at Hidden Harbour
Board of Directors Meeting

February 3, 2023 – 9 AM
Meeting Minutes

Board members Mark Hannahs, Tom Murrill, Rich Foard, Charlie Zellers, Alan Dietrich (late), Carol Ann Bianco, with John Jensen (Mana-Jit) participated in this board meeting via Zoom. Martha Behrend did not attend. President Mark Hannahs called the meeting to order at 9:05am.

Project status:

--Tennis Court: John shared not much has changed since our last meeting regarding the tennis court. The correct size net posts have not been installed yet thus the tennis net is not in place either. There are 9 spots still needing touch-up paint but weather hasn't been suitable to date. Rich shared on a recent visit, he ran the "nickel test" after a rain storm and found the court now seems to be draining better. Carol Ann shared she witnessed a similar status recently. While this is good news, once the final "project work is complete", a water test should be done with the interested parties in attendance. At this time, we are still holding 1/3 of the final payment.

--Landscaping: Tom shared a second truck load of red stone was ordered and placed in the flower beds around the Island. Brittingham's team recently completed a major tree / bush trimming and clean-up effort on the property. Recently Tom and Bill discussed plans for the next planting areas to focus on including near Oahu and on the water side of a few buildings. Charlie questioned if the lawn cutting work can be done later in the week this year; John will inquire. John is also working with Brittingham for the best source for the beach quality sand for the volleyball court.

Chesapeake Roofing --Hawaii / Cayman rear gable window: After our December meeting, John obtained a quote from Chesapeake Roofing to remove the rear Hawaii and Cayman circle windows. Cayman is now complete and Hawaii should be done today. Earlier Charlie verified we have sufficient "spare" siding in 401-A that Chesapeake can / will use for the Hawaii window thus reducing the final project cost.

Chesapeake Roofing – Kauai replacement: The new Kauai roof project is under contract with a target date in March. At the time of Chesapeake Roofing's quote, they advised of a significant increase in the cost of shingles, esp. compared to the last /Hawaii roof cost. However, the market cost may have shifted lower recently; John will recheck with them for the Kauai roof project cost.

--Oahu Joist hanger / Islamorada wood: We now have a Tyler Building firm contract to replace 36 railing sections on the 5 Islamorada units. Additionally, John asked Tyler to inspect and replace any bad wood trim, peaks and balconies found on Islamorada; that work will be a Time and Material (T&M) cost. This contract also includes, again on a T&M cost basis, replacing approx. 100 joist hangers on Oahu. Given the unknown T&M costs, John asked Tyler's team to provide cost numbers as the work progresses. It is anticipated this work will begin in March.

The cost to replace the composite decking on the north side of Islamorada is unknown at this time. This quote will only 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 membrane in place to prevent rot in the walls. While not critical, John will add this to Tyler's project list - possibly to be done at the end of the above Islamorada / Oahu work while they are onsite.

--Heat Checks: All Island owner units were checked during the week of January 9th, 2023 to assure each unit had proper (55 degrees minimum) heat and the water turned off. The good news is access was gained to all units this year. Sadly quite a few owner units still failed to comply with these regulations. John sent fine / violation notices to those owners. PKS was also notified.

--ARK—sprinkler system: In conjunction with the heat check inspections, ARK successfully removed 40 sprinkler heads, 4 heads per building, as the required sample test of owner units. We are now waiting for the UL laboratory tests to be completed.

--Fire Protective Services: In December, FPS replaced 8 Cellular dialers with new 4G Starlink units to comply with the sunset of our current cellular dialers. **Done**

--Aruba—prime pressure treated wood (only): We'd hoped to have the new pressure treated wood on Aruba primed by now. However, while required temps in high 40's / low 50s have occurred, damp and rainy weather has prevented this work from happening thus far.

--Cleaning: Following our discussion in last month's meeting, John worked with our selected vendor to develop the final contract. This new cleaning contract comes with a higher cost than prior years but it does include servicing areas of the property that were not covered in the past. Their first cleaning effort was done 2 weeks ago by a 2 person team being onsite for approx. 10 hours. Positive feedback has been received thus far.

--Parking lot—punch list: John confirmed all items on the punch list from last year's project to re-paint the parking lot lines was **done**. Rich noted a new sinkhole starting at Lanai near a storm drain. John will check this spot for any patching needed.

Proposed Work:

--Bermuda railing inspection: During the January heat checks, John inspected all the wood railings on the Bermuda building, including the owners private rear decks. He found 38 rail sections, 4 graspable hand rails and 1 top rail needing to be replaced. Tyler provided a firm cost quote for the above work which the board accepted in this meeting. Additionally, 4 decks had column wraps that need to be addressed; that work will be done on a T&M cost basis.

--Paint Aruba building – Spring '23: John will pursue getting a firm cost quote from Moore Painting to paint the entire Aruba building in the Spring '23.

--Breaker boxes for boardwalk – replace / update options: John advised Beacon Electric's cost quote is still pending for this project.

--Financial Report:

The December Operating fund report now shows a negative monthly balance of (\$18,480) with a year to date net balance of \$8,534. The Reserve Fund balance increased to \$599,008 at the end of December. While it won't nearly cover the still owed \$50k funding due back to Reserve account for the money we borrowed last year to cover the renewal Master insurance policy premium, the board agreed to move the Excess \$8,534 Operating funds to the Reserve account.

Following up on John's earlier information of the improved CD market rates, the board agreed to look into our options for our Reserve accounts. Carol Ann will work on this effort with PKS.

--Insurance Claim: Due to the water leak problem affecting several (now 4) units in the Kauai building, we are now pursuing an insurance water leak claim. John is working through the claim process with the adjuster who plans to be onsite Monday with an engineer for a roof inspection.

Our investigation 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 was then sealed and stabilized to prevent future water intrusions. In our last board meeting, we re-checked the roof replacement specs for the new roofs and confirmed this type of leak would be prevented in the new roof design per the roof consultants specs. Charlie confirmed Chesapeake Roofing does follow the consultants installation specs.

Repair work on the damaged units is underway now with drywall started. Mark and John are tracking the repair costs now estimated to be \$45k which exceeds the \$25k water insurance deductible. This leak started when Hurricane Ian (10/1/22) hit our area / property.

Special Assessment payments: The \$400 Special Assessment payment is due by 3/31/23. In mid-February, PKS will begin to follow up with owners who have not yet made this payment.

Reserve Study: Carol Ann accepted the Level 2 (update) Reserve Study proposal in early January and sent the deposit check to start this project moving forward. Carol Ann then met with the Miller Dodson's rep. on 1/26/23 to complete the onsite inspection. She also shared many project tracking spreadsheets with him to identify what major project work we have completed since the last Reserve Study done in 2016. Copies of those documents were also shared to the board.

--Mana-Jit contract / ownership change: We now have a new contract with Mana-Jit for 2023. Additionally, Craig Boone retired from Mana-Jit Inc. Effective January 3, 2023, John Jensen and Brett Staley are now the **Owners** of the company, now known as Mana-Jit (not Inc.).

Miscellaneous follow-up / thoughts / owner concerns:

--Owner Maintenance document: John plans to update the Owner Maintenance Guide to also include owner carpet cleaning information. He will share the updated document in the Spring.

--Owner directory / password protect website: Martha was not available to pursue 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 Spring, 2023. She plans to share her survey questions to the board for review in our next board meeting.

Carol Ann did discuss making the Island's website password protected with our website designer. Given the significant changes that would be required to re-design our website and the minimal needs known for this effort, the board agreed not to pursue a password system now.

--Pool rules (no dogs allowed): New pool signs to alert everyone that dogs are not allowed in the pool areas at any time have been installed. **Done**

--Unit 401-A storage unit looks "junky": To mask the fact building 401-A is now essentially a storage unit for building materials and such, John had a contractor "spray paint / frost" the glass insert windows to hide the interior from view. **Done**

--Owner Meeting – 2023 date: With Sunfest again moved to late in October '23, the board decided we can no longer tie our Owner meeting to that event. So that we could reserve a meeting space in the Northside Park facility, we discussed the date for the 2023 Owner meeting and decided on **Saturday, October 7th, 2023**. John will submit our reservation application.

Work shifted to the Fall, 2022:

--Spring orders for Island needs: A new net for the **volleyball court** is needed and at some point we might need to order a 2nd pickle ball net. These items will be pursued at the appropriate time.

--Kayak water access: The replacement ladder for the curve section of the boardwalk at Dominica has been delivered. When weather permits, John will have it installed.

--Dominica -- Paint project work: The painters finished their work on Dominica except for the 3 gable peaks on the stair towers. Those will be painted in conjunction with the Aruba work as it will require lift access. We held back monies (\$750) from the final payment to account for the work that was not completed in 2022.

---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. It was suggested we target owner units where recent remodel work has been done as drywall and other construction dust might accelerate the need for condensate line efforts.

All agenda items were covered in this meeting. The next meeting is scheduled for **Friday, March 31, 2023** starting at **9am** via Zoom.

This meeting adjourned at approximately 10:50 am.

Respectfully submitted,
Carol Ann Bianco, Treasurer / Secretary