

The Island at Hidden Harbour  
Board of Directors Meeting

May 05, 2023 – 8:30 AM  
Meeting Minutes

Board members Mark Hannahs, Tom Murrill, Martha Behrend, Rich Foard, Charlie Zellers and Alan Dietrich, Carol Ann Bianco along with John Jensen (Mana-Jit) participated in this board meeting via Zoom. Secretary Carol Ann Bianco called the meeting to order at 8:30am.

**Project status:**

--Tennis Court: John shared the gap where the net posts meet the new deck surface still needs to be sealed to prevent water entering. He has again reached out to Terra Firma on this item. Both pickle ball nets we ordered have been assembled and are now in place on the court; a storage case for the off-season was included in the packaging. John's requested Maintenance Connection re-adjust the top header bar of the tennis court gate; it slips and then rubs on the court surface. John sent an email notice earlier with this year's lock codes also letting owners know the tennis court is now safe to use. He will re-send that notice to all owners when the Newsletter is mailed.

--Volley ball court: A truck load (21 tons) of beach quality sand was delivered last week. John expects Brittingham's team will spread the new sand next week; he asked them to also re-define the volleyball court edges. Per Charlie, a new net is needed for volleyball court since the steel cables in the old one rusted through. John / Charlie will pursue ordering this new net.

--Kayak water access: John had the replacement ladder for the curve section of the boardwalk at Dominica installed. **Done**

--Landscaping: Tom re-stated while he and Bill Brittingham discussed the 2023 Spring landscape plans in January, he just received the quotes for that work last week. This year's main landscape work will be on the East side of Oahu near the main entrance and on the canal side of Aruba, Bermuda and Cayman. He expects Brittingham's team, who typically completes this type of work in just a few days, to start next week. Red stone has been added where needed and this effort will continue going forward.

Chesapeake Roofing --Hawaii / Cayman rear gable window: John advised Chesapeake Roofing has completed the repairs on the rear Hawaii and Cayman circle windows. Since we supplied "spare" siding that had been stored in 401-A, the cost of these repairs was reduced vs. the original quoted project cost. **Done**

Chesapeake Roofing – Kauai replacement: The Kauai new roof project was completed with no issues earlier in this calendar year than our usual timeframe. The Chesapeake Roofing shingle price remained the same; additionally, 14 sheets of 1/2" CDX plywood was replaced. **Done**

--Oahu Joist hanger / Islamorada wood / Bermuda wood: Tyler Building is now steadily working on all 3 of these projects. The **Islamorada** railing replacement work is complete; Tyler's now replacing some misc. trim cedar boards following a meeting with John to set expectations. The **Bermuda** railing work is wrapping up today and includes a few misc. add-on items, including handrails, etc. Tyler's team is currently working to replace the rusted **joist hangers** on Oahu; some additional rusted joist hangers in other areas of the property have been found and will be added to this project. John and the board briefly discussed if we need engineering guidelines for the joist hanger work. Rich suggested a contact for John to engage.

--Paint Aruba building: Moore Painting to set to paint the entire **Aruba** building in the Spring. While the contract has been signed, John plans to have the painters first focus on the misc. paint project work to get it wrapped up first. This includes touch-up painting on Kauai, including a large circle detail and the north pool foundation walls. When the painters power wash Aruba to start that paint project, they will also power wash the Maui handicap and entrance stair areas. Finally, when the lift is onsite for the high work on Aruba, the painters will also need to finish their work on the 3 gable peaks on the **Dominica** stair towers as this was not completed last year.

---South pool – misc. repairs: John said Atlantic Pools is planning to clean-up the south pool shallow end skimmer by late May '23. A reminder was made that the pool company needs to hold off filling this pool until those repairs are made.

--Lanai sinkhole: John is aware of a new sinkhole starting at Lanai near a storm drain, along the sidewalk curb. No action has occurred on this item yet.

--Water turned on: The main water lines for the 10 buildings and the docks has been tested and turned on. RYT Plumbing did the work this year.

--Dominica canopy awnings: John shared in a recent property inspection walk-around, he found the steel frames of the 2 end side canopy awnings are badly rusted. He's reached out to Phillips Signs for a proposal to address these issues.

### **Proposed Work:**

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

### **--Financial Report:**

The March Operating fund report shows a positive monthly balance of \$7,231 with a year to date net balance of \$67,041. The Reserve Fund balance increased to \$646,918 at the end of March.

--Aruba water leak: The water leak in **Aruba** was due to Aruba 306's main (ball valve) water shut off failing causing water to leak down into units 206 and 106 below. This leak caused damage mostly to utility closets, walls, floor and hallway to the bedrooms. The owner of 306-A, where the leak originated, is liable for the first \$10k in damages to the 3 units plus the repair costs to his own plumbing fixtures and Mana-Jit's time to handle the restoration process. Since the repairs exceeded \$10k, the association will have to pick up the additional costs. Right now that amount is in excess of \$6,000.

--Kauai roof leak: The insurance claim for the water damage repairs from roof leaks in **Kauai** which occurred prior to the new roof installation there, is still in process. One owner's repair needs are still pending. Mark and John are monitoring this insurance claim as it proceeds through the process; the association's liability, if any, is unknown at this time.

--Heat Checks: PKS reports we still have 1 unit with a heat temperature violation and 3 owners with water ON failures. PKS continues to follow-up with those owners.

--Special Assessment payments: We've made some progress in owners paying the \$400 Special Assessment payment which was due by 3/31/23. As of today's board meeting, however, there are still 36 units unpaid. The board discussed various options to wrap up this effort, without costing us extra for PKS time. While liens against those owners are an option, the board would prefer not to engage lawyers / again cost factor. Mark agreed to call several of the owners directly. Carol Ann offered to send reminder emails to the remaining owners, as Treasurer.

--Reserve Study: The Level 2 (update) Reserve Study was provided to the board by Miller Dodson just prior to this board meeting. The Study deem the Island's Reserves to be slightly **overfunded** for this year. Thus we won't be required, per MD condo law, to require owners to pay more in monthly dues in the Fall Owner Meeting to achieve a specific Reserve Funding level; (unless the insurance cost issue catches us again). The Study does, however, recommend we maintain our higher than required funding levels, at least for a while, to allow for inflation and higher construction (material) costs.

--Reserve Accounts: Bob Moore / PKS had been working with Morgan Stanley to establish a managed Island account to help us take advantage of the now higher interest rates on FDIC insured CDs. After our last board meeting, we learned Morgan Stanley's legal team revised their client criteria to now only accept new clients with a minimum of \$5M in assets; thus we do not qualify for their program. The board offered a few investment suggestions and Carol Ann will also ask Bob to re-engage with the PKS Investment team for their proposal on this effort.

**Miscellaneous follow-up / thoughts / owner concerns:**

--May Newsletter: Prior to this board meeting, Carol Ann shared a DRAFT of the May Newsletter and asked for suggestions on how to address several topics. Once it's revised, John will publish the Newsletter to all owners. He will also include the new Tennis Court access codes.

--Owner Maintenance document: John shared new carpet contractor contacts and will seek their counsel for carpet cleaning guidelines. He will then provide the updated Owner Maintenance Guide in the Spring along with the Newsletter mailing.

--Owner directory / password protect website: Martha shared her original survey plan to gather owner provided contact information into an Excel formatted Owner Directory did not look feasible as she drilled down into it further. She then offered a possible App solution, at minimal annual cost, that might work well for our needs. Martha planned to test it further and share a trial set-up for the board's consideration. More to follow in the next board meeting.

--Owner Meeting – 2023 date: John confirmed our **Owner meeting** reservation application for **Saturday October 7<sup>th</sup>, 2023** has been accepted. This year our meeting space in the Northside Park Meeting Space complex will be in the **West Gym** .

**Work shifted to future times:**

--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.

--Tyler—Islamorada decking: Tyler's team is currently developing the cost, per owner deck, to replace the composite decking on the north side of Islamorada. This quote will serve as a point of reference for the Islamorada owners if / when they decide to replace the walkway (at their cost).

--Tyler-Pool houses: As stated earlier the pool house walls are a concern as they sit directly on concrete with no membrane in place to prevent rot in the walls. This work is not time critical now so John will add this to Tyler's project list for the Fall.

All agenda items were covered in this meeting. The next meeting is scheduled for **Friday, June 16, 2023** starting at **10am** via Zoom.

This meeting adjourned at approximately 10:25 am.

Respectfully submitted,  
Carol Ann Bianco, Treasurer / Secretary