

The Island at Hidden Harbour
Board of Directors Meeting

June 16, 2023 – 10 AM
Meeting Minutes

Board members Mark Hannahs, Tom Murrill, Martha Behrend, Alan Dietrich (phone), Rich Foard, Charlie Zellers and Carol Ann Bianco along with John Jensen (Mana-Jit) participated in this board meeting via Zoom. President Mark Hannahs called the meeting to order at 10:05 am.

Project status:

--Tennis Court: John shared the gaps where the tennis net posts meet the new deck surface have been sealed; the final step will be to paint that area to match the deck coating. Pickle ball activity has been high since the court re-opened. It was noted, the portable pickle ball nets need to be stored against the west / pool fence to keep them from blowing over and dinging the new court surface. John will order a sign asking owners to safely store the nets there when not in use.

--Volley ball court: The new beach quality sand was delivered and spread. An effort was made to help re-define the volleyball court edges however, the playing surface needs to be re-smoothed. Mark noted some sand is blowing out and accumulating in the parking lot curb areas, esp. in front of Maui. John will ask our Cleaning Team to address this. A new volleyball net was ordered and has been installed.

--Landscaping: Tom shared most of the 2023 Spring landscape work has been completed. This includes work on the East side of Oahu and on the canal side of Aruba, Bermuda and Cayman. Tom and John inspected the work recently and noticed a few areas yet to be completed. Tom then stated Brittingham found 6 bad irrigation controller units that need to be replaced; estimated cost for that work is \$3000 total. Mark said he's heard complaints the lawn crews are starting work early (before 8am); John spoke with Bill about this timing issue earlier.

--Oahu Joist hanger / Islamorada wood / Bermuda wood: The **Islamorada** wood replacement work is complete. The **Bermuda** wood railings are mostly complete except for some of the new long railing sections where a double 2x6 face board was not installed. As the contract scope called for "like for like", Tyler's team needs to correct those sections. Some dis-satisfaction was shared by owners for the lack of / poor project clean-up effort on the Bermuda work. John has spoken to the Tyler lead about this. Tyler's team also replaced the rusted **joist hangers** on Oahu as well as another batch (30) of 45 degree joist hangers in other areas of the property.

--Paint Aruba building: John shared the canal side of Aruba has been fully painted. Work is underway now on the parking lot side of Aruba which should be completed before July 4th.

--Misc. Painting projects: Prior to starting work on the Aruba building, John had Moore Painting focus on the misc. paint project items to get them wrapped up first. These included miscellaneous painting on **Dominica, Kauai, Lanai and Oahu**; the painters also power washed the **Maui** handicap ramp and entrance stairs. It was noted there are sections of siding on **Hawaii** that should also be power-washed. John will have that addressed. Finally, when the lift is onsite for the high work on **Aruba**, the painters need to paint the 3 gable peaks on the **Dominica** stair towers that was not completed last year plus the large circle detail on **Kauai**. Also painting the North pool foundation walls was postponed for now as those walls need concrete repairs completed first.

--South pool – misc. repairs: John believes Atlantic Pools completed the clean-up work on the south pool shallow end skimmer. He will re-verify it was done.

--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 at this time.

--Dominica – new issue: John noted soft spots were found in the T-111 siding on Dominica near the owner entrances to units #220 & #320. Tyler's team replaced that bad wood with cement / Hardy board but found significant rot behind it. More exploratory work needs to be done after the Summer on this issue but for now there are no interior issues affecting either of those owner units.

--July 4th preparation: John shared the parking lot security guard contract is in place for July 4th and parking passes were mailed out to all owners this week.

Proposed Work:

--Breaker boxes for boardwalk – replace / update options: Beacon Electric's cost quote was shared in advance of this meeting. It was agreed we need a better cost breakdown for this project, detailing cost for the replacement box(es) as well as the GFCI breakers and how much of the work will be done on a Time and Materials basis. Supply availability of the new boxes is also a concern. Further, we need to know if GFCI breakers are now required, by code, to be installed at the owner slip end of the circuit, at the owner cost; the total length of the circuit runs was also questioned for code compliance. It is expected the new breaker box panels will be raised higher off the dock to prevent them from being underwater in future storms. Another concern was an open space in the bottom of one of the boxes exists now; can it be sealed with a temporary patch? John will work with Beacon to obtain more specific details for our next discussion.

--Dominica canopy awnings: John has not received a cost quote from Phillips Signs yet to address the rusted steel frames of the 2 end side canopy awnings on Dominica.

Financial Report:

The April Operating fund report shows a negative monthly balance of (\$16,292) with a year to date net balance of \$50,749. The Reserve Fund balance decreased to \$564,036 at the end of April due to payments for the recent roof work.

--Water leaks: During the meeting John sent a request to United Restoration to verify the final costs of the water damage issues at both Aruba and Kauai. The water leak in **Aruba** was due to A-306's main (ball valve) water shut off failing, causing water to leak down into 206 /106 below. The Aruba leak caused damage mostly to utility closets, walls, floor and hallway to the bedrooms. Kauai's leaks originated from a roof leak (prior to the installation of the new roof this year).

The originating **Aruba** unit owner sent in an insurance check for the \$10,000 deductible. A new carpet issue in 206 was recently identified; work on that will likely result in an additional cost. The owner of 306 still owes the association for charges in connection with the repair costs to his own plumbing fixtures and Mana-Jit's time to handle the restoration process. The Aruba repairs exceeded \$10k, so the association will have to pick up the additional costs. Right now that amount, while negotiated down from the original estimate, is still in excess of \$16k.

--Kauai roof leak: The insurance claim for the water damage repairs from roof leaks in Kauai (occurred prior to the new roof installation there) is still not finalized. Mark and John are monitoring this insurance claim as it proceeds through the process. Thus the association's final liability is unknown at this time. Initially the repair cost was estimated at \$36k but we've now reached \$46k in expenses. More information to come soon.

--Heat Checks: PKS reports we still have 2 owner units with water ON failures that have not paid the fine. Carol Ann agreed to reach out to these owner to seek closure on this effort.

--Special Assessment payments: We've finally made good progress with owners paying the \$400 Special Assessment payment which was due by 3/31/23. Emails were sent to the remaining 36 owners after our last board meeting; as of today's meeting, there are still 5 units unpaid. Mark agreed to contact those owners directly. The board then discussed how to improve our collection efforts, including using liens / collection agents, for owners who do not comply with the rules / regulations as well as funding decisions made by the association. John shared the procedure he uses with other properties he manages. The board will visit this topic again in future meetings to determine our process going forward.

--Reserve Accounts: Earlier Bob Moore / PKS learned Morgan Stanley's revised new client criteria now excludes us from participating in their program. Bob then re-started his efforts to find a good investment solution for the Island's CD's. He hopes to hear back from one source soon. At this time, he does not recommend the PKS Investment group for us. John shared a local (Bank of OC) bank was currently offering good CD rates.

Miscellaneous follow-up / thoughts / owner concerns:

--Owner "improvements" to exterior of the buildings: Recently it's been observed that one owner replaced both their front door and storm door without prior approval and further that the new doors do not comply with the Island's Architectural Guidelines. John will notify this owner to take corrective action. It has also been noted more owners are now hanging "things" on the building exterior, including lights, ceiling fans, roll-up awnings, etc. John agreed to send a general reminder notice to all owners that no exterior alterations may be done without prior board authorization.

--Owner directory / password protect website: In our last board meeting, Martha offered a possible APP solution, at minimal annual cost, that might work well for our owner directory needs. Martha did not have any updates on this topic in this meeting.

--Owner Meeting – 2023 date: John confirmed our **Owner meeting** reservation application for **Saturday October 7th, 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, August 11, 2023** starting at **9am** via Zoom.

This meeting adjourned at approximately 12 pm.

Respectfully submitted,
Carol Ann Bianco, Treasurer / Secretary