

The Island at Hidden Harbour
Board of Directors Meeting

November 17, 2023 – 9 AM
Meeting Minutes

Board members Mark Hannahs, Tom Murrill, Martha Behrend, Alan Dietrich, 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 9 am.

Project status:

-- Bermuda wood: A few Bermuda wood railings are missing the second / double 2x6 face board that was not installed during the original project. Tyler Builder's lead stated it was due to a miscommunication. Per John, Tyler's team plans to install the missed 2nd boards using already cured lumber by the end of November. This will allow the paint priming work to proceed on all of Bermuda without having to wait for some new wood to cure.

--Paint – prime new railings on Islamorada and Bermuda: John shared the Moore Painting contract was accepted for the priming of the new wood on these 2 buildings. As soon as Moore's painting team finishes work on an earlier job now underway, they will start priming work on Islamorada and Bermuda. Completion of this work is now weather dependent.

--Misc. Painting projects: Other weather dependent work still planned is the miscellaneous painting needed to complete the 3 stair tower peaks on Dominica, 2 peaks on Aruba, plus the Kauai circle detail; all of this work requires a lift for access. Power washing the siding on Hawaii is deferred to next year. John plans to meet with a contractor soon to discuss the concrete repairs needed on the North pool foundation walls before they can be painted (in the Spring).

---South pool – misc. repairs: Based on a recent inspection done by Charlie, the clean-up work on the south pool shallow end skimmer has still not been done. John will re-engage with Atlantic Pools to assure this work is completed prior to pool opening next Spring.

--Lanai sinkhole: The sinkhole at Lanai near a storm drain, along the sidewalk curb is still pending. John has a parking lot contractor scheduled for a neighboring community next week. He plans to ask them to address the Lanai concern and a few other bad ponding spots on the Island parking lot at the same time to save us mobilization time and cost for this work.

--Islamorada roof replacement: Chesapeake Roofing replaced the roof on Islamorada in early October. They were able to complete this roof installation via their normal process, rather than having to bring in a crane and additional work crews. The revised installation plan saved the Island some cost versus the original quote. John will send their invoice for payment soon.

--Aruba – circle window repair: John shared Chesapeake Roofing repaired the leak above the rear deck of Aruba 302 where water was leaking in from a decorative circle. He's still waiting for Tyler Builders to repair the soffit in that area to fully complete this project. During this discussion, Alan mentioned a flashing concern on the front slider of M-254. John will check on it.

Water meter not operating: Earlier John was notified we have a water meter that is no longer recording water consumption. The Town of OC requires it be replaced and the board agreed for this work to be done a while ago to avoid estimated billings. However, the Town of OC now has a backlog for these work projects and our meter has not been addressed yet. John noted we asked for the meter to be replaced to avoid estimated billing. Carol Ann will keep watch on our next water bills to verify the Town does not charge us until the work is done.

--Landscaping: Tom shared the landscape work is essentially wrapped up for this season. He noted a new load of red stone has been delivered to supplement the planting beds. Trees have been cut back and everything is now ready for the winter.

The board then discussed a recent incident where an Oahu owner requested the area behind their building be cut back. Our landscaper refused to do it as that area is protected wetlands. However, that owner then took it upon themselves to engage someone (unknown) else to clear it. This work was absolutely NOT authorized by our landscaper, management company, nor the board. Further, the area cleared is not Island property but instead what was cleared is on county property that is subject to Natural Resource Police jurisdiction; potential imposition of fines is possible. Owners are **not** allowed to take any action on their own and any fallout from this incident will be on the owner to bear. The board decided to send an alert notice to all Island owners to prevent future incidents. Further, owners are required to request prior approval from the board for any / all landscape changes they wish to make / see happen anywhere on the property.

--Tennis Court: While the board agreed the tennis court project is now complete in our August meeting, Charlie recently observed what appears to be slices or cuts on the new court surface. These cuts seem to mimic the painted court lines. John was asked to have Terra Firma re-examine the court to determine what caused this and if it will compromise the new court surface. If so, what steps need to be taken to prevent future damage and how to correct it.

--Financial Report:

The October, 2023 Operating fund report now shows a negative monthly balance of (\$11,010) and a negative year-to-date net balance of (\$14,039). This is mostly due to our monthly insurance payments. The Reserve Fund balance decreased to \$535,732 at the end of October due to both the initial reserve payment for the Islamorada roof and us no longer making actual Reserve fund contributions. Instead we are tracking the funds due to the Reserve account, now at \$94,254.

--Reserve Accounts: Earlier this month, Bob Moore / PKS closed our Atlantic Union money market checking account and placed those funds in our Edward Jones portfolio. He's now working to move those funds into laddered CD's and other safe, yet financially attractive accounts. The board agreed with the financial products Bob's suggested thus far.

--Aruba water leaks: The Aruba 306 water leak that occurred earlier this year was thought to be complete with repairs made and a combination of owner and insurance payments to cover the damages to the 3 units in that stack. However, the 2nd floor unit in that stack required new carpet due to the damage from that water leak event. The originating unit owner (306-A) has been billed for that damage cost.

--Kauai roof leak: Mark shared our insurance claim for the Kauai water damage roof leaks is now pending with Lloyds of London as they review calendars and weather reports at the time the leak occurred. The Kauai repair cost has now reached \$46k in expenses. Mark noted his last option is to engage the MD Insurance Administration on this denied claim. Since there is no downside to us to take this step, the board agreed for Mark to proceed. John will work with Mark on needed paperwork documentation to get action from the MD insurance Administration.

--Heat Checks / Special Assessment payments: Nearly all the owner heat check fines have now been paid and after 6 extra months of effort, all owners have now paid their 2023 Special Assessment. However, the board agrees we need a better process to collect non-payments from owners. John will work with the board to develop a **Collection Policy and Process** for the Board, Mana-Jit and PKS to follow if / when future owner non-payment issues arise.

Proposed Work:

--Breaker boxes for boardwalk: John continues to work with Beacon Electric on their cost quote and material availability to replace the breaker boxes on the boardwalk area, especially the box between Dominica and Hawaii. Due to low material availability, it appears we'll need to use new Square D boxes; John will have Beacon re-check availability. We plan for the dock water to be turned off by Thanksgiving which should cut down / eliminate owners wanting to use their boat lifts after that time. John will get an updated boat slip / owner list to aid us while we work through this effort. Questions remain on the cost breakdown for this project, including the cost for the replacement box(es) as well as new GFCI breakers and how much of the work will be done on a Time and Materials basis. Another cost issue is what cost should / needs to be passed on the slip owners. We also 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, or if a GFCI at the box is sufficient. 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. The board is targeting December / January to start this work with the goal to complete this work and have the association billing hit in early 2024. John will request an updated quote from Beacon and work with Rich and Alan on this project as we continue to finalize details.

--Dominica / Kauai 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. Rich noted the 3rd floor Kauai awning is now "on its last legs" and should be added to the cost request for Phillips Signs. While we are now seeking the cost of the above projects, we don't want any new installations to occur until early Spring to prevent any weather related damages to the new awnings.

--Pest control: John shared he's been working with Bennett Termite and Pest Control for his properties lately. He will obtain a proposal from them for the Island. The board prefers to hold off a decision on this topic to coincide with 2024 work.

--Electric Vehicle (EV) charging stations: Charlie shared the product and cost information he's obtained thus far from Greenway Lighting for us to possibly add EV charging stations to the Island. However, we need to gather more details to better understand all the costs and how to manage this possible new amenity. Based on Charlie's research, we can limit the use of the EV chargers, if we proceed, to only allow Island owners to use them. Besides the material / install quote from Greenway, which includes government subsidies, there is an additional \$125 software cost per charging station. How to handle the electricity cost used by the EV chargers was also discussed. We'll need 240V power so it was decided to locate both charging stations together / only at the north pool to eliminate duplicate construction work at two sites. EV users access to the charging stations would also require us to have a date plan and provide card access to those owners who want to use it; how / who manages those elements / website needs to be defined. Alan has experience with EV charging and he will work with Charlie going forward to fully define the process, costs to the association and other details for our next board meeting.

--Comcast Bulk Service proposal: An Island owner engaged with Comcast to develop a BULK Comcast service package for **all** Island owners. This plan would include monthly service billing for ALL owners, the cost for which would be paid to Comcast from Association funds and then billed back to each / all owners as an add-on to the monthly condo dues. Board discussion then mentioned concerns that a one size fits all program would not work well for us as we are a mostly seasonal community. Also some owners switch to Comcast's Snowbird service giving them a low cost in the off-season; other owners no longer use Comcast and have switched to streaming service providers. Being locked into a 3-year agreement, with built in annual cost increases, the charges for which would have to be added on to our recent significantly increased monthly condo dues made this plan unacceptable. The board unanimously voted **not** to accept this BULK offer.

--Newsletter / Financial memo: Carol Ann shared a draft of the December Newsletter along with a Financial Memo detailing the 2024 condo dues and adding Loss Assessment coverage to owners H06 insurance policies. The board suggested adding information in the Newsletter on replacing old water valves as mentioned in the Owner meeting. Another suggestion is to have owners inform Mana-Jit when they do interior remodeling work as this work could potentially cause clogs in their condensate lines. Carol Ann will revise and resend to the board for final approval.

Miscellaneous follow-up / thoughts / owner concerns:

--Unmarked bicycles: The board discussed recent owner concerns and association guidelines that state no bicycles are to be stored, long term, in the building entrance stairways. Also no bicycles are to be stored in entrance stairways effective January 1- April 1, 2024. As discussed in the Owner Meeting, all bicycles need to have the bike owner identified, preferably via the stickers provided in the mailbox at 401-A. Currently there is a large quantity of bikes in the Aruba stairways; John will send a memo to the Aruba owners to move them out by the end of the year.

--Exit signs: The board briefly discussed which contractor to use to replace Exit signs due to cost involved. It was agreed that whichever contractor John engaged, they should first use the "spare" Exit signs that Charlie will obtain and store in 401-A to somewhat control these costs.

--Owner "improvements" to exterior of the buildings: Recently it's been observed that several owners have non-compliant front and/or storm doors without prior approval and that do not comply with the Island's Architectural Guidelines. After being notified by John one owner took corrective action while one owner needs to be reminded to follow the Architectural Guidelines.

--Owner directory: As there has been no further mentioned interest in an owner directory, this topic is closed. No further action is planned.

Work shifted to future times: These items were not discussed in this meeting due to time constraints. They include Condensate lines, Islamorada decking and the pool house walls.

All other agenda items were covered in this meeting. The next board meeting is scheduled for **Friday, January 5, 2024** starting at **9am**. This meeting will be held via Zoom.

This meeting adjourned at approximately 11:15 am.

Respectfully submitted,
Carol Ann Bianco, Treasurer / Secretary