



# The Island at Hidden Harbour



Island at Hidden Harbour Owners,

The first building constructed at The Island at Hidden Harbour was completed now over 30 years ago. As time continues to pass, it is important for the unit owners to be familiar with their unit elements and the life expectancies associated with them in order to perform timely replacements and avoid incurring damages. Below is a set of recommendations for you to consider during this offseason as you see fit for your unit.

- 1- Sliders- The Island at Hidden Harbour has over 400 sliding glass doors in our community. With the severity of wind driven storms in the coastal area, it is important to be proactive in the maintenance and replacement of your doors. You should inspect and clean the tracks for debris or foreign objects which may impede the door operation and draining during rain. You should inspect the area around the door for gaps or misalignment. The association responds to numerous leak related calls a year in which the unit above's slider has failed and is allowing water to enter into the unit below it. Below are some recommended contractors who can assist you with determining if your door should be replaced:

Masterjack Windows- 410-352-5000

Go Glass- 410-641-5595

Abell Construction- 410-641-6416

Mid Coastal Siding- 443-497-6092

\*Please remember that when replacing sliding doors, the owner must submit an architectural change request prior to replacement.

- 2- Water Heaters & Main Water Shut Off Valve- Water heater leaks account for another source of leak probability in community associations. As your water heater ages, the lining of the tank deteriorates eventually losing its ability to retain water. It is strongly recommended that water heaters be replaced at or before 10 years of installation. If you do not know how old your water heater is, you can look the serial number of your unit up online and determine when it was manufactured. Here is a link we use to reference these serial numbers to determine water heater age  
<https://www.buyerschoiceinspections.com/Water-Heater-Ages> . Additionally, you should inspect your main water valve. Some of the older buildings were plumbed with gate style valves and should be replaced with a ball valve. During the associations winter heat checks, it was noted that several units' main valves were in the off position but not fully closing. You should test your main valve by closing it and opening a spigot, if water continues to run over a course of 10 minutes with active flow, your valve should be replaced. Again, please be proactive in replacement for the benefit of the community and the safety of your and your neighbor's units. If you are in need of plumbing assistance please feel free to contact the following recommended plumbers:

RYT Plumbing- 410-213-2126

- 3- HVAC and Condensate Lines- During the summer months, with the local heat and humidity, your air conditioning equipment is creating condensation which is piped out of the building. The unit owners are responsible for any piped area that are for their exclusive use, commonly this is the horizontal run of pipe from your air handler to the in-wall connection. These lines can become clogged during the summer monthly if not properly serviced and cause water to enter the unit. It is recommended that unit owners have a service contractor in place to seasonally clean these lines out. Additionally, you should consider additional equipment which can be installed to turn off your air handler in the event of condensate backups. There are several varieties on the market all which offer the advantage of preventing damages from these backups. If you are in need of HVAC related service work please feel free to contact the following recommended service companies:

ABC Refrigeration- 410-524-0853

Kingdom HVAC- 410-835-5090

Emery's General Service- 302-217-8911



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- 4- Locksets and Keys- Electronic locks have become more economical over the past few years giving owners the ability to go keyless. While this technology is a great convenience to the owners, it is important to keep Mana-Jit up to date on code changes or supplied with override keys. Furthermore, if you have a traditional lockset and keys, please periodically service your lockset to ensure it functions properly and is easy to gain access. When Mana-Jit is performing winter heat checks, it creates lost time and cumbersome troubles when locks are sticking or not functioning correctly. Additionally, please keep in mind that as of 2020, Mana-Jit will no longer be offering lockout services outside of normal business hours. In the event you find yourself locked out after business hours or on a weekend, the noted 24-hour locksmiths are listed below. If you need to have your locks serviced or replaced, please feel free to contact the following recommended locksmiths:  
Ace & Father Lock and Safe- 410-835-2100  
The Key Locksmith- 443-497-0292 (24 Hour)  
RJ Lock and Safe- 410-213-8477 (24 Hour)
- 5- Smoke Detectors- Each building at the Island at Hidden Harbour is equipped with a central alarm monitoring station. The ONLY device that is in your unit that is connected to this central alarm is the horn located by the front door of your unit. It is important to understand that your smoke detectors are not connected to this central alarm station and therefore the smoke detectors are the responsibility of the unit owner. MD Law now requires all residential smoke detectors to be 10-year sealed lithium battery backup, the traditional 9V backup detectors are no longer the standard. If you need assistance with upgrading your smoke detectors, a licensed electrician or fire protection company can be contacted, below are recommendations:  
Beacon Electric- 443-497-4062  
Patchett Electric- 410-289-4012  
Fire Protective Service- 410-641-4411
- 6- Dryer Vents- Each unit is responsible for the maintenance and periodic cleaning of their dryer vent lines. While the standard recommendation is once per year, this is subject to use. Rental units and year-round occupied units may use their dryers more often and need to be cleaned out more than once a year. It is good common practice to have this cleaning done once a year or as often as you see a reduction in the performance of your dryer. Below are contractor recommendations for dryer vent cleaning services:  
Dirty Ducts- 443-373-1516  
Shoreline Vents- 410-520-8368  
Chesapeake Home Services- 302-732-6006
- 7- Carbon Monoxide Detectors- Not every unit at the Island is equipped with gas service or gas appliances, but, if your unit is equipped with gas appliances (fireplace) it is recommended to install a CO detector for the safety of your unit occupants. These electrochemical sensors will alert if detection of poisonous gas is in your unit. These detectors are typically simple plug in devices that are equipped with a backup battery, usually costing less than \$40 and available at hardware stores and online.
- 8- Outdoor Carpet- It is the unit owner's responsibility to maintain their individual balcony outdoor carpets. Since the replacement projects have been phased into the community, the age is different in each building. Similarly, the direction your balcony faces, exposure to sun and rain all play factor into how your carpet ages and wears. We recommend reviewing your carpet condition once to twice per year as regular cleaning may be needed. To clean the carpet, several different methods could be used including power washing, extraction, soft washing (bleach free), power blowing, etc. You should consult with the recommended service providers for consultation on what method may be best suited for your carpet. We also recommend treating carpet periodically with an anti-microbial product to prevent organic growth. Please make sure the product you select is bleach free and tested first in an



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inconspicuous area before applied to the full area. Below are some service providers you can consult with for carpet cleaning services:

Brasure's Carpet Care Inc- 302-436-5652

Kendall Roof and Exterior Cleaning- 410-726-5650

\*for carpet replacement protocol and vendors, please review additional documents available on the community website.

In summary, the intent of this memo is to highlight areas of your unit that will need your attention and maintenance and to supply you with the contacts in order to be proactive about these elements. Do not wait till these elements become a problem and become a source of issue for not only your unit but most likely will impact your neighbors and/or common elements of the property. Under the MD Condominium Act, the originating unit of loss or damage is responsible for the first \$10,000 of damage. Being proactive about these maintenance suggestions now can save you money and frustration in the long run.

Please keep in mind that this has been compiled for your benefit but your unit maintenance is not limited solely to the list above. If you have questions about unit maintenance, please feel free to contact Mana-Jit and our managers would be happy to help guide you in your property ownership.

Thank you for being a proactive unit owner,

The Board of Directors  
Island at Hidden Harbour

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