

The Island at Hidden Harbour
Board of Directors Meeting

January 5, 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 still missing the second / double 2x6 face board that was not installed during the original project. Per John, Tyler's team now plans to install the missed 2nd boards, using already cured lumber, this week while they are now on-site addressing other concerns.

--Paint – prime new railings on Islamorada and Bermuda: The Moore Painting contract was accepted and start-up funds have been paid to prime the new wood on these Islamorada and Bermuda. At this time, no painting work has been done yet. Once started, completion of this work will take 1-2 weeks but it is now weather dependent.

--Misc. Painting projects: Moore Painting has not done any work on the stair tower peaks on Dominica, Aruba, the Kauai circle detail; all of this work requires a lift for access which John expects Ed Moore to obtain. Power washing the siding on Hawaii was deferred to later this year. John is waiting on a quote to complete the concrete repairs needed on the North pool foundation walls before they can be painted (in the Spring).

--Lanai sinkhole: Some asphalt work was done on the sinkhole near a storm drain at Lanai. John noted a section of "bad asphalt" in the center drive area of Maui. He plans to address this work effort in the Spring (March / April).

--Aruba – circle window repair: John shared while the leak repair above the rear deck of Aruba 302 has been completed, he's still waiting for Tyler Builders to repair the soffit in that same area to fully wrap up this project.

Water meter not operating: John shared the non-recording water meter at Oahu has been replaced. All work was done with no issues. Carol Ann will check the next quarters water bills for the new charges.

--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. John noted he recently walked the boardwalk and observed the sinkholes near Aruba have been corrected; he did not find any other sinkholes along the boardwalk now.

--Tennis Court: John shared Terra Firma, who handled the tennis court re-surface work, engaged their paint contractor who worked on the tennis court. They plan to be at the Island today to inspect the slices in the deck surface that were observed late last year 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 needs to be shared with the board. It was noted the nets are still in place in case the weather permits tennis / pickle ball play in the off-season.

--Financial Report:

The November, 2023 Operating fund report now shows a negative monthly balance of (\$23,920) and a negative year-to-date net balance of (\$37,959). This is due to our unplanned monthly insurance payments. The Reserve Fund balance stabilized to \$535,720. We continue to track the funds due to the Reserve account, now at \$110,921 as of November 30, 2023. Carol Ann then reviewed several recent significant invoices that were processed at the end of the year. Carol Ann also shared the cost of our 2024 contract with our cleaning service has increased in part due to adding weed control maintenance to their responsibilities. They will address weeds in the parking lot, as well as along the curb and sidewalk area as those spaces are not covered by the landscaper's contract. The board agreed to test this plan for this year and re-evaluate it for 2025.

--Reserve Accounts: Bob Moore / PKS has invested our Reserve funds within our Edward Jones portfolio in 3 laddered CD's with interest rates in the mid/high 4% range. The funds previously held in our Atlantic Union Money Market account are now held in a Government Money Market account that allows for transfers within 24 hours to keep funds liquid to cover project invoices. Our Operating account was not changed as owner auto payments flow directly into that account.

--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 later required new carpet due to the damage from that water leak event. After further review, it was determined the association, not the owners of 306-A, are liable for the carpet cost. This issue is now closed.

--Kauai roof leak: Mark shared a final effort correspondence with our insurance carrier on the denied claim for the Kauai water damage roof leak. If we still do not receive a positive response, the board agreed for Mark to engage the MD Insurance Administration on this denied claim.

--Collections Policy: John shared a draft Collection Policy and Process with the Board. After some discussion, John agreed to tweak his draft and resubmit it to the board. Once finalized, the plan will be shared with Island owners so they understand the consequences of late and / or non-payment issues.

Proposed Work:

--Roof replacement quotes: John is working with Chesapeake Roofing for a quote to replace the Lanai roof. He has also requested a quote from them for the Maui roof as well as a combined quote to see if there is a cost benefit to the association to do both at the same time. He expects those quotes to be received shortly.

--Wood Replacement – Cayman: John plans to inspect the Cayman railings / wood during the heat check inspections that are planned for the week of January 15th. Due to comments made in the Owner Meeting, he will also observe the wood status on Oahu. Once his inspections are done, Tyler Builders will be asked to quote the replacement cost of the work needed.

--Breaker boxes for boardwalk: John shared that Beacon Electric was able to source 3 Cutter breaker panel boxes so we do not need to convert to Square D boxes. This will remove the time and cost to replace all the breakers during this effort. As soon as Beacon's schedule permits this month, John instructed them to start this project. During the board's discussion, John was asked to have Beacon inspect all boardwalk electrical elements for code compliance; if an owner's lift is not compliant, Beacon should correct the issue and we will bill the cost back to the owner. Other concerns for Beacon are if the total length of the circuit runs are code compliant. We also want the new breaker box panels to be raised higher off the dock to prevent them from being underwater in future storms and the electrical lines hanging below the boardwalk to be secured.

--Dominica / Kauai awnings: John has recently been in touch with Phillips Signs but hasn't yet received their cost quote to address the rusted steel frames on all 3 canopy awnings on Dominica nor has he received the quote for the 3rd floor Kauai awnings that needs to be replaced.

--Pest control: John received a cost quote from Bennett Termite and Pest Control for pest control. It was found to be significantly higher than our prior providers cost and does not include termite inspections. John was asked to approach both Taylor and Bennett again to determine the best way to cover our needs.

--Electric Vehicle (EV) charging stations: After our last meeting, Alan and Charlie continued researching EV charging options and concerns. Having first hand EV experience, Alan reported in this meeting, he feels the best method for the Island to offer EV charging to our owners is to install "home like" NEMA 14-50 240V outlets versus the more public style offering we earlier considered. Alan shared each EV owner has a power cord they would use to charge their vehicle in their home setting. By structuring our EV charging to require that owner power cord be used, we would be able to prevent the Island from becoming another "open charging station like the one down on 125th St." since most owners do not carry that home charging cable with them. Discussion continued on where to locate these outlets, how to secure access to them and how to bill those owners for the electricity they'll use to re-charge their EV vehicles on the Island. John agreed to get input from Beacon Electric to help guide us with location, installation costs, etc.

Miscellaneous follow-up / thoughts / owner concerns:

--Unmarked bicycles: The number of bikes in the Aruba stairways has definitely decreased since John's memo was to those owners earlier. Charlie will do another "walk-about" to determine the status of bikes in other buildings stairways. It appears we have some old / abandoned bikes in the parking lot racks. After the next inspection, those bikes will be pulled off the parking lot.

--Miscellaneous other topics: John shared updates on several miscellaneous owner items that he and the board has been following.

Work shifted to future times: These items were not discussed in this meeting as the timing of these topics is not near term.

All other agenda items were covered in this meeting. The next board meeting is scheduled for **Friday, February 2, 2024** starting at **9am**. This meeting will be held via Zoom.

This meeting adjourned at approximately 10:50 am.

Respectfully submitted,
Carol Ann Bianco, Treasurer / Secretary