

The Island at Hidden Harbour
Board of Directors Meeting

February 2, 2024 – 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: John reported Tyler's team installed the missed 2nd boards, using already cured lumber, while they were on-site addressing other concerns. Wood is ready for priming.

--Dominica 220 / 320: Tyler's team opened the entry way walls to these 2 units to address soft spots previously observed. They replaced the old T-111 with hardy plank boards as they are more solid. This work is now complete.

--Paint – prime new railings on Islamorada and Bermuda: At this time, no painting work has been done yet due to weather conditions. Once started, this work will take 1-2 weeks.

--Misc. Painting projects: As stated above, weather has delayed various misc. paint efforts. This work will require a lift for access. Of note, recently some loose siding was observed on Lanai. Tyler's team will handle this effort but they also need a lift. John is now trying to combine both the misc. high paint work with the Lanai siding repair to only bring in / pay for a lift one time. He plans to discuss this with Moore Painting next week. Martha then noted a downspout on Lanai is also loose; hopefully it can be addressed at the same time. Lastly, John's concrete repair contractor plans to inspect the North pool foundation walls so they can be addressed before being painted (in the Spring).

--Lanai sinkhole: The asphalt work was done to fix the sinkhole near a storm drain at Lanai. John recently walked the entire property and did not find evidence of similar issues elsewhere. DONE

Maui parking lot: John noted a section of "bad asphalt" in the center drive area of Maui is getting worse. He's been in touch with a contractor to possibly solve this issue by applying new asphalt between the speed bumps of Maui and Oahu. Plans are to address this work effort in the Spring (March / April). John also requested a quote to re-seal the parking lot – for budget purposes only.

--Aruba – circle window repair: Tyler's repairs to the soffit in the Aruba area are still pending

--Landscaping: Tom said there's nothing new to report on landscaping efforts just now. He's planning to work with Bill (Brittingham) on future Spring plans as well as determine if there is any impact from Winter weather damage on the existing plantings.

--Tennis Court: John shared Terra Firma's paint contractor inspected the tennis court for our paint concerns. They reported they will apply a re-surfacer and re-color, re-stripe the entire court, under warranty, in the April / May time period. The board then discussed how to keep owners from using the tennis court while the tennis court is "down" for 2-3 days during the re-painting effort. John also mentioned he plans to update the signage there. Martha reported the gate on the tennis court does not always stay closed / latch, especially during high winds. John will check the gate to determine if it needs to be re-adjusted.

--Breaker boxes for boardwalk: John shared Beacon Electric is finishing installation on the new, replacement Cutter breaker panel box at the corner of Dominica. Some final wiring needs to be completed there. Weather has temporarily delayed moving forward on the rest of this work. It is anticipated it will take another 2-3 weeks to complete this project. The new boxes are outdoor rated, metal boxes which are designed to push the rain / water away from / off of them in storms. Thus the height of the box is not believed to be an issue but John will reconfirm. Rich asked John to also confirm if permits and / or inspections are required on this project.

--Heat checks – 2024: John advised all owner units were accessed during the January, 2024 heat check inspection. While access is no longer an issue (due to keypad locks in many cases), we still had 7 owner units with the heat temperature set below 55 degrees, including 2 units where the AC was still “on”. The main water valve was on in 5 owner units, including 3 units that had the same failed condition last year. All units found deficient were corrected during the inspection. The board then decided that the owner fines should also include a Mana-Jit surcharge fee for the correction effort to hopefully bring home the importance of adhering to these regulations going forward. John will send deficiency notices to these owners and alert PKS of the fines assessed.

--Financial Report:

The December, 2023 Operating fund report showed a negative monthly balance of (\$60,240) and a negative year-to-date net balance of (\$98,200). As noted in prior months, the negative balances are due to our unplanned higher monthly insurance payments. The Reserve Fund stabilized at \$500,000 after making the final payment for the unplanned Islamorada roof. Even with the 2023 Special Assessment monies collected, 2023 ended with us owing \$127,588 to the Reserve account. This is almost exactly what the higher insurance premium cost us in 2023 payments. Carol Ann shared some late 2023 invoices have now landed in 2024 which might skew that budget a bit.

--Reserve Accounts: Our Reserve funds invested within our Edward Jones portfolio are in 3 laddered CD’s with interest rates in the mid/high 4% range. The Government Money Market account, that allows for transfers within 24 hours to keep funds liquid to cover project invoices, is also providing close to a 5% interest rate at this time.

--401-A Tax Assessment notice: Carol Ann shared a new tax assessment notice forwarded from PKS on unit 401-A. The new assessed “value” of that unit is nearly 3 times the prior value. Given unit 401-A is not / never has been a habitable unit and there are literally no valid comparable units, the board will appeal this new valuation. Mark agreed to take on that effort. Several board members noted they were challenging the square footage on their own assessments.

--Kauai roof leak: Mark has engaged the MD Insurance Administration on this denied claim from our insurance carrier. They are now battling about a) the reason for the leak and b) was it due to a “named” storm when it hit MD. Mark noted weather forecasters are now even “naming” snow storms; a new way to avoid insurance claim payments?

--Collections Policy: In January, 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. Nothing new was available for discussion in this meeting.

Proposed Work:

--Roof replacement quotes: Prior to our meeting, John provided Chesapeake Roofing’s quotes to replace each / both the Lanai and Maui roof. Roof replacement costs this year are more in line with earlier years costs and by combining both buildings into one project, there will be a cost savings to the association. The board agreed to accept both contracts, thus installing a new roof on Lanai and Maui. This will leave just one more building (Oahu) needing a new roof next year.

--Wood Replacement – Cayman: John inspected the Cayman railings / wood during the January heat check inspections. He found Cayman to be in relatively good shape, only needing 23 railing sections and 1 column wrap to be done. This is less than Bermuda’s project last year so it should be a smaller hit to our 2024 Reserve budget. John wasn’t able to inspect the Oahu railing prior to today. Tyler Builders was asked to quote the Cayman replacement cost for the work needed.

--Dominica / Kauai awnings: John had just received Phillips Signs quotes to address the rusted steel frames on all 3 canopy awnings on Dominica and the quote for both of the 3rd floor Kauai awnings that also needs to be replaced. Carol Ann shared we’ve little recent awning projects / costs to compare but the new quotes appear to be in line with prior awning work so the board agreed to accept these bids. John was asked to verify the Island “decal” will be applied to the canopy awnings as it was not specified on the proposal.

--Pest control: Following last month’s discussion of a new pest control company’s proposal, John re-engaged with Taylor Termite and Pest Control. After reviewing the details of our current agreements with them, the board agreed to continue that relationship but to take a firmer oversight approach to their delivery / timing of the pest treatments going forward.

--Electric Vehicle (EV) charging stations: John acknowledged he hasn’t been able to get the cost quote from Beacon Electric yet for a charging station installation. Alan then shared in order to keep the EV stations limited to only Island owners, owners would have to purchase a sticker for their windshield. Thus, an Island EV owner would need to have a displayed sticker, their personal charging cable and the access “key” to the power box in order to use the Island’s charging station.

Miscellaneous follow-up / thoughts / owner concerns:

--Unmarked bicycles: Rich suggested a bicycle shop option for when we remove old, abandoned bikes from 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, specific owner items for the boards consideration.

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, March 8, 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