

The Island at Hidden Harbour  
Board of Directors Meeting

May 17, 2024 – 8:30 AM  
Meeting Minutes

Board members Mark Hannahs, Tom Murrill, Martha Behrend, Alan Dietrich, Charlie Zellers, Carol Ann Bianco with John Jensen (Mana-Jit) participated in this board meeting via Zoom. Rich Foard did not join. President Mark Hannahs called the meeting to order at 8:30 am.

**Project status:**

--Paint –Bermuda and Islamorada: John shared the paint projects for both **Bermuda and Islamorada** buildings is underway. The painters took advantage of some rainy days to power wash both buildings and found some bad wood on the I building. Painting Bermuda is the priority due to the number of owners who could be impacted by this work effort.

--Misc. Paint projects: John worked with Ed Moore for him to obtain the lift needed to paint the peaks on **A, D, K and now B** buildings. After the parging clean-up was done at the **North Pool**, the spotty appearance on the foundation wall is very noticeable. The board agreed for the painters to do touch-up painting efforts there now. Finally, when time and weather conditions permit, the painters will power wash the **Hawaii and Kauai** side walls that are “green” now. Touch-up painting also needs to be done on a few trim spots on Maui and a 2<sup>nd</sup> floor landing wall at Bermuda needs to be repaired, prior to painting.

Maui parking lot: The project to mill and repave 9,000 square feet of paving to a depth of 2 inches between the speed bumps of **Maui and Oahu** was completed; all agreed it was a good job. However, correcting the low surface areas near the dumpsters / curbs at **Lanai** where water tends to pond has not been done yet, nor have the **EV parking labels** been painted. John will continue to work with the contractor to schedule these final tasks so we can close out this project.

--Landscaping: During a recent visit, Tom found about a dozen plants need to be replaced. No new red stone has been ordered yet; that will be evaluated once the replacement plants are in place. A concern was raised that the 1<sup>st</sup> hedge cutting had not been done yet. John will contact Brittingham for this to be completed before Memorial Day, weather permitting. Neither Tom nor John have heard anything more about the old invoices. John agreed to check on it.

--Tennis Court: John shared Terra Firma’s paint contractor’s planned application of a re-surfacer and re-color, re-stripe of the entire court was due to be done this past week but was delayed due to weather. He is now working to have this done immediately after Memorial Day so we can alert the owners that the tennis / pickle ball court will be temporarily shut down. John also shared the old rules sign is now down; the new sign is in production and will be in place soon.. John stated the lock mechanism on the tennis gate court is working.

--Canopy awnings: After a new concern for the canopy awnings at **Maui** was found, John inspected all the remaining entrance canopies. He found both **Hawaii** entrance canopies have pin holes in them. The North **Bermuda** canopy has a hole in the top; he’ll check to see if that one can be patched. He requested a quote from Phillips Signs on the new / above canopy concerns.

--Wood Replacement – Cayman: Tyler Builders have replaced the identified wood railing sections and one column wrap on **Cayman**; this effort should wrap up, with a good cleanup effort in the parking lot done, before Memorial Day. The finish work on the Aruba soffit will be completed after the Cayman work is complete.

--Electric Vehicle (EV) charging stations: The new **EV** outlet boxes are ready and locked. Painting the EV markings on those parking spaces still needs to be done; 2 signs for the charging posts have been ordered. Alan and Rich will develop a policy / procedure memo to be provided to those owners who declare their intent to use this amenity. Alan suggested we get a retainer for the locks so they do not disappear when they are unlocked as well as a large hook for owners to secure their charging cable to not cause a trip hazard on the sidewalk. John had keys made for owners who do sign-up for this amenity.

--Pool status: John noted start-up efforts have begun. It appears work was done on the **South** Pool skimmer area and more will be done there next week. Atlantic Pools noted the back wash pit cover boards are not solid and recommended they be replaced. John will work with Tyler's team to determine what needs to be done there to make it safe. Atlantic Pools also suggested the current chlorine tanks are not sufficient capacity for the size of our pools. John was asked to check further on this as it's not been brought up in the past. Finally, the pool opening tasks are complete including the furniture being set out. Charlie will handle putting the umbrellas out.

--IHH Website: In last month's board meeting, we agreed to password protect the Island's website. Carol Ann shared that some security features have already been put in place, mostly concerning her access as Webmaster. Work is now underway to develop a Home page with basic information about the Island. The Posts / Meeting Minutes, Helpful Hints, Resources and Classifieds will then be housed in pages behind the Owner Logon. The plan is while having owners set-up their new password access, to also capture contact information that can become an online owner directory. More information will be shared as this work effort progresses.

#### **--Financial Report:**

The April 2024 Operating fund report showed a positive monthly balance of \$18,533 and year to date balance of \$71,684. Due to our monthly insurance payments, our Reserve budget was impacted with us still owing the Reserve's \$144,254 from the Operating Fund; this is again slightly down from March as we continue to increase the monthly Reserve contribution. The available Reserve Funding is \$457,990 at this time. In April, we paid the balance due on the awnings and cut both checks for the parking lot work although one check is still being held. In May, we made final payments to Chesapeake Roofing for Maui & Lanai roofs as well as the start-up payment on the Cayman wood project to Tyler Builders.

--Owner condo payment status: PKS continues efforts to bring all Island owners current in their monthly 2024 condo dues. We still have a few owners with condo dues in arrears.

--Heat checks – 2024: PKS reports we now have 2 owners still needing to pay their heat check violation fees while several others have "checks in the mail" status. Carol Ann and PKS discussed their action policy on late payments. Given PKS does not take-on "collection" efforts, going forward the board will partner with Mana-Jit to utilize their Collections Policy when necessary

--401-A Tax Assessment notice: Mark shared he's received no update since his online meeting with the Worcester County office regarding the higher tax assessment notice on unit 401A.

--Kauai roof leak: Mark shared the appropriate persons are now engaged from the MD Insurance Administration on this denied claim from our insurance carrier. No response thus far.

#### **Proposed Work:**

--May Newsletter: Earlier, Carol Ann shared a draft of the May Newsletter. With a few updates on current work status, the Newsletter was deemed ready to publish. Charlie suggested some owners might be doing work on their condos now and having the Maintenance Suggestion document available would be helpful to them. John shared he has the July 4<sup>th</sup> parking passes so he'll bundle all of it together in a mailing package to go out soon.

--Grills: Earlier John shared an owner's concern with the **BBQ** grills. Charlie said he found 1 at Dominica needs to be replaced and asked John to also order 2 spare BBQ grills for future needs.

--Oahu wood status: John recently checked the wood railings on the parking lot side of **Oahu** and only found 1-2 rail sections needing to be replaced. He suggested we keep this topic on the agenda for a possible Fall work effort.

--Picnic tables: In this board meeting, we confirmed all the old, wooden picnic tables have been removed. [NOTE: Shortly after this meeting, an owner suggested a need for additional picnic tables. This will be discussed in our June board meeting.]

**Miscellaneous follow-up / thoughts / owner concerns:**

--Flags: John reported we have spare flags in 401-A storage now. Charlie will put them up when we get a sunny day.

--Unmarked bicycles: After the next inspection, abandoned and unmarked bikes will be removed from the parking lot.

--Condensate lines: Earlier Rich shared a plan to check the status of condensate lines. The board feels July / August time period is when we should plan to verify there are no blockages as many owner units will be occupied with AC running then.

--Miscellaneous other topics: John shared updates on several miscellaneous, specific owner items for the boards consideration.

**Work shifted to future times:**

--North pool foundation wall: Alan recently inspected the north pool and feels 2 support fence posts have significant cracks which will require similar repair efforts to what was done at the south pool a few years ago. That work will be addressed after this year's pool season.

--South pool – interior walls: The interior walls of the South pool house sit directly on concrete with no vapor barrier present. It was agreed this Fall would be the best time to address this concern using Tyler Builders' team.

All other agenda items were covered in this meeting. The next board meeting is scheduled for **Friday, June 28, 2024** starting at **8:30am**. This meeting will be held via Zoom.

This meeting adjourned at approximately 10:10 am.

Respectfully submitted,  
Carol Ann Bianco, Treasurer / Secretary