

The Island at Hidden Harbour
Board of Directors Meeting

October 24, 2025 – 9:30 AM
Meeting Minutes

Board members Mark Hannahs, Tom Murrill, Al Dietrich, Rich Foard, Nelson Hannahs, Gary Rubino, Charlie Zellers and John Jensen (Mana-Jit) participated in this board meeting via Zoom. Carol Ann Bianco joined as “Acting Secretary” to support the board during the transition. Mark Hannahs called the meeting to order at 9:30 am.

--Finance:

The board decided with this year’s Mana-Jit contract renewal agreement for John to take on the Financial management for the Island in addition to his Property Management duties. This will include Mana-Jit to both receive owner assessed dues and to pay Island invoices (after board review). Mark shared he’s advised Bob Moore, PKS of this change to take effect 1/1/26.

John then shared immediate actions that will be needed for the 1/1/26 transition. They include alerting some vendors / utility companies of the change so they can re-direct their invoices to Mana-Jit. The Island’s Reserve accounts will remain in place as is; the Operating account monies will be transitioned to Bank of OC. John will immediately begin working with PKS personnel to coordinate a successful shift from them to Mana-Jit. Around Thanksgiving, John will advertise owner instructions on how to set-up their condo payments in the Direct Biller system; he then online demonstrated to the board how very user friendly that system is. John and the board then discussed more detailed actions that need to be taken now / in the coming weeks. This also includes having PKS stop their in-house ACH payment draw process mid-December, 2025.

--By-Laws:

Mark and John shared they’re working with an attorney to true up our original By-Laws to align with current law (Loss Assessment value vs. MD statute). During this process, more clarity will be applied to some other sections and past Amendments incorporated into one new document. When the final version is ready, owners will need to vote to accept it...process / time TBD.

---Bulkhead:

Immediately following the Owner Meeting, the board selected the contractor to handle the bulkhead project as they have the necessary experience and equipment to handle it. It was also decided to manage the bulkhead replacement in 2 phases rather than the 3 as originally planned.

John shared the final permit applications have been submitted and should be approved early in November. He has been working with our Engineer to finalize the contract details. The board then discussed contract language that needs to be included or tweaked in the draft John shared prior to today’s meeting. We are targeting a start date around December 1st with a completion date no later than April, 2026 for phase 1. Similar date ranges will apply for phase 2.

In the Owner Meeting, it was stated as permissible for owners to leave their boats, jet ski, etc. in place during this work effort was underway. However, upon further review and consultation with the contractor, the decision was made that the affected boat slips need to be empty during this work effort to make the project flow smoother and to eliminate possible damage to boats.

John agreed to draft a memo to any owners with boats, etc. still in the planned work area of this changed guidance. The board agreed to allow an owner to temporarily store their boats on a trailer in the middle of the Island parking lot during this effort. [After the board meeting, Gary Rubino gathered a list of slips that need to be cleared; John then sent a memo to those owners providing them with the new guidance.]

--Owner Meeting:

In the remaining time, the board briefly discussed several topics owners raised in the Oct. 4th Owner Meeting.

The main topic discussed was the issue of water leaking through owner 3rd floor decks, those deck boards / joists, etc., the underlayment material being used and the actual new carpet installation. Several ideas and concerns were shared as well as alternate options (soffit system) to consider. It was decided more investigation of current installations and products is needed before any plan can be put in place.

A few other take-aways from the Owner Meeting were to provide more frequent communication to owners, especially on the bulkhead project. Charlie agreed to investigate free-standing umbrella options for the pools for next year.

This meeting adjourned at 11:30 am. The next board meeting is scheduled for November 14, 2025 starting at 9am.

Respectfully submitted,
Carol Ann Bianco, Acting Secretary