

The Island at Hidden Harbour  
Board of Directors Meeting

November 14, 2025 – 9 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 am.

---Bulkhead:

John shared after working with our GMB Engineer and incorporating input from the board, he sent the Island’s Bulkhead contract to Bay Coastal last week. They accepted all conditions presented in the contract and have now returned the signed agreement back to us. John plans to hold an on-site pre-construction meeting in the next 1-2 weeks to do a full walk-around of the property area impacted by this first phase of work. Some miscellaneous items e.g. dock cleats and slip number signs need to be removed prior to work starting in early December.

Alan stressed we still need a milestone / progress schedule of values along with the associated costs. We want to avoid liquidated damage issues at all costs. Rich noted progress meetings are key and should include board members whenever possible. Rich also noted that bad weather days, e.g. high winds, heavy rains, low tide, must be documented as they could have an impact on finishing the bulkhead work on time. John agreed to hold progress meetings a week or so prior to the next scheduled board meeting. Carol Ann reminded all that owners expressed a desire for frequent updates on this work; those updates could be posted on our website.

John shared a notice was sent to all impacted boat owners 2 weeks ago. Bay Coastal can work over / around a few boats if they remain in place. In those cases, we’ll need a hold harmless agreement with those owners in case of any damage during this work.

--Finance:

Nelson shared the October finance report where our income exceeded our expenses for that month. This was due to few invoices being submitted for payment in this time period. Also the Reserve finance report shows some owners have already begun to send in payment on the Special Assessment that is due 1/1/26.

John noted both Tom and Nelson have signed the Bank of OC account paperwork. He shared details of the new bank process, the online payment system, and bank processes for handling the owners payment checks. While this set-up is in progress, PKS will continue to receive owner payments and handle contractor invoice payments through 12/31/25.

John is working with our new bank for owner payment coupons to be printed and the Island’s website for online monthly payments to be finished setting-up and tested (by the board). John plans to send the new payment process information along with the Owner Meeting minutes to all owners before Thanksgiving. With the association now paying for copy and mailing costs, John is trying bundle mailings to limit those expenses when possible. The more owners subscribe to the online payment website and the Island’s secure website, those costs will be reduced.

--Island Website:

As Carol Ann continues to step away from her board responsibilities, she shared a proposal for our website designer to take over full management of the Island's secure website. Beside performing back office system updates and adding owners onto the platform, this new agreement also includes loading Posts, new documents, adding Photo's, etc. The board agreed to accept this enhanced arrangement with our current website provider.

--Owner decks:

Following up on owner comments in the October Owner Meeting, John approached our "big project" contractor for basic costs to replace decking on one of the Island building. This cost value will give the board a key data point in determining how best to address the owner concerns that were shared in that meeting.

Miscellaneous:

The board then spent a few minutes discussing owner specific issues and what steps have been taken to resolve them.

This meeting adjourned at 11 am. The next (brief) board meeting is scheduled for December 19, 2025 starting at 9am to discuss the Bulkhead project.

Respectfully submitted,  
Carol Ann Bianco, Acting Secretary