

**Island House Northeast COA, Inc.**  
**Board of Directors**  
**Meeting Minutes**  
**Thursday, September 27, 2017**  
**10:00am**  
**Location: Unit 202**

The Board of Directors meeting was called to order at 10:00 am by Scott Meece.

Board Members Present: Kim Manwaring, Tyler Pugh, Rich Eising, Darrell Baker and Scott Meece.

Sea Breeze CMS Present: Laura Carlisle, LCAM and Keith Tuman

Guests: Charles Darden of CSM, Floyd Spencer of CSM, John Breitenbach of Breitenbach Engineering, Mike Roberts of Special Forces, and Dallas Perry of Special Forces.

1. **Generator**: Tyler reviewed the plat and materials relating to the installation of a generator on the adjacent property. Tyler presented to the board on his analysis. The generator is 150 KV and the location (Northeast corner of the South side parking lot) is distant from IHNE. Moreover, it will be behind an elevated concrete wall to the east. Finally, the variance requires a sound dampening case. Overall, we believe the generator will not be a problem for IHNE, so we will not appeal the variance.
  
2. **Hurricane Irma**:
  - (a) **Status**: Overall, IHNE experienced limited damage. Most shutters are now opened. We still need to blow sand out of some tracks to open them. Keith cleaned the pool and removed the sand and debris. Minor water was found in unit 304. Some loss of roof occurred on carports, but the damage is sufficiently small such that no insurance reimbursement is possible. The catwalks will be cleaned with a pressure washer. The ocean-side grass has a lot of sand and landscaper will address this issue. The cars in south car port had sand on them, and owners have been notified.
  - (b) **Learnings**: The board discussed learnings from the event so that we may improve preparations or clean up in the future. Keith stated that it was a positive action to discard the food from refrigerators without power and leave the doors open. However, in the future, he will also turn off breakers in the event power comes on in the night.
  
3. **Concrete Work**:
  - (a) **Ocean-Side Parapets**: The engineers and Special Forces presented two options with regard to the ocean-side parapet and roof concrete work. The first option was to stay with the original projection, and merely replace eight (8) inches of concrete on the roof. However, some testing has shown the concrete is not good until about 24 inches into the roof. Thus, the second option was to do additional work by replacing 24 inches all along the parapets. The second option would still be within budget but would push the completion date to the end of November. The board agreed to go forward with the second option.
  - (b) **Other Issues**: The board discussed other issues relating to the concrete work, most notably being the required number of Special Forces employees on site. The board emphasized that Special Forces must maintain at least 15 employees on site with sufficient materials for all employees to work effectively.
  
4. **Projects**:
  - (a) Deteriorating pavers around Grill – The board authorized Laura to contract with SNS to repair the pavers.

**(b)** Drain filling with sand – The Board requested that Keith ask Jupiter Plumbing to review to determine if sand is coming from inside pipe or below. If Jupiter Plumbing agrees, an exterior perimeter barrier should be constructed on the top side, then Laura is authorized to contract for the work.

There being no further business the meeting was adjourned at 11:15 a.m.

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Submitted by  
Laura Carlisle  
LCAM