

**ASSOCIATION OF APARTMENT OWNERS OF
KAI MAKANI BEACH VILLAS
BOARD OF DIRECTORS MEETING**

Thursday, April 28, 2016

DIRECTORS PRESENT: Ken Travers, Secretary; Ken Doolin, Treasurer; Donald Chaikin, Alex Cuevas, Directors.

DIRECTORS ABSENT: Rod Kessler, President.

OTHERS PRESENT: Penny Munroe, Hawaiiana Management; Ryan Tefft, Site Manager.

OWNERS PRESENT: Robert Harris, 42-202; Marilyn Hoover, 30-202; Doug Callihan and Lauren Calder 42-103; David Lovejoy, 14-103.

CALL TO ORDER:

Secretary Travers called the meeting to order at 2:03 p.m.

MEETING NOTICE:

Proof of Meeting notice was posted on property and emailed to all Directors on April 21, 2016.

APPROVAL OF PREVIOUS MEETING MINUTES:

Motion: *To approve the Board of Directors Meeting minutes dated December 16, 2015 as presented. (Chaikin/Doolin)*

CARRIED unanimously.

Motion: *To approve the Annual Meeting minutes (form and content only) dated February 13, 2016 as presented. (Chaikin/Doolin)*

CARRIED unanimously.

Motion: *To approve the Board of Directors Organizational Meeting minutes (form and content only) dated February 13, 2016 as presented. (Chaikin/Doolin)*

CARRIED unanimously.

Motion: *To approve the Board of Directors Meeting minutes dated March 10, 2016 as amended. (Chaikin/Doolin)*

CARRIED unanimously.

TREASURER'S REPORT:

Treasurer Doolin reviewed the financials for the period ending March 31, 2015.

- Cash receipts for the current month are \$96,505 and year-to-date actual are \$270,650.08 v. year-to-date budget of \$254,979.16.

- Utilities are staying under budget.
- Total operating expenses are \$63,151.47 for the month and \$234,972.62 year-to-date v. a budget of \$235,991.42; or approximately \$1,018.80 under budget.
- Total Reserves are \$231,185.69.
- Petty cash is \$500.
- Operating account balance is \$61,499.11.
- Security deposits are \$2,044.
- Total funds are \$291,140.80
- Delinquencies total approximately \$20,000.

SITE MANAGER'S REPORT:

Site Manager Ryan Tefft presented his report. He reviewed projects including the following:

- Confirmation has been received that the parking lot lights will arrive on April 27th and are scheduled for installation on May 13th. The Board inquired of any compensation for the delay. Mr. Tefft will send the contract to the Board for further review.
- Tree trimming is in process.
- A preliminary meeting with the vendor to discuss solar in the common area will be held on April 29th at 9:00 a.m.
- One (1) bid for the stairwell lights has been received; awaiting another bid. The Board requested a third bid if possible, and that Mr. Tefft send all bids received to the Board for review.
- Received preliminary bid for front light lobby fixtures.
- Car wash, barbecue and benches are complete. The Board requested that the car wash be padlocked (same key as the pool); Mr. Tefft will research.
- New treadmill received.
- Received estimate for pool and spa filters replacement. Mr. Tefft contacted multiple pool companies; all indicating that five (5) days per week of cleaning services is sufficient, with an additional cost for Saturday service. The existing pool company has indicated it will reduce cleaning service from seven (7) days to six (6) days per week with an additional charge of \$120 for Sunday service.
- The Board agreed that Sherwin Williams is to be responsible for dealing directly with the contractors in order to obtain proposals for the Board's review.
- Pest control: Terminix contract provided for review. Bid from Sandwich Isle provided for review. Awaiting another bid.

Motion: *To approve the proposals from Pacific Pool Care in the amount of \$817.70 for pool pump maintenance and in the amount of \$416.66 for filter cartridge replacement. (Cuevas/Travers)*

CARRIED unanimously.

OLD BUSINESS:

Painting Quotes
As discussed.

Fitness Equipment Quotes

This project is complete.

Defibrillator

Mr. Travers reported that Insurance Agent Dave Gerlach has indicated that associations are at greater risk for not having a defibrillator as opposed to having a device on property. He provided information on devices offered by Zee Medical. The start-up cost for purchasing a defibrillator is approximately \$2,000. Alternatively, a 36-month lease for \$100 per month is available. The Board discussed the benefits of a purchase v. lease, location of device, and training.

Motion: *To agree to lease a waterproof Zool defibrillator for the property, location to be determined. (Travers/Cuevas)*

Motion **TABLED**.

Abstained: Cuevas, Chaikin

In Favor: Travers, Doolin

The Board requested further information including the insurance agent's recommendation on where the device should be located on property; and if there is a lease-to-purchase option. It was suggested that a meeting be held between the Board and a representative from Zee Medical.

Mr. Travers will no longer pursue this item. Mr. Doolin agreed to further research how a defibrillator has been handled at neighboring properties.

This item will be added to the agenda of the next meeting.

Parking Lot Lights Project

As discussed.

2014-2015 Electrical Reimbursements

Ms. Munroe stated that the electrical reimbursement averaged \$35 per unit for the year 2013.

Motion: *To authorize the distribution of a check of \$35 per unit for electrical reimbursement for the year 2014 and a check of \$35 per unit for electrical reimbursement for the year 2015 to all affected owners. (Chaikin/Cuevas)*

CARRIED unanimously.

Maintenance Project Schedule

This item was tabled.

Guidelines for Upstairs Unit Hard Flooring Installation

The Board previously requested Mr. Travers to develop criteria using decibels. He requested this item be tabled until the full Board is available for discussion.

Drones on Property

The Board agreed that any issues that may arise from drone use on property can be addressed with the existing House Rules. It was further noted that sufficient information is not yet available to establish a House Rule specifically for drones.

Pest Control Quotes

Motion: *To terminate the contract with Terminix subject to being released from the last treatment with no charge; if there is a charge, then Terminix will be terminated after the next treatment. (Cuevas/Chaikin)*

CARRIED unanimously.

Motion: *To execute an agreement with Sandwich Isle subject to termination of Terminix. (Cuevas/Chaikin)*

CARRIED unanimously.

Grounds Maintenance

Mr. Tefft stating that tree trimming is in process; and the irrigation regulator has been re-built.

Gutters and Bird Blocks

This is an ongoing project.

Double Deeded Storage Units

The letter was written, approved by the attorney, and distributed to the four (4) affected owners.

NEW BUSINESS:

Declaration Amendment re: Kayak Racks

Mr. Doolin received the required signatures and submitted to Hawaiiana. Ms. Munroe will follow up.

Per a previous request, Mr. Travers inquired the attorney, who reiterated his legal opinion from April 22, 2015, stating that it is within the Board's province to pursue the project without needing the signatures. Mr. Chaikin stated this is incorrect as there was an objection by an owner.

Handicapped Parking Stall Letter

Mr. Travers reported that a letter has been sent to the four (4) affected owners.

Umbrellas at Pool Area

The Board reiterated that the umbrellas were removed for safety reasons.

Planting Around Pool Area

Mr. Tefft reported that KK Landscaping has provided bids for landscape improvements to be made at the pool area.

Motion: *To approve the modifications to the planting around the pool area as stated not to exceed \$2,500. (Chaikin/Travers)*

CARRIED unanimously.

The Board requested Mr. Tefft to research if any of the existing plants can be reused elsewhere on property.

Motion: *To remove the five (5) Travelling Palms. (Chaikin/Cuevas)*

CARRIED unanimously.

Pool Cleaning

The existing pool company will service the pool from Monday through Saturday and will begin charging an additional fee of \$120 per visit for cleaning on Sundays. The Board directed Mr. Tefft to notify the pool company that cleaning is no longer required on Sundays; and to request that Kai Makani is serviced later in the day on Saturdays.

RECESS TO OWNERS FORUM AND EXECUTIVE SESSION:

The meeting was recessed at 3:41 p.m. to an Owners Forum to be followed by Executive Session. Regular session was resumed at 4:15 p.m.

DATE OF NEXT MEETING:

The next Board of Directors Meeting is scheduled for June 2, 2016 at 2:00 p.m.

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 4:16 p.m.

Respectfully submitted,
Enza Froio
Aloha Office Services
Transcriptionist*

*These minutes were transcribed from audio recording as the Transcriptionist was not present at the meeting.