



## Kailua View Estates

MEETING MINUTES  
OF THE BOARD OF DIRECTORS  
KAILUA VIEW ESTATES  
October 14, 2015

### **CALL TO ORDER:**

There being a quorum, President Christina Gross called the meeting to order at 3:07 p.m. HST.

### **PRESENT:**

President Christina Gross, Vice President Darlene Daboling, Secretary/Treasurer Robert Oswald, Directors Sharon Exley, Roland Fornataro, Lee Johnson, Rick Fellner, and Ted Leaf were present in person; Director Gary Brown joined the meeting via conference call.

### **EXCUSED:**

Vice President Darlene Daboling was excused at 5:15 p.m. HST.

### **BY INVITATION:**

Management Executive (ME), Nan Cain from Hawaiiana Management Co. Ltd. ME Cain acted as Recording Secretary by general consent.

### **PREVIOUS MEETING MINUTES:**

Director Exley made a motion to approve the Regular Meeting Minutes of July 17, 2015 as written. Secretary/Treasurer Oswald seconded and the motion was approved unanimously.

### **TREASURER'S REPORT:**

Secretary/Treasurer Oswald made a motion to accept the Financial Statements of July and August 2015 as presented, subject to audit. President Gross seconded and the motion was approved unanimously.

### **MANAGERS REPORT:**

ME Cain informed the Board that all items on the Property Managers "Action List" were either in progress or completed.

## **COMMITTEE REPORTS:**

### **Rec Center Sales Research Committee (RCSRC)**

Director Exley received a pricing analysis from Andrea Lavoie with Century 21 and mailed it to all committee members. Director Exley proposed that a 'Survey Questionnaire' be sent out to the owners to determine the interest in selling the rec center and vacant land at lot 32103. Secretary/Treasurer Oswald volunteered to draft the survey with the assistance of Director Exley. The 'Survey Questionnaire' will be presented to the Board for approval. ME Cain was directed to add the Board approved survey to the 2016 Budget mailing.

### **House Rule Committee – update**

Director Brown will present an update at the next Board meeting.

### **Neighborhood Watch Committee**

Officer Dela Cruz is scheduled to meet with community volunteers on October 16, 2015 at 5:30 p.m. HST. ME Cain was directed to send out an email reminder.

## **UNFINISHED BUSINESS:**

### **Rec Center Repairs**

Director Exley made a motion to approve the following repairs at an approximate total of \$10,350.00 for the repairs and replacements:

- a. Replacement of the tennis court fence section
- b. Replacement of the fluorescents bulbs at the top of the rec center ceiling
- c. Replacement of the bulb in the lamp post by the stairs
- d. Replacement of the aged 'Stop sign', the 'Private Property sign', 'No Skateboarding sign', and the 'Tennis Court Rules sign'
- e. Replacement of the bathroom sinks and faucets
- f. Repainting of the entrance gate and posts with reflectors
- g. Removal of the Bougainvillea hedge along parking lot
- h. Planting of a Croton hedge along parking lot
- i. Clean up of entrance hill side either by trimming back or removal of the Naupaka and planting a ground covering plant
- j. Removal of the palm tree in the vacant lot area

President Gross seconded and the motion was approved unanimously. Secretary/Treasurer Oswald volunteered to assist ME Cain with draft of the scope of work for the repairs and landscape maintenance and submit it to the Board for approval.

### **Compliance Review**

- a. Ongoing Construction at Lot 32080 – Director Exley received a phone call from the owners of the home after they had received the letter from the Attorney. Director

- Exley has scheduled a meeting with the owners next week to discuss their planned course of action for completion of the exterior of the home.
- b. Unapproved Addition at Lot 32009 – It was brought to the Board’s attention that the prior permit that the owner submitted was for the front porch covering and not for the addition to the side of the home. ME Cain was directed to contact the owner to verify.
  - c. Unapproved Addition at Lot 32048 – ME Cain was directed to issue another violation letter.
  - d. Overgrown Vegetation at Lot 33087 – ME Cain informed the Board that the owner will have the vegetation removed prior to November 1, 2015.
  - e. Overgrown Vegetation at Lot 33089 – ME Cain informed the Board that the owner has had the lot sprayed as requested.
  - f. Squatters Suspected at Lot 33048 – ME Cain informed the Board that the police had been contacted regarding this matter. Per the Officer the Association is not the injured party, it must be the owner who reports it.
  - g. Squatters Suspected at Lot 32011 – ME Cain informed the Board that the police had been contacted regarding this matter. Per the Officer the Association is not the injured party, it must be the owner who reports it.
  - h. Squatters Suspected at Lot 33107 – ME Cain informed the Board that the police had been contacted regarding this matter. Per the Officer the Association is not the injured party, it must be the owner who reports it.
  - i. Overgrown Vegetation at Lot 32019 – ME Cain informed the Board that the lot had been sold to the Bank of America and they have resold it. ME Cain was directed to issue a reminder letter to the new owners.
  - j. Overgrown Vegetation at Lot 32016 – ME Cain was directed to issue a reminder letter to the new owners.

### **Storage of Associations Historical Records**

Director Exley has finished reviewing and sorting through the records. Any records that have exceeded their required retention dates will be shredded.

### **NEW BUSINESS:**

#### **2016 Budget**

ME Cain presented the proposed 2016 Budget as reviewed by the Budget Committee. Secretary/Treasurer Oswald made a motion to approve the 2016 Budget as presented. Director Leaf seconded and the motion was approved unanimously.

By general consent the Board agreed to have a Reserve Study done by a professional agency by the end of 2015. ME Cain was directed to request bids for the Reserve Study.

## **Coqui Frogs**

ME Cain presented a 'Coqui Resolution' for the Boards review. By general consent ME Cain was directed to rewrite the 'Coqui Resolution' as a 'Community Policy' and post it to the web site along with the back-up articles that are referred to in the policy.

## **Rec Center Mower**

By general consent the Board approved the purchase of a belt for the mower at a cost of \$74.00.

## **Water Usage**

ME Cain contacted the Water Department to verify that the meter is read every time. Director Exley volunteered to meet with Jordan of Kona Hillscapes to review the watering times.

## **Cleaning Service**

Director Exley made a motion to hire Dulce of Kona Quality Cleaning Services to clean the rec center two times per week at a cost of \$250.00 a month starting November 1, 2015. Director Johnson seconded and the motion was approved unanimously. ME Cain was directed to inform Jordon of Kona Hillscapes that his cleaning service was no longer needed.

By general consent the Board approved that in the future the Association will be purchasing toilet paper for the bathrooms.

## **Garbage at Rec Center**

Some owners are leaving pet waste bags in the garbage cans that are for use by the owners who reserve the rec center. Each owner who reserves the rec center is required to remove the garbage at the end of the event. There is no service to remove the garbage left by others.

By general consent it was agreed that laminated signs would be posted at the rec center regarding the removal of garbage and that the garbage cans will be locked in the storage cabinet. Owners who reserve the rec center will be required to borrow the keys from the Hawaiiana Management Company, Ltd. prior to their event in order to use the garbage cans. The sign will read 'Pack it in Pack it out'. ME Cain was directed to post the signs.

## **ADAC Update of Accounts**

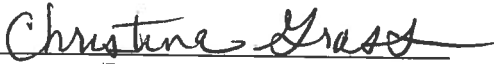
Director Exley has volunteered to work with ME Cain regarding verifying the amounts due on each account. ME Cain was directed to forward ADAC contact information to Director Exley. Director Exley will review with ADAC their procedures for obtaining delinquent maintenance dues.

**NEXT MEETING:**

The next regularly scheduled Board meeting will be on December 9, 2015 at 3:00 p.m. HST, in the Hawaiiana Management Company meeting room.

**ADJOURNMENT:**

There being no further business to be brought before the Board of Directors, the meeting was adjourned by general consent at 5:46 p.m. HST.

  
Secretary/Treasurer Robert Oswald  
*President*

Submitted by:  
Hawaiiana Management Co. Ltd.  
Managing Agent for Kailua View  
Estates Association  
Nan N. Cain, CMCA Management Executive