

MEETING MINUTES  
OF THE BOARD OF DIRECTORS  
KAILUA VIEW ESTATES  
October 16, 2013

**CALL TO ORDER:**

There being a quorum present, President Joe Reynolds called the meeting to order at 3:00 p.m. HST.

**BY INVITATION:**

Management Executive [ME], Nan Cain from Hawaiiana Management Co. Ltd attended the meeting in person. ME Cain acted as Recording Secretary by unanimous consent.

**PRESENT:**

President Joe Reynolds, Vice-President Darlene Dabbling, Secretary/Treasurer Robert Oswald, Directors Christina Gross, Roland Fornataro, Lee Johnson, and Ted Leaf were present in person.

**EXCUSED:**

Directors Steve Butterfield

**GUESTS:**

Owners Walter and Beth Steffen (Lot 33316), and Tuula Suffin and Kari Pietarila (Lot 33024) were also in attendance.

**OWNERS FORUM:**

- 1) Owners Walter and Beth Steffen (Lot 33316) – Requested information in regards to the community and thanked the Board Members for all their hard work.
- 2) Tuula Suffin and Kari Pietarila (Lot 33024) – Addressed the Board with their concerns regarding the “Vacation Rental” at Lot 33023. The Board informed the owners that “Single Family Residence” under the current zoning laws, means an individual family of two or more persons related by blood, etc., or a group of not more than five unrelated persons (excluding servant) occupying a dwelling unit. There is no one from the county monitoring these situations.

**CC&RS Section 3.02 Private Area: Uses; Restrictions** (c) sub section 1) prohibits an owner from advertising or offering any product or work of art for sale to the public from such lot. ME Cain was instructed to issue a violation letter to the owner of Lot 33023.

**PREVIOUS MEETING MINUTES:**

The Regular Board of Directors meeting minutes of July 10, 2013 were approved unanimously as presented.

**TREASURER’S REPORT:**

The June 2013, July 2013 and August 2013 financials were accepted by general consent, subject to audit.

### **MANAGERS REPORT:**

**Archiving Historical Documents:** President Reynolds and Secretary/Treasurer Oswald finalized a review of the items that are being archived by the Association. ME Cain was instructed to send Vice President Dabbling the suggested "Record Retention Schedule". Vice President Dabbling was instructed to save any house plans for owners and to complete the task of reviewing the "Archived" documents in her position by the next Board meeting.

**Paving Rules:** The House Rules need to be up dated also. ME Cain is to provide examples of other properties "House Rules to the Board".

**DRC Committee:** ME Cain informed the Board that the response to emails received by owners regarding "paving" parking violations was addressed in the "Newsletter" and sent to the Board President for review and completion.

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

### **UNFINISHED BUSINESS:**

**Painting letter on community signs darker:** Completed

**Newsletter:** ME Cain was instructed to include a section in the "Newsletter" requesting input from owners regarding adding speed humps on roads within the community.

**Landscape proposals:** President Reynolds and ME Cain met with Jordan Hill of Kona Hillscapes, LLC, (KH) regarding the Rec-Center. President Reynolds informed KH that the Rec-Center landscaping maintenance was not meeting the expectations of the Board. KH was asked to present: **a)** bid for "Cleaning-Up the Rec-Center", **b)** a proposal for the "Maintenance of the Rec-Center" and **c)** a separate proposal for the services provided for "Janitorial Service of the Rec-Center". KH provided the requested proposals. The Board agreed by unanimous consent to separate out the Janitorial Service from the Landscape and Irrigation for the 2014 Budget. ME Cain was instructed to set up a meeting with KH in order to come to some agreement on the combining of the "Clean-Up and the "Maintenance" proposals.

### **NEW BUSINESS**

**Vacant Land:** Vice President Dabbling made a motion to hire Chris Wilcox of Goat Dozers, to clear out the upper portion of the vacant lot, allowing him to stay onsite overnight in order to protect his herd, upon permit or approval of the County. Director Fornataro seconded and the motion was approved unanimously.

**Budget Committee:** President Reynolds, Secretary/Treasurer Oswald and Director Butterfield have volunteered to serve on the Budget Committee. President Reynolds requested that all of the Board Members review the Budget as provided by ME Cain and to be prepared to discuss at the 2014 Budget meeting, to be scheduled the week of October 21<sup>st</sup>.

**Revenue from Rec-Center:** Vice President Dabbling addressed raising the Rec-Center rental fee to assist in offsetting the expenses of the Rec-Center. ME Cain was instructed to add this item to the next Board meeting.

**Attendance of Annual Meeting:** Director Fornataro made a motion to fine the members of the Association for not attending the Annual Meeting by person or in proxy thirty dollars (\$30.00) per lot, in hopes that this will assist the Association in obtaining a quorum. Secretary Oswald seconded and the motion was approved unanimously. ME Cain was asked to research the legality of this motion and was instructed to add a letter to the members of the Associations "60 Day Notice".

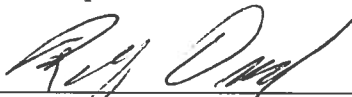
**ADAC update:** ME Cain provided the Board with a Case Audit Report. ME Cain was instructed to inform ADAC that the "New" owners of lot 32093 have not been delinquent in payment of the annual maintenance fees and should be remove from ADAC's records. ADAC received this account from the Association when the "Previous" owner was in possession of the lot, when the account was originally referred to ADAC for collection.

**NEXT MEETING:**

The next regularly scheduled Board meeting will be determined.

**ADJOURNMENT:**

There being no further business to be brought before the Board of Directors, the meeting was adjourned at 4:57 p.m. HST.



Secretary/Treasurer Robert Oswald

Submitted by:  
Nan N. Cain, Recording Secretary  
Hawaiiiana Management Co. Ltd.  
Managing Agent for Kailua View  
Estates Association