



MEETING MINUTES  
OF THE BOARD OF DIRECTORS  
KAILUA VIEW ESTATES  
October 13, 2016

**PLACE:**

Hawaiiana Management Company, Ltd., conference room at 74-5620 Palani Road, Kailua-Kona, HI 96740.

**CALL TO ORDER:**

There being a quorum, President Christina Gross called the meeting to order at 3:01 p.m. HST.

**PRESENT:**

President Christina Gross, Vice President Ted Leaf, Secretary/Treasurer Robert Oswald, Directors Peggy Stelmachowicz, and Lee Johnson were present in person. Director Sharon Exley joined the meeting via conference call.

**EXCUSED:**

Directors Darlene Dabbling, Jim Grimes, and Pat Fornataro were unable to attend. Director Fornataro hand delivered her resignation. President Gross and the others in attendance express their gratitude and appreciation for volunteering to be a Board member.

**BY INVITATION:**

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

**GUESTS:**

None.

**PREVIOUS MEETING MINUTES:**

Vice President Leaf made a motion to approve the Regular Meeting Minutes of August 10, 2016 with the correct spelling of Director Stelmachowicz name to include the letter 'z'. The motion was seconded and the motion was approved unanimously.

## **FINANCIALS:**

Director Stelmachowicz made a motion to approve the Financial Statements of August 2016, subject to audit. Director Exley 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:**

House Rule Committee (HRC) – President Gross forwarded some information from the Building Department to Vice President Leaf regarding temporary pop up tents and canopies that are being used as carports. Vice President Leaf was directed to draft a rule regarding this issue and present it at the next meeting.

Covenant Enforcement Committee – The inspection was rescheduled for Monday October 17, 2016. Director Exley and Johnson will meet ME Cain at the Rec Center to conduct the site inspection. Residents who are not in compliance will be issued violation letters upon completion of this inspection.

## **UNFINISHED BUSINESS:**

2017 Budget – The Budget Committee members, Secretary/Treasurer Oswald and Director Stelmachowicz met with ME Cain to review the proposed budget. Based on this review the Budget Committee determined that there would be no increase in maintenance fees for 2017. Director Johnson made a motion to accept the revised budget with no increase for 2017. Director Stelmachowicz seconded and the motion was approved unanimously.

2017 Income projections - \$83,421

2017 Operation Expense - \$69,033

2017 Transfer to Reserves – \$14,388

2016 Delinquent Policy – The Board discussed the current 2010 Delinquent Policy and decided general consent to continue with the current policy. ME Cain was directed to inform the accounting department at Hawaiiiana.

C-7 letter - The current C-7 letter was reviewed. ME Cain was directed to remove all references to “interest charges” from the letter.

Reminder letter – ME Cain provided a draft of the “Reminder Letter” that is to be mailed out on or about the fifteenth (15<sup>th</sup>) day to delinquent owners. The draft was approved, by general consent with minor corrections. ME Cain was directed to issue the “Reminder Letter” as needed in 2017.

## **NEW BUSINESS:**

Insurance – Hallmark Commercial Solutions Survey conducted an Insurance underwriting survey and sent the Association the following recommendations for the Recreation Center:

1. A licensed qualified electrician is needed to repair or replace the broken security light fixture.
2. The fire extinguishers are not mounted in conspicuous locations. It was recommended that the extinguishers should be relocated. If this was not possible more signage and other markings should be added to indicate their location.
3. All fire extinguishers need to be inspected and tagged annually by a licensed service company.

The Board discussed the recommendations. The recommendations will be met in the following ways:

1. Owner Bradley Exley and Director Exley installed the previous light in the last six months. The light was then vandalized by adolescence or vagrants. Vice President Leaf will purchase a replacement light and Secretary/Treasurer will install the light.
2. The fire extinguishers need to remain in both bathrooms because there is a gate to secure the extinguishers. The extinguishers had previously been vandalized.
3. The fire extinguishers are replaced annually.

ME Cain was directed to contact Kirk with Pacific Rim to have them assess what is needed.

Key Distribution – ME Cain is scheduling with Kona Lock and Keys to have the locks re-keyed at the Rec Center. Owners will be able to pick up the new keys at the Annual Meeting by presenting a picture identification. Directors Exley and Stelmachowicz volunteered to check the owner's identification and issue a new key to the Rec Center. ME Cain was directed to notify owners of the key replacement in the 2017 Budget Letter, the Sixty (60) day meeting Annual Meeting notice, and the thirty (30) day Annual Meeting notice to owners.

ME Cain volunteered to provide her personally owned three (3) tables and table cloths for the 2017 Annual Meeting, she will also provide a table for issuing the Rec Center keys.

Termination of Common Area Privileges for Delinquent Owners – ME Cain will send the resolution "Termination of Common Area Privileges" for Owners whom are delinquent in paying their Annual Maintenance dues" to the Association Attorney, Alan Tuhy, to be approved for distribution for the 2017 Annual Meeting mailing and to be included in the agenda for the owners to vote on.

Barking Dogs – ME Cain received another complaint from an owner regarding barking dogs. The Board agreed unanimously that the owner should be reporting the offence to the dog's owner and to notify the police if the problem is not resolved.

Attorney for Collection – ME Cain was directed to contact three Attorneys and to set up an interview date in order for the Board to meet with each Attorney.

Overgrowth of Weeds and Grass along Roadway – ME Cain was directed to draft letters to the County requesting that the roadways be kept free of vegetation and to owners requesting that they maintain the roadway along their property in order to keep the neighborhood clean.

**NEXT MEETING:**

The next regular Board Meeting is scheduled for November 16, 2016 at 3:00 p.m. HST at the Hawaiiana Management Company conference room.

**ADJOURNMENT:**

There being no further business to be brought before the Board of Directors, the meeting was adjourned by general consent at 4:36 p.m. HST.

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Secretary/Treasurer Robert Oswald

Submitted by:

Nan N. Cain, CMCA®, AMS®,  
Management Executive  
Hawaiiana Management Co. Ltd.  
Managing Agent for Kailua View  
Estates Association