



MEETING MINUTES
OF THE BOARD OF DIRECTORS
KAILUA VIEW ESTATES
November 13, 2017

PLACE:

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

OWNERS FORUM:

An Owner's Forum was held from 3:00 p.m. HST until 3:16 p.m. HST.

CALL TO ORDER:

There being a quorum, President Sharon Exley called the meeting to order at 3:17 p.m. HST.

PRESENT:

President Sharon Exley, Vice President Peggy Stelmachowicz, Secretary/Treasurer Robert Oswald, Directors Kalei Farley, Linda Lesh, and Lee Johnson were present in person.

EXCUSED:

Director Darlene Daboling.

ABSENT:

BY INVITATION:

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

PREVIOUS MEETING MINUTES:

The Board Meeting Minutes of October 10, 2017, as written, were **approved by unanimous consent.**

PRESIDENT'S REPORT:

President Exley gave a verbal report and requested that the Board approve contacting the Association's Attorney Alan Tuhy, for a recommendation regarding the unfinished construction of Lot 32080. The Board **approved unanimously**.

FINANCIALS:

Secretary/Treasurer Oswald made a **motion to accept** the financial statements provided by Hawaiiana for the months of June, July, August, and September 2017, subject to audit. The motion was seconded and was **approved unanimously**.

MANAGERS REPORT:

ME Cain created a more detailed 'Action List' list and presented it to the Board.

COMMITTEE REPORTS:

Design Review Committee (DRC) –

The following Design Review applications were approved by the DRC:

- 32082 – Lanai Cover – the application was approved at the October 10, 2017 Board meeting.
- 32034 – Fence change – added pickets
- 33010 – Rock wall
- 33096 – Driveway Gate

Compliance Inspection Committee – The next inspection is scheduled for December 4, 2017 at 10:00 a.m. HST. ME Cain, Director Farley, and Secretary/Treasurer Oswald will conduct the inspection.

A) Clean up of properties:

1. 32016 – ME Cain was directed to send a letter to the Owner requesting they clean up their yard within fifteen (15) days, or the Association will hire someone to do it and charge the cost back the Owner. The Board **approved** the bid from Executive Landscaping for cleanup of the front yard, at a cost of \$200.00, by **unanimous consent**.

UNFINISHED BUSINESS:

Landscaping of Rec Center – ME Cain presented the following four (4) RFP's to the Board for final Board approval:

1. One-time clean-up of Naupaka hillside
2. Landscaping monthly maintenance

3. Bid for removal of Bougainvillea
4. One time bid for lowering the Bougainvillea to 6 feet in height.

The Board **approved** the four (4) RFP's as presented by **unanimous consent**. ME Cain was directed to send out the RFP's to various landscaping contractors and to present the bids that are received to the Board at the December 11, 2017 Board meeting.

House Rules – President Exley requested that all directors review the proposed 'House Rules' and CC&Rs and email their recommended changes to President Exley by December 1, 2017. This item was deferred until the next Board meeting.

Owner Participation at Board Meeting Rules Policy – ME Cain was directed to determine if this was a requirement of a Home Owners Association.

ME Cain provided a sample of rules and the Board requested some changes. This item was deferred until the next Board meeting.

2018 Budget – ME Cain and the Budget Committee presented a proposed budget for 2018 with an increase of twenty (\$20.00) dollars annually per lot. The Budget Committee members were President Exley, Vice President Stelmachowicz, and Secretary/Treasurer Oswald. Vice President Stelmachowicz **made a motion** to approve the 2018 Budget as presented. The motion was seconded and was **approved unanimously**.

ME Cain was directed to provide Secretary/Treasurer Oswald with a list of contractors for resealing of the asphalt for the Rec Center parking lot and tennis courts. Secretary/Treasurer Oswald volunteered to obtain bids for the Reserve Study update.

The Budget Committee will provide ME Cain with a list of Reserve Study changes to be presented to Akamai Reserves. The revised Reserve Study will be made available on the KVE website.

NEW BUSINESS:

Approval of Auditors – ME Cain presented three bids from CPAs for the 2018 Audit. The Board **unanimously approved** Felice Valmas, CPA & Company, LLC to conduct the audits for 2018, 2019, 2020 at a cost of \$1,354 .17 per audit.

Cleaning of Rec Center Bids – ME Cain presented two bids for the twice a weekly cleaning of the Rec. Center. Secretary/Treasurer Oswald **made a motion** to approve the bid from Wanda Kekauoha at a cost of \$291.65 for eight cleanings per month. The motion was seconded and was **approved unanimously**.

Transfer of funds from Reserves for Painting – The Board **unanimously approved** the transfer of \$5,728.80 from the Reserve account, to cover the cost of painting the Rec Center.

Removal of Faucet at Rec Center – ME Cain presented two bids for removing the inoperable water faucets at the Rec Center. President Exley **made a motion** to approve the bid from James Silva the owner of Laki Service, at a cost of \$421.87. The motion was seconded and was **approved unanimously**.

DELINQUENCIES:

ME Cain was directed to confirm that the Collections letter charges were not included in the \$600.00 cap on administrative expenses.

ME Cain was directed to remove all prepaid owners who were credited for late fees and interest in December 2016.

33107 – Director Johnson **made a motion** to waive the outstanding balance from the deceased owner as uncollectable. The motion was seconded and **approved unanimously**.

ADJOURNMENT:

President Exley made a motion to adjourn the meeting. The motion was seconded and **approved unanimously** at 5:32 p.m. HST.

NEXT MEETING:

The next regular Board Meetings are scheduled for December 11, 2017 and January 8, 2018 at 3:00 p.m. HST. at the Hawaiiiana Management Company offices.

The 2018 Annual Meeting is scheduled for February 3, 2018. Check in is at 9:00 a.m. HST. The meeting is to be held at the Kailua View Estates Rec Center.

Secretary/Treasurer Robert Oswald

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