



MEETING MINUTES  
OF THE BOARD OF DIRECTORS  
KAILUA VIEW ESTATES  
November 16, 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 3:00 p.m. HST.

**PRESENT:**

President Christina Gross, Vice President Ted Leaf, Secretary/Treasurer Robert Oswald, Directors Peggy Stelmachowicz, Sharon Exley and Lee Johnson were present in person.

**EXCUSED:**

Directors Darlene Daboling and Jim Grimes were unable to attend.

**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:**

Director Exley made a motion to approve the Regular Meeting Minutes of October 13, 2016. Secretary/Treasurer Oswald seconded and the motion was approved unanimously.

**FINANCIALS:**

Secretary/Treasurer Oswald recommended approval the Financial Statements of September 2016. The Financials of September 2016 were approved by general consent, subject to audit.

### **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) – Vice President Leaf was unable to draft the House Rule regarding temporary pop up tents and canopies that are being used as carports, due to illness. Vice President Leaf will draft a rule regarding this issue and present it at the next meeting.

ME Cain and Director Stelmachowicz will work on a draft version of the "House Rules" and present them at the next meeting for consideration.

Covenant Enforcement Committee – The inspection was conducted on October 17, 2016. Directors Exley, Johnson, and ME Cain were present. The committee approved the use of a "Form Letter Violation" that notes common violations. Residents who are not in compliance will be issued this "Form Letter Violation".

### **UNFINISHED BUSINESS:**

2016 Assessment (Delinquent) Policy – The Association's Attorney recommends the previously approved "2016 Assessment Policy" be amended to not include late charges, as the Associations governing documents are too vague. Director Exley made a motion that late charges be removed from the "2016 Assessment Policy". Director Johnson seconded and the motion was approved unanimously. ME Cain was directed to inform the accounting department at Hawaiiana.

C-7 letter - The current C-7 letter was reviewed. ME Cain was directed to remove all references to "late charges" from the letter.

### **NEW BUSINESS:**

ME Cain informed "Hallmark Commercial Solutions Survey Insurance Underwriting Survey of the Recreation Center" of the Boards implementation status as required. The recommendation 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.

Termination of Common Area Privileges for Delinquent Owners – ME Cain presented a sample resolution "Termination of Common Area Privileges" for Owners whom are delinquent in paying their Annual Maintenance dues. ME Cain was directed to forward a sample resolution to

the Association Attorney, Alan Tuhy, for approval prior to distribution for the 2017 Annual Meeting mailing and to be included in the agenda for the owners to vote on.

Attorney for Collection – ME Cain is gathering price quotes for attorney charges and is in the process of contacting local Attorneys to schedule an interview date in order for the Board to meet with each Attorney.

Complaint received from 32010 – The owner of 32010 has made another complaint about the owner of lot 32009, use of a room addition and/or extension. He states that the permits that the owner of lot 32009 submitted are for other than the room addition in the complaint.

The Board has reviewed the history between these owners and inspected the home. The home appears to be in compliance with the governing documents of the Association from the street. The Board does not feel that this situation is theirs to address. Cosmetically the home is astatically acceptable. ME Cain was directed to draft a letter to the owner of 32010 and to request that this matter be reported to the County and Building Department.

Annual Meeting – ME Cain was directed to review the previous Annual Meeting Minutes to determine whose term is expiring.

#### **NEXT MEETING:**

The next regular Board Meeting is scheduled for December 14, 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 4:15 p.m. HST.

---

Secretary/Treasurer Robert Oswald

Submitted by:

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