

MEETING MINUTES  
OF THE BOARD OF DIRECTORS  
KAILUA VIEW ESTATES  
December 4, 2013

**CALL TO ORDER:**

There being a quorum present, Secretary /Treasurer Robert Oswald called the meeting to order at 3:05 p.m. HST.

**PRESENT:**

Secretary/Treasurer Robert Oswald, Directors Christina Gross, Steve Butterfield, Lee Johnson, and Ted Leaf were present in person.

**EXCUSED:**

President Joe Reynolds, Vice-President Darlene Daboling, and Director Roland Fornataro.

**GUESTS:**

Owners Edward and Peggy Stelmachowicz (Lot 32003), and Carrol Dela Fuente (Lot 32088) were also in attendance.

**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.

**PREVIOUS MEETING MINUTES:**

The Regular Meeting minutes of October 25, 2013 were approved unanimously as presented.

**TREASURER'S REPORT:**

The September 2013 and October 2013 financials were accepted by general consent, subject to audit.

**MANAGERS REPORT:**

**Archiving Historical Documents:** Deferred to the next Board meeting.

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

**UNFINISHED BUSINESS:**

**Landscape proposals:** Director Johnson made a motion to accept Kona Hillscape's Proposal to complete the major cut back of landscaping around the Rec Center. Director Gross seconded and the motion was approved unanimously as follows:

- a) Project # 2 – One time only cut back of Crotons, Arecas, and removal of Philodendrons, Natal Plumb, and the three Banyan trees for \$3,458.34
- b) Project # 3 – One time only cut back of Nau Paka to 3' height. Spray for weeds. \$947.92
- c) Monthly Janitorial Maintenance \$244.79
- d) Monthly Landscape Maintenance to include maintaining all areas that were cut back \$ 989.62

**Vacant Land:** ME Cain was directed to contact the County and inquire about hiring the 'Goat Dozer Service' to clear the shrubs on the vacant lot in order to prevent fires.

### **NEW BUSINESS**

**President Reynolds Resigned:** President Joe Reynolds resigned. The Board acknowledges and appreciates his dedication, contributions, and longtime service. Director Leaf made a motion to appoint Director Gross to finish out the President's remaining term. Director Butterfield seconded and the motion was approved unanimously.

**Revenue from Rec-Center:** Deferred to 2014.

**Rec Center Roof Repair:** ME Cain received two bids from roofers. The bids were really far apart in price. ME Cain was directed to contact Woodbury Consulting to obtain the specifications for the roof repair.

**Director Butterfield Resigned:** Director Steve Butterfield submitted his resignation effective December 5, 2013. Steve will continue as the Web Master for the Associations website.

**Coqui Frogs:** The Board received a letter from a concerned owner regarding the Coqui Frog problem. Secretary Oswald volunteered to work with this owner in forming a Coqui Committee. ME Cain was directed to post the Coqui Frog extermination information in future Newsletters. ME Cain was directed to contact Butch with Kona Coqui Specialist to get an estimate for treatment of the Rec Center.

**ADAC update:** ME Cain provided the Board with a Case Audit Report.

**New Director:** Carrol Dela Fuente (Lot 32088) volunteered to serve on the Board for the remaining 2013 term and to run for the 2014 Board. The Board approved by unanimous consent.

### **NEXT MEETING:**

The next regularly scheduled Board meeting will be on January 22, 2014 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 at 4:50 p.m. HST.



Secretary/Treasurer Robert Oswald

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

SPECIAL MEETING MINUTES  
OF THE BOARD OF DIRECTORS  
KAILUA VIEW ESTATES  
October 25, 2013

**CALL TO ORDER:**

There being a quorum present, President Joe Reynolds called the meeting to order at 9:45 A.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, and Lee Johnson were all present in person.

**EXCUSED:**

Directors Steve Butterfield and Ted Leaf

**SPECIAL MEETING – 2014 BUDGET:**

Upon review of the proposed 2014 Budget, revised and presented to the Board on October 24, 2013, Director Johnson made a motion to approve the proposed 2014 Operating Budget which reflects the following:

- Total revenue in the amount of \$76,404.00
- Total operating expenses in the amount of \$71,316.00
- Total reserve contribution transfer in the amount of \$5,088.00
- The maintenance fee for 2014 will be \$310.00 per lot
- The management fee for 2014 increase is 0%

Secretary Oswald seconded and the motion was approved unanimously.

**NEXT REGULAR MEETING:**

The next regularly scheduled meeting of the Board will be on December 4, 2013 at 3:00 p.m. HST in the Hawaiiana Management Office conference room.

**ADJOURNMENT:**

There being no further business to be brought before the Board of Directors, the meeting was adjourned at 10:15 a.m. HST.



Secretary/Treasurer Robert Oswald

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