



Kailua View Estates

MEETING MINUTES
OF THE BOARD OF DIRECTORS
KAILUA VIEW ESTATES
March 12, 2018

PLACE:

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

CALL TO ORDER:

There being a quorum, President Erik Frostad called the meeting to order at 3:06 p.m. HST.

PRESENT:

President Erik Frostad, Vice President Peggy Stelmachowicz, Secretary/Treasurer Robert Oswald, and Director Lee Johnson were present in person. Director Kalei Farley joined the meeting via conference call.

EXCUSED:

Director Linda Lesh. The Board has not appointed a person to fill the vacancy.

BY INVITATION:

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

PREVIOUS MEETING MINUTES:

The Board approved the Regular Board Meeting minutes of January 8, 2018, the Annual Meeting Minutes, and the Organizational Meeting Minutes of February 3, 2018 by **general consent**.

PRESIDENT'S REPORT:

None

FINANCIALS:

Secretary/Treasurer Oswald **made a motion** to accept the financial statements provided by Hawaiiana for the month of December 2017 and January 2018, subject to audit. Director Johnson seconded and the motion was **approved unanimously**.

SME Cain was directed to verify the charge back to Lot 32016 for the landscape clean up.

MANAGERS REPORT:

ME Cain reviewed the 'Action List' list and presented it to the Board.

COMMITTEE MEMBER VOLUNTEERS:

Design Review Committee (DRC) – Directors Lesh and Johnson, Owners Sharon Exley and Kristin Frostad.

Compliance Inspection Committee (CIC) – Secretary/Treasurer Oswald, Directors Farley and Johnson. Vice President Stelmachowicz will be the alternate.

Coqui Frog Committee (CFC) – Secretary/Treasurer Oswald, Owners Nancy Seeley, Beth Steffens and Greg 'Kele' Hardy.

Street Parking Committee (SPC) – Director Lesh, Owners Pat Fornataro, and Kristin Frostad.

Social Committee (SC) – President Frostad and Owner Kristin Frostad.

Neighborhood Watch Committee (NWC) – President Frostad, Director Farley, Owners Matt Genco, Lauren Pfaff-Genco, and Hannah Brown. Director Farley volunteered to contact Officer Dewey about starting a Neighborhood Watch.

Delinquency Committee – Due to the legal aspects of dealing with delinquent owner accounts the Board shall address this matter.

UNFINISHED BUSINESS:

Vacant Lot Mowing – 'Thank You Card' – ME Cain was **authorized by unanimous consent** to purchase a 'Thank You Card' from Lowes in the amount of \$360.00 dollars for Bradley Main's continued contribution to the Association by maintaining the mowing of the vacant lot next to the Rec Center, the upkeep and storage of the Association's lawn mower on behalf of the Board of Directors.

Parking Lot Resealing - Secretary/Treasurer Oswald met with Jade of Island Asphalt and obtained a bid for resealing the parking lot at the Rec Center at a cost of \$7,760.37. President Frostad volunteered to speak with Jade in order to obtain better pricing.

NEW BUSINESS:

Maturing CD 1690 – SME Cain was directed to rollover the maturing CD to a 3 month CD with the highest return by **unanimous consent**.

Keys to the Rec Center – SME Cain purchased four (4) sets of keys and four key fobs for the Rec Center users that consist of a trash key and a water key. The Board **authorized by unanimous consent** to reimburse SME Cain for this purchase in the amount of \$39.90.

Rec Center Supplies – The previous Board President expressed a desire to have toilet paper, paper towels, and hand soap available for use at the Rec Center. SME Cain and Secretary/Treasurer Oswald expressed concern of the miss use and vandalism that have previously existed. President Frostad volunteered to inspect the locking doors at the Rec Center to determine if there was a way to have the restroom doors closes automatically.

Tennis Court Resurface – Secretary/Treasurer Oswald met with ‘All Court Hawaii Court Resurfacing’ and obtained a bid for the complete repair and resurfacing of the two tennis courts for \$31,000.00 plus tax. The contractor also recommends the installation of ‘Guardian Crack Repair System’ in order to make the coating last and minimize cracks due to the flexibility at a cost of \$13,000.00 plus tax.

President Frostad will contact other vendors and request that they submit bids also.

SME Cain was directed to inform Akamai Reserve Specialists for the 2019 reserve study update.

Tennis Court Trash Can – The Board approved the installation of a trash can supplied by Owner Bradley Main to be placed in the tennis court area by **general consent**. SME Cain was directed to inform Wanda Kekauaho the ‘Rec Center Cleaner’ that she will need to empty the trash can weekly as a part of her cleaning duties.

Bi Annual Palm Tree Trimming – SME Cain obtained an agreement from Tropical Tree Care for a three year contract with a guaranteed price of \$312.50 bi annual cost.

Rec Center Fencing – SME Cain received a bid from Protex Painting for the priming and painting of the fencing to prevent further rusting at a cost of \$9,895.77.

SME Cain also requested a bid from Laki Service for the painting of the fences to prevent rust. The bid has not been received.

REGULAR SESSION ADJOURNMENT:

There being no further business to be brought before the Board, the meeting was adjourned by general consent at 4:15 p.m. HST, in order to go into Executive Session to discuss delinquencies and legal matters.

EXECUTIVE SESSION ADJOURNMENT:

Noting quorum President Frostad called the meeting to order at 4:16 p.m. HST. No action was taken.

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

REGULAR SESSION RECONVENED:

At 4:37 p.m. HST President Frostad reconvened Regular Session meeting and directed SME Cain to contact Kevin Hall about obtaining access to the Hawaiiana Management Solomon program in order to track the delinquencies. There being no further business, the meeting was adjourned at 4:37 p.m. HST

NEXT MEETING:

2018 Board Meeting Schedule


- 4) Monday, April 9, 2018
- 5) Monday, May 14, 2018
- 6) Tuesday, June 12, 2018 (Monday is a Holiday)
- 7) Monday, July 9, 2018
- 8) Monday, August 13, 2018 (Preliminary Budget Meeting)
- 9) Monday, September 10, 2018 (Budget Approval)
- 10) Tuesday, October 9, 2018 (Monday is a Holiday)
- 11) Tuesday, November 13, 2018 (Monday is a Holiday)
- 12) Monday, December 10, 2018

2019 Board Meetings Schedule

- 1) Monday, January 14, 2019
- 2) Saturday, February 2, 2019 Organizational Board Meeting – KVE Rec Center after the Annual Meeting

The next 2019 Annual Meeting to be held at the Kailua View Estates Rec Center is scheduled for:

Saturday, February 2, 2019. 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
Hawaiiana Management Co. Ltd.
Managing Agent for Kailua View Estates Association