



MEETING MINUTES
OF THE BOARD OF DIRECTORS
KAILUA VIEW ESTATES
July 10, 2017

PLACE:

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

CALL TO ORDER:

There being a quorum, Vice President Peggy Stelmachowicz called the meeting to order at 3:00 p.m. HST.

PRESENT:

Vice President Peggy Stelmachowicz, Secretary/Treasurer Robert Oswald, Directors Kalei Farley, and Linda Lesh were present in person; Director Lee Johnson attended via teleconference.

EXCUSED:

President Sharon Exley and Director Darlene Dabbling

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:

Secretary/Treasurer Oswald made a motion to approve the Regular Meeting Minutes of May 8, 2017, as written. Director Lesh seconded and the motion approved unanimously.

PRESIDENT'S REPORT:

None

FINANCIALS:

The Financial Statements of April and May 2017 were accepted by general consent, subject to audit.

President Exley requested verification on the Administrative charges for December 2016 through April 2017. ME Cain was directed to forward the verified information to the Board.

MANAGERS REPORT:

ME Cain informed the Board that all items on the Property Managers 'Action List' were either in progress or completed.

There were no 'Incident Reports' at Rec Center.

COMMITTEE REPORTS:

Design Review Committee (DRC) – The following lots were approved for additions or improvements:

32096 - 3rd submittal exterior painting - was approved by the DRC Committee members, Directors Lesh and Johnson

The following proposed additions or improvements are under review:

33122 – Paint color not approved – awaiting new submittal

33035 – Pergola – Bamboo fence over existing – requested site plan for pergola – awaiting submittal

ME Cain informed the Board that Lot 32009 had informed her that they were repainting their home with the existing color.

Rec. Center Rules Committee (RCRC) – ME Cain informed the Board that Bradley Main had agreed to conduct the Rec. Center Check-in and Check-out at a fee of \$25.00 per reservation.

ME Cain presented a draft of the Check-in and Check-out form to be used by Bradley Main. The Board reviewed and made some changes.

Director Farley conducted some research on rental fees of other Rec. Centers. Director Farley made a motion to amend the Rec. Center rental fee policy by charging a hundred (\$100.00) rental fee for all rentals of the Rec. Center except the first rental which will remain free. The motion was seconded and approved unanimously.

ME Cain was directed to draft a letter to the owners explaining the new Rec. Center Rental Policy and to present the draft to the Board for approval prior to mailing the policy to the owners.

Compliance Inspection Committee – Inspection is scheduled for July 24, 2017 at 10:00 a.m. HST.

UNFINISHED BUSINESS:

Police Department Squatter efforts – ME Cain was directed to continue to schedule a ‘Town hall’ meeting with the KVE Owners, ‘The Community Police Officer’, and the ‘State Prosecutor’.

Landscaping of Rec Center – ME Cain presented a draft of the scope of work the Board requested for the landscape maintenance at the Rec. Center. The Board requested a few changes. ME Cain was directed to make the changes and present the ‘Request for Proposal’ to the Board for approval.

Trees & Hedges – ME Cain has received several complaints regarding the height of trees and hedges blocking neighboring lot view. Currently there are no rules that specifically state owners view planes will be protected. ME Cain was directed to ask owners to work with their neighbors regarding the upkeep of their trees. The Board will discuss the matter with the owners at the Annual Meeting in 2018.

NEW BUSINESS:

Collection Policy – ME Cain presented collection letters that Hawaiiana Management Company provides. The Board reviewed the letters and made some alterations. ME Cain was directed to re-draft the collections policy and present it to the Board for approval.

Director Lesh made a motion to approve mailing out a series of collection letters (C1, C2, and C3) to delinquent owners and charging the cost of those letters back to the delinquent owners account as a collection cost. Secretary/Treasurer Oswald seconded and the motion was approved unanimously.

ME Cain presented a draft Assessment Payment Resolution. The Board reviewed the resolution and made some changes. The Assessment Payment Resolution was approved by general consent with the recommended changes. The C1 letters will be sent to owners who are delinquent after 30 days and the C2 letters will be sent on or about the fifteenth (15th) of the following month and the C3 letters will be sent out on or about the sixtieth (60th) day the account is delinquent. All delinquent accounts will be sent to the Attorney for collection when the delinquent amount exceeds seven hundred (\$700.00) dollars.

Rec. Center repair of fencing – ME Cain was directed to hire James Silva of Laki Services to repair the chain link fence between the Rec. Center and tennis courts.

Ratify Payment Plans for 32090 and 32058 – The Board approved these payment plans for the delinquent owner of lot 32090 and 32058 prior to the meeting, by general consent.

Ratify Insurance renewal – The Board reviewed bids and approved the renewal for Association’s insurance through Aloha Insurance, by general consent.

Painting Bids - Vice President Stelmachowicz reviewed the Painting Specs provided by David Simmons and discovered that it does not include the wood repairs. Vice President Stelmachowicz volunteered to create another Painting Spec and request bids from other paint companies that will include the wood repairs.

DELINQUENCIES:

ME Cain was directed to have the Project Accountant issue C1 letters and begin the process of collections for delinquent owners upon the final approval of the C1, C2, C3 collection letters, approval of the Assessment Policy and mail the Assessment Policy to all owners.

ADJOURNMENT:

Secretary/Treasurer Oswald made a motion to adjourn the meeting. The motion was seconded and approved unanimously at 5:22 p.m. HST.

NEXT MEETING:

The next regular Board Meeting is scheduled for September 11, 2017.

Secretary/Treasurer Robert Oswald

Submitted by:

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