



MEETING MINUTES
OF THE BOARD OF DIRECTORS
KAILUA VIEW ESTATES
July 13, 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 3:03 p.m. HST.

PRESENT:

President Christina Gross, Vice President Ted Leaf, Secretary/Treasurer Robert Oswald, Directors Darlene Dabbling, and Jim Grimes were present in person. Directors Lee Johnson and Sharon Exley joined the meeting via conference call.

EXCUSED:

Directors Peggy Stelmachowic and Pat Fornataro 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 Grimes made a motion to approve the Regular Meeting Minutes of June 8, 2016 as written. Secretary/Treasurer Robert Oswald seconded and the motion was approved unanimously.

FINANCIALS:

The Financial Statements of May 2016 were approved as presented 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 – The Board of Directors all agreed to review the current Covenant, Conditions, and Restrictions (CC&Rs) and provide suggestions for a 'House Rules Draft'. A 'House Rule Committee' meeting date will be determined via email.

Covenant Enforcement Committee – The monthly inspection will be scheduled via email.

UNFINISHED BUSINESS:

Compliance Review

- a. Ongoing Construction at **Lot 32080** – Director Exley volunteered to call the owner. ME Cain was directed to contact the Building Department via a letter requesting if the construction permit was reissued and to complain about the ongoing construction.
- b. Unapproved Addition at **Lot 32009** – Mowed lawn.
- c. Maintenance violation at **Lot 32016** – ME Cain was directed to issue a 11th violation letter and fine.
- d. Unapproved Addition at **Lot 32048** – ME Cain was directed contact the building department in writing regarding the unapproved attachment located in the setbacks and to issue a 9th violation letter and fine.
- e. Vacant **Lots 33087 and 33089** are again overgrown. There was no progress made on either lot clearing. ME Cain was directed to issue another violation letter with a fine to each owner.
- f. **Lot 33005** was reported as still having chickens and roosters. ME Cain was directed to issue another violation letter and fine.

Roadway Striping

Ron Thiel of the Traffic Division in the Building Department held a 'Town Hall Meeting' to discuss the proposed 'Traffic Calming Striping' on June 23, 2016 at 6:00 p.m. HST.

NEW BUSINESS:

Assessment and Fine Policy

ME Cain was directed to redraft an 'Assessment and Fine Policy' that would clearly state the procedures for dealing with future Assessments and Fines and to submit it to the Board and the Association's Attorney for approval.

Rec Center Keys

The rec center is in need of new keys. ME Cain was directed to obtain bids for changing out the locks and to have keys made for all owners. The cost of changing the locksets and keys will be added to the 2017 Budget and the keys will be issued to the owners at the Annual Meeting.

Care of Rec Center

Currently there is no one in charge of inspecting the rec center for damage after it is reserved or to be contacted in case of an emergency. Recently an owner reserved the Rec Center and the lights did not come on. ME Cain requested that the Board hire someone and pay them per event. The discussion was deferred until the next Board meeting.

Web Site Expense

ME Cain was directed to have this included in the 2017 budget.

Design Review Committee (DRC)

President Gross resigned as DRC Chairperson due to her new work schedule and appointed Director Exley to be the Chairperson for the committee. Director Exley accepted the appointment.

DRC Submittal for 32019 Improvements

The owner of lot 32019 submitted plans and was denied the approval by the DRC. ME Cain informed the Board of the concerns of the owner and a vote was taken on the following separate improvements:

- a. Exterior door replacements and patching was approved by a majority vote. Directors Grimes and Vice President Leaf were opposed.
- b. Installation of a new septic system was approved unanimously.
- c. Partial extension of the existing driveway along the front of the home was approved by a majority vote. Director Grimes abstained.

New Assessment Resolution

Hawaiiana's Accounting Department requested detailed instructions on policies regarding delinquencies. ME Cain was directed to re-draft a policy based on the Association Declaration for Attorney review and Board approval.

NEXT MEETING:

The next regular Board Meeting is scheduled for August 10, 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, meeting was adjourned by general consent at 5:47 p.m. HST.

EXECUTIVE SESSION ADJOURNMENT:

Secretary/Treasurer Robert Oswald

Submitted by:

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