



MEETING MINUTES  
OF THE BOARD OF DIRECTORS  
KAILUA VIEW ESTATES  
September 14, 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 3:04 p.m. HST.

**PRESENT:**

President Christina Gross, Vice President Ted Leaf, Directors Darlene Dabbling, Jim Grimes, Pat Fornataro, and Peggy Stelmachowic, were present in person. Directors Lee Johnson and Sharon Exley joined the meeting via conference call.

**EXCUSED:**

Secretary/Treasurer Robert Oswald, was unable to attend. Director Exley excused herself at 3:49 p.m. HST.

**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:**

Vice President Leaf made a motion to approve the Regular Meeting Minutes of August 10, 2016 as written. Director Grimes seconded and the motion was approved unanimously.

### **FINANCIALS:**

Director Grimes made a motion to approve the Financial Statements of July 2016, subject to audit. Director Exley seconded and the motion was approved unanimously.

### **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) – The HRC meeting was not scheduled. Director Dabbling suggested that the Board review a few House Rules during the meeting. Director Stelmachowic and President Gross read the suggestions that ME Cain had listed to the Board. Vice President Leaf expressed concern about the look of temporary pop up tents and canopies being used as carports. Vice President Leaf was directed to draft a rule regarding temporary pop-up tents being used as carports to present at the next meeting.

Covenant Enforcement Committee – The inspection was scheduled for September 20, 2016. President Gross, Vice President Leaf, and ME Cain will conduct the inspection. Resident who are not in compliance will be issued violation letters when the inspection is complete.

### **UNFINISHED BUSINESS:**

Assessment and Fine Policy 2010 – ME Cain informed the Board that the Accounting Program that Hawaiiana Management Company (HMC) uses is unable to track assessments and their posting dates and, thus it cannot determine the number of days that have passed since posting interest. Director Stelmachowic made a motion that the Association not charge any interest on delinquent accounts. Director Exley seconded and the motion was approved unanimously.

ME Cain was directed to inform HMC's accounting department so that when corrections are made to the delinquent accounts from 2010 forward with no interest charge being assessed. Payments received from a delinquent Association Member by way of payment of outstanding and unpaid fees will be allocated in the following descending order of priority irrespective of directions to the contrary by the payer:

1. Legal Fees
2. Collection Letter Fees
3. Return Payment Fee
4. Fines
5. Late Charges
6. Special Assessments
7. Maintenance Assessments

Rec Center Keys – ME Cain obtained a bid from Kona Locksmith for changing the locks at the Rec Center for \$2516.31. The proposal was accepted by general consent. ME Cain was directed to schedule the lock changes prior to the Annual Meeting. Owners will be required to present proof of identity in order to obtain a new key. Keys will be issued at the Annual Meeting on February 4, 2017 and available at the Hawaiiana Management Company office.

Care of Rec Center – Owner Bradley Main agreed to be the emergency contact for the Rec Center at a cost of \$25.00 per incident.

**NEW BUSINESS:**

2017 Budget - ME Cain presented the draft budget. Director Exley requested that the Budget Summary reflect that HMC will not be providing the Reserve Study and the cost be removed from that line item.

ME Cain will schedule a Budget Committee meeting with the Budget Committee upon Secretary/Treasurer Oswald's return from vacation. The meeting will be at the Hawaiiana Management Company, Ltd. office. The Budget Committee consists of President Gross, Secretary/Treasurer Oswald, Director Exley, and Director Stelmachowic.

Water Sensor at Rec Center – ME Cain was directed to consult Jordan of Kona Hillscapes (the Association's landscaper) to request a quote on installing a water sensor at the rec center in order to minimize over watering in the rainy months.

**NEXT MEETING:**

The next regular Board Meeting is scheduled for October 12, 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 4:55 p.m. HST.

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Secretary/Treasurer Robert Oswald

Submitted by:

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