



## Kailua View Estates

MEETING MINUTES  
OF THE BOARD OF DIRECTORS  
KAILUA VIEW ESTATES  
May 20, 2019

### PLACE

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

### EXECUTIVE SESSION PRIOR TO BOD MEETING WITH DEVRIES HOA ATTORNEY

The Board spoke with the Association's Attorney Porter DeVries from 2:30 p.m. to 3:00 p.m. HST regarding the expenses for the past year with little activity.

It was decided that a ledger would only be pulled when there was collection activity on the account prior to a settlement.

### OWNER'S FORUM

Owner Eva Davis expressed some concern over the tennis courts being used commercially. The Board assured her that the courts are being used by a tenant and her guests. President Frostad will double check to make sure it is a guest of a tenant using the tennis courts.

### CALL TO ORDER

There being a quorum, President Erik Frostad, acting as Chair called the meeting to order at 3:02 p.m. HST.

### PRESENT

President Erik Frostad, Vice President Peggy Stelmachowicz, Secretary/Treasurer Robert Oswald, and Director Rory Love were present in person; Director Joe Skeens attended via conference call.

### EXCUSED

Director Kalei Farley; Director Lee Johnson was not able to get through on the phone.

## BY INVITATION

Nan Cain, Senior Management Executive [SME], and Amy Payne, Management Executive in training both from Hawaiiana Management Co. Ltd. SME Cain acted as Recording Secretary, **by general consent.**

## PREVIOUS MEETING MINUTES

The Regular Board Meeting minutes of April 15, 2019 were **approved as written, by general consent.**

## PRESIDENT'S REPORT

Chairman Frostad gave a verbal report.

## FINANCIALS

Treasurer Oswald gave a verbal report on the current income, operation expense, and income. The February, March, and April 2019 financial statements were **accepted by general consent, subject to audit.**

Director Love **made a motion** to hold all delinquent accounts under \$500.00 from sending to the Attorney until the following year in April then send to the Attorney. The motion was seconded and **approve unanimously.**

## COMMITTEE REPORTS

Director Love volunteered to create Committee Guidelines.

Design Review Committee (DRC) – No report was given – Owner Kristin Frostad was appointed Chairperson for the DRC by the Board.

Coqui Frog Committee (CFC) – Volunteers for the Coqui Committee are Secretary/Treasurer Oswald and Ellen Penrose. Secretary/Treasurer will ask Ellen to act as Chairperson for the Committee. Ellen presented a report which will be made a part of these minutes.

Compliance Committee (CC) – No report was given. Members are Chairperson Vice President Stelmachowicz, Secretary/Treasurer Oswald, Directors Farley, and Johnson. SME Cain joins the Committee quarterly per the Hawaiiana Managements contract. The next inspection is scheduled for June 6, 2019 at 9:00 a. m. HST.

## UNFINISHED BUSINESS

DEFERRED ITEMS - Until after the new septic system is installed

- a) Parking Lot Resealing & Tennis Court
- b) Rec Center Doors to the Restrooms

Cesspool at the Rec Center – In a letter from the Environmental Protection Agency an offer of settlement was made in the amount of \$22,394.00 from the Association for fines and penalties. The

current estimate from 'Waahila Construction, Inc.' for cost of engineering, installing a septic system, removing the old cesspool and installing new pipe is estimated at \$96,263.15.

**The Board unanimously authorized** Mike Kozak, Attorney to offer a settlement not to exceed \$12,000.00 for the fines and penalties.

CC&Rs and House Rules – Director Love is still reviewing the CC&Rs and the House Rules for consistencies and the Hawaii Revised Statutes.

Web Site Updated – SME Cain is currently in the process of updating the KVE Website.

### NEW BUSINESS

Thank you card for Bradley Main – SME Cain was authorized to purchase a gift card at Lowes for \$433.00 as a thank you for storing the KVE lawn mower and providing the maintenance on it. SME Cain was directed to purchase the gift card and to submit receipt for reimbursement.

Landscapers – President Frostad wants to compare bids for the Rec Center landscaping. SME was directed to draft a scope of work and to send out to possible landscapers.

### ADJOURNMENT

There being no further business to be brought before the Board, the meeting was adjourned to Executive Session at 5:02 p.m. HST, **by general consent.**

A discussion on Delinquencies was held. Directions were given to SME Cain to send to DeVries.

There being no further business to be brought before the Board Executive Session was adjourned at 5:27 p.m. HST to Regular Session, **by general consent.**

### NEXT MEETING

#### **The 2019 Board Meetings:**

Meeting times have been changed to 3:00 p.m. HST

- 1) Monday, January 14, 2019 (*held*)
- 2) Saturday, February 2, 2019 Annual Meeting (*held*)
- 3) Wednesday, February 6, 2019 Organizational Board Meeting (*held*)
- 4) Monday, March 18, 2019 (*held*)
- 5) Monday, April 15, 2019 (*held*)
- 6) Monday, May 20, 2019 (*held*)
- 7) Monday, June 10, 2019
- 8) Monday, August 12, 2019 (Preliminary Budget Meeting)
- 9) Monday, October 7, 2019 (2020 Budget Approval)
- 10) Tuesday, November 12, 2019 (Monday is a Holiday)
- 11) Monday, December 9, 2019

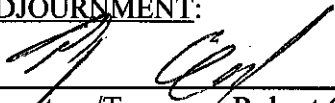
**2020 Board Meeting:**

- 1) Monday, January 6, 2020
- 2) Saturday, February 8, 2020 Organizational Board Meeting – KVE Rec Center after the Annual Meeting

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

Saturday, February 8, 2020, registration begins at 9:30 a.m. HST, Call to order is at 10:00 a.m. HST

**ADJOURNMENT:**



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Secretary/Treasurer Robert Oswald

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