

## MINUTES

**MAKAHA SURFSIDE AOA  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
85-175 Farrington Highway, Waianae, HI 96792  
Saturday, January 21, 2017**

### **I. CALL TO ORDER:**

Noting the presence of a quorum, Vice President O'Donnell called the meeting to order at 9:50 a.m. and entered into Executive Session until 10:05 a.m. Note: Director Lazu was excused from the meeting at 10:00 a.m. The regular meeting of the Board of Directors was called to order at 10:10 a.m.

Present: President Melanie Easters (via teleconference), Vice President Timothy O'Donnell, Treasurer James Hopkins, Secretary Stephen Turner, Directors Dale Head and Monty Monson.

Excused: Director William Lazu and Maintenance Supervisor Chad Ke-a.

Invited: Hoku Ke'a, Operations Manager and Al Denys, PCAM<sup>®</sup>, Vice President Govt Affairs/Sr. Property Manager, Hawaiian Properties, Ltd.

### **II. MINUTES:**

Approval of Minutes: After review of the minutes, Director Head moved to approve the Minutes of the Regular Board of Directors Meeting held on December 17, 2016. The motion was seconded and passed unanimously.

### **III. OWNERS FORUM:**

The Board of Directors held an Owners Forum and the owners of units A425, B202, A241, A435, C414, B419, A232, A330, A318, C211, B111, A224, B111, A103, C428 A330, C245, A103, and C409 addressed a myriad number of topics about the maintenance and operations of the AOA to include compliments about the renovated elevators and landscaping, shut off valves, use of pool umbrellas, laundry room cleanliness, homeless hotline, parking garage cleanliness, and Q&A about annual meeting procedures.

### **IV. REPORTS:**

A. Operation Manager's Report: OM Hoku Ke'a reviewed her written report with the Board of Directors and answered questions as requested.

B. Maintenance Supervisor's Report: Om Hoku Ke-a reviewed Maintenance Supervisor Report with the Board of Directors and answered questions as requested.

C. Property Manager's Report: PM Denys provided an oral report to the Board of Directors and answered questions as requested.

**V. TREASURER'S REPORT:**

- A. Financial Statements: Tabled.
- B. Delinquency Report: Tabled.

**VI. UNFINISHED BUSINESS:**

- A. Community Meeting Report: Robin Hermance commented on her written report with the Board of Directors.
- B. Finance and By-Law Committee: Issues to be reviewed include plumbing/electrical review of reserve study line items; revise by-laws to reflect added and deleted changes to make it easier to review and vote upon. Director Lazu, as the point of contact for soliciting three proposals from forensic auditors, was not present to brief the Board on the status of his review and recommended selection thus further discussion tabled. Treasurer Hopkins moved that Phil Lahne of Anderson, Lahne and Fujisaki be retained at a cost not to exceed \$1,500.00 to revise by-laws noting areas that can be passed at 50% and those at 67%. The motion was seconded and passed unanimously. Carolyn Hopkins was appointed as Point of Contact.
- C. Elevator Modernization Project – Update: Covered under the Operation Manager's and Maintenance Supervisor's Report. Elevator project completed. Just waiting on delivery and installation of cameras.
- D. Auditor: OM Ke-a has coordinated with auditor to finalize. Board requested proposals for 2017 audit.
- E. Weight Room Equipment: Further discussion tabled until the security cameras are installed.
- F. House Rules: Further action was tabled until the By-Laws have been updated.
- G. Bids for Building B Spalling Repairs: Tabled. Additional information required and will be forwarded to the Board of Directors upon receipt. Also noted, as earlier agreed, the first priority for repair would be the parking garage.
- H. Washer/Dryer SOP: After discussion, Board of Directors will publish the finalized Washer/Dryer SOP in the newsletter.
- I. SOPs: Operations Manager noted progress on going. Further discussion tabled.
- J. Engineering Companies: The Board of Directors reviewed the submitted proposals and after discussion, Director Monson moved to accept the proposal submitted by Engineering Design Group on July 5, 2016. The motion was seconded and passed unanimously. PM Denys was requested to contact the firm and to see if the quotes

offered in July 2016 were applicable and b) would they be interested in adjusting the fees downward if possible.

K. Accent Painting of Building Exteriors: Director Monson and PM Denys will work with painting companies to get ideas for adding color accents to enhance the aesthetics of the AOA's buildings. Questions arose whether or not owners could do the painting. Questions of liability arose and PM Denys was asked to obtain costs for additional WCI coverage.

L. Guard Shack Improvements: Tabled.

M. Forensic Accounting: Covered under Old Business, paragraph B.

## VII. NEW BUSINESS:

A. Blueprints of AOA: The Board of Directors unanimously agreed that they should obtain a complete set of blueprints of the AOA. PM Denys requested that he should also be provided with a set of the blueprints, to include the CD version.

B. Request to Install a New Telephone Line for Maintenance Requests: Operations Manager noted that current telephone lines handle those requests and another line wasn't necessary.

C. Obtain Software to Track Job Orders and Maintenance Requests: Operations Manager and PM Denys will review available software programs and provide recommendations to the Board of Directors for their information and selection.

D. Laundromat Cleanliness: Operations Manager is working with laundromat vendor to ensure that daily maintenance and clean-up of the facility is done on a daily basis. It was noted that the two facilities were cleaner than usual, but much more work was required to raise the cleanliness to proper standards.

E. Penalty for Not Returning Proxies: Tabled.

F. Create Reserve Study Committee: After discussion, President Easters moved that the Board of Directors authorize the creation of a committee to review the Reserve Study and to make recommendations for next year's update. The motion was seconded and passed unanimously. Additionally, PM Denys recommended that they hire a reserve specialist to conduct a professional reserve study.

## VIII. NEXT MEETING:

The next regular board meeting is scheduled for Saturday, February 18, 2017.

## IX. ADJOURNMENT:

There being no further business to discuss and hearing no objections, Vice President

O'Donnell adjourned the meeting at 11:55 p.m.

**X. OWNERS FORUM:**

The Board of Directors opened the floor for another follow-on Owners Forum. Several owners commented on the topics of the meeting and inquired about myriad topics covered during the Board meeting regarding maintenance fees, new jackets and hats for the security personnel, posting signs more professionally, noted surfboard/kayak storage rack was missing and was noted that it was removed for building repairs and will be relocated back to its original position shortly.

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Stephen Turner, Secretary

Submitted by:  
Hawaiian Properties, Ltd.  
Agent for Makaha Surfside AOA

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Albert J. Denys, Jr., PCAM<sup>®</sup>, Recording Secretary  
Vice President Government Affairs/ Sr. Property Manager  
Hawaiian Properties, Ltd.