

MINUTES

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

I. CALL TO ORDER:

Noting the presence of a quorum, Secretary Turner called the meeting to order at 10:04 a.m.

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

Excused: Hoku Ke-a, Operations Manager, and Chad Ke-a, Maintenance Supervisor.

Invited: Al Denys, PCAM® Vice President Govt Affairs/Sr. Property Manager, Hawaiian Properties, Ltd.

II. OWNERS FORUM:

The Board of Directors held an Owners Forum and the owners of units A439, A330/A318, B103/B104, B111/C321, C227, and C428 addressed a myriad number of topics about the maintenance and operations of the AOA to include procedures for cleaning up around spalling repair area and disposal of used building materials, trash in parking garage, rain gutter repairs, noise from gas weed trimmers, compliments on board meeting procedures and staff's proficiency on maintaining property.

III. MINUTES:

Approval of Minutes: After review of the minutes, President O'Donnell moved to approve the Minutes of the Regular Board of Directors Meeting held on September 16, 2017 as written. The motion was seconded and passed unanimously.

IV. REPORTS:

- A. Operation Manager's Report: PM Denys reviewed the OM Hoku Ke-a's report with the Board of Directors. Highlights noted were that they were working on purchasing the new equipment for the weight room to include an elliptical bike, treadmill and free weights; By-Law voting efforts, SSI had completed the spalling repairs on Building "A" and that the re-painting started on Monday, October 16th; updated security camera installation with project almost completed as just waiting on Kone Elevator to finish their installation of cameras; Solar project working without any issues, updated proposals for the lanai leveling for A101 & A102. Additionally, provided a written update on the October Security Beat with the Board of Directors and those owners in attendance. At the conclusion of the report, Director Logan moved that the AOA should accept the proposal submitted by ATN Construction for a cost of between \$1,700.00 and \$1,800.00

plus tax for the leveling of the lanais of A101 and A102. The motion was seconded and passed unanimously.

- B. Maintenance Manager's Report: PM Denys reviewed with the Board of Directors Maintenance Manager Chad Ke-a's monthly report which highlighted the current maintenance and landscaping projects to include the ongoing repairs to C407; Provided a progress update on the completion of "A" building's spalling repairs. MSS full-time landscaper returned from medical leave and the hiring of a part-time landscaper is still an issue; and the next project will be resurfacing and re-painting the sidewalk and elevator landing by the "C" Building elevators.
- C. Property Manager's Report: PM Denys provided an oral report to the Board of Directors and answered questions as requested. Provided an update in the unit B318 fire to include just receiving the insurance companies' reports and noting that HFD has completed their investigation and that they turned it over to HPD as a criminal matter; and highlighted the AOA's continuing efforts in collecting delinquencies.
- D. Reserve Study Committee Report: Committee Chair Logan provided an update on the Level 1 Reserve Study noting that the AOA just received the first draft and the Committee will begin its review and report back to the Board of Directions with their recommendations for finalizing the Reserve Study.
- E. By-law Revision Committee Report: The Committee Chairperson, Carolyn Hopkins provided an update on the current balloting noting that the current tally reflected 60% of the owners voting in favor of the by-law revisions. Balloting efforts will continue.
- F. Finance Committee Report: Finance Committee Chairperson Carolyn Hopkins provided an update on the Finance Committee's efforts in preparing the 2018 Operating Budget and that the Finance Committee recommends that the Board of Directors approve the draft budget as presented.
- G. Community Meeting Report: Community Meeting Chairperson Hermance reviewed her notes from the recently convened community meeting and provided the Board of Directors with discussion items for their consideration: posting of office hours, complaints of rodents in "C" bldg. trash room; some signage needs to be replaced; proper use of showers by residents and guests; weed trimers too noisy; questions on landscaping and walking on the grass; swap meets still popular; and noted her next community meeting would be on November 9th and still plans to attend all of the neighborhood board meetings and will report back to the Makaha Surfside owners and Board of Directors.
- H. On-Line Voting Committee Report: Committee Chairperson Head provided a short historical update regarding on-line voting and then moved that the Board President within ten days contact the AOA's attorney to write the by-law amendment for on-line voting to include on-line, telephone and mail in voting to be handled by a third party with no involvement of the management company. The motion was seconded and failed with a vote by two (2) "Yes" votes for the motion (Head and Monson) and five (5) "No" votes (O'Donnell, Easters, Logan, Hopkins and Turner).

V. **TREASURER'S REPORT:**

- A. Financial Statements: After review and discussions of the Financial Statements for the periods ending August 31, 2017 and September 30, 2017, Treasurer Hopkins moved to file the financials, subject to audit. The motion was seconded and passed unanimously.
- B. Delinquency Report: N/A.

VI. UNFINISHED BUSINESS:

- A. Weight Room Equipment: Noting that the security cameras have been installed, the AOA will be moving forward to purchase new exercise equipment to include some free weights and a new treadmill.
- B. Employee Handbook: Committee Chair Jean Logan provided an update on the preparation and review of the AOA's new employee handbook. The Board of Director's will review the handbook and provide any additional comments with the intent of approving the handbook by the next meeting of the Board of Directors.
- C. House Rules: Deferred, and will finalize the House Rules when the By-laws have been approved.
- D. Building Parking Garage Spalling Repairs: The revised and approved Engineering Design Group proposal was forwarded to them and PM Denys noted he was following-up on their timelines for preparing the scope of work for the parking garage spalling repairs.
- E. Spalling Repairs: Covered under Operations Manager's Report.
- F. SOPs: Operations Manager working through various revisions to basic SOP info provided by various committees and the Board of Directors.
- G. Reserve Study: See Committee Reports.
- H. Use of Out-of-State Handicap Placards: Director Head moved to allow residents to use out of state handicap placards. After discussion, there was no vote taken and the motion was tabled until additional information on state statutes can be obtained.
- I. Board Member and Owner Attendance at Educational Seminars: After discussion, Director Head moved to allow up to seven (7) individuals (board members and owners) to attend seminar at the AOA expense with the priority to board members first and any remaining slots can be filled by an owner. The motion was seconded and passed with six (6) "Yes" votes (Easters, Turner, Hopkins, Logan, Head and Monson) and with one (1) "No" vote (O'Donnell).
- J. House Rule Revision Regarding Walking On Grass from Units on First Floor: Director Head moved to rescind the house rule that prohibits residents from using their sliding glass door to exit and enter their units on to the grassy areas adjacent to their units. The motion was seconded and after discussion, Director Monson moved to amend the motion to allow for the entering and exiting via the sliding glass doors but residents would still be prohibited from camping out, erecting awnings and tents etc. fronting their units. Additionally, pets won't be allowed to enter/exit the unit without be on a leash. The motion as amended passed unanimously.

VII. NEW BUSINESS:

- A. Approval of 2018 Makaha Surfside Operating Budget: Secretary Turner, on behalf of the Finance Committee, led the presentation of the draft 2018 Operating Budget and noted that the Committee, comprised of board members and owners, worked diligently on each line item to develop a “bare bones” budget which would allow for the funding of AOA’s day-to-day operations as well as the funding the scheduled reserve capital expenditures for 2018. The budget also allowed for an increase in the contributions to the capital reserve fund. After discussion, Secretary Turner moved that the 2018 Operating Budget reflecting an 11% increase in maintenance fees be approved as presented effective January 1, 2018. The motion was seconded and passed with six (6) “Yes” votes (O’Donnell, Easters, Hopkins, Logan, Monson and Turner) and there was one (1) “No” vote (Head).

VIII. NEXT MEETING:

The next regular board meeting is scheduled for Saturday, November 18, 2017. Executive Session, if required, would start at 9:00 a.m. and the Regular Session would begin at 10:00 a.m.

IX. ADJOURNMENT:

There being no further business to discuss and hearing no objections, Secretary Turner adjourned the meeting at 12:20 p.m. and opened the floor for another Owners’ Forum.

X. OWNERS FORUM #2:

The Board of Directors’ conducted a follow-on Owners Forum and the following owners from C245, C428, B111/C321; C414; A439; B412;B202 and A101 commented on myriad issues regarding the operations and maintenance of the AOA to include emergency notification procedures for residents, re-painting of the AOA’s stairwells, possibly by in-house staff; Appreciation for revising the house rule about walking on the grass; identity theft; beautification of the property with a bigger and better fountain and to further address various house rules that should be revisited to make Makaha Surfside more user friendly such as allowing residents to sit on lawn chairs on the grassy areas.

Stephen Turner, Secretary

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

Albert J. Denys, Jr.

Albert J. Denys, Jr., PCAM®, Recording Secretary
Vice President Government Affairs/ Sr. Property Manager