

Association of Apartment Owners  
Wailea Fairway Villas  
Board of Directors' Meeting Minutes  
April 15, 2016

Board Members Present: Judy Beneventi, President; Mike Luckado, Vice President; Edy (In Person) Salenger, Secretary; Bill O'Connell, Treasurer; and Director Joe Schultz

Board Member Present: Tom Logan and Mike McDole, Directors (By Telephone)

Owners Present: John and Joan Moore, W102; and Pat Logan, Z103

Other Attendees: Susan Gregory, Destination Maui, Inc.; Sam Schreiner, Retiring Site Manager; Josh Berkeley, New Site Manager; and Louise Rockett, Recording Secretary

I. DECLARATION OF QUORUM

A quorum was declared with seven Directors present either in person or by telephone. Mr. Luckado joined the meeting after call to order as indicated in the Minutes.

II. CALL TO ORDER

President Judy Beneventi called the Wailea Fairway Villas Association of Apartment Owners Board of Directors' Meeting to order at 9:00 a.m. The meeting was held at Wailea Fairway Villas, Wailea, Maui, Hawaii.

III. PROOF OF NOTICE

It was certified Notice of Meeting was sent in accordance with the Association governing documents on March 29, 2016 and it was posted on property in compliance with Hawaii State Law.

IV. INTRODUCTIONS

Introductions were made at this time.

V. APPROVAL OF MINUTES

Changes were noted to the Minutes of the January 29, 2016, Board of Directors Meeting.

MOTION: To approve the Minutes of the January 29, 2016, Board of Directors' Meeting as corrected.

O'Connell/Schultz Unanimous Approval

The President declared the Minutes approved, and the document will be posted on the website.

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The President asked for any corrections, changes or additions to the March 12, 2016, Annual Owner Meeting. The Treasurer noted changes, and he will email the corrections to Ms. Gregory for processing.

MOTION: To approve the Minutes of the March 12, 2016, Annual Owners Meeting as to form and content and with changes as submitted by Treasurer O'Connell.

Salenger/Schultz Unanimous Approval

MOTION: To approve the Minutes of the March 12, 2016, Organizational Board of Directors Meeting as presented.

O'Connell/Schultz Unanimous Approval

#### VI. TREASURER'S REPORT

Treasurer O'Connell updated the Board on the financial status of the Association's as of March 31, 2016. Overall, for the first three months of the year, revenue exceeded expenses by about \$12,000. The cash level is up to \$361,000 from \$343,000. The Reserves are funded at the 65% level. There are no Reserve expenditures planned for the remainder of the year. Variances, over and under target, were noted and explained.

(Director Luckado joined the meeting at this time in person.)

#### VII. SITE MANAGER' REPORT

A Site Manager's Report was previously emailed to the Board.

Mr. Berkeley solicited multiple bids for Rec Center Security, including Soto's, Centra Systems, 808 Safe House and Access Hardware. The bids were assessed comparatively, including costs. The pros and cons of each system were evaluated. Mr. Berkeley answered questions the Board had.

The Board would like to know more about the warranty terms and the cost of the maintenance program. Mr. Berkeley will research.

The Board considered this a priority project.

MOTION: To authorize an expenditure for Rec Center gate security for up to \$7,000, with Board approval including the President and Vice President.

Salenger/O'Connell Unanimous Approval

Mr. Schreiner is retiring after ten years of service to Wailea Fairway Villas. He appreciated working with the Board over the years and recognized the loving and caring owners.

Mr. Schreiner reported that the past few months have been extremely challenging.

Mr. Schreiner has consulted with Milgard. He asked the representative on the telephone to

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have an inspection of the property, identifying all the failed windows, which totaled 17. Mr. Schreiner will give the list to Mr. Berkeley.

A bid for the replacement of two hose bibs was solicited from a plumbing contractor. Proposals to repair the backflow preventer were also received.

All rubbish bins have been upgraded to plastic. Plastic bins are easier to move and may make other options for enclosure remodels possible. The re-design of the enclosure/gate is on the drawing board. Mr. Schreiner described potential design alternatives.

An owner requested Board consideration for a handrail at the E Building steps for safety reasons. Mr. Schreiner explored options, and the cost ranged from \$3,800 to \$4,000. Director Luckado would like to explore alternatives.

MOTION: To explore options and to authorize a budget of not more than \$4,000 for this project, with Mr. Berkeley consulting with the President and Vice President before approval is granted; further, the project is to be completed by June 30, 2016.

Salenger/Schultz Unanimous Approval

#### VIII. MANAGING AGENT'S REPORT

Ms. Gregory previously forwarded a copy of her report to the Board along with Financial Statements.

#### IX. PRESIDENT'S REPORT

A retirement party for Mr. Schreiner is planned for this evening. The President recognized Mr. Schreiner for his years of dedication and hard work.

The President additionally recognized Ms. Gregory. During the past challenging six weeks, Ms. Gregory has been helpful and has gone "above and beyond", as well

#### X. OLD BUSINESS

##### A. Emergency Preparedness Committee

Director Schultz reported that a checklist is recommended for volunteers to use visually to inspect the property after an emergency situation. The committee will address this suggestion.

Community Emergency Response Team (CERT) training is currently ongoing on Molokai. A new CERT training schedule is anticipated. Once received, Director Schultz will forward the information to the members of the Emergency Preparedness Committee.

B. Island Plant – Irrigation / Landscaping

Mr. Berkeley met with Island Plant recently and has drafted a list of the “ten worst irrigation spots – brown spots – on the property”, commencing with the lawns behind Q, R and S Buildings. He noted that Island Plant has been responsive. Mr. Berkeley meets with Island Plant on Wednesdays to conduct a site inspection.

Mr. Berkeley reported the snowbush hedge is dying out in front of one of the buildings. Island Plant would like to replace, and the Board agreed with their recommendation, suggesting replacing with a plant that “works and takes the least amount of water”.

An invoice from Island Plant is received monthly; it includes a list of Special Project Hours spent. There is no cost for hours used; however, the Board would like management to track.

C. Update on H101 and C102

Director Salenger reported the tenets in C102 have given notice; and advertising for rent on Craig's List has been placed. Unit H101 is under foreclosure.

D. Parking Lot Lights

Sam Schreiner and Josh Berkeley are working on the parking lot lights.

E. PV Solar Panel Cleaning Schedule

There were questions about the timing of the panel cleaning. It was suggested that the system be monitored to track the highs and lows of energy input. The current system tracks total output on a daily and by-the-hour basis. There is software available. Mr. Berkeley will consult with Haleakala Solar about the costs. Options for cleaning the panels include: 1) In-house; and 2) Haleakala Solar.

XI. NEW BUSINESS

A. Monkey Pod Tree Poisoning

The President reported on two actions stemming from the Monkey Pod Tree poisoning: 1) Need to purchase a Sim Card Reader at a cost of \$25 to \$35; and 2) Solicitation of estimated for removal and/or replanting. The bid from Island Plant was \$13,000,

A police report was filed about the poisoning of the tree on three separate occasions.

The Board discussed potential persons responsible for the killing of the Monkey Pod.

It was agreed that no action to replace will be taken at this time, pending receipt of additional bids.

C. Rec Center Reservations, Rules and Regulations / House Rules Revisions

Reservations for use of the Rec Center are not permitted on particular holidays. This rule needs to be memorialized in writing in the Association House Rules for documentation purposes.

Currently, rules for the Rec Center include limitations on party size, i.e., up to 25 except for approval by Site Manager. A revision to the House Rules was recommended, deleting the phrase "except for approval by the Site Manager".

Once the rules are revised, a copy of the Revised House Rules will be sent to all owners.

Ms. Gregory suggested forming a committee to review all the House Rules and make changes at one time. Director Salenger volunteered to serve on this committee with the President. Owners will be informed of the process and asked for input on suggested changes to the Association rules and regulations.

There was discussion on whether or not to approve alcohol at the social functions, and no action was taken.

The Reservation rules and regulations form is signed by the person making application, and it was agreed to add the applicable new House Rules to this form, as well.

D. Green Waste Removal

The President had questions about the removal of the green waste. She asked whether or not the contract with Island Plant includes the removal of green waste. It was noted that green waste is removed when tree trimming is conducted and other major-type landscaping activities.

E. Electronic Bulletin Board

The President reported no interest in providing a Wailea Fairway Villas electronic bulletin board has been voiced.

F. Site Manager Credit Card

The President explained the need for a credit card for Mr. Berkeley for Association purchases. Internal accounting controls were reviewed.

MOTION: To provide Josh Berkeley with a Wailea Fairway Villas credit card with a limit of \$5,000.

Beneventi/Salenger Unanimous Approval

G. Reserved Parking Spaces

The President noted that this agenda item is from the Annual Owners Meeting. Further, it was noted parking places that are assigned are in the owners' deeds. The other parking spaces are open. Associated issues stemming from owners not parking in their assigned stall were discussed, along with options to address, including consulting an attorney or taking the "good neighbor approach". The House Rules Committee will evaluate this question.

H. Visitor Policies

Questions about Visitor Policy also stem from the Annual Owners Meeting. In order to change the current policies, the President said, "We would have to get 67% owner approval of a Bylaw change. Further discussion was deferred to Executive Session.

I. Owner Request for a New Front Door

One owner has requested permission to replace their front door with a fiberglass door. It is the responsibility of the owner to replace. The President asked that the owner present the Board with a proposal for a replacement door, with an aesthetically similar look. It was suggested that standards be established.

J. Owner Request – Thorn-less Groundcover for X103

Thorny plants were installed to protect residents from falling off a lanai. The owner asked for resident-friendly plants at the Annual Owners Meeting. Mr. Berkeley was asked to consult with Island Plant for an alternative.

K. Fitness Room Sunshade

The Board considered a request for a sunshade for the Fitness Room, and the Board considered the request a good idea.

L. Plastic Container – W Building

Concerns about the removal of plastic planted containers from in front of W Building were received.

XII. OWNERS' FORUM

There was an Owner's Forum, and the following topics were discussed: 1) Poisoned Monkey Pod Tree; 2) Suggestion to require persons reserving the Rec Center engage the services of security; 3) Storage of items on lanai; 4) Reserve parking spaces; 5) Visitor Policies; 6) Suggestion to implement a check-in registration procedure; and 7) Enforcement of lanai rules and regulation.

XIII. NEXT MEETING DATES

Board meeting dates were scheduled as follows: Thursday, August 18, 2016, 9 a.m.; Friday, October 21, 2016, Pre-Budget work session, 9 a.m.; and November 11, 2016, Budget Meeting.

XIV. EXECUTIVE SESSION

The Board moved to Executive Session at 10:50 a.m.

Respectfully submitted,

Louise Rockett, Transcriptionist

Approved by the Board of Directors on August 18, 2016