

**ASSOCIATION OF UNIT OWNERS OF  
MAUI SANDS I  
BOARD OF DIRECTORS MEETING**

**Saturday, January 14, 2017**

**DIRECTORS PRESENT:** Rosa McAllister, Secretary.

*Via Teleconference:* Jean Rachkowski, President; David Bontorin, Treasurer; Wendy Cush, Robin Smilanich, Shanna Stubbs, Directors.

**OTHERS PRESENT:** Allison Royce, Resident Manager.

*Via Teleconference:* Penny Munroe, Hawaiiana Management Company; Enza Froio, Recording Secretary, Aloha Office Services.

**OWNERS PRESENT:** Jeff and Laura Cowan, 4E; Bob Jenks, 3D; Doug Wallway, 4A; Rich Harlan, 5B; John Cush, 1C/1F; Beth Gould, 2A, Ryan Logtenberg, 4B.

**CALL TO ORDER:**

President Rachkowski called the Board of Directors Meeting of the Association of Unit Owners of Maui Sands I to order on Saturday, January 14, 2017 at 9:03 a.m.

**DECLARATION OF QUORUM:**

A quorum was established with six (6) directors present in person or via teleconference.

**NOTICE OF MEETING:**

A Notice of Meeting was posted on property and emailed to Directors on November 21, 2016.

**OWNERS' FORUM:**

The Owners' Forum was held prior to the meeting.

**RATIFY PREVIOUS BOARD ACTIONS:**

**Motion:** *To approve the 2016/2017 insurance renewals. (Smilanich/)*

**CARRIED** unanimously.

**Motion:** *To approve the “Yes” vote on the reduction of the Board from six (6) embers to five (5) members on behalf of AOA units 1A, 2D, and 3C dated December 15, 2016. (Smilanich/)*

Motion **CARRIED.**

Opposed: Bontorin, Cush

**Motion:** *To approve Unit 3J renovations at a cost not to exceed \$7,100. (McAllister/)*

Motion **CARRIED.**

Opposed: Cush

**Motion:** *To ratify approval of the new pool employee hire. (Smilanich/)*

Motion **CARRIED.**

Opposed: Bontorin

**Motion:** *To ratify approval of Unit 6C renovation plans, as circulated to the Board. (McAllister)*

**CARRIED** unanimously.

#### **APPROVAL OF MINUTES:**

**Motion:** *To approve the Board of Directors meeting minutes dated October 26, 2016, as corrected. (Cush/)*

**CARRIED** unanimously.

**Motion:** *To approve the Board of Directors meeting minutes dated November 30, 2016, as presented. (McAllister/)*

**CARRIED** unanimously.

#### **PRESIDENT’S REPORT:**

President Rachkowski presented her report, highlighting key changes and improvements including the following:

- As of February 1, 2017 the Association’s new management company is Aloha Property Management. Hawaiiana Management Company was thanked for their service for the past 17 months.
- The Bylaw amendment reducing the Board from six (6) members to five (5) members was passed by owners and is in the process of being recording. Beginning with the April meeting, the Board will consist of five (5) members.

- The deserted storage area near the pool has been renovated and is now the called the "Tiki Lounge". The Annual Meeting on April 22, 2017 will be held in the "Tiki Lounge".
- Renovated 3J and increased the rent received by the Association by 60%. A new tenant is moving in tomorrow.
- Continuing efforts regarding the back flow preventer and sewer line county requirements.
- Painting of buildings begins on March 20 with Building 6 being painted first, followed by Buildings 1,2, and 3.
- Continue to work on finding a way to repair and carpet the Building 4 & 5 upstairs walkways. The next step will be repairing and carpeting the rest of the upstairs walkways.
- Gutters have been cleaned and repaired by part-time employee, Brian.
- Buildings will be tented and fumigated week of September 25<sup>th</sup>. The order of the buildings will be 6 & 1 on the first day, then 3 & 4, and finally buildings 2 & 5.
- Shed roof repairs on schedule to occur soon, hopefully this month. Materials have been purchased and work is to be done by part-time employees.
- A new part-time employee has been hired who will add chemicals to the pool and clean the pool. This will result in a savings of 1-2 hours' wages daily by consolidating this work to be done by one (1) employee instead of two (2).
- Upgraded cable TV infrastructure at no extra cost to our Association; and signed a 5-year cable TV contract with Oceanic, continuing cable TV service for owners.
- Held an owners' forum last Saturday and heard from owners regarding the Association's financial status and 2017 budget. The Board will send answers to the questions that were asked during the forum.

#### **TREASURER'S REPORT:**

Treasurer Bontorin presented his report. The Association has total Reserve cash of \$358,000. Overall, the budgeting process has been successful. The Association is in a good position to meet financial demands this year. He acknowledged Mr. Lefler and Ms. Munroe of Hawaiiiana Management for their services.

#### **RESIDENT MANAGER'S REPORT:**

Resident Manager Allison Royce reviewed her written report as provided to the Board.

#### **COMMITTEE REPORTS:**

##### Renovations Committee Report

Ms. McAllister reviewed the Renovations Committee written report as provided to the Board.

The committee recommends that the process for renovations approval be that the owner submits the request to the Resident Manager; the Resident Manager forwards the request to the Committee; and a recommendation for approval/or request for amendment is brought back to the full Board (rather than the President only). The Board agreed to the recommended process.

#### Website Committee

Laura Cowan, Chairperson, reviewed the Website Committee written report as provided to the Board. The mission statement for the committee and recommendations regarding the web site were reviewed.

#### Seawall/Landscaping Committee

**Motion:** *To hire an engineer at a cost not to exceed \$6,000 to perform a visual structural integrity/stability assessment of the seawall and the nearby land behind the seawall. (McAllister/Cush)*

**CARRIED** unanimously.

The Board discussed that it is critical to determine if the seawall was built before or after statehood.

**Motion:** *To approve the landscaper making purchases not to exceed \$200 per month for repairs, beautification, and the improvement of the property. (Cush/Smilanich)*

**CARRIED** unanimously.

#### Property Improvement Committee

The committee provided written reports of projects completed since May 2015 to present and the task list.

**Motion:** *That the Property Improvements Committee Task List and the Improvements List be posted to the web site and distributed to the ownership. (Cush/Smilanich)*

**CARRIED** unanimously.

#### **UNFINISHED BUSINESS:**

##### House Rules

Ms. McAllister recommends scheduling a separate meeting to address revisions to the House Rules.

**Motion:** *To have the Bylaws reviewed by the attorney so the Board can update the House Rules and Bylaws simultaneously in order to be compliant with current Hawaii law. (Stubbs/*

Motion **FAILED** due to lack of a second.

The Board agreed that a legal review of the Bylaws at this time would prohibit a review of the House Rules to be completed prior to the Annual Owners Meeting in April. Alternatively, President Rachkowski requested Ms. Stubbs to follow up on this item in order to address at a later date.

**Motion:** *To hold a separate meeting to review the House Rules in its entirety and the legal recommendations, as reviewed and provided to the Board of Directors; and to schedule the meeting with the intent of providing a draft of House Rules to owners in time to review prior to a vote at the Annual Meeting in April. (McAllister/Cush)*

**CARRIED** unanimously.

#### Sewer Line As-Built Plan Preparation Proposal

The County has allowed the installation of a clean-out rather than a manhole.

**Motion:** *To accept the Fukumoto Engineering bid in the amount not to exceed \$3,300 to prepare a site plan of existing conditions of the sewer clean-out for submission to the County Sewer Department for approval. (Smilanich/McAllister)*

**CARRIED** unanimously.

#### **NEW BUSINESS:**

##### Draft Vendor Protocol

**Motion:** *To accept the use of the Vendor Protocol as written. (Cush/Smilanich)*

**CARRIED** unanimously.

The Board agreed to circulate the document to the ownership and post on the web site.

##### Date Change with Kawika's Painting

Painting of buildings begins on March 20 with Building 6 being painted first, followed by Buildings 1, 2, and 3.

### New Management Company

**Motion:** *To ratify the selection of Aloha Property Management Company as the Association's new property management company beginning February 1, 2017. (Cush/McAllister)*

**CARRIED** unanimously.

### Mid-Pacific Pest Control Proposal

**Motion:** *To accept Mid-Pacific as the new Pest Control company, at a lower cost of \$610 plus tax per quarter, for quarterly pest control service. (Smilanich/McAllister)*

**CARRIED** unanimously.

### Building 4 & 5 Walkway Proposals

Two (2) bids in the approximate amount of \$25,000 to complete the building 4 & 5 walkways have been received from outside contractors. Comparatively, the project could be done in-house for an approximate cost of \$5,000 per building.

**Motion:** *To have Brian, our part-time employee, remove the old carpet, replace rotted wood, and waterproof the upstairs walkways to Buildings 4 and 5. If determined to be the most economical way to repair the walkways, then the Building 6 upstairs walkway will be done in the same manner. (McAllister/Smilanich)*

**CARRIED** unanimously.

### Confirm Order of Building Painting

Painting of buildings begins on March 20 with Building 6 being painted first, followed by Buildings 1, 2, and 3.

### Confirm Order of Termite Tenting

Buildings will be tented and fumigated week of September 25<sup>th</sup>. The order of the buildings will be 6 & 1 on the first day, then 3 & 4 on the second day, and finally buildings 2 & 5 on the third day.

### Shed Roof Repairs

**Motion:** *For Brian, our part-time employee, to complete the shed roof repairs this month. (McAllister/Cush)*

**CARRIED** unanimously.

Association of Unit Owners  
Maui Sands I  
Board of Directors Meeting  
January 14, 2017  
Page 7 of 7

**ADJOURNMENT:**

The meeting was unanimously adjourned at 10:45 a.m.

Respectfully submitted,

Enza Froio  
***Aloha Office Services***  
Recording Secretary