

BANYAN HARBOR

Adopted Meeting Minutes
Revision Date: 21 May 2002
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BANYAN HARBOR ASSOCIATION OF APARTMENT OWNERS
Board of Director's Meeting
Friday, February 22, 2002
Banyan Harbor: Unit A1

1. Roll Call

The meeting was called to order by Vice President Knott at 11:02am

Board Members

Loren Knott, Vice-President
Harry Baker, Director
Gus Enderlin, Director

Dick Rentz, Secretary
Cathy Martin, Director
Dick Reis, Director

Absent

Shirley Akita, President

Note: Issues voted and noted as passing unanimously reflect Board members in attendance and do not include votes from President Shirley Akita.

Outrigger Lodging Services

Chris A. Gampon, General Manager, Banyan Harbor
Rick Ball, Vice President, Outrigger Lodging Services
Stephanie Nakamatsu, Accounting, Banyan Harbor
Tore Wistrom, Resort Consultant, Resort Consultant, Inc.

Other Attendees

Robert Martin, Unit 137
Lorraine Reis, Unit 104

Linda Garcia, Unit 78/79

Gale Enderlin, Unit 114

2. Proof of Notice

Chris reported that notice for the meeting was posted on January 11, 2002.

3. Approval of Meeting Minutes

- a. **Board Meeting, November 29, 2001** – Several corrections were noted

MOTION: *To approve the minutes as corrected*

MOVED BY: Dick Rentz, Second: Cathy Martin

VOTE: Unanimous, **PASSED**

4. Management Reports

- a. **President's Report** – Vice President Knott reported that in President Akita's absence he did not have anything significant to report. He will hold his comments for the Annual Meeting to be held on February 23, 2002.

- b. **Manager's Report** – Chris reported that the staff continues to work as a close-knit group.

As part of an energy saving plan, Chris has expanded the use of compact fluorescent lighting throughout the property. This includes pool lighting and floodlights. Fluorescent lighting in all of the offices and maintenance department were retrofitted with ballasts that draw less energy to power compact bulbs, which also draw less energy.

Chris expressed a heartfelt Mahalo on behalf of the staff. He noted that everyone was very grateful for the bonuses that were distributed during the December appreciation party.

Loren asked about the class-action suit filed against the company that manufactures the roofing shakes used on the buildings. Chris reported that his research found that the suit was based in the southeast U.S. and related to masonite type sidings and not to roofing materials. Harry Baker indicated that he also found similar information.

Dick Rentz suggested that Chris look into the possibilities of drilling a well for irrigating the grounds. Chris will contact a drilling company and work with them on location and price proposals.

5. Financial reports

- a. **December 2001 Financial** – Rick reviewed the year-end financial report. This was a good year for the Association. The Association ended the year with a \$48,912 surplus of funds. Rick added that savings realized in 2001 are going to be offset by the increase in insurance premiums for 2002. Rick distributed a worksheet identifying a \$43,000 increase over the budget forecast.

MOTION:	<i>To keep the \$48,912 surplus from 2001 in the Association's operating account to offset the insurance increase.</i>
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MOVED BY: Harry Baker, Second: Dick Reis
VOTE: Unanimous, **PASSED**

- b. **Reserve Study** – Rick reviewed the 20-year reserve study highlighting projects scheduled for 2002. Loren Knott suggested that although the roof replacement is not scheduled for more than 20 years, accruing for the expense should start sooner. The 2012 was agreed to be a proper time to input budgetary figures.

6. Unfinished Business

- a. **Land by Building B** – Tore reported that this item was placed on the agenda so the Board could consider the possibility of pursuing the property for purchase. Tore added that he has confirmed that in order to purchase the land ninety-percent (90%) of the common interest must be in favor of the proposition. The same is true for leasing the property.

Gus Enderlin feels that the property's location makes it very important that the Board must address the issues with the owners. He feels that as a part of due diligence, the owners should be made aware of the consequences of letting the property fall into someone else's control. Dick Reis and Cathy Martin both agreed that the owners should be made aware of the situation with the land. Dick Reis would like to discuss this at the annual meeting on February 23, 2002. Loren asked Tore to address the homeowners during the annual meeting to review the issue.

- b. **Pool Deck Finish** – Chris reported that the base and color coats on the pool deck were applied and the job is complete. He noted the vast improvement, not only in aesthetics but also to the safety of the area, especially inside the cabana.
- c. **Concrete Stairs** – Chris reported on difficulties with scheduling the contractor. He believes that the abundance of work on large projects throughout the island has pushed our relatively small stairway project behind other more profitable business. Chris and Rick spoke with the contractor and he has committed to start the project within two-weeks.
- d. **Solar Panel Installation** – Robert Martin, who had requested time to review possible installation, reported to the Board that he is withdrawing his request due to the expense of the project.
- e. **Existing Dryer Vents** – Dick Reis read a letter written by Lorraine Reis, his wife, asking that the Board approve the dryer vent she had installed from the floor of her unit into the garage of unit 111. The letter also outlined the need to address dryer ventilation for all units. Harry Baker reported that he had looked into the building codes and found the building codes did not address this issue. Instead, the county asks that dryers be vented according to the manufacturer recommendations. Chris reported that he also confirmed the same information. Rick Ball suggested that a dryer that can be vented inside be identified for review and possible recommendation. It was suggested this issue be tabled to allow for more time to review manufacturer recommendations. Robert Martin (137) delivered a letter to Secretary Dick Rentz regarding this issue and asked that it be included in the minutes. Secretary Rentz obliged. The letter states verbatim:

*Board of Directors
Banyan Harbor*

02-22-02

In Sept 1996 with permission of the manager of the complex I drilled a hole in the bathroom floor (wooden) to vent our electric dryer. There is just a crawl space under our unit (L-137) and would not affect anyone else.

The action we took was never entered into the Association's minutes. At this time we are asking that this permission be entered into Feb. 22 minutes.

*Thank you
Robert & Catherine Martin
L-137*

No action on the request was taken.

MOTION:	<i>Investigate manufacturer requirement for venting dryers; analyze the possibility of providing outside venting for all dryers with solutions recommended, including cleaning, for the next Board Meeting; the two requests for approval to be tabled until that time.</i>
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MOVED BY: Harry Baker, Second: Dick Reis
VOTE: Unanimous, **PASSED**

- f. **Credit Card Charges** – Chris reported that he contacted the credit card service provider and was provided with reference to our service contract that prohibits charging a service fee for credit card payments. The only acceptable charge would be one that applies to all forms of payment (cash/check/money order/ credit card/etc.)

MOTION:	<i>To rescind the transaction fee for credit card payments.</i>
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MOVED BY: Gus Enderlin, Second: Cathy Martin
VOTE: Unanimous, **PASSED**

Loren Knott suggested the Board consider accepting electronic payment for maintenance fee payments. Gus Enderlin agreed indicating his experience with paying through the electronic funds transfer service has been very good. This should be the alternative suggested to homeowners using credit cards for payment.

- g. **Other Unfinished Business** – Vice President Knott asked if there was any other unfinished business. Hearing none, he adjourned the meeting for a lunch break.

Adjourned: 12:40pm / Reconvened: 1:00pm

7. New Business

- a. **Audit 2001** – Vice President Knott reviewed two proposals submitted to perform the annual audit of the association's financials. Terry Wong; and Hirose, Kato, & Co. submitted proposals.

MOTION:	<i>To accept the proposal submitted by Terry Wong</i>
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MOVE BY: Harry Baker, Second: Dick Rentz
VOTE: Unanimous, **PASSED**

- b. **Annual Meeting Agenda** – Vice President Knott reviewed the agenda for the Annual Homeowner’s Meeting to be held on February 23, 2002. Added to the agenda items were; (1) Discussion on the land fronting building L, K, & B; (2) owner comments; and (3) approval of director’s expenses
- c. **Executive Session (ADA & Delinquent Accounts)** – It was reported that the Board would like to proceed with collection efforts on the delinquent account identified during the executive session.

No other action as taken.

- d. **Other New Business** – Other business was discussed as follows.
 - i. **Meeting Dates** - A calendar of proposed meeting dates was distributed. The Board was informed that this is the time that the next annual meeting should be confirmed for announcement during the annual meeting to be held on February 23, 2002. The Board set the next annual meeting for Saturday February 22, 2003.
 - ii. **Farewell to Board Members** – Dick Rentz reported that because of term limits, Loren Knott and Dick Reis, who have served on the Board since 1979 and 1981 respectively, would not be on the Board after the annual meeting on February 23, 2002. Dick Rentz thanked both members for all of the time and effort they provided to the service of Banyan Harbor’s Association and it’s Board of Directors. The other members of the Board also conveyed their sentiments.

8. **Adjournment**

Hearing no further business, the meeting was adjourned at 1:38pm