

**BANYAN HARBOR ASSOCIATION OF APARTMENT OWNERS
BOARD MEETING
Wednesday November 20, 2002
Banyan Harbor - Unit A-1**

1. ROLL CALL

President Akita called the meeting to order at 9:00am.

Board Members Present

Shirley Akita, President
Harry Baker, Secretary
Catherine Martin, Director

Gus Enderlin, Treasurer
Elinor Weeks, Director

Board Members Absent

Linda Garcia, Director

Issues voted on and referenced as passing unanimously DO NOT include the opinion of directors listed as absent.

Outrigger Lodging Services

Chris A. Gampon, General Manager
Stephanie Nakamatsu, Accounting

Rick Ball, V.P. Outrigger Lodging Services
Tore Wistrom, Resort Consultant

2. PROOF OF NOTICE

Chris reported that notice was posted on November 11/05/2002.

3. APPROVAL OF MINUTES

- a. Board Meeting, September 11, 2002 – President Akita asked for any corrections to the minutes distributed. Several corrections were noted.

MOTION: To approve the minutes as corrected.

MOVED BY: Cathy Martin, Second: Harry Baker
VOTE: Unanimous, **PASSED**

4. MANAGEMENT REPORTS

- a. **President's Report** – Shirley reported that the tree above building “J” was removed. Chris added that he was not aware of any complaints related to the work. The drilling of the irrigation well is almost complete. There were small overruns that Shirley approved in order to complete the project. Shirley attended the timeshare meeting earlier that same morning to hear their discussion on the vision statement proposed to help guide future Boards or Directors. At that meeting a committee was formed to work with the AOA Board to begin a vision that reflects the interest of both associations.
- b. **Manager's Report** – Chris reported that as a result of discussion during the September Board meeting, he had investigated regulations related to the installation of satellite dishes. Chris supplied the Board with regulations from the Federal Communications Commission. He reported that the rule do allow an Association to regulate the way these devices are installed. It does stipulate that the regulations cannot make the installation unreasonably expensive or difficult.

MOTION: *Prepare guidelines for dish antenna installation.*

MOVED BY: Harry Baker, Second: Elinor Weeks
VOTE: Unanimous, **PASSED**

5. FINANCIAL REPORTS

- a. **September 2002 Financial** – Rick reported that revenues are on target with budget forecasts. He added that although expenses have exceeded budget this is due in large part to insurance premium increases. After adjusting for the unbudgeted insurance premiums other expenses are favorable to the budget forecast. Rick suggested providing owners with a breakdown of expenses per unit. The Board agreed this would be good information to pass out at the February annual meeting. Gus commended the team for a good job managing the complex.
- b. **Reserve Study** – Rick reviewed updates to the replacement reserve study.

6. UNFINISHED BUSINESS

- a. **Land by Building B** – Tore reported that he received the appraisal report from Jose Diogo. Mr. Diogo estimated the high-end value of the land to be approximately \$300,000. Because of constraints, the report was done without comparable sale analysis. Zoning for the land is R-20. The Board will need to decide during this meeting if it would like to pursue obtaining the approval to purchase the property.

Elinor asked when the property is expected to be offered for sale. Tore indicated that the land is still tied up in probate and there will be at least another few months before the land can be offered by the trust. Gus recommended the Board move forward with obtaining approval for the purchase. Chris agreed with Gus noting that this action will allow the owners a chance to control their own fate.

MOTION:	<i>The Board recommend purchasing the land to the homeowners at a price not to exceed \$300,000 and that the purchase be submitted for a vote at the 2003 annual homeowners meeting</i>
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MOVED BY: Gus Enderlin, Second: Harry Baker
VOTE: Unanimous, **PASSED**

- b. **Barbecue Area by Bldg A** – Chris reported that after a walkthrough of the property with President Akita, it was determined that the best location to add a barbecue to the property was outside building "A". In order to prepare the area, a retaining wall must be built and the land filled. A cement slab and walkway will be built to provide access to the barbecue area. The initial bid came in at approx. \$13,000.

MOTION:	<i>To approve the project as outlined.</i>
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MOVED BY: Gus Enderlin, Second: Cathy Martin
VOTE: Unanimous, **PASSED**

It was agreed that the funds for the project would be applied to the barbecue line-item on the reserve study.

- c. **Jacuzzi** – Chris reviewed the price estimates for the installation of the Jacuzzi. Chris indicated that as with the Land purchase, the Board will have to decide during this meeting whether or not to pursue the approval necessary for the installation. Shirley feels that this goes along well with the overall vision of the property. Like the proposed barbecue area, this will be a benefit for all owners.

MOTION:	<i>That the Board recommend the installation of a Jacuzzi at the poolside be submitted at the annual homeowner's meeting.</i>
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MOVED BY: Gus Enderlin, Second: Harry Baker
VOTE: Unanimous, **PASSED**

- d. **Plants on Lanai** – Chris reported that during a walkthrough of the property with President Akita, it became apparent that it was necessary to put in place some guidelines as to placing plants on apartment lanais. Chris suggested approaching the issue in the same way as the bamboo shades, requiring the plants to be well maintained at all times. Chris added that if the Board would like to include guidelines in the House Rules, it would be necessary to discuss the topic at a homeowners meeting. Gus agreed. Gus asked that a guideline be put together for discussion during the annual meeting.
- e. **Vision Statement** – Shirley recapped her participation at the Timeshare Board meeting earlier in the day. She reported that the Timeshare Board appointed a committee including Ed Madamba and Sharon Baker to work with the AOA to formulate a joint vision. Shirley asked for volunteers of the Board to form a committee to work with the Timeshare Board. Gus Enderlin will head the project and Cathy Martin will also serve on the committee. Shirley would like the AOA members and Timeshare committee to meet prior to the February Board meetings and annual homeowner's meeting to start the vision process.
- f. **OLS Contract** – Rick reported that the term of the current management contract is up at the end of May 2003. Outrigger Lodging Services is not proposing any changes to the current contract and, unless the Board has objections, will let the contract roll-over as provided for in the agreement. The members of the Board felt it was important to show support for the fine work Outrigger Lodging Services has provided.

MOTION: *To extend the current contract as outlined in the roll-over terms.*

MOVED BY: Harry Baker, Second: Gus Enderlin
VOTE: Unanimous, **PASSED**

- g. **Property Signage** – Chris reported that during a walkthrough of the property with President Akita, one of the areas looked at were the signs on the property. Most of the signs on the property are the original installations and some of them are showing wear. Chris will be obtaining a proposal for replacements.
- h. **Other Unfinished Business** – President Akita asked if there was any further unfinished business. Hearing none, she continued the meeting with new business.

7. NEW BUSINESS

- a. **Budget 2003** – Rick reported that the budget was mailed to each Board member for review prior to the meeting. Rick reviewed the executive summary outlining significant changes in the proposed budget. Rick also reviewed a summary of insurance coverage.

MOTION: *Accept budget as presented.*

MOVED BY: Elinor Weeks, Second: Harry Baker
VOTE: Unanimous, **PASSED**

- b. **Other New Business** – The following new business was heard.
 - i. **Audit 2001** – Gus reported that after reviewing the 2001 audit submitted by Terry Wong, he was prepared to accept it as submitted.

MOTION: *Accept the 2001 audit report as submitted.*

MOVED BY: Gus Enderlin, Second: Harry Baker
VOTE: Unanimous, **PASSED**

- ii. **Vice President** – Harry Baker reported that since Dick Rentz had resigned his position as Vice President, that position has been vacant. Harry recommended appointing a replacement to sit as V.P. until the February annual meeting.

MOTION: <i>Appoint Cathy Martin to Vice President's position.</i>
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MOVED BY: Harry Baker, Second: Elinor Weeks
VOTE: Unanimous, **PASSED**

- c. **Executive Session (ADA)** – After executive sessions the following report was provided

President Akita reported that matters related to access were discussed during the executive session. The request by unit C31 to install a ramped access to the walkway fronting their apartment was approved.

8. **ADJOURNMENT**

Hearing no further business, the meeting was adjourned at 2:30pm