

BANYAN HARBOR

**BANYAN HARBOR ASSOCIATION OF APARTMENT OWNERS
BOARD MEETING
Friday February 21, 2003
BANYAN HARBOR – Unit A1**

1. ROLL CALL

Vice-President Martin called the meeting to order at 11:06am

Board members present

Cathy Martin, Vice-President
Linda Garcia, Director,

Harry Baker, Secretary
Elinor Weeks, Director

Gus Enderlin, Treasurer

Absent

Shirley Akita, President

Motions noted as passing by unanimous vote do not reflect the opinion of absent member Shirley Akita
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Other members in attendance

Gale Enderlin, Loren Knott, Sharon Baker, James Solberg

Outrigger Lodging Services

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

2. PROOF OF NOTICE

Tore reported that notice was posted on 02/01/2003

3. APPROVAL OF MINUTES

- a. **Board Meeting, November 20 2002** – Corrections to the minutes were noted.

MOTION:	<i>To approve the minutes as corrected</i>
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MOVE BY: Harry Baker, Second: Gus Enderlin
VOTE: Cathy Martin: agree, Harry Baker: agree, Gus Enderlin: agree,
Elinor Weeks: agree, Linda Garcia: abstain (absent during meeting)
PASSED [Agree = 4, Against = 0, Abstain = 1]

4. MANAGEMENT REPORTS

- a. **Vice-President's Report** – Vice-President Martin reported that the property continues to move in a positive direction.
- b. **Manager's Report** – Rick reported that the staff continues to work well together. The staff is very appreciative of the year-end bonus. Rick reviewed projects that were completed including work on the small retaining wall outside the recreation area; upgrades to the barbecues with stainless steel parts; the pool deck color coat; new pool mechanical equipment; a major project on the lanai railings to inspect the pickets and rails and repair as necessary; and the irrigation well that is now in operation. Rick added that once work is complete with the irrigation project, lattice and planting will be installed.

5. FINANCIAL REPORTS

- a. **December 2002 Financial** – Rick reported that revenues and payroll are at budget levels. Other operating expenses, due to insurance premium increases, have exceeded the budget by \$35,000. Other than the insurance increase, which was uncontrollable, Chris has been successful in containing costs.
- b. **Reserve Study** – Rick reported that each Board member was supplied with a 6-year snapshot report and the full 20-year study. The roof project is reflected in the study starting the year 2020 with a \$60,000 accrual until the forecasted project date of 2025. Rick added that insurance costs were expected to increase as much as 35%.

6. UNFINISHED BUSINESS

- a. **Land by Building B** – Tore reported that based on the response received via proxy, there will not be enough interest represented to take a vote on this issue. Tore has had conversations with the trustees and discovered through them, that the court is not requiring that the land be sold as part of probate. Based on that, Tore believes, the owner will hold onto the property at least for the near future. The land owner has indicated he may be interested in a short-term lease. Tore reported that a lease would also require a 90% approval rating.
- b. **Barbecue area by building "A"** – Rick reported that a project scope and new pricing is included with the meeting material. Chris obtained a second bid per the Board's request. The original bid submitted by Barry Arruda Construction is lowest. Rick noted that it would be a good time to upgrade the walkway outside unit 4 to a ramp that can accommodate a wheel chair.

MOTION:	<i>To accept the bid to make the walkway leading to unit A4 into a ramp. Total cost of both the barbecue area and walkway improvement not to exceed \$15,000.</i>
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MOVE BY: Harry Baker, Second: Elinor Weeks
VOTE: Unanimous, **PASSED**

- c. **Jacuzzi** – Tore reported that, like the land issue, there is insufficient representation to take a vote on this issue. Tore added that the offer to supplement the cost of installation is likely to be withdrawn by the Timeshare Developer in 2003 since it was tied to a tax rebate that will not be available in 2004.
- d. **House Rules** – The Board reviewed the proposal for plants on lanais drafted by Chris Gampon. There were questions regarding the specifications.

MOTION:	<i>The Board referred the proposed rules for lanai plants back to Chris. They wanted to clarify the wording and specifications during the meeting to be held in May.</i>
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MOVED BY: Gus Enderlin, Second: Elinor Weeks
VOTE: Cathy Martin: agree, Harry Baker: abstain,
Gus Enderlin: agree, Elinor Weeks: agree, Linda Garcia: agree
PASSED [Agree = 4, Against = 0, Abstain = 1]

The Board reviewed the proposal for over-the-air reception devices as drafted by Chris Gampon. The Board had several question that could not be answered due to Chris' absence.

MOTION:	<i>Accept the rules pending review by the Association's legal council.</i>
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MOVED: Harry Baker, Second: Elinor Weeks
VOTE: Unanimous, **PASSED**

- e. **Vision Statement** – Gus reported that the Vision Committee met and a vision is being formed. The committee is scheduled to meet again before the next BOD meeting.
- f. **Property signage** – Rick reported that he would like to pursue installation of a monument sign on the county property we maintain. Rick spoke with Shirley Akita and she has volunteered to speak to her contacts at the county level.

Also discussed were building locator signs. Rick reported that this will be presented at the next Board meeting. He is looking into something inexpensive but classy.

- g. **Other Unfinished Business** – No other unfinished business was presented.

7. NEW BUSINESS

- a. **Audit 2002-** A proposal from Terry Wong to perform the 2002 annual audit was presented to the Board with their meeting material

MOTION: *To accept the proposal from Terry Wong for \$2,500.*

MOVED BY: Harry Baker; Second: Linda Garcia
VOTE: Unanimous, **PASSED**

- b. **Other New Business** – Additional topics were discussed as follows

- i. **Apartment E61 & E62** – It was reported that alterations that do not conform to the Association By-Laws still exist in both apartments.

MOTION: *That a letter be sent to the owner to instruct him to return the apartments to their original state.*

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

- ii. **Apartment L137, cracks in wall** – Bob Martin reported that his sheetrock is showing signs of separation. This can be seen in the bedroom and bathroom of his unit. Bob reported that the cracks have gotten worse within the past few months. Tore suggested that the Board authorize management to call a structural engineer to review the problem and make recommendations. The Board agreed.
- iii. **Meeting Dates** – It was proposed that the annual meeting for 2004 be set so that it can be announce at the annual meeting scheduled for February 22, 2003. The proposed 2004 date is Saturday February 21, 2004.

MOTION: *To accept the proposed date of February 21, 2004*

MOVED BY: Linda Garcia, Second: Harry Baker
VOTE: Unanimous, **PASSED**

- c. **Annual Meeting** – The Board and management discussed the agenda and procedures for the annual meeting of February 22, 2003.
- d. **Executive Session, ADA** – The Board reported that they approved the installation of a wheel chair lift outside the Front Office with a maximum expenditure of \$10,000.

8. ADJOURNMENT

Hearing no further business the meeting was adjourned at 3:05pm