

BANYAN HARBOR

**BANYAN HARBOR ASSOCIATION OF APARTMENT OWNERS
BOARD MEETING
Wednesday May 21, 2003
BANYAN HARBOR – Unit A4**

1. ROLL CALL

President Akita called the meeting to order at 11:17am

Board members present

Shirley Akita, President	Cathy Martin, Vice-President
Harry Baker, Secretary	Gus Enderlin, Treasurer
Linda Garcia, Director	Elinor Weeks, Director
Alan Snodgrass, Director	

Outrigger Lodging Services

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

2. PROOF OF NOTICE

Chris reported that notice was posted on 04/28/2003

3. APPROVAL OF MINUTES

- a. **Board Meeting, February 21, 2003** – Corrections to the minutes were noted.

MOTION:	<i>To approve the minutes as corrected</i>
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MOVE BY: Harry Baker, Second: Elinor Weeks
VOTE: Akita = Abstain [not present], Martin = For, Enderlin = For, Baker = For,
Garcia = For, Weeks = For, Snodgrass = Abstained [not on Board at that time]
PASSED

- b. **Organizational Meeting, February 22, 2003** – Corrections to the minutes were noted

MOTION:	<i>To approve the minutes as corrected</i>
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MOVE BY: Alan Snodgrass, Second: Cathy Martin
VOTE: Akita = Abstain [not present], Martin = For, Enderlin = For, Baker = For,
Garcia = For, Weeks = For, Snodgrass = For
PASSED

4. MANAGEMENT REPORTS

- a. **President's Report** – President Shirley Akita thanked the Board for their vote of confidence in electing her President of the Association. She also thanked Vice-President Martin for chairing the Annual Homeowner's meeting held on February 22, 2003. Alan Snodgrass was welcomed to the Board. Shirley reported that she and several of the Directors had walked the property and they were pleased with the new barbecue area as well as the lattice work built around the irrigation tank and pump-house.

- b. **Manager's Report** – Chris reported that the morale of the staff remains high; the irrigation well is now in full operation and that a lattice surround was constructed and beautified with flowering vines; the tennis windscreen was replaced and a practice board was installed. Chris added that the property's internet website now has a owner area that holds all of the minutes from 1997 to the present, budgets, house rules, and other Association documentation.

5. FINANCIAL REPORTS

- a. **March 2003 Financial** – Rick reported that revenues are in-line with budget; payroll has slightly exceeded the budget; and other operating expenses are favorable to budget forecasts. The results year-to-date show net earnings of \$4,716 which is favorable to budget forecasts by \$2,777.
- b. **Reserve Study** – Rick reported that each Board member was supplied with a 5-year snapshot report and the full 20-year study. Rick reviewed the projects scheduled for completion in 2003.

Harry Baker expressed concern that no money was allocated to roof-gutters and skylights. Chris reported that he would have maintenance take a closer look at the gutters when they begin work on the second stage of the railing project. Harry also reported that he found another cement stairwell that needed to be updated. Harry will give Chris additional information on the stairwell location.

Cathy Martin commented on receiving reports on dry wood termites in cabinets and inside doors. Rick noted that is not uncommon that the pests come in via luggage and rental cars.

6. UNFINISHED BUSINESS

- a. **Barbecue area by building "A"** – Chris reported that the area is almost complete. The only remaining work is to tie-in the sink drain to the sewer. This work will require cutting the walkway. This work will be completed soon and the area will be open by the beginning of June in time for the summer season.
- b. **Jacuzzi** – Chris reported that based on the proxies that were submitted for the annual meeting that will be re-adjourned later today (May 21, 2003), there will not be enough of a percentage to pass a vote on installing the Jacuzzi. Chris added that unless there is substantial turnout at the annual meeting, the Board will have to decide on what they will recommend to the owners attending. The options will be to adjourn to another place and time or adjourn the meeting for a final time. Chris outlined the expenses related to adjournment to another place and time.

Gus indicated that unless the percentage of owners is significantly closer to the 75% needed to pass a vote, that he feels the Board should recommend final adjournment. The rest of the Board agreed.

- c. **Property Signage** - Chris passed two samples around the room for the Board to review. The samples were a sand blasted urethane type sign and the other was plywood with an adhesive background and lettering. Chris indicated his preference of the sandblasted model. Chris reported that the current proposal is to replace all of the building indicator signs and the sign outside the trash dumpsters. When the signs are replaced better lighting will be added so they are more visible.

MOTION:	<i>To replace the signs with new sandblasted urethane type signs.</i>
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MOVED BY: Elinor Weeks, Second: Cathy Martin
VOTE: Unanimous, **PASSED**

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Chris also reported that preliminary communications with the County regarding installation of a monument sign outside the park area fronting the property have been good. We were asked to supply specific information to the planning commission for consideration. Chris asked that the board advise their preference for this project. Currently (as shown in handouts to the board) the intent is to place a lava rock wall, large lettering, and lighting to the sign can be seen from both directions outside the park area.

MOTION: *For management to prepare bids and drawings for a monument sign for ratification at the next Board meeting..*

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

- d. **Plants on lanai, House Rules** – Chris reported that a copy of the proposal submitted during the February meeting was included in the Boards information booklets.

Harry Baker indicated his preference that the mounting hardware be required to be stainless steel or bronze.

MOTION: *Hardware for plants be non-corrosive stainless steel or bronze*

MOVED BY: Harry Baker, Second: Alan Snodgrass
VOTE: Akita = Against, Martin = Against, Enderlin = Against, Baker = For, Garcia = Against, Weeks = Against, Snodgrass = Against
FAILED

Several corrections and additions were made to the guideline to include birdfeeders and better define the number of plants allowed.

MOTION: *To accept the plant/birdfeeder guidelines as amended.*

MOVED BY: Alan Snodgrass, Second: Cathy Martin
VOTE: Akita = For, Martin = For, Enderlin = For, Baker = For, Garcia = Against, Weeks = For, Snodgrass = For
PASSED

Proposed rules for over-the-air reception devices (OTARD) were reviewed.

MOTION: *To accept the guidelines for OTARD devices.*

MOVED BY: Gus Enderlin, Second: Linda Garcia
VOTE: Unanimous, **PASSED**

Proposed rules for home offices were reviewed.

MOTION: *To accept the guidelines for home offices.*

MOVED BY: Gus Enderlin, Second: Alan Snodgrass
VOTE: Unanimous, **PASSED**

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- e. **Vision Statement** – Gus reported on the committee's efforts and read a draft statement. Along with Gus, Cathy Martin represented the AOA. The Timeshare Association was represented by Ed Madamba, and Sharon Baker. Representatives from management included Chris Gampon, Tore Wistrom, and Rick Ball. The statement presented included suggestions made by the Timeshare Board during their meeting earlier this same morning (May 21, 2003). Additional suggestions were made and the draft reads as follows:

Banyan Harbor is a condominium resort community of residents, vacation renters, and timeshare owners. The Banyan Harbor Community maintains consistently high standards and promotes the safety and welfare of all entities of our resort.

Banyan Harbor will demonstrate fiscal responsibility, be well-managed, and well-maintained. We will be guided by the "Aloha Spirit" attending to the interests of our Resort "Ohana".

MOTION:	Adopt Vision Statement as modified.
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MOVED BY: Alan Snodgrass, Second: Linda Garcia
VOTE: Unanimous, **PASSED**

- f. **Structural Inspection – Bldg "L"** – Chris reviewed the process undertaken and support material provided to the Board with their meeting material. The initial inspection by Engineer Peter Taylor recommended installation of additional rain gutters to route water around the buildings K & L. The Board also recommended checking all drainage for Building "K", "L", and "A". Included with the Board's material was a proposal for additional inspections by Shinsato Engineering, a geotechnical engineering firm.

MOTION:	To approve the proposal by Shinsato Engineering and the installation of rain gutters as recommended by Engineer Peter Taylor.
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MOVED BY: Harry Baker, Second: Elinor Weeks
VOTE: Unanimous, **PASSED**

- g. **Modifications in E-61 & E-62** – Chris reported that after writing a letter to the apartment owner he had no response. Chris subsequently called the owner to discuss the issue. The owner indicated that contrary to the reports, there are no violations in either apartment. Chris will inspect both apartments and take necessary action.
- h. **Other Unfinished Business** – Other business was discussed as follows.
- i. **Dry Rot** – Harry reported that he observed dry rot on posts. Harry will provide a report and recommendations to the Board for review.

7. NEW BUSINESS

- a. **Annual Meeting**- Chris reviewed the procedures that would be followed during the annual meeting to be held later that day (May 21, 2003).
- b. **Letter from Alan Snodgrass** – Prior to the meeting Alan submitted a letter with suggestions for procedural changes. Chris responded to the questions posed in the letter.

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- c. **Other New Business** – Other business was discussed as follows.
- i. **G86 Storage** – Chris reported that the owners of unit G-86 had submitted a request, with a plan drawing, to construct a storage unit in their garage. A copy of the plan was provided to each Board member.

MOTION:	<i>To approve the request submitted by the owners of G86 to construct a storage unit.</i>
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MOVED BY: Alan Snodgrass. Second: Gus Enderlin
VOTE: Unanimous, **PASSED**

- ii. **Meeting Dates** - Meeting dates were reviewed and approved as follows:

DATE	TYPE	TIME
Wednesday September 10 , 2003	Board-Telecon	9:00am
Wednesday November 19 , 2003	Board	11:00am
Friday February 20 , 2004	Board	11:00am
Saturday February 21 , 2004	Annual	1:00pm
Thursday May 20 , 2004	Board	11:00am
Wednesday September 15 , 2004	Board-Telecon	9:00am
Wednesday November 17 , 2004	Board	11:00am

- d. **Executive Session, ADA** – The Board reported that no action was taken

8. ADJOURNMENT

Hearing no further business the meeting was adjourned at 2:50pm