

**BANYAN HARBOR ASSOCIATION OF APARTMENT OWNERS
BOARD TELECONFERENCE
Thursday September 16, 2004 – 11:00am
Banyan Harbor – E54**

1. ROLL CALL

President Martin called the meeting to order at 11:05am

Board Members Present (Banyan Harbor)

Linda Garcia, *Treasurer* Elinor Weeks, *Secretary*
Ray Smith, *Director* Charles Looney, *Director*

Board Member Present (teleconference)

Cathy Martin, *President* Gus Enderlin, *Vice-President*

Board Members Absent

Alan Snodgrass, *Director*

Outrigger Lodging Services

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

Note: Unanimous votes do not reflect the opinion of Director Alan Snodgrass

2. PROOF OF NOTICE

Chris reported that notice for the meeting was posted on August 08, 2004.

3. APPROVAL OF MINUTES

- a. **Board Meeting May 20, 2004** – Corrections to the minutes were noted.

MOTION: *To approve the minutes as corrected.*

MOVED BY: Elinor Weeks, Second: Linda Garcia

VOTE: Unanimous

RESULT: **PASSED**

4. MANAGEMENT REPORTS

- a. **President's Report** – Cathy expressed her appreciation to the other Board members and management for flexibility with the meeting schedule. She indicated her preference to keep the discussion on items to a minimum to help facilitate the teleconference format. Cathy reported that there has been a lot of activity on the property including the installation of a new generator for the sewage treatment plant; new filtration system for the pool; the parking lot was repaved; two new security guards; a new front desk employee; a new baby for Christie (Front Desk); and Berto (Security) has assumed active duty status and will be going to Iraq.

- b. **Manager's Report** – Chris reported that along with the items mentioned by Cathy, the Front Office access ramp was completed, in line with that project, accessibility routes were also constructed for building “B” and “D”. The residents and owners who use the improved areas have been very pleased with the results.

Chris also reported that he has instructed Maintenance to increase their efforts on exterior reserve projects including projects on the reports provided by Mokihana Pest Control and the ADA barrier report. Chris has hired an additional part time person to assist with completing these projects.

5. FINANCIAL REPORTS

- a. **July 2004 Financial** – Rick reviewed the July financial statement reporting that revenues are tracking well with budget forecasts. Year-to-date, net earnings are favorable at just over \$2,400.
- b. **Reserve Study** – Rick reviewed the 5-year snapshot and complete 20-year reserve forecast. Chris reported that he plans to increase the reserve efforts and is working with Maintenance on accelerating reserve projects.

Gus requested more information on the status of reserve funds in relation to future maintenance fee increases. Rick reported on the concept that will be used to propose a budget prior to the November meeting.

- c. **Reserves / Investments** – Rick recommended that no changes be made at this time.

6. UNFINISHED BUSINESS

- a. **Property Signage / Monument Sign** – Chris reported that review of the process indicated that addressing the issue with the Mayor and County Council would be the appropriate process. Chris read a letter he proposed for that purpose. The Board approved the distribution of the letter.
- b. **Building “L”, Soil Testing / Repair Options** – Chris reported that multiple soil samples from two separate locations were being taken (on September 16, 2004) and will be analyzed by Shinsato Engineering. Once the analysis is complete Shinsato Engineering will provide the results and recommendations to the Board. Based on reports from Larry Shinsato, results should be available prior to the November Board meeting.
- c. **Modifications to Units E-61 & E-62** – Chris reported that the owner of the units has engaged a realtor to assist with resolving the infractions. Corrective work is being performed (at the time of the meeting) and should be complete within the next two-weeks.
- d. **Termite Report, Follow-Up** – Chris reported that he has assigned the project to maintenance and they have already started work on the list.
- e. **Ramp to Front Office** – Chris reported that the construction of the access ramp for the Front Office is complete.
- f. **Swimming Pool / Salt Water System** – Chris reported that the salt water chlorination system was installed and is operating well.

g. **Other Unfinished Business** – Other unfinished business was discussed as follows.

- i. **Meeting Dates** – Rick suggested that the AOA Board meeting set for September 2005 be changed to take place on September 22, 2005 instead of September 14, 2005. Rick also suggested that the meeting be held on site as opposed to a teleconference.

MOTION: *To change the Wednesday September 14, 2005 Board of Director’s meeting to Thursday September 22, 2005.*

MOVED BY: Elinor Weeks, Second: Ray Smith
VOTE: Unanimous
RESULT: PASSED

MOTION: *To hold the Thursday September 22, 2005 Board meeting on-site (as opposed to a teleconference).*

MOVED BY: Elinor Weeks, Second: Linda Garcia
VOTE: Unanimous
RESULT: PASSED

Meeting dates for 2004/2005 are as follows:

MEETING DATE	MEETING DAY	MEETING TYPE	START TIME
November 17, 2004	Wednesday	Board	11AM
February 25, 2005	Friday	Board	11AM
February 26, 2005	Saturday	ANNUAL	1PM
May 19, 2005	Thursday	Board	11AM
September 22, 2005	Thursday	Board	11AM
November 16, 2005	Wednesday	Board	11AM

All meeting will be held on-site.

- ii. **Property Fronting Building “B”** – Gus asked about the status of the lot fronting buildings “B” and “L”. Tore reported that the original buyer of the property dropped out of the deal. There is another prospective buyer but no news of that transaction is available.
- iii. **Jacuzzi** – Tore reported that there are new Hawaii Statutes that may allow the Association to petition a judge for an exception to the required percentage to install the Jacuzzi. The actual statute will have to be reviewed but this may be an opportunity for the Association to install the Jacuzzi at the pool or deal with other issues that have sufficient support but not the necessary response to proceed with the project. More research on the statute will be done and information provided during the November Board meeting.

7. **NEW BUSINESS**

- a. **2005 Allocation** – Tore reviewed the allocation report provided to the Board.

MOTION:	<i>To accept the inter-company allocations as submitted.</i>
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MADE BY: Linda Garcia, Second: Elinor Weeks
VOTE: Unanimous
RESULT: **PASSED**

- b. **Executive Session (ADA/Owner Relations)** – The meeting was adjourned to executive session at 11:55am. And reconvened at 12:56pm.

Executive Session Report: no report made

- c. **Other New Business** – Other new business was discussed as follows:
- i. **Exterior Door Locks** – Chris reported that mechanisms for the existing locks are becoming harder to obtain. Rick reported that he will look into alternative electronic systems and provide information during the November Board meeting.
 - ii. **Management Conference** – Rick reported that, during the OLS Leadership Conference held over the summer, Chris was awarded the President's Award by Outrigger Lodging Services President John Fitts. Rick commended Chris for the results he and his staff achieve at Banyan Harbor.

8. **ADJOURNMENT**

Having no further business to be heard the following motion was made.

MOTION:	<i>To adjourn the meeting</i>
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MADE BY: Elinor Weeks, Second: Charles Looney
VOTE: Unanimous
RESULT: **PASSED**

The meeting was adjourned at 1:00PM