

BANYAN HARBOR ASSOCIATION OF APARTMENT OWNERS

BOARD MEETING

Thursday May 19, 2005 – 1:00pm

Banyan Harbor – D-42

1. Roll Call

President Martin called the meeting to order at 1:05pm

Board Members Present

Cathy Martin, President Charles Looney, Vice-President
Linda Garcia, Treasurer * Elinor Weeks, Secretary
* Alan Snodgrass, Director Liz Nikolic, Director

Board Members Absent

* Ray Smith, 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

Other in Attendance

Meryl Ferrari, B23 Marcie Gracie, C29 Marjorie Stanphil, C39
Gordon Higa, F75 Vivian Nickerson, H95 Gus Enderlin, J114
Carol Wolf, L146

2. Proof of Notice

Chris reported that notice was posted on 04/22/2005

3. Approval of Minutes

- a. **Board Meeting, February 25, 2005** – Cathy asked for any corrections to the minutes. Hearing none the following motion was made

MOTION: *To approve the minutes as distributed*

MOVED BY: Alan Snodgrass, Second: Linda Garcia
VOTE: 4-for / 1-abstain / 1-absent
RESULT: **PASSED**

- b. **Organizational Meeting, February 26, 2005** – Several corrections were noted.

MOTION: *To approve the minutes as corrected*

MOVED BY: Alan Snodgrass, Second: Charles Looney
VOTE: Unanimous
RESULT: **PASSED**

Notes:

1. Secretary Weeks arrived late to the meeting, her attendance is noted prior to agenda item 4-A.
2. Director Snodgrass had to leave the meeting prior to its conclusion. His departure is noted prior to item 7A (2:15pm).
3. * Issues voted on and noted as “**unanimous**” reflect the opinion of the Board members present and do not include the opinions of Board members absent at that time.

4. Management Reports

Secretary Elinor Weeks arrives and is now included in all discussion and voting

- a. **President's Report** – Cathy welcomed Liz to the Board. Cathy reported that Ray Smith informed her in advance that he was not able to participate with this meeting. Cathy reported that there are many maintenance projects that are on-going and the property continues to progress.
- b. **Manager's Report** – Chris reported the staff continues to work well together. As reported by Cathy, we have many projects that will be undertaken this year. Currently the siding and painting project is underway. We are also working on ADA projects and will continue to do so throughout the year. Other projects will be reported on as they come up on the agenda.

5. Financial Reports

- a. **March 2005 Financial** – Rick reported that revenues are close to budget forecasts. Payroll remains a bit over budget and operating expenses are favorable. Utility expenses remain on-target with forecasts. Year-to-date net profit is at \$6901.
- b. **Reserve Study** – Rick reported that in the past the Board decided to retain a contingency reserve. Based on financial history, the reserve account is no longer a necessity. Rick reported that management recommends closing the contingency account and moving any funds left in it to the operating account.

MOTION:	To close the contingency reserve account and move the balance into the operating account.
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MOVED BY: Alan Snodgrass, Second: Elinor Weeks.
VOTE: Unanimous
RESULT: PASSED

Rick continued his report noting that projects on the Reserve Study are being completed on or ahead of schedule. The allotment for roofing has been increased based on recent experience at another property. Alan suggested that along with conventional materials, rock-on-steel should be considered the next time the roof is replaced. Alan volunteered to provide additional information.

6. Unfinished Business

- a. **Property Signage / Monument Sign** – Chris reported that he met with Mayor Baptiste regarding our proposal to donate a sign to the county inside the boundaries of the park area fronting the property. The mayor and his staff looked into the offer and found no precedence for placing a sign with the name of a commercial project on county property. Chris was informed that the county would not approve any such project.

Marcie Gracie asked about the new pool rule sign. Chris reported that it is scheduled to be installed today.

- b. **Building L, Repair** – Chris reported on the status of the project. Liz asked if building "K" had any problems. Chris reported that to the best of our knowledge there are no similar problem with that building.

- c. **Other Unfinished Business** – Cathy asked if there was any other unfinished business. Hearing none, the meeting continued with the next agenda item.

7. New Business

- a. **Windows & Doors** – Chris reported that as a part of the review of House Rules, the Association's attorney reviewed the issue of doors and windows. His opinion letter states that, based on the definition of apartments, the homeowner is responsible for the maintenance and repair of all doors and windows. Further defined in the association's documents is the ability of the Board to restrict the materials used when a replacement is made to any window or door that allows access to common or limited common elements.

Chris added that in the past the Association had mistakenly repaired or replaced these items at its expense. Based on the attorney's opinion, Chris recommends that the association no longer bear this expense.

MOTION:	<i>In recognition of the attorney's opinion that the AOAO is not responsible to maintain or replace windows and doors, the Association will no longer bear this expense. However to maintain continuity and uniformity the association will continue to maintain and replace the main entry screen and solid core doors, hardware, and locks.</i>
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MOVED BY: Alan Snodgrass, Second: Linda Garcia
VOTE: Unanimous
RESULT: PASSED

Director Alan Snodgrass departs the meeting

MOTION:	<i>That guidelines & recommendations for replacement for all other doors, windows and screens be prepared for the Board's consideration.</i>
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MOVED BY: Linda Garcia, Second: Elinor Weeks
VOTE: Unanimous
RESULT: PASSED

- b. **Executive Session** – The meeting was adjourned to executive session to discuss ADA projects.

Report: No action was taken.

c. Other New Business

- i. **Pool Use** – Marcie Gracie indicated that people are using the pool without authority. Chris reported that he will discuss the issue with security and will ask them provide additional monitoring in the near future.

- ii. **Entry Lights** – It was reported that the lighting outside the unit entry doors is a bit too bright. The Board was asked to consider changing to colored lights to deter bugs. Chris reported that the change from incandescent to fluorescent lighting was facilitated by the fact that the cost of electricity was rising dramatically. Fluorescent lights typically offer a 4-5 fold operational savings. Multiply that by the number of lights throughout the property and the saving is significant. Chris is not aware of any colored fluorescent light bulbs. He will ask maintenance to look into this.

8. Adjournment

Hearing no further business the meeting was adjourned

MOTION:	<i>to adjourn the meeting</i>
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MOVED BY: Elinor Weeks, Second: Liz Nicolik
VOTE: Unanimous
RESULT: **PASSED**

Adjourned 3:10pm