

**BANYAN HARBOR ASSOCIATION OF APARTMENT OWNERS**

**BOARD MEETING**

Thursday September 22, 2005 – 11:00am

Banyan Harbor – D-42

**1. Roll Call**

President Martin called the meeting to order at 11:03am

**Board Members Present**

Cathy Martin, President	Charles Looney, Vice-President
Linda Garcia, Treasurer	Elinor Weeks, Secretary
Ray Smith, Director	Liz Nikolic, Director

**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

**Other in Attendance**

Marge Bailey, H90

**2. Proof of Notice**

Chris reported that notice was posted on 8/23/2005

**3. Approval of Minutes**

- a. **Board Meeting, May 19, 2005** – Cathy asked if there were any additions or corrections to the minutes. Hearing none the following motion was passed.

<b>MOTION:</b>	<b><i>To accept the minutes as distributed.</i></b>
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**MOVED BY:** Linda Garcia, Second: Ray Smith  
**VOTE:** C. Martin = Yes, C. Looney = Yes, L. Garcia = Yes, E. Weeks = Yes  
L. Nikolic = Yes, R. Smith = Abstain, A. Snodgrass = Absent  
**RESULT:** **PASSED** / 5=yes, 1=abstain, 1=absent

**4. Management Reports**

- a. **President's Report** - Cathy welcomed everyone to the meeting. She expressed her well wishes to original owners and tenants Bill and Margaret McNerny who recently moved to California after living at Banyan Harbor for 25 years.

Cathy added that management continues to do an excellent job and the staff continues to be able to meet the challenge of operating the property. She noted that the employees are very dedicated and that the Board will need to make certain that they are well compensated for their efforts.

Cathy ended by thanking the other Board members for their dedication to the property and its homeowners.

**Notes:**

\* 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.

- b. **Manager's Report** – Chris reported that the staff continues to work well together. Chris reviewed the projects that were undertaken during the year highlighting ADA projects that have been completed. Chris praised Drake and his staff for their hard work.

Chris added to his report noting that the Property website was updated. Chris noted the departure of Mr. and Mrs. McNerny. Chris and all of the property associates signed a Banyan Harbor Photo and presented it to the McNerny's as a keepsake to remind them of home.

Rick reported that during the OLS management conferences, Chris and Stephanie were honored with the OLS President's award. Rick, Tore and The Board congratulated Chris and Stephanie for the recognition.

## 5. Financial Reports

- a. **July 2005 Financial** – Rick reviewed the July financial report noting that year-to-date net earnings as of July are \$6,700. Rick added that utility expenses continue to rise. This is evident on the financial reports.
- b. **Reserve Study** – Rick reviewed the 5 and 20-year reports provided to the Board. At year-end it is projected that the Reserve fund balance will be at approximately \$13,000.

## 6. Unfinished Business

- a. **Building "L" Repair** – Chris reported on the most current geotechnical engineer's report. He also reported that the Association Insurance will cover the cost of replacing the footings and lifting the building to bring it back as close to level as possible. The cost of backfill and a vapor barrier will be left to the Association. Chris is working to get a structural engineer to draw plans that we can use to request proposals from local contractors.
- b. **Management Contract** – Rick reported that during the previous meeting the Board reported that it ratified a management fee increase during executive session but did not confirm the amount in the minutes. The Board re-affirmed the increase of \$150 increasing the amount of \$3,250 to \$3,400 per month for management services.
- c. **Building Sign** – Rick reported that after the monument sign for the park was denied by the County Chris looked for an alternative. The best option at this time will be to place illuminated channel letters at the end of building "B". The illuminated letters will be clearly visible from the main road. The plan is to purchase the illuminated lettering and include a non-illuminated logo below it. Without the logo the cost of the letters is estimated at \$3,900. There will also be an expense to install the electrical service to the area. Chris added that the cost of the sign is expected be substantially lower than the amount budgeted for the monument sign.

<b>MOTION:</b>	<b><i>To accept the proposal for the new illuminated letters and logo.</i></b>
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**MOVED BY:** Elinor Weeks, Second: Liz Nikolic  
**VOTE:** Unanimous  
**RESULT:** PASSED

d. **Other Unfinished Business** – Other business was discussed as follows:

- i. **Audit 2004** – A copy of the 2004 audit was distributed to the Board members for review. There were no adjustment or corrections noted by the auditor

**MOTION:** *To approve the audit report as submitted*

**MOVED BY:** Linda Garcia, Second: Charles Looney  
**VOTE:** Unanimous  
**RESULT:** PASSED

7. **New Business**

- a. **Allocations** – Tore reviewed the allocation report highlighting the revenue gained from Timeshare and Rental for electricity and office space.

**MOTION:** *To accept the allocations as submitted.*

**MOVED BY:** Linda Garcia, Second: Ray Smith  
**VOTE:** Unanimous  
**RESULT:** PASSED

- b. **Horseshoe Pit** – Chris was asked to provide a history of this proposed project for the new Board members. Chris reported that the project has been a topic for many years now. It is mainly the interest of Mr. Silva, owner of unit B-18. Thus far the proposed installation has been found to be unsuitable for the property. During the February Annual Homeowner's meeting Mr. Silva asked the Board to look into the project again and report its findings when the annual meeting reconvened in May. Because there was no quorum for the May meeting, the issue was moved to this meeting agenda for discussion.

Chris added that since the February meeting, prices to build one horseshoe pit and a chain link fence enclosure for it at the pool recreation area (behind the shuffleboard area) were obtained. The cost for the project is estimated to be between \$11,000 and \$12,000 dollars.

Ray reported that he has looked into the project and found that there is very little interest in the activity.

**MOTION:** *After revisiting the proposed horseshoe pit project and considering, aesthetics, noise, safety, ADA, the extreme change of use for the area, the apparent lack of interest for the activity, and cost of the project, the request to install a horseshoe pit shall again be denied.*

**MOVED BY:** Ray Smith, Second: Charles Looney  
**VOTE:** Unanimous  
**RESULT:** PASSED

c. **Executive Session (ADA / Meetings)**

<b>MOTION:</b>	<b><i>To adjourn into executive session to discuss ADA issues and meeting attendance for Board members.</i></b>
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**MOVED BY:** Elinor Weeks, Second: Liz Nikolic  
**VOTE:** Unanimous  
**RESULT:** PASSED

Adjourned to executive session: 12:48pm  
Meeting reconvened to regular session: 1:38pm

Executive session report: There was discussion regarding meeting attendance and cost of travel. No action taken.

d. **Other New Business –** Other new business was discussed as follows:

<i>Note: in order to allow uninterrupted participation by meeting attendees, this item was discussed prior to the adjournment to executive session (see above). For the purpose of the minutes it is reported in the order listed on the meeting agenda</i>
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- i. **Pool Use –** Ray reported that there has been high use of the pool. He asked that security patrol the area more often so they are familiar with who is using the facility. Marge Bailey reported that she has seen several people that should not be using the facilities at the pool. Chris agreed that with the high volume of use, there is a need to watch the area more closely. Chris added that some of the problems we've had lately have come from resident owners. In one case, the pool code is being given out. In another, an owner had water slides and other contraband equipment erected at the pool without notification or obtaining permission. Chris reported that he will ask security to keep a closer watch, especially during weekends and holidays.
- ii. **Dumpsters –** It was asked that maintenance be assigned the duty of picking up trash in the dumpster area if there are items left on the ground. Chris will ask maintenance to keep a closer watch of area. Chris reported that he has seen residents walk their trash to the dumpsters, drop their bags on the ground, and leave.

8. **Adjournment**

Hearing no further business, the meeting was adjourned at: 1:40pm