



**BOARD OF DIRECTORS  
ASSOC. OF APARTMENT OWNERS - WAVECREST RESORT, INC.  
Kaunakakai, Hawaii**

**NOTICE OF MEETING**

Date: Tuesday, March 14, 2017

Time: 9:00 a.m. HST

Place: Wavecrest Cabana & via Teleconference

**Agenda and Order of Business**

**Call to Order:** Determination of Quorum – Homeowner's Roll Call - Proof of Notice of Meeting

Video or audio recording of this meeting is not allowed. This meeting is for owners only.  
Owner are asked to hold their comments until the Open Session after the regular business meeting of the Board of Directors.

**Review/Approve** Regular Meeting Minutes of December 2, 2016 (name correction for A304)

**Officers Reports**

President – Treasurer - Secretary - Resident Manager

**Reports** – Heating of the Pool – Richard Felkins  
Reserve Committee – Verne Albright  
Parking Permits – Bret Hoffman  
Sub-Metering – Jack Thornton

**Old Business**

Exterior Wiring on Common Building Elements  
Record Retention

**New Business**

Washers-Dryers  
2017 Budget/Homeowner Dues Review – Martha Strock

**Open Session** - Owner Comments

**Executive Session** - Employee/Personnel Issues – Delinquencies & Liens

**Adjournment**

*Conference Dial-In Number:  
1 (712) 432-1500  
Guest Access Code 657819#  
This is no longer a free call.....*

**DATE OF NOTICE**  
**Wed. March 1, 2017**

Respectfully Submitted  
By  
Annie Albritton, Secretary



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WAVECREST RESORT, INC.  
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## PRESIDENTS REPORT MARCH 14, 2017

I always enjoy entering the grounds at Wavecrest because our landscaping here is one of our top features, thanks to the staff. Also, the staff has been utilized in several larger in-house projects as well, at considerable savings to the association. Thank you staff for being willing to take on these projects in-house with us. As you may or may not know, Ted Johns has continued to take on more and more critical roles at the WWTP. This is no easy task as our WWTP is an aging system. If you wonder why you are hearing about concerns, like it needs attention, two of the main reasons are 1. Ted's familiarity with the system has allowed him to assess the system more accurately; he has it running near its useful limits and 2. Ted's integrity. He will not sugar coat the issues and he is reporting to state agencies accurately. Thank you Ted for taking on a huge responsibility and giving Wavecrest credibility with the state agency that oversees the WWTP.

Bret is overseeing many new adjustments and office procedures with Matt's help. Bret has been asked by me to change communication formats, project reporting formats, approval procedures, rental interactions, write procedure on parking permits, trespass issues, registration procedures, responses to corrective action forms, staff scheduling, security oversight, as well as addressing some new issues that are on the horizon. Thank you Bret for taking on these changes with me. At Suzanne's suggestion, Bret and I are meeting with local realtors who rent out units here at Wavecrest. The goal is to communicate closer with these local realtors and to reduce corrective action issues and make sure renters understand our bylaws and the warning and fine procedures, in addition to informing them of what renters should expect when they arrive at Wavecrest.

The smoking areas are up and running and look great. Thank you to all who use them. Also, the parking island in front of A building has been removed, allowing the fire department to get their big truck all the way in and turn around.

Two of the items up for discussion are the heating of the pool and the reserve committee report. Thank you to the reserve committee for your extensive work. It is no small task. And Richard Felkins, thank you for the additional work you put in on the pool heating as each time you updated me I asked you for more and more information. Richard took on the task of testing the pool water with a new updated commercial pool kit, as well as analyzing the results, looking for solutions and helping find an expert to address the test results. I look forward to the presentations on each of these items.

Special thanks to Jon Givens and the current board, as you have been a pleasure to work with and I look forward to working with you in the coming year.

Best regards,  
Jack Thornton

# Wavecrest AOAO Treasurer's Report

Actual 2016      Actual 2017      Budget 2017  
31-Jan      31-Jan

Revenue      78841      75403      76535

## Expenses

Utilities	19291	11119	17315
Professional Services	7937	3663	4857
Bldg Maintenance	15806	4461	18968
Payroll & Benefits	29560	31332	27912
Other expenses	24800	11809	24443
<b>Total Operating Expenses</b>	<b>97394</b>	<b>62384</b>	<b>93495</b>

Net Revenue      -18553      13019      -16960

Capital Improvements      1530      2323      51195

## Cash and Investment Balance

Operations	41761	95,838.00	9515	Transfer To/From
Reserves	428334	303071	1180	

Total Association Cash      470095      398,909.00      10695

Budget includes Generator WWTP, Cabana BBQ Roof,  
Water Heater B, Gutters not yet expended  
  
Total Cash down \$71,186

## Delinquencies - Active Owners

Maintenance Fees	67851	112232	44,381.00
Legal Fees	5037	1751	(3,286.00)
Late Fees	12658	31902	19,244.00
Interest Charges	8	13560	13,552.00
Rental Income-Locker Storage		50	50.00
Other	100	80	(20.00)

Includes fines, lien processing fees, return fees

Total      85654      159575      73,921.00

Delinquencies - Inactive Owners      71049      100946      29,897.00

Nine units account for 2017 Inactive units -  
four currently available to rent by Wavecrest.



## Secretary's Report

March 14, 2017

This has been an extremely quiet three months for me as far as owner contacts. A lot of work has been going on through various owner committees with questions to your Secretary almost non existent. I am encouraged that this indicates issues relating to house rule and bylaw violations as well as maintenance issues are being handled through the forms reporting system in place on our website and at the office.

One owner was kind enough to note a correction to the December minutes and then the end of January an owner requested that washers and dryers be a line item on today's agenda - which it is.

One of the tasks that I volunteered for in December was to sort through our record retention situation with Hawaiiana. Matt at the front office did his part with the files he has access to but I fell short on getting my portion of the job finished. I will try to have a recommendation to the membership and board by our next meeting.

Notices from the front office continue to be timely such as announcing to owners the new storage locker fee's that took effect as of January 1st. Continued notices for events such as Bingo and necessary pool closures keep owners up to date with Wavecrest happenings even if they are not on site.

I want to thank you for allowing me to continue to be of service as Secretary to your Association.

Annie Albritton  
Board Secretary

Prepared March 1, 2017

Managers' Report for Wavecrest Board Meeting. 3/14/2017

Our staff continues keeping Wavecrest beautiful by working hard and staying consistent with improvements and daily upkeep.

A big Thank you to our Staff!

Buildings:

- Numerous repairs addressed, with emergency water leaks and several afterhours issues. Plumbing repairs or Water damage mediation, drywall repair, painting and restoration.
- Endless deferred maintenance and other basic maintenance repairs and upkeep, a big thank you to Paul Fisher and his diligences in keeping these ongoing deteriorated items in check. Office received well Over 50+ Maintenance requests!
- Removal of mildew and staining on buildings, practically A building east end facing the pool.
- Various Administration / Office duties and relations. House rules violations & maintenance request being completed.
- The ongoing advancement of the Spindle reinforcement project and mediation work under way, CURRENTLY ALL LANAIS HAVE BEEN COMPLETED, this is a major accomplishment, and I commend this safety issue as being prioritized, as well as the large savings to the AOA with in house performance. Staff will be continuing on the parking lot side to secure the walkway spindles and bracing there too.
- Work on resolving the incomplete sub metering project with NPC. The design anticipated should address the need for a wireless system, other details will be presented only after approval is given based upon receiving design plans.
- Installation of 2 new commercial water heaters and fittings for the for A & C building, as well as other repairs to the hot water systems and existing plumbing. Completed
- Cabana BBQ new roofing installed and looks great. Completed.
- County backflow test completed and passed.
- Maintenance to cabana lighting and touch of rust for longevity and other repairs.
- Several gas leaks reported with maintenance inspection and the coordination of Gas company expertise.
- Flat roof north of the cabana had been repaired and sealed with new gutter installation.
- Repairs to office apartment with electrical component to hot water heater and tub valve replacement.
- Post office coordination and planning to install mail lockers at office where old water dispenser was. This will be installed by federal contractors at no expense to the AOA.
- Hauling of various loads of materials for several work projects.
- Gutter repair at a building, use of scaffold and remounting to resolve leak and roof leak into A310.
- Reserve committee with new ideas and projects in the discovery stage being proposed.
- Renovation work in pool attendants work room and water damage mediation.
- Laundry work including, contractual obligations by vendor. Our maintenance has also been active in minor repairs and venting issues. Cleaning of vents with some new vents installed.
- Licensed electrician and crew repaired several lighting and other electrical matters.
- Fascia board repairs to C building, also several repairs to lanais siding and trim.

- Additional renovation started for unit B210. Work on other rental units = Of note we have the 4 Wavecrest units rented = A 102, A 312, C 102 & office apartment.
- Repairs to corrosive tie-down straps and brackets with replacement or additional straps as well as cleaning and protective coating.
- Other various detailed repairs and numerous maintenance preformed throughout the property.
- Computer work, upgrades and administrative duties galore. Lots of internet issues.

#### Grounds:

- Removal of invasive weeds throughout the Resort.
- Numerous irrigation repairs addressed, due to the aging complex and age of the irrigation system there is more frequent major repairs to or system, involving diagnosing and lots of work in trenching and repairs.
- Several locations with the addition of new plantings.
- Review and inspection of pest control company and their techniques, new advance battery traps purchased for use available per request.
- Drainage dug and reinstalled at entry drive to minimize water pooling up.

#### Wastewater treatment plant:

- Various Projects, being proactive in WWTP efficiency and improvements.
- State yearly inspection and preparation for. The results being expected by mail to management.
- Security camera reinstall of lines with new conduit.
- Bleach use being an issue with a proposed banned on bleach for Wavecrest.
- Trouble shooting and digestive breakdown balancing phosphorous soluble in digestion tanks.
- Additional Emergency preparedness planning, as well as work with our licensed over site.
- Numerous small and operational improvements and cleaning of system in the WWTP.
- Continued education of the guest and owners of the importance what to Not put down our drains and the delicate balance of operating our own Waste Water Facility with State regulations and guidelines. We continue to put out both documentation, flyers and emails to keep all residents and guest with the correct understanding.

#### Swimming Pool and Cabana:

- BBQ and pool floor area cleaned again and will be up kept with a scheduled cleaning of floor.
- Work with cabana committee and design aspects to make a more cosmetic and functional area.
- Preparation for Wavecrest sanctioned events, Valentines party, Homeowner's luau, etc.

- More work on Pool attendant's maintenance room, where rotted wood had to be replaced and mediation repairs.
- Work on grills and replacement of parts, also new area for cleaning of grills.
- Expert advice or consultation to better train all staff in the chemistry of pool and issues needing a resolution. New pool test kit and other applications to address pool concerns.
- Repairs to pool gate and new lock install, also shower at ocean side.
- New steam vacuum has now cleaned all hallways and the cabana carpet, this is a labor intensive and time consuming undertaking with evident results, a rotating schedule will be put into place, covering every building and cabana on some type of regularity.
- Resolving Pool clarity and enforcement of showering off prior to pool use.

#### Scheduled Maintenance

- To be determined as needed and by Board recommendations.
- Several items; Pool heating project, gutter work and gutter replacement, pump house new roof. Plus, numerous misc. upgrades and deferred maintenance upkeep.

#### Of Note

- Wavecrest has basic screen doors for sale at cost. These screen doors are much superior than the ones at Atlas Building Supply, these screen doors have a middle support bar to reinforce strength, they also have metal casters for more durability. Inquire at the office, these screen doors are \$100 each, non-refundable, payable to Wavecrest AOA.