



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

Thursday October 6, 2016
8:00 a.m. HST
Wavecrest Cabana & via Teleconference

AGENDA

Call to Order

Determination of Quorum - Homeowner's Roll Call - Proof of Notice of Meeting

Review/Approve Regular Meeting Minutes of May 26, 2016

**Acknowledgment of Board Resignation
Board Interim Appointment**

Officers Reports

President - Treasurer - Secretary - Resident Manager

Old Business

Electric/Solar Power Bill Monitoring
WC Insurance – Water Damage – Reporting Requirements
Update ADA Requirements for Service Animals & Other Accommodations

New Business

Fire Safety Ladders – Lanai Requirements
Security Guard Classification Act 208 (HRS-463-20-5 Education Requirements)
2017/2018 BUDGET
Review Reserve line item replacement dates

Open Session - Owner Comments

Executive Session

Employee/Personnel Issues – Delinquencies and Lien - Legal Issues

Adjournment

*Teleconference Information:
1 (712) 432-1500
Guest Access Code 657819#
This is no longer a free call.....*



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Agenda and Order of Business

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DATE OF NOTICE September 26, 2016

Respectfully Submitted

By

Annie Albritton, Secretary

PRESIDENTS REPORT FOR OCTOBER 2016 BOARD MEETING

The October board meeting is our annual budget meeting so most of the meeting focus will be on the 2017 budget.

Our manager and staff work hard to make Wavecrest an attractive and pleasant place to be. They also work hard on projects, which helps keep the resort on budget.

One of the ways we have been able to stay on budget is by doing projects in house. We could accomplish some of these tasks faster by doing them with outside labor, but with budget busting consequences. We have increased our labor expenditures to increase our commitment to maintenance and projects. We are presently replacing and repairing parts of the lanai handrails and flashing. We will also need to discuss at this meeting projects for 2017.

Ted has been getting the WWTP improved with needed maintenance. He has passed his class I exam and should soon have a license for our class II plant. Thank you to all our staff for their hard work and to the volunteer homeowners who help on committees and projects.

Regards,
Jon Givens, President

**Wavecrest AOA
Treasure's Report**

Aug-16

	Current Month		Year to Date			Variance	Comments
	Actual	Budget	Actual	Budget			
Revenue	75762.03	76438.33	616652.88	611506.64	5146.24		
Expenses							
Utilities	7551.97	16849.66	133439.27	134797.28	-1358.01		
Professional Services	5503.66	3863.81	47045.06	32110.48	14934.58		Legal Fees \$11331.48 over budget
Bldg Maintenance	6944.92	8675.16	78840.60	69401.28	9439.32		
Payroll & Benefits	26420.21	24743.86	240637.47	226924.52	13712.95		
Other expenses	4543.52	4170.00	124925.47	122275.00	2650.47		
Total Operating Expenses	50964.28	58302.49	624887.87	585508.56	39379.31		
Net Revenue	24797.75	18135.84	-8234.99	25998.08	-34233.07		

DELINQUENCY REPORT

Aug-16

1-30 days

31-60

61-90

90+

ACTIVE OWNERS SUMMARY:

Maintenance Fee	98,639.12	3636.8	2468.11	92534.21
Legal Fee Reimbursement	16,945.78	564.02	607.67	14337.51
Late Charges	34,449.02	60	40	34309.02
Interest Charges	5,599.61	1470.62	1445.42	1201.35
Lien Processing Charge	50			50.00
Return Fee	90	60		30.00
ACTIVE OWNERS TOTAL	155,773.53	5791.44	2093.09	142462.09

INACTIVE OWNERS SUMMARY

Maintenance Fee	173458.71	3636.8	2468.11	167353.8
Legal Fee Reimbursement	229572.22	836.92	619.89	26653.74
Late Charges	47072.22	60	40	46932.22
Interest Charges	5617.36	1470.62	1445.42	1219.1
Rental Income-Lockers/Storage	878.58			878.58
Lien Processing Charge	100			100
Return Fee	90	60		30
INACTIVE OWNER TOTAL	256789.09	6064.34	2105.31	243167.44

Secretary's Report
October 6, 2016

Since our last regular meeting on May 20, 2016, I have received 20 emails
From six owners as follows:

- 5-20 Request to discuss fire ladder access from 2nd and 3rd floor lanais
- 9-27 Request for information on Handicapped Assistance Animal Requirements
- 6-20 & 7-11 Security call-back issues
- 6-29, 8-14 & 8-20 Weekend pool security problems
- 7-4 Reported fireworks at Wavecrest
- 10-14 & 10-19 Issues with shoes in halls
- 10-19 & 11-2 Lack of communication on formal complaint issues. Asked that this be discussed in open session.
- 11-5 Asked that the cabana remodel and new chairs be discussed in open session
- 9-15 Forwarded facebook posting about Ohia Stream backup
- 6-7, 6-20 & 6-21 Excessive noise issue
- 9-4 Inquiry about common area under the stairwell
- 9-14 Security issue with B Building
- 6-27 Question about kayak storage area

Respectfully Submitted,

Annie Albritton
Board Secretary

Prepared September 27, 2016

Managers' Report for Wavecrest Board Meeting. 10/06/2016

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. Some of the Unit's which may of been effected are as follows = A101, A201, A301, A102, A202, A302, A108, A208, A308, A109, A209, C101, C201, C301, C102,
- Designated smoking area Number 2 near C building, bike shed has improved rain shelter and new pavers / landscaping installed.
- Rain gutter patch work, with efforts to get bids from contractors to make more major repairs to the complete gutter systems of the whole resort.
- Various Administration / Office duties and relations. House rules violations & maintenance request being completed.
- New security training and planning to address concerns with documentation towards the adequately verification and confirmation of any complaints. Currently seeking a new employee.
- Spindle reinforcement project and mediation work under way, this is a case by case custom repair and mediation work involving railing reinforcement, wood replacement, flashing and sealing. This is a major undertaking which is being performed on top of the endless other maintenance and emergency events that need to be addressed here at Wavecrest.
- Installation of new turn off and shower valves at the Wavecrest owned unit adjacent to the office.
- New design / landscaped outdoor shower location at the pool being completed, making it much more functional.
- Pest prevention and eradication of rodents evaluated with same course of action determined.
- Hauling of various loads of materials for several work projects, and orders from Home Depot.
- Removal of landscape island in parking lot, with electrical and plumbing repairs, also new cold patch filled, to be finish sealed shortly. This has been performed based on meetings with our local Fire Department and their ability to respond to fires and the turnaround spacing needed.
- Hiring, orientation and training of new staff, Still underway.
- Fire Department consultation and public meeting on 7/6/16 to review public input regarding the Pukoo Fire Station location, due to the fact it is and old building and located in a flood zone.
- Inspection of fire ladder options and best place to mount with type of hooks, etc.
- Repairs to golf cart, currently 2 carts in operation both serviced and working well.
- Rental of Wavecrest owned units, unit turn and prep. Units A102, A312, B210, C102
- Solar light replacement and repairs to lighting.
- Work with Luigi to create a river maintenance program of the stream bed to keep the level at the approved drainage specs per Army Corp Engineers. This maintenance should occur yearly and will allow proper drainage to be maintained.

- Maintenance yard awning for storage of materials with other improvements to maintenance yard and gates.
- Independent contractor hired as a consultant to further review the sub metering installation and explore the variable options.
- Counter top and framing rebuild with plumbing work at BBQ counter top. Granite installed with new sink.
- Several hurricanes and major storms had brought serious weather conditions with prep, planning and clean up.
- Licensed electrician and crew repaired several lighting and other electrical matters.
- Other various detailed repairs and numerous maintenance performed throughout the property.
- Computer work, upgrades and administrative duties galore.

Grounds:

- Removal of invasive weeds throughout the Resort.
- New hedge replacement of what was a mixed assortment of dead hedge and weeds, new plantings in front of C building eastern side.
- Additional hand clearing and hurricane preparedness.
- Several irrigation repairs addressed.
- Irrigation work where island removal in the parking lot occurred.
- Landscaped areas, ground cover and cinder.
- Nursery maintenance and additional plants cultivated in our nursery.
- Several locations with the addition of new plantings.

Wastewater treatment plant:

- Various Projects, being proactive in WWTP efficiency and improvements.
- Ted Johns applied to take Grade 2 State operators licensing, pending scheduling.
- Relay switch replacement for pump station controls at plant.
- Sewage pump failure with new sump installed at lift station.
- Request submitted for DRC for Ted Johns to be the licensed oversight in charge.
- Trouble shooting and digestive breakdown balancing phosphorous soluble in digestion tanks.
- Additional Emergency preparedness planning, as well as work with our licensed oversight.
- 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:

- Working with Luigi on what is needed to obtaining permits, etc. for heating the pool. The BBQ roof is the only approved structure to mount on top above adjacent the pool. Several concepts being explored.
- Pool attendant's maintenance room underwent major work where rotted wood had to be replaced and mediation repairs.
- New steam vacuum is being used with A building hallways now complete, a rotating schedule will be put into place, covering every building and cabana on some type of regularity.
- Flooring replacement and pool equipment work at the pool maintenance room.
- Kayak organization and the removal of kayaks which have not paid for their storage.
- Resolving Pool clarity and enforcement of showering off prior to pool use.

Scheduled Maintenance

- To be determined as needed and by Board recommendation.
- Several items suggested by management including; Pool heating project, gutter work and gutter replacement, pump house new roof / rebuild of pump house, pool concrete / BBQ concrete staining, new tile / remodel of bathrooms at pool. 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 AOAO.