



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

NOTICE OF MEETING

Date: Friday, May 20, 2016
Time: 8:00 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

Review/Approve Regular Meeting Minutes of March 15, 2016

**Acknowledgement of Board Resignation
Board Interim Appointment**

Officers Reports
President – Treasurer - Secretary - Resident Manager

Old Business
Washer/Dryer Update
Sub-Meter Update
Pool Heating/Cabana Roof Update

New Business
New Owner Welcome Letter
New Parking Pass

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 May 16, 2016

Respectfully Submitted
By
Annie Albritton, Secretary



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

Friday, May 20, 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 March 15, 2016

**Acknowledgment of Board Resignation
Board Interim Appointment**

Officers Reports

President - Treasurer - Secretary - Resident Manager

Old Business

Washer/Dryer Update
Sub-Meter Update
Pool Heating/Cabana Roof Update

New Business

New Owner Welcome Letter
New Parking Pass

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.....*

PRESIDENTS REPORT OF MAY, 2016

Aloha.

We are working on a number of maintenance projects now that we are in a season of lower occupancy. We are applying a seal coat to the parking lots. The exterior light fixtures are 95% replaced. We have ordered materials for repair of lanai spindles.

We have rebuilt the shower at the pool. Please use the shower before entering the pool as it helps maintain our pool water quality. An additional reminder that our resort has a private septic system and it is not designed to handle nonhuman waste. Do not put grease, trash, plastic, diapers, or the like in the sink or toilet drain.

A reminder to owners, the installation and use of water shutoff valves in your individual unit, when you are absent, reduces the risk of water damage to your unit and other units. Please contact the Wavecrest front office if you would like to have water shut off valves installed in your unit so the office can help facilitate this. Additionally, if you have a clothes dryer in your condo it needs to comply with Maui County Building Code, which means interior units cannot have vented dryers and only end units with aoao approved vents can have vented dryers. If you have a dryer, which does not comply with this law, it needs to be removed.

We continue to improve the landscaping at the aoao.
Our staff and manager work hard to make Wavecrest a
pleasant and well-maintained place. I want to say a big
thank you for all they do.

Regards
Jon Givens

SECRETARYS' REPORT

MAY 20, 2016

Since our last regular meeting on March 15, 2016, I have received email correspondence from three of our owners concerning the following issues:

An owner wrote on 3-18 and again on 4-29 asking for an update and offering some information concerning illegal washer/dryers at Wavecrest.

A second owner wrote on 3-27 with security observations, on 4-28 concerning continued pool maintenance issues and on 5-15 asking for the status of WC owned unit B210.

A third owner wrote on 3-20 about the realignment of the DishTV antenna mounted on A Building and again on 5-3 asking for an update on plantings in the streambed.

The front office continues to keep owners timely informed on a variety of important issues from meeting date changes to a newsletter introducing the new Parking Pass system. Also notice that a quarterly walk-about of the complex will make note of house rule violations. And this month a Dryer Safety Fact Sheet and Dryer Tip Sheet were sent to owners.

Thank you for your continued support of our board and staff.

Respectfully Submitted,

Annie Albritton
Board Secretary

Prepared May 15, 2016

Wavecrest AAO
Treasure's Report May 2016

As of March 31, 2016

	Actual	Current Month Budget	Actual	Year to Date Budget	Variance	Comments
Revenue	91413.15	76438.33	233967.04	229314.99	4652.05	
Expenses						
Utilities	15575.83	16849.66	46796.52	50548.98	-3752.46	
Professional Services	5082.10	3863.81	16144.39	12791.43	3352.96	
Bldg Maintenance	13720.96	8675.16	35603.44	26025.48	9577.96	
Payroll & Benefits	27981.52	24743.84	83106.19	84055.93	-949.74	
Other expenses	21355.06	20870.00	66779.86	65295.00	1484.86	
Total Operating Expenses	83715.47	75002.47	248430.40	238716.82	9713.58	
Net Revenue	7697.68	1435.86	-14463.36	-9401.83	-5061.53	
Operations Cash on Hand	77505.72					
Reserves	382423.46					
TOTAL	459929.18					

Delinquency Report

Balance

Active Owners Summary:

Maintenance Fee	100,271.22
Legal Reimbursement	13,332.91
Late Charges	33,691.91
Rental lockers	36.60
Lien Processing	50.00
Return Fee	30.00
TOTAL	\$147,411.79

Inactive Owners Summary

Maintenance Fee	77,228.14
Legal Reimbursement	12,316.23
Late Charges	13,278.39
Rental lockers	950.00
Lien Processing	50.00
Interest Charges	30.50
TOTAL	103,853.26

Newsletter to Owners

This newsletter will bring you up to date on several new procedures that are being implemented at Wavecrest.

ACCESS PORTS: In an ongoing attempt to be proactive towards ongoing maintenance issues relating to common plumbing walls within our buildings, we are implementing the installation of access ports. The most likely point of installation will be beneath both the kitchen and bathroom sink areas.

These access ports will give our staff quick access to the plumbing wall area when trying to determine the location and source of a water leak within the first, second and third floor plumbing stack. Quick response is essential to minimizing damage to both the AO AO common elements and personal property within individual units.

If you are interested in having your unit evaluated for access panel installation, please contact the front office and arrange for an appointment. In the meantime as new plumbing leaks occur and access holes are cut into sheetrock walls, access port panels will be installed at that time.

Please remember the AOAO needs your contact information – phone number and email – in the event of an emergency where immediate access is required to prevent property damage. If no contact is provided, the AOAO has the authority to enter your premises by any means available and you will be billed for any damage/repairs caused by the emergency entry.

The AOAO is also authorized to enter your premises for general maintenance of the common elements and we will always provide you with advance notice of our anticipated entry date.

You are also reminded to carry owners insurance for the personal effects within your unit.

PARKING PASS: Wavecrest has implemented a Parking Pass system so that each unit will be issued their own pass to be kept on the dashboard of their vehicle. One pass will be issued for each unit upon registration. Temporary guest passes will also be available at the front office. The parking pass system is designed to help our security identify vehicles that do not belong on premises and eliminate some of the problems we are having with improper use of our facility.

Passes would need to be picked up and signed for at the front office during normal business hours. Please contact your on-island representative to contact the front office. If lost, there will be a \$50 replacement fee – the same fee charged for laundry room keys. It is recommended the passes be kept in the unit or in the unit vehicle at all times.

Your assistance and cooperation in implementing these new processes is greatly appreciated.

Managers' Report for Wavecrest Board Meeting. 5/20/2016

Our staff continues keeping Wavecrest beautiful by working hard and staying consistent with improvement 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, A315, C305, C109, C209
- Designated smoking area near A building has improved rain shelter.
- Rain gutter patch work, with efforts to get bids from contractors to make more major repairs to the complete gutter systems.
- 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.
- Manager and Security walkabout addressing all minor and cosmetic violations on patios. etc.
- Installation of a new light fixtures / sconces throughout the Resort with this exterior upgrade of the new design lighting to be in compliance with mandate dark sky Maui county deadline. We now have installed 95 % to date.
- Pad build out with new design at our new outdoor shower location at the pool. 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.
- Fire systems valves all upgraded to new by licensed plumber.
- Entry steps at office underwent an upgraded with improved stair nose treading and improved surface traction.
- Hiring, orientation and training of new staff, Still underway.
- Inspection of dryers in units with units in violation making corrective measures.
- Repairs to golf carts, currently 2 carts in operation both serviced and working well.
- Rental of Wavecrest owned units, unit turn and prep.
- Photo cell replacement and repairs for lighting.
- Maintenance yard project to have a more set up and usable maintenance yard.
- Solar monitoring as well as further review of sub metering installation set back and incompleton.
- Prep of Spindle hand rail project and materials order for project, awaiting only some backordered items.
- Licensed electrician and crew repaired several lighting and other electrical matters.
- Other various detailed and numerous maintenance repairs throughout the property.

Grounds:

- Removal of invasive weeds throughout the Resort.
- Additional irrigation installed to sufficiently water the new hedge along driveway on southern side.
- Area filled with gravel to make smooth affronting seating areas.

- Numerous irrigation repairs addressed.
- Landscaped areas, pavers and cinder.
- Nursery maintenance and additional plants cultivated in our nursery.
- Numerous locations with additional new plantings.

Wastewater treatment plant:

- Various Projects, being proactive in its efficiency and improvement.
- Ted Johns has passed Grade 1 State operators licensing, congratulations. Our plant is grade 2.
- Management workshop with Rural Water Hawaii, training regarding tools and strategies in waste water treatment management.
- Scheduled CEUs for operator requirements to attain for licensing renewal.
- 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.

Swimming Pool and Cabana:

- Working with Luigi on what is needed to obtaining permits, etc. for heating the pool.
- Shower reconfiguration and some cement work.
- Flooring replacement and pool equipment work.
- Resolving Pool clarity and enforcement of showering off prior to pool use.
- Pool up keep and projects around pool area, including removal and level of rock stem wall next to shower.

Scheduled Maintenance

- Spindle / railing project, which will involve months to complete with scaffold being erected in front of all units and in the parking lot.