



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

NOTICE OF MEETING

Date: Friday, September 25, 2020

Time: 9:00 a.m. HST

Place: via ZOOM Teleconference

Agenda and Order of Business

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

Review/Approval of Minutes and Reports

Regular Meeting Minutes of June 26, 2020

President, Treasurer, Secretary, and Manager's Reports

Discussion/Action Items

Appointment and Ratification of New Board Member

Budget

Reserve Study

Discussion Only

COVID-19

Review of Contractor, Vendor, Guest and Owner Responsibilities

Insurance Reminders

Open Session - Owner Comments limited to three (3) minutes

Executive Session – Closed session called by the Board President

Adjournment

Teleconference Information:
1-669-900-6833
Meeting ID: 7348057854
PIN: 936705

DATE OF NOTICE
Friday, September 18, 2020

Respectfully submitted by:
Michael Nicholls

Zoom weblink: <https://us02web.zoom.us/j/7348057854?pwd=aGVVcmM3TWdMYVpKdjRkSihRRzJTUT09>



**BOARD OF DIRECTORS – ASSOCIATION OF APARTMENT OWNERS
WAVECREST RESORT, INC.
KAUNAKAKAI, HAWAII**

**FRIDAY, SEPTEMBER 25, 2020 – 9AM HST
VIA ZOOM TELECONFERENCE**

Video or audio recording of this meeting is not allowed. This meeting is for owners only. Owners are asked to hold comments until 'open session' following the business meeting of the Board of Directors.

DUE TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS AND TO CONTINUE MINIMIZING THE SPREAD OF COVID-19, MEMBERS OF THE BOARD OF DIRECTORS WILL BE PARTICIPATING BY TELECONFERENCE INTO THE BOARD OF DIRECTORS MEETING FOR SEPTEMBER 25, 2020.

ZOOM WEBLINK - <https://us02web.zoom.us/j/7348057854?pwd=aGV Rc m M 3 T W d M Y V p K d j R k S I h R R z J T U T 0 9>

CALL IN INFORMATION – DIAL 1-669-900-6833, MEETING ID 7348057854, PIN 936705

AGENDA

CALL TO ORDER

ROLL CALL - *Determinization of Quorum, Homeowners Roll Call, Proof of Notice of Meeting*

AGENDA ADJUSTMENTS - *Board President to approve adjustments to the current agenda.*

APPROVAL OF MEETING MINUTES - *Approval of Meeting Minutes for June 26, 2020*

DIRECTOR REPORTS

MANAGER'S REPORT

DISCUSSION/ACTION ITEMS

Appointment and Ratification of New Board Member
Budget
Reserve Study

DISCUSSION ONLY

COVID-19
Review of Contractor, Vendor, Guest and Owner Responsibilities
Insurance Reminders

OPEN SESSION – Owner comments, limited to three (3) minutes.

EXECUTIVE SESSION *This is a closed session called by the Board President*

ADJOURNMENT



Board of Directors Meeting Minutes June 26, 2020

The Wavecrest AOA Board of Directors Meeting was conducted pursuant to the provisions of the Governor's Executive Order. Board Members and Staff participated in the meeting by zoom teleconference. Homeowners were provided a zoom website link as well as a phone number to participate in the meeting and provide public comment.

1. Call to Order and Roll Call

The regular quarterly Board of Directors Meeting was called to order by President Jack Thornton at 9:13AM HST on June 26, 2020. Proof of Notice of Meeting was posted on June 16, 2020. The following Directors were present: Michael Peters, Martha Strock, Michael Nicholls and Rod Huck. A meeting quorum was announced. President Thornton announced Director Coffey had sold his unit and therefore tendered his resignation on June 25, 2020. President Thornton expressed his thanks for Director Coffey's contributions during his tenure as a board member. A vacancy now exists on the board and the President will be soliciting applications to fill the position. Homeowners attending the teleconference included Neil Strock A101 and B102, Dan Reed C105, Rocky Taylor C106, Gerry Johnson C313 and A206, Lori Boehler B106, Glenn McWilliams B202, and Brenda Murray A108

2. Review/Approval of Minutes and Reports

- a. Director Strock moved and Director Peters seconded a motion to approve the minutes as written. Motion carried by a 5-0-0 vote.
- b. Director's and Staff Reports were presented to the AOA. Copies of each report follow the minutes

3. New Business

- a. Covid-19 – President Thornton provided an overview of the State of Hawaii and the County of Maui Executive Orders and the immediate effect upon Wavecrest's House Rules and Management's Oversight necessary for compliance. The President thanked homeowners, staff, directors, and the Maui Mayor's Office for their cooperation during the COVID pandemic. Unit rentals are now allowed for inter-island as well as on island guests not subject to quarantine. Rental of units are NOT allowed for visitors' undergoing quarantine.
- b. Water Heaters – President Thornton reported on the total revamping of piping and heater replacement in the B Building water heater closet, now allowing for heater redundancy, peak period heating and resiliency. A similar project will next

be undertaken for the A Building. Special recognition was accorded Rocky Taylor and President Thornton for their volunteer efforts in designing and accomplishing the piping upgrades and heater installation. Bulk pricing discounts allowed for the purchase of four water heaters, one each for A and B buildings, with two heaters in reserve for subsequent replacement needs.

4. **Open Session**

- a. **Gerry Johnson** – expressed his concern regarding Building Maintenance Costs reflected in the Treasurer’s Report and the fact a vote hadn’t been taken on the Reserve Study. President Thornton reviewed the rebuilding of C building east staircase, plumbing and water heater replacement costs inflated this month’s report. The board has not voted to accept the reserve study as to date, as the study still requires additional input and replacement adjustments.
- b. **Rocky Taylor** – Reviewed the necessity of replumbing, establishing a water heater maintenance schedule which extends the life of water heaters, adding redundancy and cost savings in creating on-demand for recirculating hot water pumps in each building. Rocky has volunteered to train staff on water heater maintenance.
- c. **Dan Reed** – The grounds look good and it was incredible that everyone contributed to the effort despite COVID restrictions which hampered normal activities.
- d. **Brenda Murray** – was concerned that tenants vacated her unit in March and unit water turnoff valve may have been left opened. Staff responded they checked the unit upon her request and verified the shut off valve had been closed. Staff also reported attics are being checked weekly for waterline leaks during the pandemic, reducing the potential for damage to units.
- e. There being no further comments, Director Strock moved and Director Huck seconded a motion to adjourn to Executive Session. Motion passed on a 5-0-0 vote at 9:59AM HST.

5. **Executive Session**

- a. Executive Session convened at 10AM HST by Zoom video conferencing.
- b. Executive Session closed without action or vote(s) at 10:46AM HST

6. **Reconvening Open Session and Adjournment**

Open Session reconvened at 10:46AM HST and meeting adjournment upon motion by Director Peters and second by Director Nicholls passed on a 5-0-0 vote at 10:47AM HST.

Respectfully written and submitted,
Michael Nicholls, Board Secretary

Attachments: Board and Staff Reports



Board of Directors Meeting Minutes September 25, 2020

The Wavecrest AOA Board of Directors Meeting was conducted pursuant to the provisions of the Governor and the Maui County Mayor's Executive Orders. Board Members and Staff participated in the meeting by zoom teleconference. Homeowners were provided a zoom website link as well as a phone number to participate in the meeting and provide public comment.

1. Call to Order and Roll Call

The regular quarterly Board of Directors Meeting was called to order by President Jack Thornton at 9:08AM HST on September 25, 2020. Proof of Notice of Meeting was posted on September 18, 2020. The following Directors were present: Michael Peters, Martha Strock, Michael Nicholls and Rod Huck. A meeting quorum was announced. Homeowners in attendance included John Scrivener, Richard Flipp, Amanda Ballou, Cathy Felkins, Gallen Quinn, Mark Helm, Scott O'Brian, Barbara Goldberg, Brenda Murray, Neal Strock, Gerry Johnson.

2. Review/Approval of Minutes and Reports

- a. Director Strock moved and Director Nicholls seconded a motion to approve the minutes as amended per the Johnson's request. Motion carried by a 5-0-0 vote.
- b. Director's and Staff Reports were presented to the AOA in written format. Reading of the reports was waived. Copies of each report follow the minutes.

3. Discussion/Action Items

- a. **New Director Appointment** – President Thornton announced the appointment of Greg Lappin. A motion to accept the appointment was made by Director Strock and seconded by Director Huck and passed with a 5-0-0 vote. Director Lappin brings years of management experience in the sport field to the board. He has owned his unit at Wavecrest for approximately 4 years.
- b. **Water Leak Inspection** – President Thornton reported each unit will be inspected for potential water leaks as part of the annual unit inspection.
- c. **Health and Safety** – President Thornton reported all employees are scanned daily for temperatures. Guests and vendors may also be scanned as appropriate upon entering the Resort. Registration is mandatory for all entering the property. This includes all handymen, contractors, housecleaning custodians, delivery personnel, etc. who are also required to verify their authorization to be on site.
- d. **Parking Permits** – President Thornton again reviewed parking permit requirements – 1 permit per unit. Should a homeowner require a second permit, they must do so by

personally arranging with another homeowner, *with no vehicle on property*, to utilize the second homeowners permit.

- e. **Refrigerator Ice Maker Plumbing** – The President reviewed that nylon hose connections from refrigerator icemakers to unit water sources are no longer permitted. Copper tubing and connectors are available at the office, at cost, to swap out existing nylon connections. A motion by Director Nicholls, seconded by Director Strock confirming the new refrigerator plumbing requirements passed with a 6-0-0 vote.
- f. **WTTP** – It was reported paint has been introduced into our Wastewater Treatment Plant which is not permitted and compromises the effectiveness of the operation. Oil based paint cleanup and brushes must be taken off site for clean-up. Vinyl paint brushes and equipment may be rinsed off and cleaned at the Car Wash Site adjacent to the A Building.
- g. **Not Authorized to Perform Work** – Ryan Brook to be reconsidered for work on 6/10/21, Frank Dormer – ongoing. Neither of the above are permitted to perform work for homeowners at this time.
- h. **Unit Remodeling** – Request for Alteration of Unit forms available at wavecrestaoao.com website and must be completed prior to any unit remodeling. Insurance documents must include Wavecrest Resort, Inc. as additional insured and appropriate permits if necessary, must be noted on the documents. Additional coverage on personal unit insurance should be carried on any upgrades as AOA insurance coverage only applies to “original condition” (shag carpeting, particle board cabinets, hotel quality furniture, etc.). Owners are urged to carry a “lack of use or loss of rent” rider on personal policies in the event your unit is uninhabitable due to extended repairs.
- i. **Wall Opening** – Please notify the office should you plan on opening the wall between the kitchen and bathroom. The AOA will inspect and replace piping and sheetrock at AOA expense.
- j. **Unit Master Shut-off Valves** – The AOA strongly urges each owner install ball shut-off valves. Those units with gate valves should consider immediate replacement with ball valves. Ball valves are available at the office at cost but require a plumber to install. The AOA will provide access panels at no cost to homeowners.
- k. **COVID** – the AOA is enforcing the Maui County Mayor and Hawaii State Governor’s Health Mandates.
- l. **Unit Remodeling** – Resident Manager Place stressed the importance of completing the Request for Alteration of Unit forms and submission to the office *prior* to any unit remodeling.
- m. **Quarterly Financial Report** – Director Strock reported “good financials” for the month of July, however due to Hawaiian’s lag time she was unable to present August information. Reserves are growing “slowly” and 16% greater than last year to date.
- n. **Inactive Delinquencies** – At the request of Director Strock, Director Nicholls moved and Director Lappin seconded a motion to write off aged inactive delinquencies on Units A102, A112, A312, B106, B108, C106, C202, C206, C212, C313 and authorize removal from Hawaiiana’s financials. Motion passed on a 6-0-0 vote

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- o. **Uncollectible Debts** – At the request of Director Peters a motion was introduced by Director Peters and Seconded by Director Strock to annually review and take action on uncollectable debts. The motion passed 6-0-0.
- p. **Adoption of 2021 Annual Budget** – following a detailed review of budget scenarios by Director Strock, Director Nicholls moved, and Director Huck seconded a motion to approve the 2021 budget with a \$20/month increase in HOA dues which will transfer directly to the AOA reserve accrual. The HOA dues increase initiated in July will also be transferred directly to reserve accrual. Direct 2021 contribution to reserves will total \$60,480, plus the annual roll-over funds which will be determined and reported at the March 2021 meeting. The board appreciates homeowners commitment and support in helping to restore reserves to acceptable levels.
- q. **Reserve Study** – A motion by President Thornton and seconded by Director Strock to annually review the reserve study, make determination of items, values, replacement and take action as appropriate. Motion passed 6-0-0. Director Strock provided an overview of the study, it's history and the fact line items less than \$10,000 would be consolidated for accounting purposes.

4. **Open Session**

- a. **Richard Flipp** – expressed his concern regarding electrical meter charges as unit electricity had been shut off. He is a new owner and looking forward to traveling to Molokai on November 2, however had concerns re quarantine and health order changes. Recommended he coordinate with the office for up to date and correct information. Also reported difficulty with classification changes to his unit.
- b. **Gerry Johnson** – Questioned whether the board had approved the reserve study but not specific items. Specific items for 2021 will be reviewed and presented to homeowners at a future meeting
- c. **Mark Helm** – Requested information on cleaning painting equipment and brushes.
- d. **Darleen Johns** – Asked about reserve accounting detail, opex and capex expense.
- e. **Barbara Goldberg** – Commented positively on Dallas and Jackie's garden
- f. There being no further comments, Director Strock moved and Director Nicholls seconded a motion to adjourn to Executive Session. Motion passed on a 6-0-0 vote at 10:32AM HST.

5. **Executive Session**

- a. Executive Session convened at 10:32AM HST by Zoom video conferencing.
- b. Executive Session closed without action or vote(s) at 10:46AM HST

6. **Reconvening Open Session and Adjournment**

Open Session reconvened at 11:12AM HST and meeting adjournment upon motion by Director Nicholls and second by Director Peters passed on a 6-0-0 vote at 11:13AM HST.

Respectfully written and submitted,
Michael Nicholls, Board Secretary

Attachments: Board and Staff Reports



Board of Directors
Assoc. of Apartment Owners – Wavecrest Resort, Inc.
President's Report
September 25, 2020

Aloha all,

Wavecrest retired the old board meeting phone-in system and will now continue to use our new Zoom app as needed for remote meeting access going forward. In light of the current mandate restrictions for travel to Hawaii, and specifically to Wavecrest, the September 2020, meeting will be conducted entirely by remote using Zoom. Access information will continue to be included with the meeting notifications and agendas.

In order to be more efficient and respectful of all participants' time, individual board member reports will not be read aloud. Board members will have the opportunity to add additional verbal information for clarification of their reports.

Please hold all owner comments until Open Session. Owner Comments: Owner comments are limited to 3 minutes each. As always, the board accepts written input, as well as polite civil verbal input, at all board meetings. Settled issues are not subject to further discussion. Reminders: NO behaviors involving aggressive, threatening, or other abusive conduct are acceptable. Written input is accepted at any time and does not have to be turned in prior to or at the time of the board meeting.

Ongoing items

For those of us who have not had the option of visiting Wavecrest recently there continue to be many upgrades and repairs, as well as ongoing maintenance to the facilities. It is important to note that Zaida and the staff at Wavecrest have stepped up their individual responsibilities and are taking on more challenging tasks throughout the property, including some of the Reserve Study items. Once again Zaida, the staff, and volunteers, Rocky Taylor and Neil Strock, have gone far and above in helping me iron out some of the large, difficult projects and have been helping me secure tens of thousands of dollars of savings to Wavecrest. For this extraordinary effort we owe every one of these individuals our continued appreciation and gratitude. Well done!

COVID-19

Wavecrest is currently temperature scanning all employees and vendors coming on property. This will also include all new arrivals to the property. Mandate restrictions to unit guest usage, rental occupation and owner occupation continue and were recently extended through September in Hawaii. These mandates and restrictions continue to impact Wavecrest, including quarantine requirements for interisland travel. At this time QUARANTINE is NOT allowed at Wavecrest for guests, renters, or owners. Persons violating these mandates are subject to immediate health violation fines and removal from the property. Persons exempt from the mandate restrictions are responsible for securing their own documentation and must provide their documentation prior to arrival for verification by Wavecrest management to avoid fines and violations. Wavecrest AOAO is also subject to fines up to \$5,000 for allowing non-exempt persons to quarantine or otherwise access the property. Wavecrest does not provide legal advice to any persons attempting to secure or claim exemption status or attempting to obtain exemption documentation.

Review of Unit Inspections, Contractor, Vendor, Guest Requirements, Violations, Fines

Water leak inspections with FLIR gun and Moisture Meter, Register with Office; Vendor Parking Permits; Written Authorization for cleaning personnel or agents to have key access to enter owner units and conduct business on the owners behalf; inspection of contractor work; restricted contractors/vendors; Insurance requirements; County Permits; Owner Project Work Forms; Wavecrest provided free services for inspections; parts; and reimbursement for interior limited common wall plumbing (interior wall space between kitchen/bathroom); shut off ball valves (not gate valves); free access panels; requiring copper waterlines for refrigerator icemakers.

Wavecrest recommends owners review their insurance policies and consider reviewing your needs for LOSS OF USE and PERSONAL PROPERTY coverage as Wavecrest's coverage to owners is limited to original build. Examples of original build include the replacement cost of shag carpet flooring and pressboard cabinets, not replacement cost of hardwood floors and high-end cabinets.

Please provide proof of HO6 insurance documents per Owner Insurance Resolution BOD, July 6, 2007, and Section 514B-143(g) Condominium Law State of Hawaii. We have a free expiration notification service you can sign up for and we will remind you if your insurance is about to expire. Otherwise we will be forced to purchase insurance for you and bill you through Hawaiiana Management Company.

Hawaii Statutes

Hawaii statutes require Wavecrest to document persons on property. All persons/guests entering Wavecrest property are required to use the registration sign in/out forms at the front office, use a parking pass, and register their vehicle. There is reminder signage located at the front entrance at the office. All vehicles entering Wavecrest property must be properly insured, licensed, and inspected per Hawaii Statutes and Maui County Regulations. Violators are subject to warnings, fines, and no-trespassing orders.

Parking Permit administrative replacement cost is \$50. It is a violation to use a lost or retired parking pass or park another vehicle on the property without a valid parking pass. Currently, usage of another unit owner's parking pass is allowed, provided that that owner is not using the parking pass for another vehicle on property, the pass was not reported as lost, retired, replaced, or is otherwise not valid. Parking violations and fines such as these are enforced as well. Wavecrest is not allowed to act in the capacity of a real estate agent or owner agent. We are allowed to oversee one unit. That unit has been designated as the Office unit. Do not ask us to help you manage your rental. Please update your on-island agent contact information as Wavecrest charges a minimum of \$50 for help with unit entry or other non-common area issues or owner responsible issues.

Remember your Aloha and Stay Safe
Mahalo Nui,
Jack Thornton

**Wavecrest AOA
Treasurer's Report**

| | Actual 2020 July | Budget 2020 July | Actual 2019 July | Percent Change July/July | YTD Actual | 2020 Budget |
|--------------------------------------|---------------------|---------------------|---------------------|-----------------------------|------------------|-----------------|
| Revenue | 74706.75 | 84523 | 85518.16 | -12.6% | 54692.35 | 576301 |
| Expenses | | | | | | |
| Utilities | 14426.44 | 17381 | 13989.66 | 3.1% | 122778.86 | 121667 |
| Professional Services | 5272.69 | 4898.37 | 3644.28 | 44.7% | 32978.41 | 37216.59 |
| Bldg Maintenance | 7606.17 | 9250 | 4464.46 | 70.4% | 103550.97 | 64750 |
| Payroll & Benefits | 19394.93 | 26866.83 | 22274.23 | -12.9% | 165880.11 | 186879.81 |
| Other expenses: | | | | | | |
| Insurance Master Policy | 0 | 7733 | 0 | | 90808.2 | 54131 |
| Meeting Expense | 0 | 500 | 30.42 | -100.0% | 2100.11 | 3500 |
| Miscellaneous Expense | 159.23 | 148 | 23.21 | -12.9% | 4429.98 | 1036 |
| Maintenance Fee Expense | 0 | 3333.33 | 2260 | -100.0% | 0 | 23333 |
| AOAO Wavecrest Rental Expense | 241.12 | 0 | 0 | | 1524.84 | 3036 |
| AOAO Office Expense | 0 | 605 | 565 | -100.0% | 582.98 | 4235 |
| Unreconciled Debit Card Items | -814.12 | 0 | -1214.38 | -33.0% | 281.78 | 8952 |
| Real Property Tax | 0 | 4476 | 0 | | 1067.88 | 8952 |
| State General Excise Tax | 381.2 | 208 | 710.96 | | 1650.04 | 1456 |
| Total Operating Expenses | 46667.66 | 75399.5 | 46747.84 | -0.2% | 527634.16 | 603120.5 |
| Operating Surplus/Deficit | 28039.09 | 9123.5 | 38770.32 | -27.7% | 22058.19 | -26819.5 |
| Capital Improvements | 0 | 0 | 0 | | 0 | 444667 |
| Total Cash Disbursements | 46667.66 | 75399.5 | 46747.84 | -0.2% | 527634.16 | 1047787 |
| Cash and Investment Balance | | | | | | |
| Operations | 123,254.54 | | 109,932 | 12.1% | | |
| Reserves | 608,979.30 | | 525,081 | 16.0% | | |
| Total Association Cash | 732,233.84 | | 635,013.43 | 15.3% | | |
| Delinquencies - Active Owners | | | | | | |
| Maintenance Fees | 120,558 | | 96923 | 24.4% | | |
| Legal Fees | 6599 | | 3102 | 112.7% | | |
| Late Fees | 16131 | | 15656 | 3.0% | | |
| Interest Charges | 55991 | | 36679 | 52.7% | | |
| Fines | 882 | | 9326 | -90.5% | | |
| Total | 200161 | | 161680 | 23.8% | | |



Secretary's Report
Board of Directors Meeting – September 25, 2020

June 18, 2020 – (notification not received by the secretary until after the June 26th meeting)
Homeowner inquired regarding the issuance of a second parking permit.

June 26, 2020 – Homeowners reported difficulty in opening zoom software to view and participate in the June Meeting.

June 26, 2020 – A homeowner has requested information regarding the number of signatures required to place a tiered monthly maintenance fee schedule on the annual meeting ballot. They do prefer the board study tiered maintenance fees based on square footage of units rather than petitioning for a ballot measure.

June 26, 2020 – A homeowner reported the link information for call-in to the June Meeting was incorrectly published.

August 23, 2020 – A homeowner reported emergency lighting did not function during a power outage and solar lighting wasn't functioning along walkways at the ends of C building.

August 24, 2020 – A homeowner requested detailed instructions be provided for accessing Zoom for the September Meeting.

September 12, 2020 – A homeowner apologized for the behavior of a guest that inhabited their unit and alleged lack of notification of violations as they accrued over 7 days.

Respectfully submitted,

Michael Nicholls
Board Secretary

Prepared on September 18, 2020



Board of Directors

Assoc. of Apartment Owners – Wavecrest Resort, Inc.

Manager's Report

September 25, 2020

Aloha Homeowner(s).

As the number of active cases here on Molokai increase, I would like to say mahalo to our Wavecrest community here on-island for keeping vigilant and continuing to help keep our Wavecrest community safe and Covid-19 free thus far. I appreciate your continued use of our disinfectant sprays, cabana/pool sign-ins as well as your guests check-ins and vendors sign-in/out. Besides ensuring the safety of Wavecrest, sign-ins will also help in tracing efforts should this become necessary.

Speaking of vendors, a couple of our vendors were here on island when the inter-island travel quarantine was lifted, both TW Systems, our laundry vendor was here in July to inspect, reset and repair washers and AED Institute Hawaii was here in August to complete our annual AED inspections.

Due to numerous MECO power outages, Uninterruptible Power Supplies (UPS) battery backups have been installed. The power outages have been affecting our network.

During this coronavirus pandemic our staff continues to work diligently to maintain the grounds, building exteriors and facilities here at Wavecrest. We have just recently completed a much-needed employee lounge update. It is now a more inviting and enjoyable breakroom space for our employees.

Our maintenance shop project is nearing completion. This project includes new floormats, a new workstation island, organization/inventory of equipment, tools and supplies on hand and a secure equipment/tool storage area.

Completed Projects:

- Bldgs. B & C Heaters Maintenance
- Unit B103 Re-piping
- Bldg. B Boiler Room Repair
- Employee Lounge Update
- Shut-Off Valve Courtyard Installation (Between Bldgs. C & B)
- Bike Storage Clean-up
- Men's Bathroom Leak Repair at Office Bldg.
- UPS Installations
- Office Bldg. Water Shut-Off Valve Installation
- Camera Installations

Current Projects:

- New Exit Light Installations
- Bldg. C Laundry Room Ext. Leak Repair
- Bldg. A. Heater Replacement

- Maintenance Shop Update
- Weather Station Installation
- Men's Office Bathroom Update
- Leak Detection

Upcoming Projects:

- South Pool Gate Lock Repair
- Pool Fence Post Maintenance/Repairs

At the Office:

- HO6 Insurance Policy Updates 80.5% to date.
- Ensuring Parking Permits are being Utilized by HOs and Vendors
- Ensuring Visitor Sign-In/Outs

WWTP:

- On-Going Maintenance Program
- Per our WWTP Operator/DRC, there has been a recent influx of unacceptable inorganic items placed in our wastewater system via unit sink/shower/toilet drains with most of it coming from Building C. These items included plastic/paper candy and food wrappers, cigarette butts, pink plastic Q-tips, plastic straws, large vegetable seeds, and feminine hygiene products (from all buildings). These items have the potential to clog fixtures, pipes and pumps, which can result in catastrophic flooding events inside units, raw sewage spills and equipment failure.

Reminder: Please do not put any inorganic materials other than mild soap, water and what we ingest "down the drain." Throw your inorganics along with any cooking oil into the trash. Please inform your guests and tenants (if applicable) regarding this matter to help maintain and protect our wastewater treatment plant.

Homeowner/On-Island Representatives To-Do List:

- Leak Inspections - Please complete regular leak inspections in your units if this is not happening already. If you are not here on-island, please have your on-island representatives complete this task by checking your icemaker lines, under the sink water pipes, shower/tub trims and toilet tank and wax rings. Copper icemaker tubing is available at the office.
- Unit Alterations - Homeowners are required to complete a unit alteration form and submit it to the office for approval prior to having your vendor complete any work in your unit. Forms are available at wavecrestaoao.com for your review/download. Please note that we are still finding faulty work by handymen throughout the complex and recommend using a licensed contractor/plumber/electrician as needed.