



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

NOTICE OF MEETING

Date: Friday, June 26, 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 March 17, 2020
President, Treasurer, Secretary, and Manager's Reports

New Business
Covid-19
Water Heaters

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

Executive Session – Closed session called by the Board President

Adjournment

Teleconference Information:
1-669-9006 (415)
Meeting ID 84287209062
PIN 023813

DATE OF NOTICE
Tuesday, June 16, 2020

Respectfully submitted by:
Jack Thornton, President

Zoom weblink: <https://us02web.zoom.us/meeting/register/tZAvf-6qrjIqHNamd2HlgyrfrGW4Vx5I1S4z>



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

**FRIDAY, JUNE 26, 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 THE ORDER OF THE HEALTH OFFICER OF THE COUNTY OF MAUI TO SHELTER IN PLACE TO MINIMIZE THE SPREAD OF COVID-19, MEMBERS OF THE BOARD OF DIRECTORS WILL BE PARTICIPATING BY TELECONFERENCE INTO THE BOARD OF DIRECTORS MEETING FOR JUNE 26, 2020.

ZOOM WEBLINK - <https://us02web.zoom.us/meeting/register/tZAvf-6qrjqHNamd2HlgyrfrGW4Vx51S4z>

CALL IN INFORMATION – DIAL 1-669-9006, MEETING ID 84287209062, PIN 023813

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 March 17, 2020*

DIRECTOR REPORTS

MANAGER'S REPORT

DISCUSSION ITEMS

- 1. Covid-19**
- 2. Water Heaters**

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

BOARD MEETING MINUTES for MARCH 17, 2020

Jack Thornton, President, called the meeting to order at 9:10 a.m. HST.

Board Members Present: Jack Thornton (A207), Martha Strock (A101/B102) and Michael Peters (C213). Via teleconference, John Coffey.

Homeowners Present: Deborah Davis (C114), Ken & Linda Bergstrom (C113), Jeffrey Byrne (C110), Frank Doemer (C103 Rep.), Reynold Hokenson (B204), Neil & Martha Strock (A101/B102), Melvin Veit (B206), Tim & Pauline Perry (B109), Rockland Taylor (C106), Daniel Reed (C105), Bobbie Paris (A207), Dorothy Donaldson (A214/A305), Dagmar Hess (C111), Gerri Crook (C108), Curt Milner (C210), Jim & Ingrid Kindsvater (A215), Calvin & Marcelle Rolan (C212), Lisa Hansen (B302) and Norman Johnson (A212). Via teleconference, Darlene Johns (B201), Gaellen Quinn (C305), Gerald & Meredith Johnson (A206), Dallas & Julie Jacobs (C104), Teresa Freese (C310), Darick & Heidi Krause (B207), John Scriver (A110/A308) and Amanda Ballou (A211).

Proof of notice of meeting given.

Review of 09.27.2019 Board Meeting Minutes and Reports. Martha Strock moved to approve the 09.27.2019 minutes as is, John Coffey seconded. Vote passed unanimously.

President's report read by Jack Thornton. Report attached.

Treasurer's report read by Martha Strock. Report attached.

No Secretary report was submitted.

Manager's report read by Zaida Place. Report attached.

President Jack Thornton added to manager's report regarding design details. Due to recent findings including a mis threaded gas pipe and leaking icemaker/dishwasher lines, Wavecrest will be inspecting all incoming major appliances to ensure that they are all properly installed. Also, regarding exposure to hazardous materials, proper safety equipment must be worn, and paint must not go down drains, paint brushes must be cleaned at designated water spicket near Bldg. C. to avoid any Fed/State violations. Cutting tiles must be done away from the buildings and painting must be done cautiously to be aware of airborne particulate matter, containment and abatement issues. He also shared that homeowner, Rockland Taylor, can provide plans for under sink clean-out assembly and how to do it upon request. Photos were shared and a pipe that was removed was shown to show condition of pipes found inside walls. Informed of recent heaters that went out and notified that a distributor was located who will provide a significant discount with a bulk purchase order of three or more. He also informed of the recently completed reserve study and asked that the Board accept Association Reserves submittal "product as completed" to allow for final payment. Discussion followed. Motion to accept Association Reserves submittal "product as completed" by Martha Strock, Michael Peters seconded. Vote passed unanimously. Information

previously addressed regarding Wi-Fi bandwidth was reiterated due to continuing misuse that is interfering with resort needed bandwidth. Discussed possible purchase of costly equipment to monitor/cut off access to free Wi-Fi service being provided for residents and guests.

Open Session:

Calvin Rolan (C212) requested an example of bandwidth overload? Jack stated "streaming."

Ken Bergstrom (C113) mention concern of cabana carpet condition and requested that this item be taken care of right away. He also discouraged kayak rentals.

Michael Nicholls (A116) requested that a new conference telephone system be considered as system being used was purchased back in 2008 and difficult to hear on both ends. He also asked if the recirculating pump was on in Bldg. A. as he is concerned that the current problem is causing too much water to be dumped into the WWTP. Also questioned President's Report if there was a written purchasing policy regarding oversight. Jack Thornton explained process. Michael Nicholls questioned why nothing was done regarding charge back to homeowners regarding parking passes. Jack explained process. Michael Nicholls also explained that if the WWTP is in balance there should be no need for odor control. Concerned with reserve study as most homeowners and board members stated no need for increase to HOA dues. Looking at assessments, an increase is needed. Suggestion made for Board consideration to immediately increase of \$20.00 per month through 2021.

Linda Bergstrom (C113) wanted to thank Michael Nicholls. Also mentioned that there was a complaint on 12/28/19 regarding a small gathering, however, in February a wedding was approved for non-homeowners. Discussion followed. Also stated that the budget is out of whack.

Per Jack Thornton, the policy is if you submit a request and are interested you will must be willing to submit a deposit before request will be considered. If not willing to provide a deposit and security deposit, the event will more than likely not be approved.

Greg Crook (C108) requested the board to consider giving additional parking passes and charge homeowner. He noted that there are several occupants with two vehicles that are borrowing passes. Would like process to be legal. Jack stated that this issue has been brought up many times and a policy change is needed, and the board is looking to help alleviate this issue and will accept continued discussion as a two-thirds vote is required in order to change the By-Laws. Jack also requested a letter be sent to the Board Secretary.

Dan Reed (C105) requested to clear up issue regarding gatherings. Jack explained that the event was approved, however, the homeowner had to pay a \$250.00 deposit, pay for cost of security, notified that there would be no warnings – straight to violations/fines. Dan also requested that all cabana kayak storage keys be the same and that no personal locks should be allowed. Jack informed that there was a lot of misinformation. No kayaks were moved by anyone other than Wavecrest employees. Discussion followed.

Frank Doemer (C103) stated that one parking space is titled. If homeowner doesn't have a vehicle, they should be able to allow another person to use it. Discussion followed. Attorney John Morris explained that parking spaces are a limited common element. Doesn't state a particular parking space. Section IV of the DC&R's state that each unit has one parking space. Will need to check if able to rent to someone else.

Lori Hansen (B302) suggested that two spaces for kayak storage would allow easy removal. Noted that there could be more room in there if they were stored properly and suggested a bunk-bed slide-in style for better organization. Jack Thornton agreed that there needs to be a better system, and referred to cost analysis to do it, manpower needed as this would be a larger project and other more critical projects came up. Suggested more oversight required. More discussion followed.

Linda Bergstrom (C113) and **Linda Broady (C116)** requested to resend reserve study.

Ken Bergstrom (C113) stated that liability opened up. Replacement carpet was added back in 2001. As board members, this is opening homeowner's to liability due to tripping and it being thread bearing. Per Martha, this issue is on the reserve study. Ken stated that this should be moved up to priority.

Frank Doemer (C103) stated that rental fees are paid for right to space? It's private property in storage? Wavecrest can do whatever it wants. Kayak is private property, space is Wavecrest property. When kayaks were moved around, there was no permission from homeowners. John Morris [attorney] agreed that no permission is

needed to move kayaks.

Michael Nicholls (A116) stated that it is use fee, not a rental fee. It is a use fee agreement between AOA. Wavecrest accept as a use fee or homeowner can store in their own unit. Also noted that back in 2009/2010, the cabana carpet did not need replacement. It is a simple matter to replace carpet. Spent \$750K in one year. Also requested that the board hold a special meeting to start banking money to preclude reserve account. \$20/month 2020 & \$20/month in 2021 to handle the immediate crisis.

Gerald Johnson (A206) mentioned that the budget was on budget in calendar year 2019. Over a \$120K was added to the budget and that a new assessment was not necessary. Jack stated that more input is needed.

Darlene Johns (B201) requested that the 2020 approved budget be sent to all homeowners.

Frank Doemer (C103) suggested that the kayak rental receipt be changed to usage fee.

Lori Hanson (B302) stated that she's curious regarding charge to power bill. Martha Strock stated that we still pay and Wavecrest gets reimbursed. Jack Thornton stated that if people had their power off, they did not pay any extra money.

Linda Bergstrom (C113) shared that there were car repairs in parking lot. Jack Thornton stated that jumping batteries/light work okay. No changing oil allowed. It's okay to change batteries or a flat tire.

Frank Doemer (C103) shared that the white pickup belongs to C309. It is not licensed, realized that he is in violation, however he is in the process of getting it sold and removed as soon as paperwork is received. Jack Thornton stated that this issue was given thirty days to comply with removal upon deadline.

Ken Bergstrom (C110) stated that the BBQ grills need work. Jack Thornton replied that Zaida is working on getting parts estimates at present.

Daniel Reed (C105) thanked Rocky, Dallas, the Grounds crew and Zaida for a job well done.

Julie Jacobs (C104) shared that she would like to volunteer to construct new garden area and if anyone is interested to work in the garden, let the office know. Jack Thornton explained that the expansion of the garden area was by Dallas & Julie Jacobs who purchased netting, etc. on their own and the area has taken a dramatic change. He suggested that anyone that wants to be involved contact Julie.

Darlene Johns (B201) stated that we should stick to the direction of board and harnessing their knowledge to know what's best for Wavecrest, particularly staff and board. IMUA.

John Scriver (A308) stated "order of importance." Echoed Mike Nicholls concerns regarding the reserve study, clearly in trouble, and needs to be addressed. Asked how to address water issues. Suggested looking into special resolution regarding space for parking and kayak storage. Noted Wi-Fi experts to design and use of tiki torches associated costs addressed eight years ago. Use on weekends. Heating pool? Noted that he does not understand use of pool sign-in sheet as not used in two-week period which he has been at cabana. Suggested that garbage bins need to be dumped more frequently during high season, create a renovation during low season policy. Also stated that parking permit replacement fee of \$50 is not justified. Jack Thornton explained cabana roof replacement did not include solar panels. Due to recent lawsuit at another condo association regarding reflecting panels on owner units, the project stopped. Will need to get cabana to code prior to get anything done. Jack also shared regarding the tiki torches, that they can be lit upon request, and kayak storage project not completed after review of previous reserve study due to decision not to spend money, and how to get reserves up with all facts. Martha Strock stated that the network was designed for free by an expert. They were installed 100" longer than allowed by code. Jack Thornton stated that credits were received from NPC due to services that weren't provided. Wavecrest to keep money and complete in-house.

A homeowner asked what was the amount spent on Reserve Study. Jack Thornton replied that it was roughly \$5,600.00 and right in line with other bids. They showed up and passed due diligence and also have a Hawaii office. They also provide free seminars at least once a month.

Darlene Johns (B201) stated that the reserve study was addressed three to four years ago. Dues were increased by 8%. Noted that as Gerald stated, huge savings in 2019 to reserves. Decreased due to return on electricity. Reserves have always been an issue. \$144K/126 units = \$3,500K per unit. To prepare – not taking cash flow into reserves. Questioned if she is missing something? Asked if as of Jan 1st, does that include influx from last year? Martha Strock noted that the office has been trying to keep down expenses and recognizes reserves too low.

Previously asking for dues increase over the past two years and that they do need to increase. Martha noted that that the same amount to reserves is not guaranteed to reserves each year.

Discussion followed.

Michael Nicholls (A116) stated that he will be running for board again.

John Coffey (A315) commented that \$50 parking pass replacement seemed more punitive than recovery. Michael Peters stated that it is not the cost to re-issue, it is more enforcement due to using counterfeit passes. Further discussion held.

Ken Bergstrom (C110) asked if the four open board positions were 2 – 3yr term, 1-2yr term and 1-1year term. Michael Peters said the positions would be allocated on number of votes received.

John Scriver (A308) inquired about pool heating and dumpster issues previously mentioned.

Greg Crook (C108) stated that during the past 2-3 months, he's noticed huge boxes going into bins. Request signage to please crush boxes.

Linda Broady (C216) reported illegal dumping occurring around midnight.

John Scriver (A208) Concerned with pool heating, how to request for security and noted there was no response to dumpster issue. Discussion followed.

Gerri Crook (C108) reported that for the past 2-3 months, there's been a lot of huge boxes put into the dumpster. Request to add signage.

Richard Felkins (C216) reported that trash is being put in dumpster around midnight, bottles/cans noise. Questioned roof solar cleaning. Jack Thornton stated that per the contract, it can only be cleaned when there is a decrease in production.

John Scriver (A308) questioned what was plans for water leaks. Jack Thornton explained procedure and repairs are being done as leaks are occurring. Also, informed that any additional costs may not be covered. Wavecrest will only pay to original standards and encouraged homeowners to see insurance agent for items upgraded. Due to an increase to the deductible, now \$15K, requested that homeowners consider raising their dwelling coverage to \$50K.

Calvin Rolan (C212) commented regarding heating of pool. He suggested a 40' black pipe on top of building with valve to divert water through existing filtration system and allow water to recirculate. Discussion followed.

Jim Kindsvater (A215) suggested two dumpsters be located at Bldg. A during winter months. Jack stated a review will be done by Zaida for size, frequency, time of season and find a solution for drive by dumping.

Motion to adjourn meeting by Martha Strock and seconded by Michael Peters. Vote passed unanimously. Meeting adjourned at 11:30 a.m.



Board of Directors

Assoc. of Apartment Owners – Wavecrest Resort, Inc.

President's Report

June 26, 2020

Aloha all,

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. 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.

Current items

-Zaida is taking on many more new duties as she is now integrally involved with the mechanical challenges to installation and repair of many of the items, mentioned below, that Rocky and I are working on here at Wavecrest.

-The office has been remarkably busy. Donna Miguel is now a permanent employee and she continues to bring much needed skill and work ethic to the Wavecrest team. We appreciate her dedication and commitment.

-I asked Rod Huck to start to explore the use of "far-UV-C" and other proven UV-C systems. This is very preliminary and is not at the stage of use or consideration at Wavecrest currently.

-Reserve Study. If any further homeowners would like to present input, please send your comments to wavecrest.office@gmail.com.

-Wavecrest maintenance and upkeep. It has been my pleasure to be able to bring skills to the repair and upkeep in many areas and to many items. I rebuilt the green golf cart steering system, rewired the battery system and was able to reconstitute 3 of the 6 bad batteries. The other golf cart is awaiting the replacement of at least one solenoid, so when it arrives, I will replace it, retest and attempt reconstitution of the batteries showing bad, and replace the entire battery wire system as well.

-Water heater replacement update. Frozen valves, deterioration of pipes, no maintenance, poor installation design, supply and shipment of parts issues... Ugg!

-Repair of the entry lines for the gas and water supply to the Water Heaters is progressing. Along with newly implemented maintenance procedures the life of the units is expected to be extended significantly. Rocky is putting in many hours working with me as we finish the B building installation.

-Irrigation water leaks. There have been many (5-6) water leaks that appear to have existed for many years but have gone undetected or unaddressed. Currently we have isolated 3 remaining major leaks with only one final repair needed. This needed repair has shown a significant reduction in our water bill. (FYI: Typical garden hose flow rate is usually between 9 and 17 gallons per minute)

These last 3 were much bigger.

-A property wide Audio/Video policy is still being developed for review by the office and our legal counsel. This will address placement of devices, authority to access, data retention, owner devices, and other pertinent issues. Currently NO personal video devices are to be installed by owners/guests in common and limited common areas.

COVID-19

-As you all know we here at Wavecrest have seen major disruption throughout Hawaii, as you no doubt are experiencing off island. The priority at Wavecrest has been the Health and Safety of the Residents here at Wavecrest and the required implementation of the Governor's and Maui County Mayor's mandates.

-The pool has been opened with limited hours and usage.

-The most current mandate pertinent to Wavecrest is Governor David Ige's extended order.

"STAY AT HOME ORDER" extended to June 30 and until further notice.

"Hawaii has a state-wide Stay at Home Order in place and non-essential business are closed. Short-term rentals (lodging that provide guest accommodations for less than 30 days other than hotels and motels) are considered non-essential and should not be operating..."*

-RESTATED [Nov 10, 1994] DECLARATION OF HORIZONTAL PROPERTY REGIME OF WAVECREST I

O. Restrictions as to Use. Except as set forth herein (22), the apartment units at all times shall be used only as residential apartments, but such apartments may be leased or rented from time to time for transient occupancy.**

-As soon as these mandates and required enforcements are withdrawn, we will act accordingly.

**<http://www.gohawaii.com/special-alerts-information> [pp3]*

***RESTATED [Nov 10, 1994] DECLARATION OF HORIZONTAL PROPERTY REGIME OF WAVECREST I, SECTION O. [pp15]*

NO behaviors involving aggressive, threatening, or other abusive conduct are acceptable.

NO Warnings for behavioral violations towards employees, staff, or other persons will be given.

Reminders on Behavioral Violations and Other Requirements

-NO Further Warnings for smoking violations.

-NO Further Warnings for parking permit violations.

-Lost, photocopied, retired, etc., parking permits will result in replacement fees (\$50), fines, and potential towing. HRS require Wavecrest to document our daily on-premise guest counts. This is a key component in achieving that goal.

-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 manage your rental. We charge \$50 for help with unit entry or other non-common area issues. Last year, during the months I kept track, we were spending approximately \$1000 to \$1500 per month facilitating owner rentals on a wide variety of issues that should be dealt with by a rental agent.

-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 purchase insurance for you and bill you through Hawaiiana Management Company.

I am sure there are more items to share but will do so at the meeting as they arise.

Best regards,
Jack Thornton

**Wavecrest AOA
Treasurer's Report**

	Actual 2020 May	Budget 2020 May	Actual 2019 May	Percent Change May/May	YTD Actual	2020 Budget
Revenue	70017.37	81963	75381.5	-7.1%	390438.92	40815
Expenses						
Utilities	21162.33	17381	16024.87	32.1%	90143.33	86905
Professional Services	4869.8	4898.37	6202.2	-21.5%	19663.74	27419.85
Bldg Maintenance	16491.46	9350	5853.29	46250.0%	62041.72	37000
Payroll & Benefits	20676.08	26569.83	31202.02	-33.7%	125204.98	133443.15
Other expenses:						
Insurance Master Policy	18357.7	26569.83	17227.69	6.6%	90808.2	38665
Meeting Expense	0	500	0		2000.11	2500
Miscellaneous Expense	0	148	0		3753.4	740
Maintenance Fee Expense	0	3333.33	2260	-100.0%	0	16666.5
AOAO Wavecrest Rental Expense	28.11	0	0		581.24	3036
AOAO Office Expense	582.98	605	565	3.2%	582.98	3025
Unreconciled Debit Card Items	1528.15	0	88.37	1629.3%	2736.54	0
Real Property Tax	0	0	0		1067.88	4476
State General Excise Tax	0	208	0		1268.84	1040
Total Operating Expenses	83496.94	70626.5	79423.48	5.1%	416344.42	457094.5
Operating Surplus/Deficit	-13679.24	11336.5	-4041.98	238.4%	-25905.5	-47279.5
Capital Improvements	0	0	0		0	444667
Total Cash Disbursements	83696.61	70626.5	79423.48	5.4%	416344.42	901761.5
Cash and Investment Balance						
Operations	82810.54		52,848	56.7%		
Reserves	601459.61		516,833	16.4%		
Total Association Cash	684,270.15		569,681.30	20.1%		
Delinquencies - Active Owners						
Maintenance Fees	115004		93066	23.6%		
Legal Fees	5642		2893	95.0%		
Late Fees	16034		15546	3.1%		
Interest Charges	52442		33619	56.0%		
Fines	582		10196	-94.3%		
Total	190104		155320	22.4%		



Secretary's Report
Board of Directors Meeting – June 26, 2020

March 18, 2020 – The Board Secretary sent an email to the Board of Directors regarding the adoption of an updated Robert's Rules approved agenda format.

March 22, 2020 – an owner submitted results of a 2017 survey and draft results of a 2020 survey regarding modification of monthly HOA dues based on square footage of units. Board input is requested.

March 23, 2020 – an owner sent an email regarding Health and Safety during the COVID-19 Pandemic and requested the convening of an "Emergency Coronavirus Audio Conference Meeting.

May 1, 2020 – an owner sent an email concerning the lack of hot water and associated sanitation requirements created by COVID in the B Building for 8 days.

May 20, 2020 – an email received from an owner regarding pool opening per the mayor's revision of emergency orders.

May 25, 2020 – an email from an owner regarding pool safety as outlined by CNN regarding social distancing and use of water toys.

June 4, 2020 – a property manager communicated with the office regarding a guest registration issue.

June 11, 2020 – a homeowner wrote via email concerns regarding fines accrued due to their service animal allegedly urinating in the courtyard and sleeping on the grass next to their lanai while on leash. Current house rules do not address service animals and owner is seeking a fair resolution and elimination of accrued fines.

Respectfully submitted,

Michael Nicholls
Board Secretary

Prepared on June 21, 2020



Board of Directors
Assoc. of Apartment Owners – Wavecrest Resort, Inc.
Manager's Report
June 26, 2020

Aloha Homeowner(s).

On March 23, 2020, the Governor imposed stay-at-home orders that would go into effect on March 25th and the decision was made to immediately close the Pool/Cabana for the health and safety of our homeowners, renters, and guests due to COVID-19. Later, the State issued a 14-day mandatory quarantine for all incoming/returning travel. On April 1st, a 14-day mandatory quarantine for all interisland travel was imposed. On April 3rd, a notice went out to all homeowners requesting that all non-Wavecrest residents/guests not come on property and in case of emergency to contact the office. This request was made immediately after positive test results were confirmed here on Molokai. In cases of emergency, the office would need to be contacted. On May 26, notice went out regarding the re-opening of the pool on June 1st as the State moved into phase 2, or the "Act with Care" phase. The stay-at-home order was then extended from May 30th to June 30th, however, the 14-day mandatory quarantine for interisland travel ban was lifted effective June 16th, along with the short-term rental ban. On June 19th after definite confirmation from the County was received, Wavecrest is no longer an exempt property, and safety protocols were implemented, Wavecrest rentals resumed, and pool hours returned to regular hours on June 23rd. Currently, until further notice, no persons requiring quarantine (owners/others) can quarantine in any unit at Wavecrest.

Any decisions made have been made to keep our homeowners, residents, and any remaining guests as safe as possible and were not made lightly. These are challenging times for everyone, and more so now, since there have been no additional active cases reported beyond the original two cases, and continuing to be compliant with all the CDC guidelines and State and County's frequently updated mandates is difficult at best. I truly appreciate everyone's patience during these unprecedented times! If you were a displeased homeowner, please accept my apologies. The health, safety, and welfare of our Wavecrest community is of the utmost importance to me!

Speaking of health and safety, we have implemented COVID-19 protocol. Masks should be worn in all common areas while on property. If you have a cough, fever, or do not feel well, we kindly ask that you please be mindful and not use the cabana/pool/BBQ/laundry facilities. Sanitize hands. Hand-sanitizer sprays are located at the sign-in counter below the bulletin board at the office, at the pool gate, and at the entrance of each laundry room. Sign-in/out has been always required by all non-residents as well as check-in/registration for all incoming homeowners and guests, along with signing in at the pool, however, due to COVID-19, it is now MANDATORY for tracing purposes should someone contract COVID-19, those possibly affected can be notified. Everyone must now sanitize, sign-in, and maintain a 6-foot distance from anyone not residing in your unit. Non-compliance may result in an immediate health violation fine. We have also implemented routine disinfecting of our pool/cabana/BBQ areas and laundry rooms. Also, because Wavecrest grounds maintenance staff are out and about on property working, they might not always be wearing a mask. Please be mindful and do not approach unless they see you coming and can put their masks on first and please maintain a safe 6-foot distance.

Irrigation water leaks continue to be an issue here at Wavecrest. Several leaks have been detected and repaired which has already made a significant impact on our monthly water bill, however, more leaks are occurring near Bldg. A middle stairwell, parking lot, and where the traffic island was previously removed. Grounds personnel continue to work diligently to locate the source of these leaks. Please be cautious around these areas and pardon the inconvenience until we get this matter resolved.

A preventive maintenance plan was created for all heaters and maintenance staff trained on procedures and frequency. All heaters were flushed in April, however, due to the amount of debris found, they will be flushed again in July before being put on a routine schedule. A replacement heater was installed in Bldg. B and a replacement heater is in the process

of being installed in Bldg. A. Getting all parts to Molokai during this pandemic has been challenging, relocating pipes out of the way so that parts/valves are more accessible, etc. has made this an arduous task, however, homeowners, Rockland Taylor along with President Jack Thornton continue to do a wonderful job. Mahalo to them both!

Completed Projects:

- Bldg. A Network Cable Reinstallation
- Bldg. C East Stairwell Repair Project
- Unit B208 Drywall Repairs
- Unit A214 Drywall Repairs
- Bldg. B. Gutter Repair
- Bldg. C Laundry Room Waste Line Cleanout
- Heater Flushing and Valve Exercise PMP
- Roadway Irrigation Water Leak Repair (located just before irrigation box at bldg. c. east dumpster)
- Irrigation Box Lift and Ground Repair near gutter at Unit C108
- Bldg. B to Bldg. An Underground Network Cable Installation
- WC Storage Sheds Clean Outs/Seal
- Maintenance Shop Shelving/Work Bench Installation
- Unit(s) B108/208 Emergency Leak Repair
- Unit(s) C214/314 Emergency Leak Repair
- Bldg. B, Heater Replacement Installation
- Unit(s) C302/303 Emergency Leak Repair
- Unit(s) C307 & Hallway Emergency Leak Repair
- Pool Signage at N. Gate Entrance Installation
- NPC Office Bldg. Revamp
- Shop Tool Replacements

Current Projects:

- Bldg. A. Parking Lot Leak Abatement
- Bldg. A, Heater Replacement Installation
- Maintenance Shop Clean-Up and Inventory
- South Pool Gate Gate/Lock Repair
- Weather Station Install
- Hallway Dimmer Lights Install
- Cameras Install

At the Office:

- Sign-in/out is required by all non-residents and check-in/registration at the office remains mandatory for all incoming guests. We have provided hand-sanitizer and relocated the forms to the counter below the bulletin board. This has now become a vital part of operations here at Wavecrest so that just in case we are affected by COVID-19, tracing information will be available and those possibly affected able to be notified by the DOH. Non-compliance may result in a health violation fine.
- Implemented COVID-19 disinfection protocol
- HO6 insurance policies 86.5%
- 14 fines imposed this quarter for miscellaneous violations
- Ensuring proper parking permits are being utilized by HO's

Cabana/Pool:

- Pool/Cabana sign-in mandatory, must sanitize hands and wear masks in all common areas and in cabana/BBQ areas. Non-compliance may result in a health violation fine
- Implemented COVID-19 disinfection protocol
- No more than 10 persons allowed in area at any given time

- Pool code set to change on July 1st, HO notification via email sent 6/22/20. Please inform your renters/guests as applicable.

WWTP:

- Hire & train WWTP part-time/on-call position on-hold due to pandemic

Currently the Wastewater Treatment Plant (WWTP) is operating under low flow conditions. Occupancy is approximately 33 persons. The low flow (influent) results in less "food" available for the organisms that "clean" the wastewater. As a result, the wasting process must be and is being adjusted accordingly.

The following inorganics are still being placed in the wastewater system:

Excess grease, bandages, paper, paint- [one event], metal sink drain strainer, paper towels, cloth rags- [two incidents] and feminine hygiene products [from C building]. Note: OSHA (Occupational Safety Health Administration) recommends feminine hygiene products be placed in a waterproof plastic bag and disposed of in the trash.

Remember: The only thing that can go in the wastewater is mild soap and what we ingest.

Due to failure, a new pump was installed in the effluent tank (tank pumps "cleaned" water to leach field) March 13, 2020.

Preventative Maintenance:

1. The lift tank (wet well) was pumped to remove grit and other inorganics on May 8, 2020.
2. Gear-in oil changed in both WWTP Aeration blowers on June 5, 2020.



June 18, 2020

Rental Operation

Renting to someone who is **NOT** subject to quarantine

Yesterday, The Mayor's office reversed previous statements to Wavecrest, and now states that if a unit at Wavecrest is on the "LIST" as registered with the County of Maui as a legal short-term rental, owners can rent their units. You must be on the "LIST" to rent your unit. Owners who meet this requirement can now rent short-term **UNLESS** that person is subject to quarantine restrictions: i.e. because that person has come from the mainland or somewhere out-of-state.

Renting to someone who **IS** subject to quarantine

Operation of homeowner's rental units at Wavecrest is **NOT ALLOWED** to persons subject to quarantine restrictions: i.e. because that person has come from the mainland or somewhere out-of-state.

PPE [Personal Protection Equipment]

Wavecrest is adhering to the basic rules of conduct as outlined in **Rule 5** of the mayor's emergency rules of June 8, particularly subsections **A, D, F, and G**. The Manager can provide additional information as needed.

Required owner and guest registration, sign-in, parking permits, etc., are still required.

Best regards,

Jack Thornton

administrative rule of any County department, board, or commission that is currently pending, is hereby continued to the latter of the following: 60 days after the date of the County's Proclamation of Emergency of Disaster, dated May 1, 2020, as may be extended; the Declaration of Termination of Emergency issued by the undersigned; or 60 days from the date of the current deadline or automatic approval as of the date of the adoption of these Rules. This Rule applies only to deadlines for action imposed by ordinance or administrative rule on any County departments, boards, and commissions. This Rule does not extend any permit condition of any existing permit that has already been approved. This Rule does not extend the time for filing of an appeal for matters that have already been decided.

Rule 4: Pursuant to guidance from the CDC, any gathering of more than 10 people is prohibited unless specifically allowed under these Rules. Members of a single residential or family unit sharing the same address are not prohibited from gathering.

Rule 5: Persons engaging in allowed activities, essential, and designated businesses or operations shall implement the following social distancing requirements:

- a. Face covering. Persons over the age of 5 years old shall wear a face mask or cloth covering the nose and mouth while in public settings, meaning in the vicinity of other people who are not members of the same household, as recommended by the CDC (See Exhibit B). This requirement shall not apply to persons

engaging in permissible outdoor exercise activities, so long as social distancing requirements are maintained. This rule shall also not apply to those entering financial institutions, to anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the covering without assistance. This rule shall also not apply to individuals or members of the same household traveling in a vehicle.

- b. High risk populations. Elderly and others at high risk for Covid-19 are urged to stay in their residences to the extent possible, except to seek medical care.
- c. Persons who are sick. Persons who are sick, have a fever, cough, or who are exhibiting symptoms such as shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell, are urged to stay in their residences to the extent possible, except to seek medical care.
- d. Six-foot distances. All persons shall maintain a minimum of six-feet of physical separation from all other persons to the fullest extent possible. Essential and designated businesses or operations shall designate with signage, tape, or other means six-foot spacing for employees and customers waiting in line. Essential and designated businesses or operations shall monitor and enforce the six-foot distancing requirement, whether outside

engaging in permissible outdoor exercise activities, so long as social distancing requirements are maintained. This rule shall also not apply to those entering financial institutions, to anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the covering without assistance. This rule shall also not apply to individuals or members of the same household traveling in a vehicle.

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i. Pickup at store or delivery. To the extent feasible, essential and designated businesses or operations shall provide for online ordering and purchase of goods, delivery, and customer pickup of orders outside the facility.

j. Signage. Essential and designated businesses or operations shall post a sign at the entrance of the facility informing employees and customers that they shall, at a minimum: Wear CDC recommended face coverings while in the business or operation; avoid entering the business if they have a cough or fever or otherwise do not feel well; maintain a six-foot distance from one another; not shake hands or engage in unnecessary physical contact.

Rule 6: Restaurants and cafes that serve food within the premises shall be closed for customer seating but will be allowed to provide takeout and delivery service.

Rule 7: All bars, nightclubs, theaters, public gathering venues, and tourist attractions are ordered closed.

Rule 8: Locations of public gathering such as gyms, recreation facilities, clubhouses, playgrounds, dog parks, and other places of public gathering are ordered closed.

Rule 9: County parks and beach parks are ordered closed except for those listed in Exhibit "A", attached. County parks and beach parks will be open from 7:00 a.m. through 7:00 p.m.