



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

NOTICE OF MEETING

Date: Friday, June 4, 2021
Time: 2:00 p.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 16, 2021
- President, Treasurer, and Manager's Reports

Discussion/Action Items -

- New Employees
- eGauge Connectivity – Hardwiring
- WiFi – Bandwidth Usage and Effects on WC Operations
- House Rules – Aligned with HRS and Published Documents
- Owner and Agent Responsibilities
- Reserve Study Review – Adjustment to Completed Tasks, Revised Tasks and Est. Expenses
- Expenses vs Reserve Study – Yearly Update

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: 858 4587 9089
PIN: 414691

DATE OF NOTICE

Friday, May 28, 2021

Respectfully submitted by:

Zoom weblink: <https://us02web.zoom.us/j/85845879089?pwd=R1ozL3NMS1lpS0NhRIB1cng4Q2NTQT09>



BOARD OF DIRECTORS - ASSOCIATION OF APARTMENT OWNERS

WAVECREST RESORT, INC.
Kaunakakai, Hawaii

Friday, June 4, 2021 @ 2:00 p.m.
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 4, 2021.

ZOOM WEBLINK <https://us02web.zoom.us/j/85845879089?pwd=R1ozL3NMS1lpS0NhRlB1cng4Q2NTQT09>

CALL IN INFORMATION – DIAL 1-669-900-6833, MEETING ID 858 4587 9089, PIN 414691

AGENDA

CALL TO ORDER

ROLL CALL - Determination of Quorum, Homeowner's Roll Call, Proof of Notice of Meeting.

APPROVAL OF MEETING MINUTES – Approval of Meeting Minutes for March 16, 2021.

DIRECTOR REPORTS – President, Treasurer, Manager.

DISCUSSION/ACTION ITEMS

- New Employees
- eGauge Connectivity – Hardwiring
- WiFi – Bandwidth Usage and Effects on WC Operations
- House Rules – Aligned with HRS and Published Documents
- Owner and Agent Responsibilities
- Reserve Study Review – Adjustment to Completed Tasks, Revised Tasks and Est. Expenses
- Expenses vs Reserve Study – Yearly Update

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

EXECUTIVE SESSION – This is a closed session called by the Board President for BOD members to discuss, review and potentially act on legal and personnel matters.

ADJOURNMENT



Board of Directors Meeting Minutes March 16, 2021

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

- a. The regular quarterly Board of Directors meeting was called to order by President Jack Thornton at 9:05 HST on March 16, 2021. Proof of meeting was posted on March 11, 2021.
- b. The following Directors were present: Jack Thornton (A207), Michael Peters (C213), Martha Strock (A101/B102), Rod Huck (A103), and Greg Lappin (C312). A meeting quorum was announced.
- c. Homeowners in attendance included: John Scriver (A110/A308), Gerald & Meredith Johnson (A206/C313), Mark & Teri Helm (A304), Richard & Anne Flipp (C203), Brenda Murray (A108), Neil Strock (A101/B102), Werner Rod Huck (A102), Dan Reed (C105), Barbara Goldberg (C-206), Ken & Linda Bergstrom (C113), Glenn & Kimberly Dutton (B310), Calvin Rolan (C212), Scott Butcher (B201), Rockland Taylor (C106), Michael Nicholls (A116), Jim & Ingrid Kindsvater (A215), Diane Horne (A315), Lori Boehler (B106), Teresa Stoch (C214), Dallas Jacobs (C104). Others in attendance included legal counsel John Morris, Esq.

2. Review/Approval of Minutes and Reports

- a. Director Strock moved, and Director Huck seconded a motion to approve the December 04, 2020 minutes as written. Motion carried 5-0-0.
- b. President's report, Treasurer's report, Secretary's report, and Manager's report were presented in written format. Each also gave an oral report. President's and Manager's report were read verbatim. Copies of all reports are appended to the minutes.

3. Discussion/Items

- a. President mentioned proxies can be handled differently. Homeowners can give their proxy to someone else. Proxies can be sent in electronically.
- b. Manager mentioned that owners have full responsibility to check in their guests. Hawaii Tourist Board sets the policy that Wavecrest cannot be a quarantine site.
- c. President mentioned substantial monetary savings by having maintenance projects being done in house. Examples are President refurbishing post office boxes, Rocky Taylor handling plumbing issues, Neil Strock taking charge of Wi-Fi/Broadband/Metering problems. Staff repairing stairwells. This amounts to a minimum of \$50,000 and possibly \$100,000 in savings.

4. Open Session

- a. Michael Nicholls requested clarification of the estimates on his electric bill. He stated bill should read as an estimate. President will speak with electric company.
- b. John Scriver also mentioned his displeasure with questionable electric bills. He also stated he does not want staff entering his unit for inspection. President stated Wavecrest has legal authority to enter units when for the good of all of Wavecrest. Wavecrest attorney in attendance, John Morris, agreed with this statement and also entrance is permitted to check for high-risk items. President assured everyone inspections happen only if needed. Wavecrest attorney, John Morris, stated that Mr. Scriver does not understand [or misunderstands] Hawaii statutes that give the association authority to enter units. President Thornton stated that with Mr. Morris giving his legal opinion on the record that this is a settled issue and will no longer be up for discussion.
- c. A lengthy discussion centered upon the unreliability of WIFI. It was stated that Wavecrest does not supply WiFi for streaming. Board is aware of the problems and are working to fix. Neil Strock is experienced in this area and is proposing solutions as well as doing work.
- d. Zaida and staff were thanked for their work. Zaida and Donna were thanked for their close scrutiny and handling of the Wavecrest budget well. Also recognized were Dick Flipp, Rocky Taylor, & Neil Strock. Much appreciation was given to Michael Nicholls for his 21 years as homeowner and many years serving on the Board of Directors.
- e. John Scriver asked if a report is possible to show savings with new metering program.
- f. There was discussion as to the feasibility of purchasing the solar panels on the roof of B building, and if panels can be installed to heat the swimming pool. [Previous board member, Mike Nicholls, was tasked with researching the possible purchase of the solar panel PPA (Power Purchase Agreement) when he rejoined the board as a director, but no report was ever produced].
- g. Jerry Johnson C-313 was concerned about a water leak in his unit. Rocky and Zaida addressed his concerns and said they would analyze solutions immediately after the meeting.
- h. There being no further comments, Director Peters moved to go into Executive Session. Martha Strock seconded the motion. The motion passed with a 5-0-0 vote at 11:15 HST.

5. Executive Session

- a. Executive session convened at 11:25. No motions; no votes; no action occurred.
- b. Executive session closed at 11:50 HST. Director Strock moved to close the session. Director Lappin seconded the notion. Motion passed 5-0-0.

6. Reconvening Open Session and Adjournment

Open session reconvened at 11:51 HST. The meeting adjourned with a motion from Director Strock and seconded by Director Huck. The vote passed 5-0-0. The meeting adjourned at 11:55 HST.

Respectfully submitted,

Greg Lappin, Board member

Attachments: Board and Staff reports

**Annual Meeting of the Association of Apartment Owners of Wavecrest
March 17, 2021**

Meeting was begun at 9:03 HST by Board Vice-President Michael Peters. Director Peters announced that a quorum was not reached. Therefore, an owners meeting cannot be called to order. Everyone was urged to turn in their proxies. The next meeting will be scheduled the end of September or early October. Discussion ended at 9:10 HST.

President's Report

June 2021

Welcome everyone. As I address everyone, I am hopeful that positive adjustments in travel and lodging constraints will welcome us in time for the Fall meeting. Until then we will continue to follow the current health directives in place in our daily operations.

House Rules/Owner-Agent Responsibilities

Wavecrest owner visits and rentals are increasing, and we would like to take this opportunity to remind owners they are responsible for keeping their agents, vendors and guests informed of the rules, operations, and check in requirements. Wavecrest can only act as an agent to one unit. That unit is the manager's unit. Office administrators continue to need to spend time to collect required check-in information to the property for agents, vendors, and guests. This not only adds to their workload but adds to the overall budget expense to all owners, an expense that should not be borne by other owners. This issue will be reviewed and addressed as we review House Rules, HRS, and governmental mandates.

Complementary Wi-Fi

Wavecrest complementary Wi-Fi continues to be a concern. Thank you to those of you who are helping keep complementary usage down to a reasonable volume. The internet service providers have not made it easy for us. Between power failures and spotty coverage, it is difficult to provide any real level of quality service. Wavecrest complimentary coverage is not intended for streaming or high demand devices. Several, just a few actually, devices have been identified as excessive abusers of the free service Wavecrest provides. High volume users continue to interfere with the bandwidth required to maintain the operational aspects of Wavecrest. The result is we are expending unnecessary manpower hours and equipment expense to repair, purchase, or reconfigure our own devices to keep them functioning properly.

Reserve Study

Reserve Study items are under ongoing reviewed and adjusted as they are repaired, replaced, or more accurately assessed. This is now part of an ongoing and yearly review process that keeps us on track to accurately determine HOA dues and necessary project timelines as we keep our Reserve Study updated in preparation for the Fall Budget Meeting.

Please stay safe and healthy,

Respectfully submitted,
Jack Thornton

	A	B	C	D	E	F	G	
Wavecrest AOA								
Treasurer's Report								
			Actual 2021	Budget 2021	Actual 2020	Percent Change	YTD Actual	202
			April	April	April	April/April		
Revenue			75500	87423	78405	-3.7%	343717	
Expenses								
Utilities			13604	17958	12514	8.7%	24543	
Professional Services			7913	4535	4435	78.4%	24725	
Bldg Maintenance			2849	11580	16149	-82.4%	17503	
Payroll & Benefits			18236	29365	21842	-16.5%	101861	
Other expenses:								
Insurance Master Policy			18435	8298	19101	-3.5%	25699	
Insurance Auto			0	0	0		0	
Insurance Claims			0	67	0		0	
Meeting Expense			420	500	0		1182	
Miscellaneous Expense			70	682	184		460	
Maintenance Fee Expense			0	3333			0	
AOAO Wavecrest Rental Expense			0	343	31	-100.0%	0	
AOAO Office Expense			0	605	0		0	
Unreconciled Debit Card Items			0	208	-5407	-100.0%	-1386	
Real Property Tax			0	0	0		942	
State General Excise Tax			533	215	536	-0.6%	796	
Total Operating Expenses			62313	77689	69386	-10.2%	286238	
Operating Surplus/Deficit			13186	9734	9019	46.2%	57478	
Capital Improvements			0	0	0		6266	
Total Cash Disbursements			62313	77689	69386	-10.2%	292505	
Cash and Investment Balance								
Operations			175584.96		87372.8	101.0%		
Reserves			641589.48		600576.59	6.8%		
Total Association Cash			817,174.44		697,949.39	17.1%		

Aloha Homeowner(s).

We had a busy Memorial Day weekend here at Wavecrest as travel restrictions have loosened a bit in the State with interisland travel and no mask outdoors mandates. Our check-in requirements for guests, day visitors, vendors, contractors, etc. are still in effect. Everyone must sign in at the office upon arrival and at the pool gate prior to entering and maintain social distancing.

With restrictions being loosened, people are congregating at the cabana for gatherings and music. This is not allowed without the proper paperwork submitted to the office in advance and approval. If you are a homeowner and would like to have an event, you must submit a Cabana Event Request form (available at the office) at least 48 hours prior to the planned event. Renters and guests are not allowed to hold such events.

Please remind your guests to read the house rules. I have seen an increase in vehicles parking backwards into stalls fronting the buildings, a clothesline tied to a coconut tree and then in the lanai, more than the allowed 5 persons at the pool/cabana/BBQ area, and someone even cleaned fish and left the scales and odors at the car wash area over this past weekend. These types of activities are NOT allowed here at Wavecrest.

Join me in welcoming to Wavecrest our new homeowners as of January 2021 to units A116 – Daniel Huffman & Brad Bauer (A306), A201 – Ashley Aemmer and Adam Dordea, A202 – Anthony & Susan Schmitz, A214 – Colleen Simon, A312 – Lynne & Bernadette Cogswell, A315 – Kevin Bernard & Diane Horne, B101 – Pamela Henderson, C114 – Ralph & Carol Allmand, C212 – Diana McClure, C303 – Jack Vanderstelt & Desiree Ast, C308 – Mark & Quin Zaengle.

Completed Projects:

- A/B/C Quarterly Heater Maintenance
- Irrigation Leak Repairs (2)
- A216 Leak Repair
- Unclog Drain Line at A109
- C1 Laundry Drywall Repairs
- A/B/C Laundry Room Ball Valve Installations
- Pump Replacement at WWTP
- Unit Inspections (7)
- C313 Leak Repair
- C213 Leak Repair
- New S. Pool Gate Installation

Current Projects:

- Irrigation Assessment, new Timer Installations, new Part Installations as Needed.
- Semi-Annual Coconut Tree Trimming Scheduled – 6/7-11/2021.
- Building Repairs
- Lighting Repairs/Replacement
- Bldg. A Heater Replacement
- Annual Unit Inspections (Please schedule with the office if you have not done so already.)

At the Office:

- **New Parking Passes** – We are awaiting the arrival of new, more durable/visible parking passes. We will inform you when they are available for exchange. Old parking passes will be exchanged for new ones. If you cannot provide the office with the old one, there will be a \$50.00 replacement fee. All new passes must always be hung from your

rearview mirror and the number must be visible from the front of your vehicle while on property. If you cannot provide the office with the old one, there will be a \$50.00 replacement fee. You must provide the office with an E-Mail consent for your on-island representative or cleaner to exchange/purchase a pass. Parking passes for all covered vehicles on property will be required to be kept at the office. Deadline for exchange will be on **August 16, 2021**. If your old pass is not exchanged, your unit will be issued a new one and your unit invoiced for the replacement fee which will be due on your next Hawaiiana assessment.

- **Office Hours/Mail Pick-Up: 7:30 a.m. – 1:30 p.m.** unless prior arrangements are made.
- HO6 Insurance Policy Updates 90.48% to date.
- Updated Outside Worker/Day Visitor Sign-In/Out Sheet – Excluding registered guests, every non-resident must sign in/out daily.

Cabana/Pool/BBQ Area:

- **Sign-In and sanitizing remains MANDATORY for all persons entering this area.**
- **NO MORE THAN 10 PERSONS ALLOWED IN AREA AT ANY GIVEN TIME.**

Grounds:

- Welcome to our Wavecrest ohana our new groundskeeper, David Thompson. David joined our team one month ago and has been hard at work helping Billyjac with our grounds work and he has been doing a great job. He is a very humble, respectful, hardworking young man with a great can-do attitude. Welcome aboard!

Buildings:

- Welcome to our Wavecrest ohana our new building maintenance assistant, Shannon Pagay. He is a quiet guy who gets straight to work and gets the job done. He is very inquisitive, eager to learn, and meticulous when it comes to his workmanship. Welcome aboard!

WWTP:

Regular operations and maintenance continued at our wastewater treatment plant; however, we are still dealing with wipes, rags and paint being put down the drain and contaminating the treatment tanks. Please keep in mind that our treatment plant is a living, delicate operation that should be treated with care. As a homeowner, you are responsible in helping to maintain our wastewater treatment plant here on property. You can help to care for our wastewater treatment plant here at Wavecrest by doing the following:

- **Use Water Efficiently**
- **Do Not Put any Cloggers Down the Drain**
(i.e., diapers, paper towels, flushable and/or non-flushable wipes, dental floss/picks, bandages, cigarette butts, coffee grounds, feminine hygiene products, candy wrappers, rags, etc.)
- **Do Not Put any Killers Down the Drain.** The EPA Clean Water Act also prohibits toxins like paint going down the drain. (i.e., paint, bleach, cleaning products, 2000 flushes or self-cleaning toilet cakes, chemicals, oil, etc.) These items are toxic and kill much needed bacteria and other microorganisms in our system that aid in the biodegradation process necessary for treatment of our wastewater. Please bag your non-rinsed paint brushes, paint trays, and dispose of accordingly.

Only mild soap and what we ingest should be going down the drains. Please inform your guests/tenants (if applicable) regarding this matter to help maintain and protect our wastewater treat plant.

Homeowner/On-Island Representative To-Do List:

Leak Inspections – Please complete regular leak inspections in your units. Check around toilets, toilet water supply line, around and under sinks, around shower/tub base, icemaker lines, and bathroom & kitchen fixtures regularly. Copper icemaker tubing is available at the office.

As always, please feel free to contact me with any matters related to Wavecrest.

With kind regards,

Zaida Place