



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

NOTICE OF MEETING

Date: Tuesday, March 15, 2022.
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 December 6, 2021
- President, Treasurer, and Manager's Reports

Discussion/Action Items –

- 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 – Yearly Review and Revisions

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: 836 0926 6285
PIN: 185176

DATE OF NOTICE

Tuesday, February 22, 2022

Respectfully submitted by:

Zoom weblink: <https://us02web.zoom.us/j/83609266285?pwd=a202akdNSjZEWFMrNzhJL21rSFFMdz09>



BOARD OF DIRECTORS - ASSOCIATION OF APARTMENT OWNERS

**WAVECREST RESORT, INC.
Kaunakakai, Hawaii**

**Tuesday March 15, 2022 @ 9:00 a.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 March 15, 2022.

ZOOM WEBLINK <https://us02web.zoom.us/j/83609266285?pwd=a202akdNSjZEWFMrNzhJL21rSFFMdz09>

CALL IN INFORMATION – DIAL 1-669-900-6833, MEETING ID 836 0926 6285, PIN 185176

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 December 6, 2021.

DIRECTOR REPORTS – President, Treasurer, Manager.

DISCUSSION/ACTION ITEMS

- 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 – Yearly Review and Revisions

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
December 06, 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 9:04 a.m. HST on December 06, 2021.
- b. The following Directors were present: President Jack Thornton (A207), Treasurer Martha Strock (A101/B102), and Secretary Rod Huck (A103). A meeting quorum was established. President Thornton mentioned that anyone interested in joining the Board to contact Hawaiiiana Management Co. or the Board Secretary. The BOD has up to two vacancies and welcomes applicants, particularly those with grant writing experience, familiarity with large construction project management experience working with contractors and willingness to take on large tasks.
- c. Homeowners in attendance included: Neil Strock (A101/B103), Jeffrey Wheeler (A108), Jim & Ingrid Kindsvater (A215), Richard Flipp (C203), and Kimberly Dutton (B310). Others in attendance included Property Manager, Zaida Place.
- d. Proof of Notice of Meeting was sent out on November 26, 2021, it was delayed a couple of days to make sure the 10-day notice was met.

2. Review/Approval of Minutes and Reports

- a. The October 01, 2021 meeting minutes were presented for review. President Thornton noted that there were no additions, changes, or corrections to the October 01, 2021 meeting minutes. Treasurer Strock motioned to approve the October 01, 2021 minutes as drafted, and Secretary Huck seconded the motion. Motion carried 3-1-0.
- b. The President's report was submitted and briefly read by President Thornton. He thanked the Wavecrest staff and volunteers for their efforts in maintaining and upgrading the property, noted that projects were being successfully completed in-house helping to reduce expenses, and increase the reserve fund, while improving the property. He informed that before February, we would be collecting personal passwords per each unit for access to the Wavecrest Wi-Fi network. It will no longer be an open network due to others using network.

Vice-President Peters joined the meeting at 9:09 a.m.

President Thornton summarized what was reported to Vice-President Peters then continued and informed that HOA dues coupon booklets were printed incorrectly due to Hawaiiiana's personnel that used the wrong number of units when computing. HMC to reprint and resend by January.

Wavecrest continues to follow the local State and Federal guidelines regarding COVID. Signing in prior to or upon arrival is required for the safety of all owners and guests and takes much time from employees to track.

Per above, The Board of Directors has up to two vacancies & is seeking interested/committed applicants, particularly those with grant writing experience, writing contracts, familiarity with large construction project management experience working with contractors and willingness to take on large tasks. There are currently four members: allowing up to six.

- c. The Treasurer's Report was presented and summarized by Treasurer Strock who stated that the Reserve expense items were down as a result of leadership committing to utilizing in-house resources rather than outsourcing. A new truck was purchased for Wavecrest with Reserve funds, the reserve funds from HOA dues are being deposited and stated that overall, we are doing well, an increase of 13.3% from the previous year. The old truck was sold, and sale included a truck bed trailer for hauling materials, etc.
- d. Secretary Huck state that there was nothing new to report.
- e. The Manager's report was presented in written format and stands as posted. Manager, Zaida Place stated that everyone should use Condo Control vs. email for announcements, service requests, notice of violations, etc. President Thornton commented on things being completed such as new piping in units, weekly attic checks, unit inspections, gas line repairs in heater rooms, hallway ceiling repairs, pool pump floor flooring, pump house repairs, etc. Manager Zaida Place reported ongoing removal of popcorn ceilings in hallways including replacement of lights with LED solar powered lights.

3. Discussion/Items

- a. Wi-Fi Log in Passwords – Each unit to create a personal password for Wi-Fi network usage. This will become effective February 2022. Wi-Fi hardwiring is systematically in process.
- b. House Rules – Aligned with HRS and Published Documents to create one document and will be sent to attorney for review.
- c. EV Charging Station – EV Charging Station – Incomplete information presented for any further discussion on installation on Wavecrest property at owner's expense.
- d. Wastewater treatment plant upgrades are being evaluated for the long term.
- e. Owners need to contact the Wavecrest Office to schedule their unit inspections ASAP.
- f. Carbon Capture Concrete for roadway replacement not available currently.

4. Open Session

- a. **Ingrid Kindsvater (A215)** asked when the washer at Building A second floor was going to be repaired. Manager, Zaida Place stated that the vendor was contacted multiple times and there is no vendor on-island. Ingrid Kindsvater stated that they were having similar problems with Nissan service. President Thornton stated that he would call vendor to discuss contract. In the meantime, WC to move washers/dryers around and purchase units if needed.

With no further homeowner comments, President Thornton request to move to Executive Session. Treasurer Strock motioned to move to Executive Session, Secretary Huck seconded. Motion carried unanimously 4-0-0. Session was ended at 9:35 a.m.

5. Executive Session

- a. Executive session convened at 9:36 a.m. No motions or votes.
- b. Executive session closed at 9:45 a.m. HST. Director Strock moved to close the session. Secretary Huck seconded the motion. Motion passed 4-0-0.

6. Reconvening Open Session and Adjournment

Open session reconvened at 9:46 a.m. HST. The meeting adjourned with a motion from Treasurer Strock and seconded by Secretary Huck. The vote passed 4-0-0. The meeting adjourned at 9:48 a.m. HST.

Respectfully submitted,

Werner Rod Huck, Secretary

Attachments: Board and Staff Reports



President's Report
March 2022

Welcome to the Wavecrest March 2022, board meeting. Additionally, I welcome the many new owners to Wavecrest. By our unofficial count from January 01, 2021, to present, there have been THIRTY new title transfers of Wavecrest units.

Great News!

March 25, 2022, Hawaii Safe Travels Program for Mainland Travelers is suspended. This means that they are suspending the requirements for Vaccination Cards and Covid testing for travelers coming from the mainland. International travel mandates are still in place. Masks are still required indoors. **Guest check-in also is still required.**

We all agree that Wavecrest is, and needs to remain, a special place. We continue to aggressively address repairs and improvements while we also experience escalating expenses. The following are just a few of the items or issues we are addressing to accomplish this goal.

Wavecrest Employees

It doesn't take long when looking around Wavecrest to appreciate the dedication and skills of our employees. Please respect their work areas and allow them the space to work uninterrupted. If you have maintenance or violation concerns, please log into our Condo Control system. The new address starting March 1, 2022: app.condocontrol.com. Contact the office if you have questions. Written forms are for guests and others that do not have access to Condo Control because they are not owners.

Reserve Study

The most recent reserve study was started two years ago [March 2020]. It was for the period beginning January 1, 2021, through December 31, 2021.

"A Reserve Study is a planning tool, and it is understood that ...Because the physical and financial status of the property, ...are all in a continual state of change, ...we do not expect that the events projected in this document will all occur exactly as planned. The Reserve Study is by nature a 'one-year' document in need of being updated annually so that more accurate estimates can be incorporated."

[Association Reserves (Study). March 4, 2020. pp. 28. para. 4]

The Reserve Study document has been reviewed internally on an on-going basis, but it is time for an official update.

Guest Check-in

All guests/owners/vendors, etc., are required to register/sign in. We are working on adding interactive Condo Control web check-in and several other of the most used documents.

Complementary Wi-Fi

Once WiFi login setup is completed owners will log in to Wavecrest WiFi and will need to create their own profile and password when logging in for the first time. The office originally was collecting passwords, but this no longer will be necessary. **Owners will individually need to decide the level of privacy or security associated with sharing your individual Wavecrest Wi-Fi password.** Owners will be responsible for renter/guest abuse of the complimentary Wavecrest Wi-Fi. Streaming video/tv/etc., requires a lot more bandwidth than most other media formats. This interferes with Wavecrest daily operations. The original Wavecrest WiFi has been around for quite a while. It was not designed to handle today's current applications. We encourage you to consider putting in your own services. I've been told by some owners that they only install it for a month or two during their visit, then cancel it until their next visit.

Please stay safe and healthy,

Respectfully submitted,
Jack Thornton

**Wavecrest AOAO
Treasurer's Report**

	Actual 2022 January	Budget 2022 January	Actual 2021 January	Percent Change January/January	YTD Actual	2019 Budget
Revenue	79137.38	88014	85298.38	-7.2%	79137.38	88014
Expenses						
Utilities	21221.24	17125	13683.31	55.1%	21221.24	17125
Professional Services	3806.97	8092.61	3385.57	12.4%	3806.97	8092.61
Bldg Maintenance	9230.16	11866	5694.04	62.1%	9230.16	11866
Payroll & Benefits	33459.03	29392.42	24314.41	37.6%	33459.03	29392.42
Other expenses:						
Insurance Master Policy	14994.24	9037	18988.08	-21.0%	14994.24	9037
Meeting Expense	0	300	0		0	300
Miscellaneous Expense	326.02	315	0		326.02	315
Maintenance Fee Expense	0	3333.33	0		0	3333.33
AOAO Wavecrest Rental Expense	0	343	0		0	343
AOAO Office Expense	344.25	605	0		344.25	605
Real Property Tax	0	4476	0		0	4476
State General Excise Tax	903.92	215	263.08	-16.6%	903.92	215
Total Operating Expenses	104285.83	94417.36	65659.83	58.8%	104285.83	94417.36
Operating Surplus/Deficit	-25148.45	-6403.36	19638.55	-228.1%	-25148.45	-6403.36
Capital Improvements	2899.33	95500	6266.32	-53.7%	6266.32	47500
Total Cash Disbursements	107185.16	189917.36	71926.15	49.0%	77384.2	522994.5
Cash and Investment Balance						
Operations	226393.65		153,440	47.5%		
Reserves	661927.57		625,894	5.8%		
Total Association Cash	888,321.22		778,242.24	14.1%		
Delinquencies - Active Owners						
Maintenance Fees	114432		134436	#REF!		
Legal Fees	7522		7504	#REF!		
Late Fees	16025		16291	#REF!		
Return Fee	0		35			
Rental Income - Lockers & Storage	30		113			
Fines	1477		582			
Unit Svcs & Repairs	0		0			
Interest	68003		68750			
Total	207489		227711	-8.9%		
Delinquencies - Inactive Owners	38864 on 6 inactive		28036	38.6% On 4 inactive		



Wavecrest
Manager's Report
March 15, 2022

Aloha Homeowner(s):

Mahalo to all the homeowners who showed their appreciation for our hardworking crew and donated to the Annual Employee Christmas Fund. Our Wavecrest employees also got treated to a night out at Hiro's Bar & Grill for our annual Christmas party. Everyone got dressed up for the occasion and really enjoyed getting together outside of work. Each employee appreciated the extra blessings and were very thankful.

Pickleball has been quite popular in 2022 here at Wavecrest! Big MAHALO to Brad Bauer & Dan Huffman (A116/A306) for all their hard work preparing the courts for play and for introducing this sport to our Wavecrest community. Soon, Wavecrest will be offering the use of equipment to our homeowners, residents, and guests.

Here at Wavecrest, our crew has been off to a busy start in 2022. Our cabana has gotten some much-needed love and attention. The old carpet has been removed and replaced with blue carpet tiles and the lounge chairs are being reupholstered. We are currently awaiting the arrival of composite decking to replace the faded red rubber decking which will complete this project. The popcorn ceiling and old light fixtures in buildings A & B hallways have been removed and replaced with one LED recessed light fixture and the crew has received on-the-job training on installing the hallway carpeting and are ready to move forward with this project.

On a not-so-fun note, we have been encountering homeowner issues with leaks, etc. I have attached a page of these issues and recommendations/remedies to help reduce emergencies, etc. created by Rockland Taylor (C106) Wavecrest's homeowner volunteer. Also, thank you with your patience with our washers and dryers. It has been difficult trying to get vendor technician services to Molokai and per previous discussion, we are looking into other options.

Welcome New Neighbors: Nicolas & Tamara Bakkie (C312); Joseph Pype & Cari Wilson (C307), Glenn & Kimberly Dutton & Irvine & Janell McLaren (C110)

At The Office:

*****Effective March 1, 2022, please submit any Service Requests or Notice of Violation via app.condocontrol.com our new Condo Control Central address.** All homeowners were notified effective October 1st, and reminded at our December board meeting that we will be only using **Condo Control Central** for all correspondence, i.e., post announcements, receive online Maintenance "Service" Requests and online Notice of Violations, notify of any changes in contact information, etc. You should have received a welcome E-mail, so please log-on and get familiar with our system. Contact the office if you need assistance.

Unless there is an **EMERGENCY** Water/Gas Leak or Emergency Electrical Issue, in which case you may contact the office and/or the Emergency After-Hours phone **IMMEDIATELY**, please log onto Condo Control Central for **ALL other Maintenance Request** submittals and click on "**Service Requests**" then enter the requested information. Our wavecrest.office@gmail.com will only receive emails regarding check-in forms and documents.

If you are using your unit as a vacation rental, you'll need to inform the office of your on-island representative, cleaners, etc., as they will need to register if they have not done so already, and provide the office with current vehicle registration, safety check, and vehicle insurance. Please provide them along with your guests a copy of the house rules to avoid any violations.

Effective 03.26.2022: Negative COVID-19 test results or proof of vaccination cards will no longer be necessary upon check-in. However, check-in forms prior to/upon arrival is still required by the house rules. If check-in forms are not submitted to the office prior to/upon arrival, there will be a \$50 administrative fee if we must track down guest information post-arrival. Check-In Forms are available online or outside the office 24/7. If the office is closed, have your guests submit their paperwork in the

Check-In Drop Box located below the office counter. Documents can also be sent via email to wavecrest.office@gmail.com. **Mahalo to all the homeowners that rent out their units and continue to ensure their guests compliance regarding check-ins.** This continues to be a big help and savings of employee time.

Also, **BIG MAHALO** to Dallas & Julie Jacobs (C104) for harvesting the fruit and for the tomato and basil starters left at the office to share with everyone. Mahalo also to the following homeowner volunteers who continue to help and support our Wavecrest community: Rockland Taylor (C106), Neil Strock (A101/B102), Dan & Ellen Reed (C105), Brad Bauer & Dan Huffman (A116/A306), and Dick Flipp (C203). If you would like to share your talents with your Wavecrest community, please feel free to contact the office, volunteers are welcomed!

Completed Projects:

Bldg. A Hallway Light Project
Cabana Carpet Project
C210 Electrical Issue Repair
Heater Flushing (Bldgs. A/B/C)
Bldg. A Gas Line Repair
Annual Backflow Test

Bldg. B Hallway Light Project
Office Apartment Project
A214 Leak Assessment & Repair
A210 Repipe
C206 Repipe

On-Going Projects:

Bldg. B Hallway/Exterior Walkway Carpet Project
Lounge Chair Reupholstery
Office Apartment Refurbishment

Bldg. C Hallway Light Project
Bldg. A Heater Installation

Upcoming Projects:

Building Hallway/Exterior Carpet Project
Plant Nursery

Wi-Fi Hardwiring
Cart Shed

Employees:

Welcome to our crew, groundskeeper Kaiula English-Kalawe. Kaiula enjoys being outdoors, fishing, hunting, and spending time with his family. He'll be starting a nursery soon to revitalize our garden beds and continues to work on our irrigation system as time allows. He, along with lead groundskeeper Eric Wills, have been doing an excellent job with maintaining our grounds here at Wavecrest.

All our Wavecrest crew continue to work hard to make Wavecrest a great property! Our crew is efficient at their jobs and have a great work attitude. Although, they would love to chat with you, please be mindful of their work and safety concerns. Should you need any assistance, have any suggestions, or concerns, please do not bother the crew, but rather bring your requests, suggestions, concerns, etc. to the office. Also, please note that employees are not allowed to enter units unless they are tasked with unit assignments during work hours.

Unit Inspections:

If you have not scheduled your annual unit inspection, please call the office to schedule as soon as possible. The inspection consists of a quick check of your water/gas supply lines, windows/doors, check for water leaks, and a lanai check. New homeowners especially, should take advantage of this free service.

Cabana/Pool/BBQ:

Sign-in will continue to remain MANDATORY for all persons entering this area as required by the House Rules. The sign-in sheet will remain outside the gate with sanitizing spray for health and safety.

WWTP:

Attention: We are finding a lot of wipes and non-organics in our system. **Please throw your wipes in the trash and not down the toilet.** 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, what we ingest, and toilet paper 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.

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

Mahalo!

HOMEOWNER PLUMBING ISSUES

Submitted by
Rockland Taylor (C106)

1. Shut-off Valves

- a. No water shut-off valves.

Wavecrest highly recommends installation of water shut-off valves (not gate valves) to your unit if you do not have them installed already. This installation will need to be completed by a plumber. Please contact the office for more information prior to installation. Also, please exercise your shut-off valves regularly to avoid them getting frozen and check for wear.

2. Bathroom Sinks

- a. Plastic water supply lines
- b. Dripping faucets
- c. Angle stops not holding
- d. Poor material usage

Wavecrest highly recommends installation of braided stainless steel water supply lines and exercising angle stops regularly to avoid them getting frozen and to check for wear. Wavecrest also recommends contacting a handyman/plumber immediately upon discovery of a drip and avoid the use of cheap plastic piping with ABS piping for drain tail piece, p-trap and drainpipe.

3. Kitchen Sinks/Icemakers/Dishwashers

- a. Plastic water supply lines
- b. Dripping faucets
- c. Plastic supply for icemaker line
- d. Unions on icemaker line
- e. Shut-off valve on icemaker faulty
- f. Angle stops not holding
- g. Poor material usage
- h. Dishwasher shut-off valves
- i. Incorrect plumbing under sink by contractors/handyman

Wavecrest highly recommends installation of braided stainless steel water supply lines and exercising angle stops regularly to avoid them getting frozen and to check for wear. Wavecrest also recommends turning off your water shut-off valves/contacting a handyman/plumber immediately upon discovery of a drip/running water and avoiding the use of cheap plastic piping with ABS piping for drain tail piece, p-trap and drainpipe. WC highly recommends installation of copper tubing for icemaker water supply lines. Copper tubing is available at the office.

4. Toilets

- a. Wax rings
- b. Angle stops
- c. Plastic water supply lines
- d. Flappers
- e. Fill Valves

Wavecrest highly recommends the use of a universal better than wax toilet seal which includes a spacer and stackable wax-free toilet seal, installation of braided stainless steel water supply lines and exercising angle stops regularly to avoid them getting frozen and to check for wear. WC also recommends regular inspections of water supply lines, angle stops, toilet base and fill-valves and flappers.

***Please check regularly or have your on-island representatives/tenants check regularly for leaks at/under sinks, at toilets, at refrigerators, at dishwashers, and above on ceilings and inform the office immediately regarding any leak discoveries. Our Wavecrest insurance deductible is now \$25,000.00. Please adjust your HO6 insurance policy accordingly.**