



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

NOTICE OF MEETING

Date: Tuesday October 3, 2023
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 9, 2023
- President TBA, Treasurer, and Manager's Reports

Discussion/Action Items –

- 2024 Budget

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

Executive Session - Closed session called by the Board President

Adjournment

Zoom weblink: <https://us02web.zoom.us/j/81741030831?pwd=aW44WE9FbFR4RzQwbUNMN2hOZVJFUT09>

Teleconference Information:

Meeting ID: 817 4103 0831

Passcode: 847860

Telephone: 1-669-900-6833

<p>DATE OF NOTICE September 19, 2023</p>
--



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

Tuesday October 3, 2023 @ 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.

ZOOM WEBLINK :

<https://us02web.zoom.us/j/81741030831?pwd=aW44WE9FbFR4RzQwbUNMN2hOZVJFUT09>

TELECONFERENCE INFORMATION – MEETING ID: 817 4103 0831, PIN: 847860, DIAL IN: 669-900-6833

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 June 9, 2023

DIRECTOR REPORTS – President TBA, Treasurer, Property Manager.

DISCUSSION/ACTION ITEMS

- 2024 Budget

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
June 09, 2023**

The Wavecrest AOAO Board of Directors meeting was conducted via 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 9:03 a.m. HST on June 09, 2023.
- b. The following Directors were present: President Jack Thornton (A207/A208), Vice-President Kimberly Dutton (B110/C110), Treasurer Martha Strock (A101/B102), and Secretary Beverly Ferguson (B101), Director Werner "Rod" Huck (A102) and Director Rockland Taylor. A quorum was established.
- c. Homeowners in attendance included: Neil Strock (A101/B102), John Scriver (A110/A308), Joanna VanVliet (A112), Lee Mathias (A205), James Kelly (A209), Amanda Ballou (A211), Randy & Lisa Carpenter (A301/A302), Janet Herbruck (A307), Donald Schneider & Katherine Massena (A311), Robert McCaan (C103), Daniel Reed (C105), Alan Greene (C113), Richard & Anne Flipp (C203), Barbara Goldberg (C206), Chris Harder (C209) and Michael Peters (C313). Others in attendance included the Property Manager, Zaida Place.
- d. Proof of Notice of Meeting was sent out on May 26, 2023.

2. Review/Approval of Minutes and Reports

- a. The March 14, 2023, meeting minutes were presented for review. President Thornton noted that there were no additions, changes, or corrections to the March 14, 2023, meeting minutes. Treasurer Strock motioned to accept the March 14, 2023, minutes as drafted, and Secretary Ferguson seconded the motion. Motion carried unanimously to approve the minutes as written.

President Thornton noted that his report will follow at the end of other reports.

- b. The Treasurer's Report was presented as written. Treasurer Strock reported that the operating expenses are high due to the insurance master policy payment schedule and will be in good standing as insurance master policy payments go down, the revenue is higher, and the reserves are up from last year.
- c. Secretary Report - Secretary Ferguson reported two emails and a letter was received requesting to appeal fines (2) and one complaint regarding polluting the environment with moth balls.

Secretary Ferguson also informed the board that she will be resigning effective after today's meeting.

- d. Manager's Report – Manager Zaida Place reported that her report stands as written with add-ons regarding hurricane season preparation notice to homeowners and availability of Contractor/Handyman/Cleaner contact information.
- e. The President reported that he's in Seattle, Washington at present meeting with Water Tectonics doing groundwork for WWTP replacement and if time allowed would be visiting other facilities they designed in the area.

Insurance Deductible – President Thornton also reminded homeowners to add additional coverage to your HO6 policy to cover the gap in coverage for the Wavecrest deductible. Inquire with your agent.

A call for board members was made. Anyone interested please inquire with the office or send a short bio to wboardsecretary@gmail.com

3. Discussion/Action Items

- a. SMA – Although Wavecrest is allowed to do repairs without SMA, all homeowners will need to go through the County SMA permitting process prior to doing any alterations/remodels. COM link available through the office.
- b. Fiberoptic Network – Now online. Notified that no free internet as previously discussed due to State regulation. Anyone interested in acquiring fioptics with Hawaiian Telcom, the contact name/number is available at the office.
- c. Delinquencies – Secretary Ferguson unavailable to report. Per President Thornton, Wavecrest is only allowed to collect only 6 months of back dues per State law, hence write-offs upon new ownership. He also noted that there are also delinquencies of fines and insurance coverage, in which Wavecrest purchases insurance for uninsured units.

4. Open Session

- a. JoAnna VanVliet (A112) – Wavecrest received something from JoAnn Sivils of Hawaiiana requesting a meeting with the board regarding fines received back in 2020. President Thornton invited HO Van Vliet to attend executive session to discuss.
- b. Daniel Reed (C105) – Questioned what was “pollution to environment” in secretary’s report. Informed it was moth balls.
- c. Rockland Taylor (C106) - Noted we have an issue with the property next door regarding cats multiplying fast and that he has a solution and a couple volunteers to help.
- d. Randy Carpenter (A301/A302) – Thanked crew for carpet upgrades at Bldg. A. Also noted that he had a past balance and asked what best way was to approach the board. President Thornton advised him to request a meeting with the board via Condo Control or Hawaiiana, and requested the office send mediation information to HO.
- e. Amanda Ballou (A211) – Wanted to recognize Martha for noting the insurance adjustment and for continuing to meet her goal for not pulling from reserves for operations, and that it was commendable. Also, express the opinion, Wavecrest can do better. We need surplus to fund reserves to fund capital improvements and asked how the board was going to generate a surplus as we’re tracking at breakeven. Discussion held.
- f. Janet Herbruck (A307) – Stated that Condo Control was difficult to use. Unable to save comments as published and it was not user friendly. Discussion held.
- g. Robert McCaan (C103) – Four areas of concern – no periodic pest control, gross dumpster at the east end of bldg. c and cats able to get in – request to have replaced, no hot water recirculation in Bldg. C, and requested any new information regarding tenting of buildings. Discussion held.
- h. Anne Flipp (C203) – Question, sees breakdown of delinquencies, however wanted to know HOA late fees and violations? Discussion held. Wants to reiterate what was said regarding no hot water in building A & C and loss of water due to having to run water for a long time. Also, tenting for termites that 6 month’s notice would run into the high season. Discussion held.
- i. Randy Carpenter (A301/A302) – What are the top two or three primary targets for repairs, fixing on the board’s list. Per President Thornton, it’s the Wastewater Treatment Plant with a goal of a net zero cost and other grouping of deferred maintenance, i.e., lanai railings which did not receive proper attention. Wanted to know where gutters and parking lot fit in? Discussion held.
- j. Rockland Taylor (C106) – Volunteering with Zaida to cover work that needs to get done. Homeowners should be in on this also. Gave maintenance personnel Shannon food coloring to add to 4-5 drops in unit tanks to see if leaks are occurring. Also noted shower/water faucets dripping more of a concern.

- k. Daniel Reed (C105) – Noted awesome work on carpet, huge improvement. Plug for staff doing an awesome job from the manager on down, but when talking about finances and raising our monthly dues, consider a formula for annual staff raises due to inflation.
- l. Barbara Goldberg (C206) – Would like to add to what Dan was saying, say Shannon and Bill have been the strength here and applaud Zaida for trying to keep employees.
- m. Beverly Ferguson (B101) – I will be resigning after the executive session and will be moving on Tuesday.

Upon Secretary Ferguson's return to the meeting, the meeting returned to Discussion/Action Item C – Delinquencies. Discussion was held regarding how many outstanding due to board delinquencies or to unpaid fines. Per Treasurer Strock, categories include dues, legal, interest charges, etc. as indicated in the Treasurer's report.

With no further homeowner comments, President Thornton requested to move to Executive Session and return to open session afterwards. Treasurer Strock motioned to move to Executive Session, Secretary Huck seconded. Motion carried unanimously 6-0-0. The session ended at 10:15 a.m.

5. Executive Session

- a. Executive session convened at 10:16 a.m. No motions or votes.
- b. Executive session closed at 12:14 p.m. HST. Director Strock moved to close the session. Secretary Huck seconded the motion. Motion passed 6-0-0.

6. Reconvening Open Session and Adjournment

Open session reconvened at 12:15 p.m. HST. The meeting adjourned with a motion from Treasurer Strock and seconded by Director Huck. Motion carried unanimously 6-0-0. The meeting was adjourned at 12:16 p.m. HST.

Respectfully submitted,
Zaida Place, Manager

**Wavecrest AOAO
Treasurer's Report**

	Actual 2023 August	Budget 2022 August	Actual 2022 August	Percent Change August/August	YTD Actual	2022 Budget
Revenue	84445.87	89266	88037.93	95.9%	726348.27	714128
Expenses						
Utilities	18108.77	22070	20612.47	87.9%	163520.68	176560
Professional Services	3029.52	4574.95	3373.23	89.8%	43207.98	36599.6
Bldg Maintenance	2304.15	11600	1789.01	128.8%	66155.16	92800
Payroll & Benefits	41109.7	32418.55	35648.55	115.3%	257298.81	259348.4
Other expenses:						
Insurance Master Policy	0	15100	0		117094.03	120800
Insurance Flood	0	2277.08	0		0	18216.64
Insurance Auto	0	83.33	0		0	666.64
Meeting Expense	0	416.66	0		8049.82	3333.28
Miscellaneous Expense	222.5	35	0		683.83	280
Maintenance Fee Expense	1860	1054	1845	100.8%	14880	8432
AOAO Wavecrest Rental Expense	344.25	337	0		2461.26	2696
AOAO Office Expense	0	200	344.25		283.5	1600
Real Property Tax	2009.65	334	1488.11	135.0%	3497.75	2752
State General Excise Tax	0	214	0		1616.16	1712
Total Operating Expenses	68988.56	90840.57	65100.62	106.0%	682611.05	726724.56
Operating Surplus/Deficit	15457.3	-1574.57	22937.31	67.4%	43737.222	-12596.56
Capital Improvements	0	0	973.58		17420.59	140595
Total Cash Disbursements	68988.56	90840.57	66074.2	104.4%	700031.64	867319.56
Cash and Investment Balance						
Operations	233775.97		249693.08	93.6%		
Reserves	716413.17		609557.93	117.5%		
Total Association Cash	950189.14		859251.01	110.6%		
Delinquencies - Active Owners						
Maintenance Fees	135303		122734	110.2%		
Rental Income/Locker/Storage	10		40	25.0%		
Legal Fees	9733		8279	117.6%		
Late Fees	15976		16340	97.8%		
Interest Charges	97553		80029	121.9%		
Fines	2300		24000	9.6%		
Total	260875		251422	103.8%		

GL#	Description	2023 Budget	Hawaiiana Budget	2024 Wavecrest Budget
Revenue				
5100	Maintinance Fees	944880	992124	975360
5180	Electricity Reimbursement	76836	97692	97692
5190	Legal Fee Reimbursement	0	3000	3000
5170	Investment interest	2148	2400	2400
5290	Checking Interest	0	120	120
5310	Vending Machine	3000	1200	1200
5330	Laundry	6600	4800	4800
5360	Late Charges	120	360	360
5361	Interest Charges	780	1200	1200
5370	Other Taxable Receipts	948	1200	1200
5378	Rental Income	27540	24000	24000
5400	Unit Svcs and Repairs	1200	3600	4200
5405	Storage Rental/Kayak	7140	4800	4200
	Total Revenue	1071192	1136496	1119732
Utilities				
6010	Electricity	107940	119496	119496
6030	Water	74880	70620	70620
6040	Wastewater	14400	17268	17268
6050	Gas	54000	46416	46416
6060	Telephone	4320	4920	4920
6080	Internet/Website	9300	11496	11496
	Total Utilities	264840	270216	270216
Maintinance				
6550	Grounds	12000	24000	18000
6552	Grounds-tree Trimming	8400	9360	9360
6580	Pool	6,000	6,000	6,000
6600	Pest Control	1200	1368	1368
6620	Refuse	43200	39600	39600
6660	Fire System	2400	4800	4800
6670	Building Repairs	36000	24000	30000
6690	Misc RPRS & Purchases	30000	24000	30000
	Total Maintinance	139200	133128	139128
Professional Services				
6810	HMC Admin Supplies	16080	16080	16080
6812	AOAO Admin Exps	6000	14400	12000
6830	Vehicle Expense	1080	2256	1500
6840	Education Expense	1200	2400	1200
6850	Management SRVCS	17388	18036	18036
6870	Audit	3252	3948	3948
6880	Legal Fees	8700	9000	9000
6882	Legal fee Collections	0	3000	3000
6910	Prof and Admin Services	1200	4800	3600
6927	Travel Expense	1200	0	600
	Total Prof Services	64008	73920	68964
Payroll & Benefits**				

Total P/R & Benefits	389023	432565	432430
Other Expenses			
7300 Insurance Master	181200	125292	125292
7321 Insurance Flood	27325	26088	26088
7351 Insurance Auto	1000	1020	1020
75540 Meeting Expenses	5000	12600	10000
7550 Misc Expenses	420	420	420
7551 Maintinace Fee Expense	12648	23436	23040
7567 AOA Office Expense	2400	2400	2400
7710 Real Property Tax	4128	4128	4128
7720 State GET	2568	2568	2568
7562 Rental Expenses	4044	4044	1800
Total Other Expenses	240733	201996	196756
TOTAL OP EXPENSE	1097804	1111825	676814



Board of Directors

Assoc. of Apartment Owners – Wavecrest Resort, Inc.

Manager's Report

October 03, 2023

Aloha

Homeowner volunteers are needed for the Annual Homeowner Luau. The office took this on last year due to its return after a long-extended break due to the pandemic and time constraints, but we are passing it back to the homeowners to plan and coordinate. If you are interested in spearheading or being a member of the luau committee, please contact the office as soon as possible.

Online check-ins are now in full swing at www.wavecrestaoao.com. We did encounter some hiccups for a bit; however, our new online check-in and Wi-Fi log-in system has been a major improvement overall to the network. It's a two-part check-in system that requires both online and upon arrival to the property (confirm arrival/vehicle info on clipboard outside the office) check-ins. We have our laptop for last-minute check-ins available **during office hours only** and have been assisting guests as needed. The online forms are now legible and contain all the required information needed at the office. Homeowners are reminded and encouraged to get into the habit of informing guests of all check-in requirements.

Donna has been notifying homeowners of incomplete check-ins; however, administrative fees and non-registration fines will start to be imposed **effective November 1, 2023**.

Our in-house recarpet project is finally completed. Often having to stop to take care of more urgent matters or delayed due to having to make repairs to landings and stairwells, our buildings maintenance crew persevered and completed this task. Mahalo to all the homeowners for your patience throughout the entirety of this project. Please help to **mālama your hallway/walkway carpet as we've already cleaned up after receiving complaints of trampled mud and garbage bag leaks**.

Our lobby was also carpeted to compliment the buildings along with the awesome surf photos above the mailboxes provided by homeowner Steven Wagner (C204). New furniture was added to make it comfier & inviting, and the old bench was placed near to where the garden boxes once were for a rest stop along the roadway.

We will be completing a few landscaping projects and kindly ask that you avoid these work areas until each project has been completed.

Completed Projects

- Building Hallways/Walkways Re-Carpet Project
- Lobby Carpet Project
- Garden Beds Removal
- A209 Re-Pipe Project
- Gutter Clean-Out & Repairs
- B202 Lanai Repairs
- Building B West Stairwell Repairs
- Building B East Stairwell Repairs
- Building C Boiler Room Gas Line Relocation Project
- Building C Boiler Room Re-Pipe Project
- Building C Attic Leak Repairs
- Office Parking Lot Striping
- A104 Downcomer Re-Pipe and Re-Pipe Project
- B303 Attic Leak Repair/Unit Repair
- B206/106 Leak Repairs
- A113 Leak Repairs



- C215 Re-Pipe Project
- C313 Leak Repair
- C314 Attic Leak Repair/Unit Repair
- Etc.

On-Going/Upcoming Projects

- Driveway Landscaping Project
- Building A Boiler Room Re-Pipe
- Office Building/Cabana Gate Automation

At the Office

- High-Risk Component Inspection: Contact the office to schedule.
- Pickleball, Tennis, and Shuffleboard Equipment – Available at the office to borrow, with a \$10 refundable deposit at time of sign-out.
- Mail pick-up Monday-Friday from 7:30 a.m. – 1:30 p.m. Parcel/USPS pink-card holds are allowed for a two-week period only. Please have your on-island representative/cleaner pick them up within that time if you will not be arriving during this time so your parcel does not get returned to the sender.
- Upcoming Holidays - The office will be closed on the following days:
 - Thursday, November 23, 2023 – Thanksgiving Day
- Service Requests or Notice of Violation are to be submitted through our Condo Control Central app app.condocontrol.com. Contact Donna should you need assistance with this process.
- Request for Alteration forms are required **prior** to having any work done in your units.
- Please be sure to update your contact information at the office as needed.
- HO6 insurance policies (92% to date). Please continue to or have your agents send us a copy upon renewal.
- Ensuring correct parking permits are being utilized by HO's and vendors.
- Ensuring visitor sign-ins.

Should you have any questions/concerns, please feel free to contact me at the office. For after-hour emergencies only, I can be reached at (808)658-9670.

Hawaiian Word of the Day

Kaiāulu - community, neighborhood, village

Mahalo iā ko kākou papa alaka`i no kou `a`a `ana I ko kākou kaiāulu no Wavecrest.

"Thank you to our board of directors for volunteering to serve our Wavecrest community."

Respectfully submitted,
Zaida Place

Sensitive
**PLUMBING
SYSTEM**

.....
PLEASE

BE GENTLE

.....
** pretty please **

.....
**DISCARD NON-FLUSHABLE ITEMS
INTO THE TRASH**

————— *Thank You* —————

No Bleach or Chemicals Down the Drains!

**DO NOT
FLUSH:**

tissues

PAPER TOWELS

WIPES

SANITARY
PRODUCTS

napkins

NOT EVEN IF IT SAYS
"FLUSHABLE!"

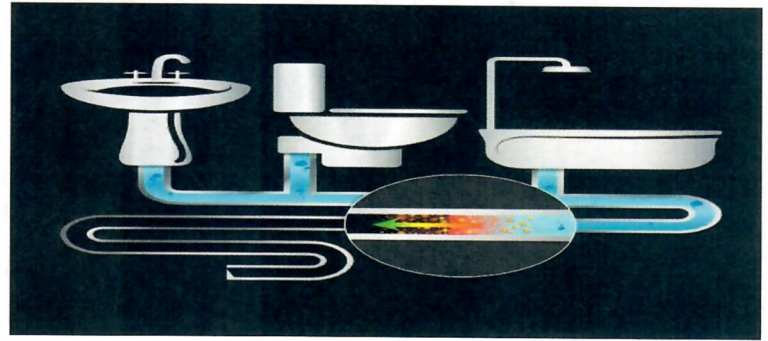
Prevent

FOG

(FATS, OIL
& GREASE)

In Our WWTP

- With your help we can prevent FOG from clogging the sewer
- Protect your pipes
- Never pour FOG down the drain!
FOG clogs!



PREVENT FOG

(FATS, OIL and GREASE)

in our Pipes and Plant

What is FOG?

FOG (Fats, Oil and Grease) is the most common cause of sewer back-ups.

FOG is a by-product of cooking and can be found in butter, margarine, salad dressing, gravies, sauces, lard, shortening, baking goods, meat fats and dairy.

THREE Did you know the sewer system is only designed for the 3 P's?

P's

1. Pee
2. Poop
3. Paper (toilet paper)

What can you do to help?

do:

- collect used grease and cooking oil in a container and dispose of it in the garbage
- wipe out visible fats, oil, grease and food residue from dishes, pots and pans with disposable paper towels
- put solid waste and food scraps in the garbage
- be aware of hidden FOG's in salad dressing, sauces, gravies, cheese and desserts
- use a strainer in the sink to remove excess food debris
- encourage neighbors to keep FOG's out of the WWTP system

do not:

- pour oil and grease down the sink, drain or toilet
- scrape food scraps down the sink, drain or toilet
- pour liquid food down the sink, drain or toilet
- run hot water over greasy dishes or pans – the FOG will cool and stick to the inside of the pipes
- use a food disposal to get rid of food and grease
- use washable cloths to wipe greasy dishes clean

• *important* •

**PLEASE DO NOT FLUSH
ANY PRODUCTS OTHER
THAN TOILET PAPER**

NOT EVEN "FLUSHABLE" ITEMS



THANK YOU

Please do your part, and **DO NOT FLUSH** or **PUT DOWN THE DRAIN** these items:

- **Fats, Oils & Grease**
- Food, Coffee Grounds
- **Disposable Diapers**
- Washcloths, Hand Towels & Rags
- **Tampons & Applicators**
- Hair from cleaning your hairbrush/comb
- **Sanitary Napkins/Maxi Pads**
- Cotton Balls & Q Tips
- **Paper Towels**
- Condoms
- **Cleaning Wipes & Personal Wipes of any kind**
- Bandages
- **Unused Medications**
- Poisons & Hazardous Waste
- **Paints, Solvents, Sealants & Thinners**
- Automotive Fluids

