



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

NOTICE OF MEETING

Date: Wednesday, December 6, 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 October 3, 2023
- President TBA, Treasurer, and Manager's Reports

Discussion/Action Items –

- Reserve Fund

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/86322695700?pwd=MzhENk5ZNFNFODBzUVBPbEVEZ205Zz09>

Teleconference Information:

Meeting ID: 863 2269 5700

Passcode: 922596

Telephone: 1-669-900-6833

<p>DATE OF NOTICE November 29, 2023</p>
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BOARD OF DIRECTORS
ASSOCIATION OF APARTMENT OWNERS - WAVECREST RESORT, INC.
Kaunakakai, Hawaii

**Wednesday December 6, 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/86322695700?pwd=MzhENk5ZNFNFODBzUVBPbEVEZ205Zz09>

TELECONFERENCE INFORMATION– MEETING ID: 863 2269 5700, PIN: 922596, 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 October 3, 2023

DIRECTOR REPORTS – President TBA, Treasurer, Property Manager.

DISCUSSION/ACTION ITEMS

- Reserve Fund

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

Roll call from October 3, 2023 BOD Meeting:

All directors were present.

A207/208 Jack Thornton
A101/B102 Martha Strock
A102 Werner "Rod" Huck
B310 Kimberly Dutton

Homeowners Present:

C213 Michael Peters
B309 Scott & Jayne O'Dell
A101 Neil Strock (Arrived 10:10 a.m.)

Homeowners via Zoom/Phone:

A112 JoAnn Van Vliet
A110/A308 John Scriver
A209 James Kelly
A307 Janet Herbruck
C203 Dick & Anne Flipp
C116 Mark Scarpelli
C110 Glenn Dutton
A214 Colleen Simon
C209 Chris Harder

10/3/23

- **Meeting Called to Order by President Jack Thornton 9:07AM HST**
- **Motion to accept June 9, 2023 Minutes as submitted 3 Yes 1 Obtain**
- **Presidents Report – Verbal comments**
- **Treasures Report – Martha Strock**

Aug #'s

Revenue slightly up

Expenses down

Water use way down- 8k down on water expenses from last year

We have a budget surplus

609k to 719 K this year plan to add transfer to reserve funds.

Discussion on CD rates, time of roll over.

- **Managers' report:** Zaida: stands as written

- **Budget discussion opened:** Jack Thornton

- **Budget Recommendations-** Martha

Hawaiiana projections based on the last 12 months.

Building repairs/grounds —Martha projects higher than recommended

We do in house which costs far less than contractors

\$20/month increase

Reserve fund to be presented in Dec

- Updates Reserve: Jack

- **Motion to Accept Budget –** Martha Strock

- **Motion seconded-** Kim Dutton

- **Unanimously approved-**

- **Motion to Raise HOA Fees \$20.00 per month:** Martha

- **Second:** Kim

- **Unanimous Approval**

Open session Called – Jack Thornton

- **Question Mike:** What interest rates are we getting on Reserves?

- **Response Martha:** 4 1/2 %, Martha is Reviewing Rolling over CD's as they come due

- **Question:** Joann: Why increase of dues?

- **Response:** Martha: Dues last yr were \$5 increase. We need a \$20 increase to address forthcoming projects & retain and continue to reserve ratios.

- **Question:** Jack: BOD what can we do to decrease future expenses.

- **Question John Scriver** do dues address transferred electric now being shifted to owners

- **Response Jack:** Previous partial dues amounts address previous electrical use. Previous owner use was totaled and then divided by the number of units, and simultaneously individual unit dues were then lowered (as required by law) by an average amount, and electrical use was then billed per unit use. That particular adjustment is permanent and no longer subject to adjustment.

- **Question:** Dick Flipp: Have we gone to LED?
- **Response Jack:** Yes & other lighting saved.

- **Question:** Chris Harder: Lights outside blind into bedroom. Motion sensor needed. On grounds need less intense lighting to be less intense.
- **Response Jack:** We'll look at this. Also replace lights in cabana, noted there are minimum luminosity standards for safety.

- **Question:** Chris Harder: Fires on Maui have brought attention to developing and revisiting a fire plan.
- **Response Jack:** Great recommendation. We will have Fire Dept. come out to train staff.
- **Response:** Kim: Recommended doing presentation of fire safety plan at annual meeting.

- **Statement Joann:** Wanted to have it part of the record that she feeling harassed by ongoing fine dispute

Projects in process.

Jack provided updates

Testing locking system for office/pool-We can make access easier
 Hawaiiell WIFI is going well; cost is approximately \$49/mo & Integrates with Roku. Live TV

When Requested WC comes in to address plumbing controls -we have done approx 25% of units

- **Question** regarding status of A unit in disrepair, unit is in limbo
 It has not been foreclosed

- **Question Anne-** Asked about the water treatment plant update. Grant money available
- **Answer Jack -** Ted John's will advise to us with new technologies
 Jack is meeting next week with one party & looking at 2 others.

- **Statement:** Jack discussed —parking lot replacement

Was recommended that for further information and updates see the Managers report

Motion to Adjourn to Executive Session

- **Martha: Motion**
- **Kim: Second**
- **Unanimous**

- **Motion to Adjourn Executive Session: Martha**
- **Second: Rod**
- **Motion to Adjourn: Martha**
- **Second: Rod**
- **Unanimous**

**Wavecrest AOAO
Treasurer's Report**

	Actual 2023 October	Budget 2023 October	Actual 2022 October	Percent Change Oct/Oct	YTD Actual	2023 Budget
Revenue	93295.41	89266	84460.75	10.5%	903534.31	892660
Expenses						
Utilities	24288.44	22070	20940.19	16.0%	210699.14	220700
Professional Services	4431.92	4574.95	11224.92	-60.5%	55481.25	45749.5
Bldg Maintenance	8112.09	11600	9632.27	-15.8%	80723.59	116000
Payroll & Benefits	30228.35	32418.55	28729.22	5.2%	316461.19	32185.5
Other expenses:						
Insurance Master Policy	0	15100	0		117094.03	151000
Insurance Flood Policy	24069	2277.08	0	#DIV/0!	24069	22770.8
Insurance Auto	0	83.33	479.6	-100.0%	0	833.3
Meeting Expense	1217	416.66	222	448.2%	9266.82	4166.6
Miscellaneous Expense	305.62	35	0		989.45	350
Maintenance Fee Expense	1860	1054	1845	0.8%	18600	10540
AOAO Wavecrest Rental Expense	0	337	0		2813.51	3370
Misc. Condo Reg	0	116	0		1444	1160
AOAO Office Expense	0	200	344.25		283.5	2000
Unreconciled Debit Card Items	0	0	0		2418.07	0
Property Tax	0	344	0		3497.75	3440
State General Excise Tax	572.2	214	363.16	20.9%	2188.36	2140
Total Operating Expenses	95084.62	90840.57	98621.16	-3.6%	846029.66	908405.7
Operating Surplus/Deficit	921.72	9734.28	-141160.41	-100.7%	166309.66	-13347.24
Capital Improvements	200	0	496.18	-59.7%	18673.8	140595
Total Cash Disbursements	95284.62	90840.57	99117.34	-3.9%	864703.46	1049000.7
Cash and Investment Balance						
Operations	241,744.84		205249.39	17.8%		
Reserves	720,958.52		670570.7	7.5%		
Total Association Cash	962,703.36		875820.09	9.9%		
Delinquencies - Active Owners						
Maintenance Fees	137,754		125923	9.4%		
Return Fee	35		0			
Rental Income/Lockers	10		40	-75.0%		
Legal Fees	9,733		9614	1.2%		
Late Fees	16,061		16410	-2.1%		
Interest Charges	101,730		81943	24.1%		
Fines	2,500		2150	16.3%		
Total	267,823		236079	13.4%		
Number Delinquent	20		23	-13.0%		

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Board of Directors

Assoc. of Apartment Owners – Wavecrest Resort, Inc.

Manager's Report

December 06, 2023

Aloha

It's been a busy year, but we wouldn't have it any other way! As **2024** approaches, please update your contact information with the office via telephone, email, or condo control. If using condo control app, please use a service request to inform the office of any changes (i.e., email, phone, address, on-island rep, access code, vehicle info., etc.) so we can update your homeowner binder here in office also. Also, check your vehicles for registration/safety check expirations and check on your HO6 insurance policy renewal date mark in your calendars.

The office is appreciative of everyone using our condo control app for service requests or to report violations.

It's also beginning to look a lot like Christmas! The cabana has been decorated. Don't forget...Christmas lights can be hung on your lanais beginning December 1st through January 10th. Mahalo to all those below who shared their holiday spirit and decorated for all to enjoy the day after Thanksgiving!



L to R – Susan & Mark Thurber (A310), Ingrid Kindsvater (A215), Lois Knopp (seasonal renter), Jayne & Scott O'Dell (B309), and Ellen & Dan Reed (C105)

The cabana will be reserved for the employees on Friday, December 15, 2023, from 11:30 p.m. – 1:30 p.m. for our annual employee Christmas luncheon. Thank you to the few who have donated to our Annual Employee Christmas Fund! All our employees have been working hard maintaining our grounds (Iverson/Shawn/Keoni), buildings (Bill/Shannon/Hoku), wastewater treatment plant (Keenan/Kaiula(on-call)), our pool/cabana/BBQ areas (Mihpel/Hoku), office (Donna) and security (Hoku/Julian). It's not too late to show your appreciation! Donations are still being accepted at the office and will be distributed to our employees at our Annual Christmas Employee Luncheon on December 15, 2023! If sending a check, make payable to: **Donna Miguel** as our on-island Wavecrest accounts is used for deposits only.

Come gather with your neighbors at a **Christmas potluck** at the cabana for homeowners, renters, and guests! Scheduled for **Saturday, December 23, 2023, from 5:00 p.m. – 7:00 p.m.** A sign-up sheet for food items will be available at the office so there's not too many of the same thing.

Completed Projects

- WWTP UIC Annual Report to DOH
- Driveway Garden Bed Landscape Project
- C212/312 Leak Repair
- A310 Lanai Repairs
- A315 Lanai Repairs
- A110 Bedroom Flooring
- WWTP Sludge Digester Tank Removal & Replacement Installation

On-Going/Upcoming Projects

- Office Building/Cabana Gate Automation
- Shuffleboard Court Repaint
- Pump House Re-Roof Project

At the Office

- How to Check-In:
 1. Complete online check-in form at www.wavecrestaoo.com
 2. Upon arrival, sign-in to property to confirm your arrival on the clipboard at the counter in the lobby.
**For those renting their units, please get in the habit of confirming your guests have completed the process above to avoid violation fines. The laptop is still made available during office hours.*
- Upcoming Holidays - The office will be closed on the following days:
 - Monday, December 25, 2023 – Christmas Day
 - Monday, January 1, 2024 – New Year's Day
 - Monday, January 15, 2024 – Dr. Martin Luther King, Jr. Day
 - Monday, February 19, 2024 – Presidents' 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.
- 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.
- 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 (91% to date). Please continue to or have your agents send us a copy upon renewal.
- High-Risk Component & Annual Unit Inspection: Contact the office to schedule.
- 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

Lonoā - hearsay, rumor, gossip"

Mai ho'olaulaha i ka lonoā. E ho'olaulaha i ke aloha."

"Don't spread rumors. Spread the love."

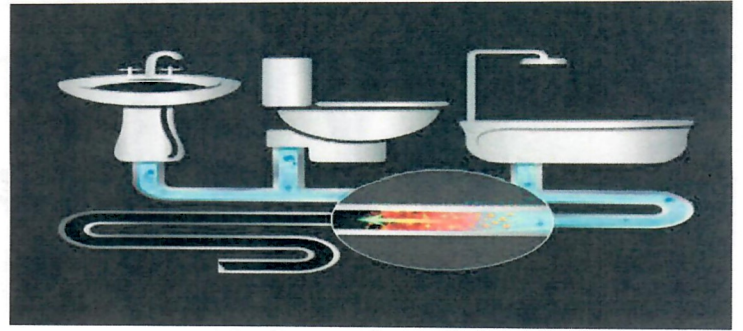
Respectfully submitted,
Zaida Place

P.S. Please scroll down for WWTP reminders! Let us know if you'd like copies for your unit!

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 can you do to help?

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.

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

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)

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

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!"

• *important* •

PLEASE DO NOT FLUSH
ANY PRODUCTS OTHER
THAN TOILET PAPER

• NOT EVEN "FLUSHABLE" ITEMS •



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

