

## Kapilana HOA Board Meeting Minutes

Nov 10, 2016

Attendees: Bruce Guill, Thad Loeb, Neil Robinson, Karen Robinson

The HOA board met on Thursday, Nov 16 by teleconference. The primary purpose of this meeting was to determine the course of action on a number of outstanding HOA matters.

Maintenance Contract – Due to schedule conflicts the board had not been able to meet with Nichols regarding the renewal of the annual contract. Bruce advised that according to the contract it automatically renews for two years or not terminated 60 days prior to the end of the first year. Neil feels Nichols will not hold us to that as they have stated numerous times that the number of hours included in the contract for routine administration was inadequate and that they required an increase. The Board agreed that the current three hours per week is sufficient and Nichols needs to be encouraged not to be on site continuously while contractors are working, as has been their practice. A meeting will be set up with Nichols to discuss this as well as to reinforce the following:

- They are not authorized to spend money in excess of the amount stated in the contract without board approval;
- Work requested by owners (including allowing access to the unit by contractors) is NOT to be billed to the association as these costs are the owners' responsibility; and
- The dates established for completion of certain efforts defined in the task list need to be adhered to.

Neil had also spoken with Lake Ozark Dive regarding contracting with them directly for dock maintenance and repair. The Board is awaiting that proposal. He also spoke with Vaughan pool to see if they would be willing to accept a contract for pool maintenance as well, as Nichols struggled with the pool all year and continuously called on Vaughan for assistance, at Association expense. Vaughan recommended coming out 3-4 times per week at a cost of \$100 per visit, which the Board felt was inadequate and not cost-effective. The Board feels that if Nichols requires help with the pool for routine maintenance it should be at their expense and that the Association should only incur costs for extraordinary repairs.

Water Ingress Issues – Neil has had several discussions with Jeff Palmer regarding the replacement of carpeting in his unit after a series of issues that have left areas of the carpet beyond repair. He believes that an agreeable compromise has been reached. The Board also discussed the matter of a bill presented to the Association for mold remediation in building 10, which was authorized by an owner without coordination with Nichols or the Board. As the leak that led to the mold issue was an Association repair (leaking pipe within the wall), the Board felt it was responsible for the cost of the mold remediation but not the cost of an emergency call out, which would not have been required had the owner coordinated with the proper parties. The vendor will be paid and the owner will be sent a bill for the cost of the call out and will be advised that owners may not authorize work at Association expense. A discussion will also be had with Nichols regarding the need to inspect ALL lower-level units when a water ingress issue is discovered. The damage likely would have been contained had a proper inspection been completed.

Neil also reminded the Board that about five years ago the Board voted that whenever there is a significant water ingress issue that a mold remediation company be called in to certify that there is no residual dampness. This will help prevent issues of this nature and the associated liability.

Insurance Issues – The Board discussed the need to increase the deductible on the master policy in view of the new state statute. American Family had provided quotes for the increased deductibles of \$10,000 and \$15,000 and the savings was negligible between the two. The Board discussed the risk of major claims such as hail damage, dock damage, etc and the drain on Association funds at the higher level and decided that the \$10,000 deductible would be more appropriate. Bruce will ask Bill McGowen to contact American Family to make the change. Karen mentioned that she has a meeting with an insurance broker the following week on other matters and will inquire as to recommendations for alternative coverage for the complex. She will also prepare a letter to homeowners once a thorough understanding of the statute and the implications for owners is in place.

Water Shutoffs – Nichols will be asked to conduct an audit of all units to determine which do not have water shut-offs in the unit and obtain a price for having them installed. They will also be asked to do an audit of keys as it appears they do not have current keys to all units.

The meeting was adjourned at 9:45 pm.

Respectfully submitted,

Karen Robinson, Secretary