

Kapilana HOA Board Meeting Minutes

Feb 23, 2016

Attendees: Bruce Guill, Neil Robinson, Karen Robinson

The HOA board met on Thursday, Feb 23 at 8:00 pm by teleconference. The primary purposes of this meeting were to review the status of on-going projects and address outstanding association issues. Bill McGowen had been scheduled to join the call shortly after it began but a previous business commitment ran longer than expected; Thad Loeb contacted Neil after the meeting and missed the call due to illness. The following represents the items discussed during the call.

10D dock shade – the owner had requested board approval for the installation of a sunshade on dock H. Bruce reported that the owner is now investigating installation of a stationary (hanging) boat cover instead. The request will be reconsidered when he has made a decision.

4G water damage issue – Bruce has had a conversation with the owner of 4G who is going to reconsider submitting a claim to their insurance for the damage to the unit below, under either their liability or loss assessment coverage.

Quickbooks reconciliation – This was identified as a top priority. Bill McGowen will be asked to contact First National Bank and request copies of deposit details and any other documents necessary to complete the entries for 2016 and finalize the reconciliation.

Repairs to units 10F & 10G – Nichols will be asked to confirm completion of these repairs. At least part of the work performed was at the owners' request but the owners have reported that no bill was ever received. If the work has been completed, Bill McGowen will be asked to review invoices received from Nichols to see if the work was paid for by the association. If so an invoice will be prepared and sent to the owners. Nichols will again be reminded that work requested by owners (including allowing access to the unit by contractors) is NOT to be billed to the association.

Status of Projects – the remainder of the call was devoted to the discussion of on-going and proposed projects, summarized as follows:

- Dock B repairs – new winches, stanchions, cable and framing will be installed. Upgrades will help prevent the dock from breaking loose as it did on two occasions in late 2016/early 2017. Firm dates for completion will be established when the water warms up sufficiently to perform the work.
- Rec Room ceiling repair/leak investigation – Water ingress/retention above the entry door during rains have resulted in some ceiling and wall damage and some rotting of the door frame on the deck of 6C. Vizier provided an estimate for repair and resolution of the leak and work was authorized, however there is some confusion regarding the status of this activity based on the information provided by Nichols. (Note in a follow up call the next morning Vizier advised that the effort had not been started due to lack of manpower).
- Pool Pump – Nichols will be asked to schedule the pool opening 2-3 weeks early to allow the pump performance to be evaluated and the system upgraded if necessary before formal opening for Memorial Day weekend. In the interim Neil will ask Daryl from Vaughan Pools to

come out and take a preliminary look at the system overall to see if there are any other obvious problems that may be causing the fluctuating chlorine levels that were an issue last season, leading to the algae problem that materialized in July and August. Neil will be back at the lake the first week of March and will schedule a meeting with Daryl and Nichols as soon as possible thereafter.

- Buildings 4 & 5 decks – There are some joists and rim joists that are rotted on several of the decks. Nichols will be asked to have at least two construction companies come out and evaluate with a view to repair the damaged joists. Work will be scheduled and prioritized based on their recommendations.
- Tree Trimming – Neil will take a look at the tree situation around the property overall and make recommendations to the board with respect to what needs to be done. Nichols will then be asked to either perform the work under the terms of the contract (for general maintenance of the property) or otherwise arrange for an outside company to have it taken care of.
- Retaining wall repair (between buildings 7 and 10) – Neil had contacted Vizier and the other responsive bidder in January and asked them to assess the feasibility of doing a partial repair or replacement of the leaning section of the wall to reduce project costs. They had committed to do so within a few days. He followed up with Vizier a week later and was advised that they had been told to wait until Nichols scheduled a visit. This was not accomplished although Vizier has since been on the property with Nichols and a board member looking at other projects. Bruce recognized that this effort needs to move forward and Neil took the action to call Vizier tomorrow and have Jason proceed with his re-evaluation. Neil will meet with him the week he returns to review and understand their recommended approach(es) and provide input to the board. Nichols may or may not be asked to assist with the management based on the scope as their fees will add costs to the project that can likely be avoided. The board noted that it is likely best that the trees be removed irrespective of the solution, but whether that means one or both may depend on the approach that is ultimately selected.

Project Management – the board discussed the overall philosophy with respect to managing projects at the complex. Neil explained that Kapilana has for many years operated as a “self-managed” complex, with the board or other volunteers overseeing major projects rather than asking the maintenance contractor to coordinate as their costs to do so can add significantly to the expenses of the project. The board may continue to ask Nichols to provide support on major projects in terms of recommending possible vendors, obtaining bids and providing vendor access (as addressed in the contract) but will determine on a case-by-case basis which projects will be overseen by the board versus the maintenance company. This board members will review each project and make the determination regarding the approach based on cost-effectiveness and urgency.

The meeting was adjourned at 9:30 pm.

Respectfully submitted,

Karen Robinson, Secretary