

# Kapilana Estates Homeowners Association Board Meeting

**Date:** 10 May 2018

**Time:** 7:00 p.m.

**Location:** Teleconference

**Board Members:** Neil Robinson, Diane Prenger, Bill McGowen, Bernice Cohen, Tom Widowski, Brian Roberts

## Agenda

### I. Agenda/Minutes

- a. The meeting agenda was reviewed. Motion to approve made by Diane, seconded by Bill and approved.
- b. Motion was made by Bill and seconded by Diane to approve the previous Board meeting minutes.

### II Agreements Made by Email

- a. Brian Roberts is now a **Certified Pool Operator**. The Board will reimburse the \$350 cost for the training.
- b. The new skid guard plywood dock boards have been delivered to Kapilana and the bill was paid.
- c. Although it is not the preferred method, the Board has approved a time plus material cost basis to fix designated stairs at Kapilana before someone is injured.
- d. Requests were made and denied to put up a dock sun shade. Brian talked to the dock inspector and was told the shades catch a lot of wind and turn into a breezeway. This would require a lot more winches and cables. This would lead to an issue with people fishing.

### III Project Update

- a. Repair to the sea wall (Bldg. 10) has been completed. The work consisted of digging out and filling approximately a 6' x 20' wide trench on the backside of the wall. No work was done to the outside wall.

- b. Unit 5C: The owner said the floor was sagging and would like to have the problem looked at and evaluated. Brian contacted a structural engineering firm to assess the sagging floor and come up with a solution. The engineering firm's finding is the structural integrity of building 5 is sound. Sagging may be due to choice of flooring material.
- c. A contractor, Dale Lindsey, has been retained by Brian to help with dock boards, rim boards, and stairs, etc. The dock boards will be installed on docks A, B and C. The stair replacement will be the stairwell in front of building 10, office, the far side of building 4 and on the far side of building 5.
- d. Custom Concrete is the contractor selected to provide the concrete and fix the approach to the Winn Road dumpster. This is a must if we are to continue to have our trash picked up.

#### **IV Grounds Maintenance Update**

- a. Kapilana is a large area and Brian has been busy trying to get ready for the season. Outside work consists of bush trimming and pruning, leaf removal, spraying weeds and trying to clean up the pollen.
- b. The pool opening seemed to run smoothly. However, Brian voiced major filter issues that need to be addressed immediately. The sand filter (exit) connection sprung a leak and has come loose. The plastic housing cracked and all the baffles and laterals will need to be replaced. Brian noticed the filter we now have is sucking out sand and leaking water. For the past few years, Nichols fixed it by applying silicone. Last time the filter was replaced was around the year 2000. The board was in total agreement and opted to replace the present filter with a new one rather than wait until an emergency arises. The cost will be approximately \$2200.
- c. Dock C has a lift that is failing and has caused minor damage to the dock which will need to be welded. Brian is handling the problem and has contacted the owner and Trico Dock will perform the repairs.
- d. A "clean up" day was discussed. Traditionally, a day was scheduled in April. Since it is already May, there will not be a "clean up" day. We will definitely add it to the calendar for next year.

## **V Financials**

- a. The current bank balance is \$180K-185K. We have two delinquent accounts in arrears. Further action may be needed.
- b. No bills over \$3000 needed approval.

## **VI Other Business**

- a. At the last meeting Neil mentioned he needed help with the webpage. The person we contacted declined so we still need a volunteer to help. Neil will train.
- b. Getting rid of otters was discussed at the last meeting to determine what to do about them. Brian said he has not seen any this summer and does not feel it is necessary to address this as a problem at this time. The otters were sighted in the winter so the issue will be addressed again in the future.
- c. Neil, Brian and Bernice walked the grounds and check for needed repairs to decks. Projects to be addressed first are: 4e, rim board will be pulled down to inspect joists and replace if necessary; 4g, rim board pulled down and replaced if necessary, inspect joists; 4l, replace end joist, double up others and add hangers; 5c, joists will be inspected when owner replaces decking. Owner has not confirmed a date; 5f, check joists and replace boards over doorway. All in all, the buildings were found to be structurally sound and the decks did not need to be replaced. Water is the enemy and causes the paint to peel making the appearance unattractive. In building 4 and 10 the main sewer line clogs easily because the buildings have very little fall due to settling. Brian will contact Roto Rooter to clean out the lines on a yearly basis.
- d. A discussion was held regarding jet ski lifts on the shore side of docks A, B, and C. Neil said past experience with Ameren UE officials indicated the more water space used, the higher the cost by Ameren UE. Also, the lifts may interfere with the cables which anchor the docks to the shore. More investigation is needed before a conclusion can be determined. The board discussed installing pumps on docks A, B, and C to provide water. Brian will check the cost of this.

- e. All trailers MUST obtain permission to park on Kapilana property. Any person wishing to obtain a permit can go on line and download the form off the Kapilana website. Please turn the permit form in to the Kapilana Office to get the permit approved.
  
- f. Mr. Smith, a neighbor, uses the Kapilana trash dumpster. He is billed on a monthly cost of \$10. The treasurer oversees the account to insure the bill is current.

## **VI Adjournment**

- a. Dianne moved to adjourn the meeting and Bill seconded.
  
- b. The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Bernice Cohen, Secretary  
Kapilana Estates Homeowners Association

- d. Unit access: The Kapilana Estates Rules and Guidelines states that whenever the unit is to remain unoccupied for more than 24 hours, the main water supply to the unit is to be shut off. In order for the management company to enter the unit, keys or codes are needed. If locks and codes have been changed, please stop by the office and provide a key copy or the new codes.

#### **IV Grounds Maintenance Update**

- a. The cedar tree blocking the view in 1B will be cut to ground level and all debris will be removed at a cost of \$250.

#### **V Financials – Treasurer**

- a. The current bank balance is \$135K.
- b. There are no delinquent assessments.
- c. Currently there are no bills over \$3K that need Board approval.
- d. The comparison of the budget from planned versus actual have not been completed at this time.
- e. The books are up to date and ready for the annual tax filing.

#### **VI Other Business**

- a. All financial information has been posted to the website.
- b. Website updates needed. Brian will speak to others regarding taking ownership of the website to update as needed. Brian said he would be glad to help. Neil has taken on this responsibility for the past 8-9 years.
- c. There seems to be some confusion about boat slip assignments and a boat slip license. To alleviate this confusion, only boat slip licenses will be required. When ownership is questioned, a license is the only way

to avoid confrontations. Please check with Neil to make sure yours is filed with Kapilana. All members agreed to this change.

- d. A motion to adjourn was made by Diana Prenger and seconded by Tom Widowski. Motion approved and meeting adjourned at 8:15 pm.

Respectively submitted,

Bernice Cohen, Secretary  
Kapilana Homeowners Association