**Minutes of the Board of Director’s Meeting of Molokai Shores**

**Thursday, March 24, 2016**

**Teleconference – 4:00 p.m.**

**Call to Order**

President Michael Chapman called the meeting of the Board of Directors of Molokai Shores to order at 4:04 p.m.

**Establish a Quorum**

A Quorum was established.

Members present over the telephone: Michael Chapman, Jack Klassen, George Burkley, Chris Cheney, Pam Cheney, Carol M, Dawn Barrowcliff, Ryan Link, Bob Smith

Present by Invitation: Doug Jorg, Hawaiian Management Executive, Doug lefler, Director of the Maui office from the Hawaiianna Management Company

Owners Present: Shirley Fulkerson (A201), Jerry Williams (203) Michael and Deborah Lavell (223)

**Motions:**

Chapter 514 B Section 125 Part A of the Hawaii revised statues regarding condominiums state all meetings of the board other than executive sessions shall be open to all members of the Association and Association members who are not on the board may participate in any deliberations or discussions other than executive sessions unless the majority of the Quorum votes otherwise –

President Michael Chapman made the following motion that all comments, votes and motions be limited today to board members for this meeting

Chris Cheney seconded motion. No opposition.

President Michael chapman made the following motion that board members comments are limited to 5 minutes or less per agenda topic to help expedite the meeting progress. Bob Smith seconded motion. No opposed.

**Committee Reports**

1. **By-law/House Rule Committee - Carol Montecucco**

Waiting for information from John Morris on smoking laws in Maui County and the actual certification of a comfort dog. Pam Cheney and Carol have been working on a voter ballot to submit to condo owners once revision of the by laws is completed. Certain areas of the changing of the bylaws need a 67% owner approval.

Working on a draft to bring the 2000 House Rules current with the revised Bylaws. Pam Cheney and Carol are revisiting the house rule check in sheet and registration form

1. **Barbeque Committee - Jack Klassen**

Timers installed for gas and lights being activated from 3:30 to 10 p.m.

Melo and Paul keeping a complaint register regarding the hours. Ryan and Carole concerned at late start times. Chris Cheney motioned to have barbeque timers set to start at noon. Motion seconded by Ryan Link. No objections from board.

Jack to notify Paul of maintenance of timer change. This time will be listed in check in documents and sign will be posted by barbeque with times available. 1200 p.m. to 1000 p.m. daily.

**C. Lease Hold Committee - Chris Chaney**

 I. Proposal for Attorney

Chris contacted Bill Burns, Honolulu Attorney whom has no client conflicts. He provided an engagement or retainment letter on file in the office. He is asking for $3500 upfront fee.

II. LH Owner Assessment for Legal Fees

According to county records we still have 32 leasehold units and would possibly be asking leasehold owners each for a possible fee perhaps around $130 to cover the attorney’s costs.

Bob Smith updated the board and reported that in the past, the AOAO has fronted the money and leasehold owners reimbursed AOAO.

Pam made motion to pay the upfront money to Bill Burns. Jack Klassen seconded the motion. No objections.

**D. Solar Water Committee -Chris Chaney**

Chris Cheney rejected Holly Akulu’s proposal in February, which was a straight financing deal due to Federal tax credit money loss that we would lose. Expecting a proposal in the next several weeks. Chris paid solar water expert Marco Magostorff, PHD $125.00/hour for a limited amount of hours for review and research and guidance in this area. Chris fronted Marco $500.00 for information that he needed prior to this teleconference board meeting. Marco will provide reports to Molokai Shores. Chris made motion to get reimbursement of $500.00 and Bob Smith seconded motion. No objections made.

**E. Solar/PV Committee - Jack Klassen**

Hard wiring for sub metering on building B has been completed. Building B energy usage is being monitoring. Hard wiring in A building is progressing slowly due to lack of materials. Cannot move forward until material is available – may be available in a month.

Motion made by Chris Cheney to table board discussion regarding neighborhood power and metering until Chris and Jack can talk to attorney, Mr. Burns regarding the matter and legalities. Jack seconded the motion. No objections made.

George proposed that a meter be placed in every unit. Jack Klassan reports that he will make that request to neighborhood power.

1. **Termite Control Committee –turned over to Dawn Barrowcliff.**

Dawn requested that all previous information and research be turned over to her. Jack reports that himself and Paul did a visual inspection on A building specifically on roof 316 – very serious problem on end of A building, which needs to be addressed very quickly. Roof boards are in poor conditions and deteriorating. Dawn will have her husband, Mark Barrowcliff look into matters quickly and connect with Chris Cheney.

1. **Sewer Committee - Bob Smith**

Bob reports that in January, a new foundation was poured for the secondary y clarifier tank. February was our semi annual cleaning and inspection of our wells and secondary clarifier tank was installed and our system was pumped. Wells cleaner and much more functional. Our PUC reports showed great progress but we are 2% low on our TSS test – but this is very correctible. Bob Smith publicialy thanked the work of Michael and our maintenance team.

1. **AOAO Website Over site Committee - Dawn Barrowcliff**

Dawn Barrowcliff to head this committee. Michael Chapman reported that in past week Melo has been trained by Jeff Jumpers the webmaster and she is now able to make updates to the website. Board members page has been updated. Dawn will look into the current website to see if it is “user friendly” and a functional website – may consider rebuilding website.

1. **RAC Committee - need Chairman**

Mike made motion to table discussing this committee until the next meeting.

**Old business**

1. Neighborhood Power (NP) invoice payment to be discussed in executive session.

**New Business**

1. Terry Wong Audit Agreement (refer to attached proposal) –Mr. Wong passed a way a couple of months ago. Daughter is maintaining the business at this point. Daughter is a licensed CPA with the state of Hawaii. Jack made motion to continue to engage the Terry Wong CPA business for Molokai shores audit for 2016. Bob Smith seconded the motion. No opposition.
2. Phase II - AOAO Staff – Michael announced that Currently owners are doing a security check at night. Michael recommends a committee be created and that someone be asked to chair it. Michael recommends that we hire staff to do weekend security guard and back up for office arrivals check in procedures but wants a committee to evaluate this. Ryan Link volunteered to head this committee to assess all possibilities.
3. Request for Change of Date - Board Mtg/Homeowner's Meeting 2017. Bob Smith has requested that the meeting dates for 2017 be changed to February 23 for the board meeting and February 24 for the homeowners. Michael chapman made the motion to change the dates. Ryan seconded the motion. No opposition. Motion approved. Dawn will check with the community health center for availability.
4. Maintenance Work Orders – Maintenance team getting many requests to make owner repairs in individual units such as changing light bulbs. Michael concerned regarding the liability issues surrounding this and concerned that this is taking away from capital projects such as stair well replacements. Paul Nihipali, the maintenance lead has requested that the board consider this issue. Doug Jorg of Hawaiianna reiterated that the maintenance team should only be working in the common areas as to avoid any liability issues. Jack made motion that we discontinue maintenance services for the apartment and condo owners inside the individual units except for emergency plumbing or gas issues. Ryan Link seconded the motion. Carole recommends putting a list of available contractors or repairmen on our website for owners needing repairs. Doug has previously provided the AOAO Board with a list of licensed contractors. Property management companies should also have information regarding island repair people. Michael will be sending out a letter to owners regarding this matter next week. Directions will be provided to Melo and Paul.
* **In regards to the above matter, please refer to Bylaw Article 5 obligations of Apartment Owners Section 4 maintenance of units**
1. Owner Assessments – Michael wants the board to start to consider before next months meeting that we have extensive Capital Repairs such as stair well replacement and the termite situation. Sewer stack repair is not as expensive because it is being done in house. Board needs to discuss if owner assessments will need to be made or capital reserves are to be used. This will be further discussed at next month’s agenda.

Meeting Adjourned at 5:28 p.m.

Next teleconference will be Wednesday April 20 at 4:00 pm. Hawaiian Standard Time

**Owner’s Forum**

**Items brought up were the following**

* Please keep website updated and post dates of meetings and telephone numbers for owners to call in. Please include in the letter to the owners that there is a website.
* Consider that guest check-ins can be done on the website and no extra administrative staff would be needed.
* Consider turning off the grills earlier than 10 p.m. if there are problems with guests staying up late and “partying”.
* Concerns were expressed about what maintenance can repair such as hardwired smoke detectors and running toilets, which are both responsibilities of AOAO. This clarification should be communicated clearly especially when it comes to matters of safety.
* Please consider having staff available for after hours and on the weekends for security. Melo could be contacted when there are security issues with the rental units and she can call the rental management companies to have them contact their guests and let them know that they are violating the house rules.. The police may also be called. Margaret has volunteered to help with the phase two AOAO staff committee. Carole reminded homeowners that when there was a fulltime manager on site, there was much detest expressed amongst the owners