

MINUTES

AOAO THE VILLA ON EATON SQUARE REGULAR MEETING OF THE BOARD OF DIRECTORS

On Site (Recreation Deck)

400 Hobron Lane

Honolulu, HI 96815

Monday, April 7, 2014

- I. **CALL TO ORDER:** Noting the presence of a quorum, President LaCasse called the meeting to order at 7:06 p.m.

Present: President Steve LaCasse, Vice President Robert Dale, Treasurer Steve Sullivan, Secretary Carol Mann-Molay, Directors Loretta Falls, Jay Noll, Michael Warren and Don Persons (Commercial/ESSP)

Not Present: Edmund Wong (Commercial/VPP)

Invited: Atrious Alexander, General Manager Villa on Eaton Square
Jeff Dickinson, Property Manager, Hawaiian Properties, Ltd.

- II. **OWNER'S FORUM:** Owners present raised various issues with the Board of Directors including the condition of the landscaping, the Association website and the maintenance of the elevators.

- III. **MINUTES:** Director Warren moved to approve the February 3, 2014 Board meeting minutes and the March 10, 2014 Annual and Organizational Meeting minutes. The motion was seconded and carried unanimously.

- IV. **GENERAL MANAGER'S REPORT:** General Manager Alexander provided a written report. General Manager Alexander requested authority to replace the carpet and sound underlayment in the fitness room and to purchase a washer and dryer for the Association for maintenance/custodial to launder towels, mop heads etc. There was no objection.

A. **Garage Condition Survey:** The Board directed the General Manager to request proposals for a condition survey of the structural integrity garage and to distribute the proposals to the Board upon receipt.

B. **Mechanical Room Exhaust Fan:** Director Sullivan moved to approve the expenditure of \$3,973.00 plus tax for the installation of a new exhaust fan in the mechanical room. The motion was seconded and carried unanimously.

- V. **TREASURER'S REPORT:**

A. **Financial Statement:** Treasurer Sullivan reported on the February 2014 financial statement and reported that salary, benefits and wages were over budget for the month. Treasurer Sullivan directed the Property manager to provide salary, wage and benefit information for the Association employees.

VI. COMMERCIAL REPORT: No report.

VII. COMMITTEE REPORTS:

- A. Modernization Committee: Director Noll moved to appoint Secretary Mann-Molay chairperson for the Modernization Committee. The motion was seconded and carried unanimously. Treasure Sullivan moved to form a Landscaping Sub-Committee to make recommendations for landscaping the front driveway and other areas of the property. The motion was seconded and carried unanimously. General Manager Alexander will assist the committee.
- B. Garage Steering Committee: Director Noll updated the Board on issues in the garage including a request from the garage licensee to install lighting on the 5th floor parking deck.
- C. House Rule Committee: Director Noll updated the Board on the progress of the House Rule Committee and reported that a draft of the revised House Rules would be available for the Board's review in a few months.

VIII. UNFINISHED BUSINESS:

- A. 2014 Capital Projects: The Board discussed prioritizing the capital projects for 2014.
- B. Villa Entrance Controls and Security Cameras: Treasurer Sullivan moved to approve the expenditure of \$3,253.74 for the purchase of additional security cameras and a DVR. The motion was seconded and carried unanimously. The Board reviewed proposals for replacing the building's entrance control system. Deferred.
- C. Transformer Room: The Board discussed the electrical transformer room and the lack of a current maintenance program. Treasurer Sullivan moved to authorize the Association's attorney to send a letter to Eaton Square Electrical, LLC owner of the transformer room indicating that the Board is very concerned with the room's condition and potential life safety issues associated with its potential failure. The Board requests that Eaton Square Electrical, LLC perform preventative maintenance within 30 days of the date of the letter. The motion was seconded and carried unanimously.

IX. NEW BUSINESS:

- A. Insurance Renewal: Sue Savio of Insurance Associates provided quotes for the renewal of the Association master insurance coverage and discussed the loss history with the Board. Director Noll moved to renew the master policy with First Insurance at an annual premium of \$172,765.00. The motion was seconded and carried unanimously.

- B. Letter, Unit 3703: The owner of Unit 3703 discussed with the Board his letter regarding a parking stall on Hobron Lane, which makes it difficult to exit the property because of poor visibility. He asked the Board to work with the City and County to have the stall removed.
- C. 2014 Audit Proposal: Vice President Dale moved to approve the 2014 audit proposal from Shawn Wilson, CPA at a cost of \$2,000.00 plus tax. The motion was seconded and carried unanimously.
- D. 6th Floor Drain Cleaning: Treasurer Sullivan moved to approve the proposal from Pacific Drain Service to clean the 6th floor drain lines at a cost of \$1,374.35. The Board also directed the General Manager to investigate installing cleanouts. The motion was seconded and carried unanimously.
- E. Air Conditioning Leaks: The Board discussed the increasing number of leaks from the air conditioning units. The General Manager reported that generally the leaks occur from units which have not been serviced.
- F. Electric Vehicles: The Board discussed the new law regarding the installation of electric vehicle charging stations. The garage licensee would have to approve any charging station installations.
- G. Act 326: The Property Manager provided the Board with information about Act 326 from the Association's attorney regarding the Association's duty to report rentals of less than 180 days to the Department of Revenue and Taxation. The information will be provided to all owners in the next newsletter.
- I. Bed Bugs: The Property Manager provided a sample bed bug resolution. Action deferred to the House Rule Committee.
- J. Bulk TV Proposals: The General Manager provided quotes for bulk cable TV service. The issue will be addressed when preparing the 2015 operating budget.

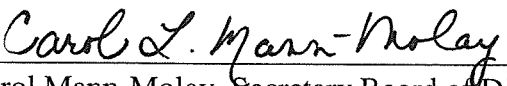
The Board adjourned into Executive Session at 9:00 p.m. to discuss personnel, legal and contractual issues. Director Warren departed at 9:30 p.m.

The Board reconvened into Regular Session at 10:15 p.m.

- K. Lease Rent Renegotiation: Vice President Dale moved to approve the new lease rent for the next 15 years at a land value of \$240 per square foot. The motion was seconded and carried with Director Noll abstaining.
- X. ADJOURNMENT: There being no further business to discuss and hearing no objections the meeting was adjourned at 10:20 p.m.
- XI. NEXT MEETING: Monday, May 5, 2014, 7:00 p.m.

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REGULAR BOARD OF DIRECTORS MEETING
MONDAY, APRIL 7, 2014
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Submitted By:



Carol Mann-Molay, Secretary Board of Directors



Jeff Dickinson, Recording Secretary