

APPROVED

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, December 2, 2013

- I. **CALL TO ORDER**: Noting the presence of a quorum, President Dale called the meeting to order at 7:03 p.m.

Present: President Robert Dale, Secretary Loretta Falls, Treasurer Richard North, Directors Jay Noll, Steve Sullivan, Colleen Blacktin and Director Edmund Wong (Commercial/VPP)

Not Present: Vice President Steve LaCasse and Don Persons (Commercial/ESSP)

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.
- III. **MINUTES**: Director Blacktin moved to approve the minutes of the Regular Board of Directors Meeting held on November 4, 2013. The motion was seconded and carried unanimously.
- IV. **GENERAL MANAGER'S REPORT**: General Manager Alexander provided a written report. The Board addressed several requests from the General Manager.
- A. **Emergency Drain Repair**: Director Sullivan moved to approve the expenditure of \$7,200.00 for repair of a cracked drain line. The motion was seconded and carried unanimously.
- B. **Recreation Deck Phone Line**: Director Sullivan moved to approve the installation of a phone line on the Recreation Deck to allow for the use of a speaker phone so owners can call-in to hear the Board meetings. The motion was seconded and carried unanimously. Treasurer North volunteered to assist the General Manager with the project.
- C. **Lobby Cushions**: Director Blacktin moved to approve the reupholstering of the cushions for the lobby furniture using a Hawaiian print. The motion also included painting the new parcel lockers brown. The motion was seconded and carried unanimously.
- D. **Employee Handbook**: General Manager Alexander provided the Board with a revised version of the employee handbook. Comments concerning the employee handbook

from the Board members were requested no later than two weeks of this Board meeting.

V. TREASURER'S REPORT:

- A. Financial Statement: The October financial statement was provided for the Board's review.

VI. COMMERCIAL REPORT: No report.

VII. COMMITTEE REPORTS:

- A. Modernization Committee: Director Blacktin reported on the hallway re-carpeting and the lobby renovation. Architect and designer Kevin Caravello participated via a conference call with the Board and answered questions regarding the carpet installation and lobby renovation.
- B. Garage Steering Committee: Director Noll reported that a response had not been received from the garage licensee (Parallel Capital Partners) to the letter sent by the Steering Committee regarding issues in the garage.

VIII. UNFINISHED BUSINESS:

- A. House Rule Review: The Board discussed the revised House Rules. General Manager Alexander has received comments from owners and Directors regarding the revised House Rules, which have been incorporated into the revised rules. It was requested that any additional comments from the Board be received no later than 30 days of this meeting.
- B. Driveway Tree: The General Manager reported that he is still obtaining proposals for the removal and replacement of the driveway tree.
- C. Renovation Requests: The General Manager reported that no renovation requests had been received.
- D. Fire Safety System: Deferred.
- E. Loading Zone Policy: The Board discussed the parking policy for the loading zone in the front of the building. Director Sullivan recommended that the General Manager use a ticketing system for the parking offenders. After two warnings the illegally parked cars will be towed. The General Manager will work on implementing the policy and include in the House Rules.
- F. Throat Savers, Trash Chute: Deferred.

IX. NEW BUSINESS:

- A. Unit 615, Insurance Claim: Deferred pending receipt of the adjusters report.
- B. Letter Unit 3703, Hallway Carpet: Stan Sekimoto, Unit 3703 presented a letter to the Board requesting that the carpet be cleaned rather than replaced. Director Blacktin moved to authorize cleaning two floors with the dirtiest carpet as a test. The motion was seconded and carried unanimously.
- C. Unit 3709, Limited Common Area: General Manager Alexander reported that a new door closer had been installed and that a sign would be installed indicating fire exit only.
- D. IREM Membership, General Manager: Director Sullivan moved to authorize IREM membership for the General Manager and to also proceed with continuing education and an ARM designation. The motion was seconded and carried unanimously.

President Dale adjourned the meeting into Executive Session at 9:19 p.m. to discuss delinquencies, legal, personnel and contractual issues.

The Board reconvened into Regular Session at 10:05 p.m.

- E. Unit 2409, Window: The Board discussed a letter from Unit 2409 regarding a broken window in the unit. The Board directed the Property Manager to send a letter to the owner indicating that the window was to be repaired at owner's expense within 60 days of the letter.
- X. ADJOURNMENT:** There being no further business to discuss and hearing no objections the meeting was adjourned at 10:10 p.m.
- XI. NEXT MEETING:** Monday, January 6, 2014, 7:00 p.m.

Submitted By:



Loretta A. Falls, Secretary Board of Directors



Jeff Dickinson, Recording Secretary