

AOAO THE VILLA ON EATON SQUARE

MINUTES OF THE REGULAR MEETING

OF THE BOARD OF DIRECTORS

On Site (Recreation Deck)

400 Hobron Lane

Honolulu, HI 96815

Wednesday, May 1, 2013

I. CALL TO ORDER: Noting the presence of a quorum, Vice President Steve LaCasse called the meeting to order at 6:35 p.m.

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

Not Present: President Robert Dale and Don Persons (Commercial/ESSP) and)

Invited: Larry Ignas, General Manager, The 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. Vice President LaCasse and Director Noll are working on guidelines for the Owner's Forum for review by the Board at the next meeting.

III. MINUTES: Director Blacktin moved to approve the minutes of the Regular Board of Directors Meeting held on April 3, 2013. The motion was seconded and carried unanimously.

IV. GENERAL MANAGER'S REPORT: General Manager Ignas provided a written report, which is on file with the managing agent. General Manager Ignas provided two proposals for replacement of isolation valves.

1) Isolation Valve Proposals: The Board reviewed two proposals for the replacement of hot and cold water

isolation valves. Director Sullivan moved to approve the proposal from Service Air Conditioning and Plumbing at a cost of \$7,258.00 plus tax. The motion was seconded and carried unanimously.

2) Chilled Water Pump Replacement: General Manager Ignas reported that one of the chilled water pumps had failed. The Board directed the General Manager to obtain three proposals for replacement of the pump and to circulate to the Board of Directors as soon as possible.

V. TREASURER'S REPORT:

Financial Statement: Treasurer North reported on the March 2013 financial statement. The Board directed the Property Manager to provide a year to date breakdown of the repair and maintenance category.

VI. COMMERCIAL REPORT: No report.

VII. COMMITTEE REPORTS:

A. Ad-Hoc Eaton Square Parking Garage Committee:
No report.

B. Modernization Committee: Chair Blacktin reported that the committee and architect Kevin Caravello are working on a request for proposal (RFP) to replace the air conditioning unit located in the lobby ceiling. The RFP will include the relocation of the air conditioning unit for easier access for maintenance, replacement of the lobby lighting and lobby ceiling.

C. Energy Task Force: Chair Noll distributed a proposal from Power & Systems Inspection Group to perform an investigation for the sub-metering of each residential unit for electrical use and energy consumption from the central cooling plant. The proposal will be discussed again at the next Board meeting.

D. Operations Task Force: Director Sullivan reported that he has been working with General Manager

Ignas on developing standard operating procedures and reporting formats.

E. Maintenance Task Force: Vice President LaCasse reported that he will be working with Maintenance Chief Gary Botelho on preventative maintenance and the tracking of maintenance tasks.

F. Lease Rent Renegotiation Task Force: Co-Chairs LaCasse and Blacktin reported that a meeting of the lessees would be organized to discuss the lease rent renegotiation and possible fee purchase.

VIII. UNFINISHED BUSINESS:

A. Lease Rent Renegotiation: Treasurer North moved to approve a special assessment of \$34,000.00 to be charged to the 68 remaining lessees for fee and costs to renegotiate the new lease rent, which will be effective January 1, 2014. The motion was seconded and carried unanimously. Director Blacktin moved to approve the Leased-Fee Representation Agreement

from Monarch Properties Inc. to negotiate and coordinate the possible purchase of the leased-fee from the lessors. The motion was seconded and carried unanimously.

B. Garage Electricity Proposals: The Property Manager reported that one proposal had been received and distributed to the Board for separating the garage electricity from the Villa Professional Plaza. The Property Manager will follow-up.

C. Eaton Square Shopping Center, Requests: Transformer Room and Driveway: The Board discussed the requests from the Eaton Square Shopping Center. The Board directed the Property Manager to write a letter to Eaton Square Electrical, LLC regarding recent problems in the transformer room.

IX. NEW BUSINESS:

A. The Villa on Eaton Square New Business Policy: Director Noll moved that all new Villa business shall not be voted on at a meeting at which it is introduced. Any new business shall be presented at a subsequent Board meeting under unfinished business and the owners will then have an opportunity to make their views known during owners' comments portion of the next Board meeting. The exceptions shall be emergencies, time sensitive issues or items of a procedural nature that apply only to the Board. The motion was seconded and carried unanimously.

B. Hawaii Council of Community Associations (HCCA): Director Noll moved to apply for membership to the Hawaii Council of Community Associations at an annual cost not to exceed \$300.00 per year. The motion also directed the Property Manager to sign-up the General Manager and one Board member to attend the May 9, 2013 seminar at a cost of \$35.00 each. The motion was seconded and carried unanimously.

C. House Rule Review: Deferred.

D. Unit 2015, Lanai Spalling: Director Sullivan moved to approve the emergency repair of the spalling on the lanai edge of Unit 2015 at an approximate cost \$2,000.00 plus tax. The motion was seconded and carried unanimously.

There being no further business to discuss and hearing no objections, Vice President LaCasse adjourned into Executive Session at 8:45 p.m. to discuss delinquencies, legal and contractual issues.

The Board reconvened into regular session at 9:14 p.m.

E. Unit 3707 Insurance Claim: Director Blacktin moved to authorize the payment of the \$10,000 deductible on the Association's master insurance policy for water damage incurred to Unit 3707. The motion was seconded and carried unanimously.

The Board reconvened into Executive Session at 9:16 p.m.

X. ADJOURNMENT: There being no further business to discuss and hearing no objections, Vice President LaCasse adjourned the meeting at 9:39 p.m.

XI. NEXT MEETING: Monday, June 3, 2013 6:30 p.m.

Submitted By:

Loretta A. Falls, Secretary Board of Directors

Jeff Dickinson, Recording Secretary