

# **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**

**Monday, September 9, 2013**

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

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

Not Present: Vice President Steve LaCasse, Directors Jay No!!, Colleen Blacktin 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: President Dale read a policy statement on the function of the Board and the role of the General Manager and Property Manager. Director Sullivan moved that the policy statement be attached to the minutes of this meeting. The motion was seconded and carried unanimously. Owners present raised various issues with the Board of Directors. G. Michael Warren owner of Unit 3509 provided Board members with a formal letter of complaint concerning the alleged conduct of Director Noll.

III. MINUTES: Secretary Falls moved to approve the minutes of the Regular Board of Directors Meeting held on August 5, 2013. The motion was seconded and carried with Director Wong abstaining.

IV. GENERAL MANAGER'S REPORT: General Manager Alexander provided a written and verbal report.

## V. TREASURER'S REPORT:

A. Financial Statement: No report. The Property Manager reported that the 2014 budget and reserve study were near completion and would be distributed to the Board. Director Sullivan requested that the Board meet to discuss the draft budget and reserve study.

VI. COMMERCIAL REPORT: No report.

## VII. COMMITTEE REPORTS:

full month of readings. The Property Manager will follow-up with the garage regarding the painting of a crosswalk on the 1st floor and the installation of additional parcel boxes.

B. Modernization Committee: No report. VIII.

## UNFINISHED BUSINESS:

A. House Rule Review: The Board discussed revision of the 1-louse Rules. Secretary Falls provided some suggested changes for review by the Board at the next meeting.

B. Lobby Fan Coil Unit Proposals: Director Sullivan moved to retain the services of a design professional to assist with sizing and specifications of a new fan coil unit (FCU) not to exceed 20% of the projected cost of the project. In the event a design professional can't be retained the motion is to approve the installation of a new fan coil unit (FCU) in the lobby, subject to the installation of new ducting and verification of the warranty. The General Manager will follow-up with the vendors that submitted proposals regarding compliance with the request for proposal. The motion was seconded and carried unanimously.

C. Refuse Contract: Director Sullivan moved to approve the proposal from Roll-offs Hawaii for refuse removal at a monthly cost of \$3,535.01 including tax. The motion was seconded and carried unanimously.

D. Parcel Boxes The Board discussed the installation of additional parcel boxes. Treasurer North moved to approve the installation of additional parcel boxes next to the existing United States Postal Service boxes in the garage. The installation is subject to approval by the garage licensee. The motion was seconded and carried unanimously.

E. Water Treatment Contract: Secretary Falls moved to approve the contract renewal from Nalco for water treatment for the chilled water system at a monthly cost of \$684.30. The motion was seconded and carried unanimously.

F. Unit 905, Water Leak: The Property Manager reported that a water leak originating in Unit 905 damaged the units below. Director Sullivan moved to charge the Association's \$10,000 insurance deductible to Unit 905. The motion was seconded and carried unanimously.

G. Spending Authority: Director Sullivan moved that no Board member or officer shall approve expenditure for unbudgeted items without a vote of the majority of the Board. The motion was seconded and carried with President Dale opposed.

#### IX. NEW BUSINESS:

A. Driveway Tree: The Board discussed the condition of Banyan tree in the driveway. The Board directed the General Manager to have an arborist evaluate the condition and safety issues regarding the tree.

B. Renovation Requests, Unit 3212 and 3205:  
Deferred.

C. Board Minutes: Secretary Falls moved to make the draft minutes available to owners on the website or copies will be available in the General Manager's office. A notice will be posted on the bulletin Board when the draft minutes are available. The motion was seconded and carried unanimously.

D. Fire Safety: The Board discussed fire safety in the building.

B. Water Shut-off Valves: General Manager

Alexander reported that the water shut-offs in the VPP had been located and access provided and that a preventative maintenance program will be established to exercise the valves.

X. ADJOURNMENT: There being no further business to discuss and hearing no objections

President Dale adjourned the meeting into Executive Session at 8:47 p.m. to discuss delinquencies, legal, personnel and contractual issues.

XI. NEXT MEETING: Tentatively scheduled for Monday, October 7, 2013, 7:00 p.m.

Submitted By:

Loretta A. Falls, Secretary Board of Directors

Jeffickinson, Recording Secretary