

**AOAO HARBOR LIGHTS  
MINUTES OF BOARD MEETING**

**DATE:** December 3, 2014

**TIME:** 5:00 pm

**PLACE:** Harbor Lights Office

**PRESENT:** Sue Kamalo, Pedro Faingnaert, Geraldine Kaita, Cynthia Willard, Joan Hiyakumoto,  
Richard Salinas, Willie Kaholukula

**GUESTS:** Penny Munroe, Hawaiiana Management, Jennifer Schoeppner, Carbonaro CPA, Willie Bennett, Hawaii Energy  
Consultants, Cheryl Williamson, D419, Cole Santos, A109 & D125.

**CALL TO ORDER:**

Meeting called to order at 5.00 pm.

**QUORUM:**

Six Board Members and Chair present. Established.

**APPROVAL OF MINUTES:**

Minutes of November 30, 2014 were read. Motion made by Cindy Willard to approve with corrections, seconded by Geraldine Kaita. Motion carried.

**FINANCIAL REPORT:**

Penny Munroe explained the preliminary financial sheets. For information only. No action.

**COMMITTEE REPORTS:**

**Building and Grounds:**

- |                                      |  |  |
|--------------------------------------|--|--|
| a) <b>Replacement Fire Hoses:</b>    | Cindy Willard researched further into obtaining replacement fire hoses. 48 hoses with ends have been quoted for \$4,654.00. Shipping is free. Susan can obtain new pull handles for the alarms for \$200.00. | Motion made by Richard Salinas to purchase the hoses, not to exceed \$4654.00. Seconded by Joan Hiyakumoto |
| b) <b>Time-Warner Oceanic Cable:</b> | The cost of the cable will increase 6% more on January 1, 2015. Sue is negotiating a better deal and a reply is expected on December 6, from the cable company. There was further discussion.                | Tabled for new board. No action.   |

**UNFINISHED BUSINESS:**

- |  |  |  |
|--|--|--|
| a) <b>Selection of Auditor:</b>                              | Cindy researched for a new auditor. Jennifer Schoeppner of Carbonara CPA sent us a proposal and was present at the meeting to give more details. | Motion was made by Richard Salinas to accept the proposal from Cabonara CPA for the 2013 and 2014 Audit, Seconded by Pedro Faingnaert. Motion carried. |
| b) <b>Armstrong Reserve Study Update</b><br><b>Proposal:</b> | No discussion.   | Tabled for next board. No action.  |
| c) <b>Proposal: Elevator Scavenger Pumps:</b>                | The proposal for \$4800.00 by Kone was only for one elevator in the A building. For all 8 elevators the pumps will cost \$20,000.00.             | Tabled for new board. No action.   |
| d) <b>Valley Isle Pumping Maintenance Agreement:</b>         | Valley Isle pumping charges us \$4,000 per month to pump out our sewer pump station. They have submitted a quote for a maintenance agreement.    | Tabled for new board. No action.   |
|  | Legal opinion from our lawyer on the first draft of proposal discussed. Proposal   | Tabled for new board. No action.   |

- e) **Photovoltaic PPA:** needs an arbitration clause.  
 Willie Bennett explained that due to higher costs he was asking for a change in the contract. Motion made by Geri Kaita to stay with the present contract. Seconded by Cindy Willard. Motion carried.
- f) **Hawaii Energy Consultants – Change in Contract.**

Tabled for the next board. No action.

**NEW BUSINESS:**

Discussion.

- a) **Proposal: Maui Office Machines Maintenance Agreement Renewal:**

Sue Kamalo informed the board how difficult it is to maintain an adequate petty cash amount when items are purchased. She has to request a check from Hawaiiiana in Honolulu and sometimes is left short. She is asking for an increase from \$300.00. Discussion followed.

Motion made by Joan Hiyakumoto to increase the fund to \$600.00. Seconded by Geri Kaita. Motion carried.

- b) **Increase Petty Cash:**

- c) **Authorize HMC Account Access to Hawaii National Bank Lock Box Account:**

There is a problem with some owners still sending their payments to the Hawaii National Bank Lock Box, instead of directly to Hawaiiiana. The money needs to be transferred to Hawaiiiana at Central Pacific Bank quickly so that the owner does not accrue late fees. When these owners finally pay directly to Hawaiiiana, this will not be a problem.

Motion made by Joan Hiyakumoto to grant access to Hawaiiiana accountant to the Hawaii National Bank Lock Box, seconded by Willie Kaholokula. Motion carried.

An owner's check bounced.

Resolution made by the board to charge the writer \$30.00 per bounced check.

Discussion was held on a welcome gift

For information. Pedro Faingnaert will

**d) Bounced Checks:**

for the new Chancellor, who arrived on December 1. Harbor Lights needs the cooperation of the college as a good neighbor and wishes to extend a friendly greeting. A sum, not more than \$50 dollars from the Manager's operating fund was suggested to buy a gift and greeting card. deliver the gift.

**e) Greeting the New Chancellor at UH Maui:**

For information.

Owner was sent a letter per last board meeting decision, giving 30 days to be in compliance, or a fine will be issued.

Fine not forgiven.

**CORRESPONDENCE:**

Discussion held on this noise complaint.

**a) D-326 Air Conditioner:**

Discussion held on this parking complaint.

Fine forgiven.

**b) D-427 Fine Appeal:**

The guests left at 6:20 p.m. The Board went into Executive Session.

No action taken.

**c) C209 Fine Appeal:**

An organizational meeting is scheduled for December 8, 2014 after the Annual Owners Meeting.

**EXECUTIVE SESSION:**

Meeting adjourned at 7:30 p.m.

**NEXT BOARD MEETING:**

**ADJOURNMENT:**

Respectfully submitted:

**JOAN I. HIYAKUMOTO**