

**KANALOA AT KONA  
ASSOCIATION OF APARTMENT OWNERS  
MEETING OF THE BOARD OF DIRECTORS - MINUTES  
APRIL 26, 2024 | 8:00 AM HST  
KANALOA CLUBHOUSE AND ZOOM VIDEOCONFERENCING**

**I. CALL TO ORDER**

President Stephen Tanberg called the meeting to order at 8:08am.

**II. ROLL CALL/ ESTABLISH QUORUM**

Board of Directors Present in Person: Stephen Tanberg, Bill Lamberton, Wayne House, Wendy Benson, Judy Wormington, & Mikel Bryan. Absent: George Pittman

Managing Agent Representatives: Castle Resorts & Hotels – Jim Heather, David Saito, & Renette Carpio (in person).

Various owners were present in person or via Zoom videoconferencing.

**III. PROOF OF NOTICE OF MEETING**

Notice of meeting was posted on April 23, 2024.

**IV. APPROVAL OF MINUTES**

**MOTION (1):** Wendy Benson moved to approve the minutes of the 1/26/24 regular board meeting as presented; seconded by Bill Lamberton. The motion was approved by unanimous consent.

**V. PROPERTY MANAGER’S REPORT (Jim Heather)**

The presentation of the manager’s report was deferred to the annual meeting held later that day.

**VI. OFFICERS / COMMITTEE REPORTS**

Except for the Treasurer’s 1<sup>st</sup> quarter financial report, the presentation of the officers’ and committee reports were deferred to the annual meeting held later that day. The 1<sup>st</sup> quarter financial report is attached to these minutes as Exhibit A.

**VII. UNFINISHED BUSINESS**

- a. Planned Maintenance Update – None.
- b. Other – None.

**VIII. NEW BUSINESS**

- a. Consent Calendar (board approved by email items for ratification)
  - 1. Owner Liaison (fka Maintenance Admin) restructured position – approved via email 3/20/24.

**MOTION (2):** Mikel Bryan moved to ratify the approval on 3/20/24 of the owner liaison restructured position (formerly known as maintenance admin); seconded by Judy Wormington. The motion was approved by unanimous consent.

- 2. 2023 Annual Financial Audit Report – accepted via email 4/24/24.

**MOTION (3):** Wayne House moved to ratify the acceptance of the 2023 annual financial audit report; seconded by Wendy Benson. The motion was approved by unanimous consent.

b. Pressure Reduction Valves –

**MOTION (4):** Wendy Benson moved to approve the proposal from Plumbing Strategies to replace one pressure regulator valve now and the remaining to be determined at the July board meeting, when another bid for comparison may be procured; seconded by Wayne House. The motion was approved by unanimous consent.

c. Termite Tenting – Special Assessment.

**MOTION (5):** Wendy Benson moved for the Board to authorize a special assessment of the AOAO to complete the termite tenting project in May 2025. This assessment can be paid in one or two installments. The first installment is due 10/15/2024 and the second installment must be paid by 3/31/2025. The special assessment is for \$370,000 and distributed in accordance with the common interest per unit as outlined in our By-Laws. The motion was seconded by Wayne House and was approved by unanimous consent.

**IX. MEETING SCHEDULE**

a. Next Board Meeting – Friday, July 26, 2024, at 9:00am HST.

**X. EXECUTIVE SESSION** – Delinquency fees, legal matters. None.

**XI. ADJOURNMENT**

The meeting adjourned at 8:33am.

Respectfully submitted,



\_\_\_\_\_  
Renette Carpio, Director of Condominium Administration  
Castle Resorts & Hotels  
As Managing Agent for AOAO Kanaloa at Kona

Approved and signed:  /s/ George Pittman   7/26/24   
George Pittman, Board Secretary Date

**KEY FINANCIAL DATA THROUGH: MARCH 2024**

Operating Fund Balance	\$524,206.91
Regular Reserve Acct Balance (net)	\$1,642,378.00
Special Reserve-ADA Compliance (net)	\$100,956.05
YTD Operating Fund Surplus/(Deficit)	\$25,837.36
Other Income (including late fees, Interest, gate fees)	\$3,054.03
Total Registration Fee	\$15,810.00
Less Expenses	\$15,506.10
Net Registration Fee Income	\$303.90
Reserve Account Interest	\$14,199.25
Income from Castle Rental Program	\$10,584.00
General Assessment to Operating	\$611,777.22
General Assessment to Reserves	\$188,228.79

**Favorable YTD March 2024 Variance Explanation**

	<u>Variance Amount</u>	<u>% Var to Budget</u>
Cable/Internet	\$2,127	7%
Building	\$5,438	62
Grounds & Grounds Supply	\$1,685	88
Contract Plumbing	\$5,250	100
Salaries – Maintenance	\$1,857	3
Contract Service	\$9,226	27

**Unfavorable**

	<u>Variance Amount</u>	<u>% Var to Budget</u>
Misc. Expense	(\$17,300)	(100)%
Recovery Work Orders	(3,295)	(18)
Salaries - Security	(2,469)	(6)

**Other**

	<u>Variance Amount</u>	<u>% Var to Budget</u>
Misc. Variances	(\$23,318)	

**Total Surplus/(Deficit)      \$25,837**