

# Minutes

## THE HEIGHTS AT WAILUNA ASSOCIATION REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: Tuesday, January 24, 2023

Location: The Lodge

### I. CALL TO ORDER

PRESENT: Vice President Sasha Mak, Secretary Karen Goto, Treasurer Lynn Villafana, Dir. Lecia Ortiz, and Dir. Desiree Yamauchi, Dir. Suzanne Carlos and Dir. Donna Kishi.

EXCUSED: Pres. Craig Sunada

INVITED: Comm. Portfolio Manager David Simpson (PM), Hawaiian Properties Ltd.

QUORUM: Noting the presence of quorum, VP Mak called the meeting to order at 6:00 P.M.

### II. OWNERS FORUM

Prior to the start of every Regular Meeting, the Board provides an opportunity for owners present at the meeting to provide any comments or inquiries for Board discussion and consideration.

### III. MINUTES OF THE PRIOR MEETING

Regular Board of Directors Meeting Minutes for November 28, 2022: Treas. Villafana moved to approve the November 28, 2022 Regular Meeting Minutes with corrections. Seconded by VP Mak and carried unanimously

### IV. FINANCIAL REPORT

A. October and November 2022 Financial Statements: Treas. Villafana moved to approve the October and November 2022 Financials subject to audit. Seconded by Dir. Ortiz and carried unanimously

B. Delinquencies: Discussed in Executive Session

### V. MANAGER & COMMITTEE REPORTS

A. Property Manager Report: PM Simpson gave a verbal report.

B. Landscaping Committee: No report given.

C. Communications Committee: Newsletter Pending

D. Design Modification Committee: Chair Yamauchi provided a spreadsheet of submitted Modification Requests prior to the meeting.

#### Approved Applications:

Dir. Yamauchi moved to approve the modification request from Unit #43 to install a PV system as stated in the Modification Request dated 12/13/2022. Seconded by Dir. Ortiz and carried unanimously

Dir. Yamauchi moved to approve the modification request from Unit #76 to install a PV system as stated in the Modification Request dated 12/22/2022. Seconded by VP Mak and carried unanimously

Dir. Ortiz moved to deny the modification request from Unit #128 to relocate the picket fence six feet toward the street as stated in the Modification Request dated 11/17/2022. Seconded by Dir. Carlos and carried unanimously

Dir. Yamauchi moved to approve the modification request from Unit #18 to remove and replace the existing roof as stated in the Modification Request dated 10/27/2022. Seconded by VP Mak and carried unanimously

Dir. Yamauchi moved to approve the modification request from Unit #14 to replace the existing shingles as stated in the Modification Request dated 11/14/2022. Seconded by Dir. Ortiz and carried unanimously

Dir. Yamauchi moved to approve the modification request from Unit #76 to remove and replace the existing siding as stated in the Modification Request dated 10/28/2022. Seconded by VP Mak and carried unanimously

#### **VI. UNFINISHED BUSINESS**

- A. House Color Change – Pending
- B. Draft Plumbing Emergency Protocol-Pending
- C. Repairing Retaining Wall -Pending
- D. Landscaping Proposal(s) – Pending
- E. Association Tree Trimming -Pending
- F. Handyman Services- Pending
- G. Annual Meeting Update
- H. 2024 Reserve Study
- I. 2022 Audit -Update

#### **VI. NEW BUSINESS**

Monument Painting: Treas. Villafana moved to approve Tachibana Painting to clean, scrape, prime, and paint the Association monument for \$1,600.00. Seconded by VP Mak and carried unanimously

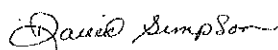
#### **VIII. ADJOURNMENT TO EXECUTIVE SESSION**

There being no further business to discuss, and hearing no objections, VP Mak adjourned the Regular Meeting at 7:43p.m. and convened in Executive Session to discuss collections and legal matters. The Board adjourned Executive Session at 8:43pm.

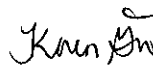
#### **IX. NEXT MEETING**

The next Regular Board Meeting that is scheduled for February 27,2023 at 6:00 p.m. at The Lodge. *(Regular Board Meetings are scheduled for the 4th Monday of every month at 6:00 p.m. and no later than 8:00 p.m. Please refer to the Agenda for the location).*

Respectfully submitted



David Simpson  
Community Portfolio Manager



Karen Goto  
Board Secretary

# Minutes

## THE HEIGHTS AT WAILUNA ASSOCIATION REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: Monday, February 27, 2023

Location: The Lodge

### I. CALL TO ORDER

PRESENT: Pres. Craig Sunada, Vice President Sasha Mak, Secretary Karen Goto, Treasurer Lynn Villafana, Dir. Lecia Ortiz, and Dir. Desiree Yamauchi, and Dir. Suzanne Carlos

EXCUSED: Dir. Donna Kishi

INVITED: Comm. Portfolio Manager David Simpson (PM), Hawaiian Properties Ltd.

QUORUM: Noting the presence of quorum, Pres. Sunada called the meeting to order at 6:23 P.M.

### II. OWNERS FORUM

Prior to the start of every Regular Meeting, the Board provides an opportunity for owners present at the meeting to provide any comments or inquiries for Board discussion and consideration.

### III. MINUTES OF THE PRIOR MEETING

Regular Board of Directors Meeting Minutes for January 24, 2023: Dir. Ortiz moved to approve the January 24, 2023 Regular Meeting Minutes with corrections. Seconded by Dir Carlos and carried unanimously

### IV. FINANCIAL REPORT

A. December 2022 Financial Statements: Dir. Ortiz moved to approve the December 2022 Financials subject to audit. Seconded by VP Mak and carried unanimously

B. Delinquencies: Discussed in Executive Session

### V. MANAGER & COMMITTEE REPORTS

A. Property Manager Report: PM Simpson gave a verbal report.

B. Landscaping Committee: No report given.

C. Communications Committee: Newsletter Pending

D. Design Modification Committee: Chair Yamauchi provided a spreadsheet of submitted Modification Requests prior to the meeting.

#### Approved Applications:

Dir. Yamauchi moved to approve the modification request from Unit #71 to replace A/C Units as stated in the Modification Request dated 2/14/2023. Seconded by Dir. Ortiz and carried unanimously

Dir. Yamauchi moved to approve the modification request from Unit #18 to replace the existing gutters as stated in the Modification Request dated 02/14/2023. Seconded by Dir. Ortiz and carried unanimously

Dir. Yamauchi moved to approve the modification request from Unit #123 to install a PV System as stated in the Modification Request dated 02/22/2022. Seconded by Dir. Kishi and carried unanimously

Dir. Yamauchi moved to approve the modification request from Unit #88 to remove and replace the existing siding and replace the existing gutters as stated in the Modification Request dated 02/22/2023. Seconded by VP Mak and carried unanimously

**VI. UNFINISHED BUSINESS**

- A. House Color Change – Pending
- B. Repairing Retaining Wall -Pending
- C. Landscaping Proposal(s) – Pending
- D. Association Tree Trimming -Pending
- E. Annual Meeting Update
- F. 2024 Reserve Study
- G. 2022 Audit -Update

**VI. NEW BUSINESS**

The Board did not approve any New Business Motions

**VIII. ADJOURNMENT TO EXECUTIVE SESSION**

There being no further business to discuss, and hearing no objections, Pres. Sunada adjourned the Regular Meeting at 7:43p.m. and convened in Executive Session to discuss collections and legal matters. The Board adjourned Executive Session at 8:45pm.

**IX. NEXT MEETING**

The next Regular Board Meeting that is scheduled for April 24,2023 at 6:00 p.m. at The Lodge. (*Regular Board Meetings are scheduled for the 4th Monday of every month at 6:00 p.m. and no later than 8:00 p.m. Please refer to the Agenda for the location.*)

Respectfully submitted:

David Simpson,  
Community Portfolio Manager

# **2023 ORGANIZATIONAL MEETING MINUTES**

## **AOAO THE HEIGHTS AT WAILUNA**

**The Lodge**

**98-1856 Kaahumanu Street, Pearl City, HI 96782**

**Monday, March 27, 2023**

**PRESENT:** Lucia Ortiz, Craig Sunada, Phyllis L. Villafana, Suzanne Carlos, Desiree Yamauchi, Sasha Mak, Donna Kishi, Jennifer Jungel and Karen Goto.

**BY INVITATION:** David Simpson, Comm. Portfolio Manager, Hawaiian Properties Ltd.  
Christopher Shea Goodwin Association's Legal Counsel

### **I. CALL TO ORDER**

Noting the presence of a quorum, the Organizational Meeting of the Association of Apartment Owners of The Heights at Wailuna was called to order at 7:20 p.m.

### **ELECTION OF OFFICERS**

President: Sasha Mak  
President Vice: Donna Kishi  
Treasurer: Phyllis "Lynn" Villafana  
Secretary: Lecia Ortiz

### **II. NEXT MEETING**

Regular Board Meeting is scheduled for April 24, 2023.

### **III. ADJOURNMENT**

Chair David Simpson adjourned the meeting at 7:30 p.m.

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David Simpson, Recording Secretary  
Community Portfolio Manager, Hawaiian Properties, Ltd.

# Minutes

## THE HEIGHTS AT WAILUNA ASSOCIATION REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: Monday, April 24, 2023

Location: The Lodge

### I. CALL TO ORDER

PRESENT: Pres. Sasha Mak, Vice President Donna Kishi, Treasurer Lynn Villafana, Dir. Desiree Yamauchi, Dir. Suzanne Carlos, Dir. Karen Goto, Dir. Craig Sunada, and Dir. Jennifer Jungel

EXCUSED: Dir. Lecia Ortiz

INVITED: Comm. Portfolio Manager David Simpson (PM), Hawaiian Properties Ltd. Christopher Shea Goodwin HAW Legal Counsel

QUORUM: Noting the presence of quorum, Pres. Mak called the meeting to order at 7:28 P.M.

### II. OWNERS FORUM

Prior to the start of every Regular Meeting, the Board provides an opportunity for owners present at the meeting to provide any comments or inquiries for Board discussion and consideration.

### III. MINUTES OF THE PRIOR MEETING

Regular Board of Directors Meeting Minutes for February 27, 2023: Dir. Carlos moved to approve the February 27, 2023, Regular Meeting Minutes with corrections. Seconded by Pres. Mak and carried unanimously

### IV. FINANCIAL REPORT

A. January and February 2023 Financial Statements: Treas. Villafana moved to approve the January and February 2023 Financials subject to audit. Seconded by VP Kishi and carried unanimously.

B. Delinquencies: Discussed in Executive Session

### V. MANAGER & COMMITTEE REPORTS

A. Property Manager Report: PM Simpson gave a verbal report.

B. Landscaping Committee: No report given.

C. Communications Committee: Newsletter Pending

D. Design Modification Committee: Chair Yamauchi provided a spreadsheet of submitted Modification Requests prior to the meeting.

Approved Applications:

Dir. Yamauchi moved to approve the modification request from Unit #88 to add panels and battery to an existing PV system as stated in the Modification Request dated 4/4/2023. Seconded by Pres. Mak and carried unanimously.

Dir. Yamauchi moved to deny the modification request from Unit #60 to install a “smoky” pergola cover as stated in the Modification Request dated 03/02/2023. Seconded by Pres. Mak and carried unanimously.

**VI. UNFINISHED BUSINESS**

- A. House Color Change – Legal Counsel was in attendance to answer homeowner questions
- B. Repairing Retaining Wall -New vendors will need to be acquired to bid for the rock wall
- C. Landscaping Proposal(s) – Board was provided proposals from Landscape Hawaii and Alpha Industries
- D. Association Tree Trimming -Landscape stated tree trimming will begin the second week of May

**VII. NEW BUSINESS**

Pres. Mak moved to ratify the Tachibana proposal in the amount of \$2,138.74 to paint the monument and water pole. Seconded by VP Kishi and carried unanimously

**VIII. ADJOURNMENT TO EXECUTIVE SESSION**

There being no further business to discuss, and hearing no objections, Pres. Mak adjourned the Regular Meeting at 9:06 p.m.

**IX. NEXT MEETING**

The next Regular Board Meeting is scheduled for May 22 ,2023 at 6:00 p.m. at The Lodge. *(Regular Board Meetings are scheduled for the 4th Monday of every month at 6:00 p.m. and no later than 8:00 p.m. Please refer to the agenda for the location).*

Respectfully submitted:

\_\_\_\_\_  
David Simpson  
Community Portfolio Manager

  
\_\_\_\_\_  
Board Secretary

# **2023 ANNUAL MEETING MINUTES**

**AOAO THE HEIGHTS AT WAILUNA**

**The Lodge**

**98-1856 Kaahumanu Street, Pearl City, HI 96782**

**Monday, March 27, 2023**

**I. CALL TO ORDER**

President Sunada called the Annual Meeting to order at 6:15 P.M. A quorum was present with 69.7553% of the owners present in person or represented by proxy.

**II. CONDUCT OF BUSINESS**

Hearing no objections, the Meeting Rules were permanently adopted. In accordance with Hawaii Revised Statutes Chapter 514B-121, the meeting was conducted under the most recent edition of Robert's Rules of Order Newly Revised.

**III. NOTICE OF MEETING**

In accordance with the By-Laws Article I, Section 5, notice of the Annual Meeting was sent to all owners of record on February 2, 2023.

**IV. MINUTES**

Minutes of the 2022 Annual Meeting Minutes were approved subject to corrections.

**V. REPORTS OF OFFICERS and AUDITOR**

President's Report: None at this time.

Treasurer's Report: None at this time.

Auditor's Report: The 2022 Auditor's Report was not yet available. Upon completion the 2022 audit will be available by request

**VI. TELLERS FOR THE MEETING**

Laurie Kim of Unit #121 and Dale Takenaka of Unit #88 were Tellers for the meeting.

**VII. NOMINATIONS AND ELECIONS**

**Nominations and elections were conducted for five (5) positions on the Board of Directors. The name and terms are as follows:**

Lecia Ortiz	Elected until 2026
Phyllis 'Lynn' Villafana	Elected until 2026
Desiree Yamauchi	Elected until 2026
Jennifer Jungel	Elected until 2024
Donna Kishi	Elected until 2024



**VII. NEW BUSINESS**

- A. 2022 Tax (Rollover) Resolution on Assessments – The following resolution was adopted by unanimous consent:

“Resolved by the owners of the Association, that the amount by which each member’s assessment in 2022 exceeds the total payments of the Association for maintenance, repairs and other expenses and capital expenditures of the Association as the Board of Directors has appropriately paid or determined payable, shall be applied to 2023 regular member assessments.”

**VIII. ANNUAL MEETING DINNER**

Without any objects, the current Board of Director’s, will be allowed to have an annual dinner meeting not to exceed \$500.00 this year at association’s expense.

**IX. ADJOURNMENT**

There being no further annual meeting business to discuss, and hearing no objections, Chair Sunada adjourned the meeting at 7:19 P.M.

Submitted by:  
David Simpson, Community Portfolio Manager  
Recording Secretary for AOA The Heights at Wailuna

**HAWAIIAN PROPERTIES, LTD.**  
Managing Agent for:  
**AOAO THE HEIGHTS AT WAILUNA**

Approved by the Board of Directors on: 5/22/23

Secretary’s initials: gg

**AOAO Heights at Wailuna  
Board of Directors' Meeting Minutes**

May 22, 2023

The Lodge

98-1856 Kaahumanu St.

Pearl City, HI 96782

Present: President Sasha Mak  
Treasurer Phyllis Villafana  
Director Suzanne Carlos  
Director Craig Sunada

Vice President Donna Kishi  
Director Karen Goto  
Director Desiree Yamauchi  
Director Jennifer Jungel

Absent: None

Owners Laurie Kim, Fran Villarmia-Kahawai

Present:

Owners Forum

I. Call to Order

Noting the presence of a quorum, President Mak called the meeting to order at 6:12 p.m.

II. Board Resignation

It was noted that Director Lecia Ortiz resigned just before the meeting of April 24, 2023.

III. Meeting Minutes

A. Annual Owners Meeting March 27, 2023

B. Organizational Meeting March 27, 2023

C. Board of Directors Meeting April 24, 2023

MOTION

Treasurer Villafana moved to approve the Annual Owners Meeting minutes of March 27, 2023, the Organizational Meeting of March 27, 2023 and the Board of Directors meeting of April 24, 2023. The motion carried.

IV. Treasurers' Report

A. Financial Report

Treasurer Villafana provided a verbal report for March and April 2023.

MOTION

Treasurer Villafana moved to accept the March and April 2023 Financial Reports subject to audit. The motion carried.

B. Petty Cash \$150.00 – March 2006

The petty cash of \$150.00 of March 2006 was not recovered from the Manager.

MOTION

Treasurer Villafana moved to write-off the petty cash of \$150.00. The motion carried.

C. Certificate of Deposits

MOTION

Treasurer Villafana moved to close the First Foundation account and place the funds in a one-year certificate of deposit with the highest interest rate. The motion carried.

V. Property Manager's Report

A. Property Inspection May 3, 2023

The Property Manager provided the verbal and written report of the May 3, 2023, property inspection.

B. Paint Color Codes

The paint color codes and formulas from Sherwin Williams were provided.

C. Written Consent – Paint

As of May 22, 2023, the ownership approval was 58.6194%.

If a third mailing is required, the target date will be the first week of June 2023.

VI. Board Appointment/Officer

MOTION

By unanimous consent, the Board approved appointing Laurie Kim to the Board until the next annual meeting.

MOTION

By unanimous consent, Director Jungel was appointed as Secretary.

VII. Committee Updates

The following committees were organized.

A. Architectural/Design Modification – Chair Yamauchi

1. Design Requests

Donna Kishi rescinded the PV request for unit 102, 1840U.

MOTION

By unanimous consent, the Board approved the requests of unit 15, at 1810P and unit 60, at 1860S.

B. Communication -- Chair Jungel

MOTION

By unanimous consent, the Board approved contracting with Eien Design Studio for the property website.

C. Compliance – Chair Mak & Kim

D. Landscape – Chair Sunada

E. Special Projects – Chair Villafana

1. Fences

**Directors Kim and Sunada depart.**

VIII. Unfinished Business

A. House Color Change

See Property Manager Report

No action/remove from agenda

B. Retaining Wall

Deferred

A proposal to make the repairs to the retaining wall will be obtained.

C. Tachibana Painting

Follow up to the approval of April 24, 2023

MOTION

By unanimous consent, the Board approved the Tachibana Painting, estimate 6689 in the amount of \$2,138.74 to be paid from reserves.

IX. New Business

A. Reserve Study Level 3

MOTION

By unanimous consent, the Board approved the Armstrong Consulting Level 3 reserve proposal in the amount \$1,500.00 plus tax for 2024. The motion carried.

B. Seal Coat/Curb Face Striping/ Concrete Sidewalk Repairs

MOTION

President Mak moved approve the following DC Asphalt Services:

Asphalt Repair/Speed Bumps, dated February 28, 2023; \$63,310.00

Concrete Curb Face, dated, May 3, 2023, \$3,200.00

Concrete Sidewalk and striping, April 24, 2023, \$19,875.00

To be paid from the reserves.

The motion carried.

C. Fence Repair Request

Submitted to the committee, no action, remove from agenda

D. Spectrum Cable

The Board would like to continue to explore bulk cable service.  
Deferred

E. Website

No action, remove from agenda.

X. Next Meeting

The regular meeting is scheduled for the fourth Monday of the month, June 26, 2023  
Or upon the call by the President

XI. Executive Session

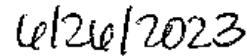
None

XII. Adjournment

Hearing of no further business, the meeting was adjourned at 8:11 p.m.



Secretary/Jungel or Presiding Officer



Date

Leslie Chang  
Recording Secretary  
Community Portfolio Manager  
Hawaiian Properties

**AOAO Heights at Wailuna  
Board of Directors' Meeting Minutes**

June 26, 2023

The Lodge

98-1856 Kaahumanu St.

Pearl City, HI 96782

Present: President Sasha Mak                      Vice President Donna Kishi  
          Treasurer Phyllis Villafana              Secretary Jennifer Jungel - phone  
          Director Karen Goto                        Director Desiree Yamauchi  
          Director Laurie Kim

Absent: Director Suzanne Carlos                Director Craig Sunada

Owners Beatrix Takenaka

Present:

Owners Forum

Mrs. Takenaka noted that they are rescinding the request for solar panels.

I. Call to Order

Noting the presence of a quorum, President Mak called the meeting to order at 6:17 p.m.

II. Meeting Minutes

A. Board of Directors Meeting May 23, 2023

MOTION

President Mak moved to approve the Board of Directors meeting minutes of May 22, 2023. The motion carried.

III. Treasurers' Report

A. Financial Report

May 2023 – deferred

IV. Property Manager's Report

A. Written Consent – Paint

There were 67.1503% in favor; 10.2854% against; 3.953% abstain; total 81.3887% responses. The Written Consent was passed.

V. Committee Updates

A. Architectural/Design Modification – Chair Yamauchi

1. 1870P – Paint

MOTION

Director Yamauchi moved to approve the request to paint unit 65 with Heights @ Wailuna green. The motion carried.

2. 1830 – Air Conditioner

MOTION

Director Yamauchi moved to approve the request for the unit air conditioner be conditionally approved based on the AOAO attorneys recommendation.

Approved – Director Goto, Treasurer Villafana, Director Yamauchi, Director Kim, Secretary Jungel. Recused – President Mak. The motion passed.

3. 1810S – Siding

MOTION

By unanimous consent, the Board denied the siding and color replacement. The color sample provided as Willow and not similar to the Heights at Wailuna Green, #8270-166019.

4. 1810S – Windows

Incomplete application.

5. 1860Q – Air Conditioning

MOTION

By unanimous consent, the Board denied the installation of the air conditioning condenser on the patio roof. As noted on the ARC guidelines, the condenser needs to be installed on the ground level.

6. 1830D – Windows

Windows being installed without Board approval. A cease and desist letter will be sent to unit.

7. 1810N – Paint

Unit to submit application.

**Director Kishi arrives.**

B. Communication – Chair Jungel

1. Information on Constant Contact (software) provided.

C. Compliance – Chair Mak & Kim, Kishi

No report at this time

D. Landscape – Chair Sunada  
Not present

E. Special Projects – Chair Villafana  
1. Fences – no report at this time

VI. Unfinished Business

A. Retaining Wall  
Deferred  
Waiting for vendor to provide a proposal

B. Cable/Internet  
MOTION  
By unanimous consent, the Board decided to take no action at this time. Remove from agenda.

VII. New Business

A. Amendment to Declaration – Paint  
The Amendment to the Declaration for the Paint was discussed and given to President Mak and Treasurer Villafana to notarize and return.

X. Next Meeting

The regular meeting is scheduled for the fourth Monday of the month, July 24, 2023  
Or upon the call by the President

XI. Executive Session

None

XII. Adjournment

Hearing of no further business, the meeting was adjourned at 8:26 p.m.

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Secretary Jungel or Presiding Officer

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Date

Leslie Chang  
Recording Secretary  
Community Portfolio Manager  
Hawaiian Properties, LTD



**AOAO Heights at Wailuna  
Board of Directors' Meeting Minutes**

July 24, 2023

The Lodge

98-1856 Kaahumanu St.

Pearl City, HI 96782

Present: President Sasha Mak  
Treasurer Phyllis Villafana  
Director Desiree Yamauchi

Vice President Donna Kishi  
Director Laurie Kim

Absent: Director Suzanne Carlos  
Secretary Jennifer Jungel

Director Craig Sunada  
Director Karen Goto

Owners Fran Kahawai, Craig Yamaguchi, Arthur McNamara

Present:

Owners Forum

I. Call to Order

Noting the presence of a quorum, President Mak called the meeting to order at 6:10 p.m.

II. Meeting Minutes

A. Board of Directors Meeting June 26, 2023

MOTION

By unanimous consent, the Board approved the meeting minutes of June 26, 2023.

III. Treasurers' Report

A. Financial Report

May & June 2023 – Treasurer Villafana gave a verbal report.

MOTION

Treasurer Villafana moved to accept the May & June 2023 financial reports subject to audit. The motion carried.

IV. Property Manager's Report

A. Inspection

A report of the condition of the property/various homes and landscape.

B. Fence Report

The fence update was provided by Alpha Industries.

C. Dog Barking

Unit reported and security was called on the dog barking continuously.

V. Committee Updates

A. Architectural/Design Modification – Chair Yamauchi

1. 1830 - Paint

MOTION

Director Yamauchi moved to approve the request to paint the home the H@W Gray. In favor Treasurer Villafana, Vice President Kishi, Director Yamauchi, Director Kim. Abstain President Mak. The motion carried.

2. 1860Q – Air Conditioner

The condenser is required to be on the ground as noted on the ARC guidelines. A letter will be written to the owner indicating such.

3. 1820C – Paint

MOTION

Director Yamauchi moved to approve the installation of hurricane clips and paint the clips to match the existing house color. The motion carried.

4. 1810S – Siding/Paint/Windows

MOTION

Director Yamauchi moved to approve the siding/paint and window replacement. Paint shall be H@W Green. The motion carried.

B. Communication – Chair Jungel

A verbal report was provided by President Mak.

C. Compliance – Chair Mak & Kim, Kishi

No report at this time

D. Landscape – Chair Sunada

Not present

E. Special Projects – Chair Villafana

1. Fences – provided a verbal report

VI. Unfinished Business

A. Retaining Wall

Deferred

B. Reserve Study – 2024

MOTION

By unanimous consent, the Board approved the 2024 Level 3 reserve study by Armstrong Consulting.

VII. New Business

A. 1870 - Sprinkler

MOTION

By unanimous consent, the Board approved the repair of the irrigation system on the hill behind the 1870 units by The Hawaii National Landscape, Inc. in the amount of \$3,657.50, dated June 21, 2023.

B. Boxes in Storage

No action, remove from agenda

C. Supply Water Map

Alaka'i Mechanical provided a supply line water map.

No action, remove from agenda

VIII. Next Meeting

The regular meeting is scheduled for the fourth Monday of the month.

Or upon the call by the President.

IX. Executive Session

The meeting was moved into Executive Session to discuss personnel and legal matters at 7:35 p.m. and returned into regular session at 8:01 p.m.

X. Adjournment

Hearing of no further business, the meeting was adjourned at 8:01 p.m.



Secretary Jungel or Presiding Officer

08/28/2023

Date

Leslie Chang  
Recording Secretary  
Community Portfolio Manager  
Hawaiian Properties, LTD

**AOAO Heights at Wailuna  
Board of Directors' Meeting Minutes**

August 28, 2023

The Lodge

98-1856 Kaahumanu St.

Pearl City, HI 96782

Present: President Sasha Mak                      Vice President Donna Kishi  
          Treasurer Phyllis Villafana              Director Laurie Kim  
          Director Desiree Yamauchi              Director Karen Goto  
          Secretary Jennifer Jungel (phone)

Absent: Director Suzanne Carlos              Director Craig Sunada

Owners Daryl Fukumae

Present:

Owners Forum

I. Call to Order

Noting the presence of a quorum, President Mak called the meeting to order at 6:01 p.m.

II. Board Resignation

It was noted that Suzanne Carlos resigned on August 11, 2023 and Craig Sunada resigned on August 28, 2023.

III. Meeting Minutes

A. Board of Directors Meeting July 24, 2023

MOTION

Director Yamauchi moved to approve the Board of Directors meeting minutes of July 24, 2023. The motion carried

IV. Treasurers' Report

A. Financial Report

July 2023 – Treasurer Villafana gave a verbal report.

MOTION

President Mak moved to accept the July 2023 financial report subject to audit. The motion carried.

V. Property Manager's Report

A. Fence Report

The fence update was provided by Alpha Industries.

## VI. Committee Updates

### A. Architectural/Design Modification – Chair Yamauchi

1. 1860A – PV Battery

MOTION

Director Yamauchi moved to approve the request to install a PV Battery with all exposed conduit to match the background of the home. The motion carried.

2. 1860Q – Air Conditioner

MOTION

Director Yamauchi moved to approve the installation of an air conditioner with the condenser located on the ground and all exposed conduit to match the background of the home. The motion carried.

3. 1840M – PV Battery

MOTION

Director Yamauchi moved to approve the request to install a PV Battery with all exposed conduit to match the background of the home. For – Treasurer Villafana, Director Kim, Vice President Kishi, Director Jungel, Director Yamauchi. Abstain – President Mak, Director Goto. The motion carried.

4. 1820J – Water Valve

MOTION

Director Yamauchi moved to approve the request to replace the existing water shut-off valve by Alaka'i Mechanical. The motion carried.

5. 1860M – Siding/Painting

MOTION

Director Yamauchi moved to approve the request to replace the chimney siding and paint the home with the HAW Gray. For – President Mak, Director Goto, Director Kim, Vice President Kishi, Secretary Jungel, Director Yamauchi. Abstain – Treasurer Villafana. The motion carried.

6. 1810N – Painting

MOTION

Director Yamauchi moved to approve the request to paint the home the same color, HAW Blue. The motion carried.

### B. Communication – Chair Jungel

A verbal report was provided by Chair Jungel.

MOTION

Secretary Jungel moved to contract with Constant Contact up to \$15.00 per month. The motion carried.

C. Compliance – Chair Mak & Kim, Kishi

The committee did a property inspection earlier in the month. Pictures and descriptions were provided. Letters will be mailed to the various owners in violation.

D. Landscape – Chair Kishi – By unanimous consent, Vice President Kishi was appointed as Chair for the landscape committee.

E. Special Projects – Chair Villafana

1. Fences – provided a verbal report

VII. Unfinished Business

- A. Retaining Wall  
Deferred

VIII. New Business

A. Asphalt Warranty

The asphalt warranty from DC Asphalt was provided for review.

B. Asphalt Change Order #1

After the inspection of July 23, 2023, the work indicted on the change order #1 was not warranted, in the amount of \$7,825.00.

MOTION

By unanimous consent, the Board approved repairs for approximately 4,400 square feet at a cost of \$2,750.00 which will be charged to unit 1810D.

C. 2024 Operating / Reserves Budget

MOTION

By unanimous consent, the Board approved the 2024 Operating / Reserves Budget.

Per month:	Maintenance Fees	\$62,422
	Reserve Contribution	\$9,561
	Management Fee	\$1,986

IX. Next Meeting

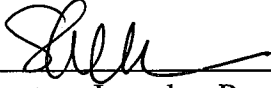
The regular meeting is scheduled for the fourth Monday of the month.  
Or upon the call by the President.

X. Executive Session

The meeting was moved into Executive Session to discuss personnel and legal matters at 7:25 p.m. and returned into regular session at 8:25 p.m.

**XI. Adjournment**

Hearing of no further business, the meeting was adjourned at 8:25 p.m.



\_\_\_\_\_  
Secretary Jungel or Presiding Officer

09/25/2023

Date

Leslie Chang  
Recording Secretary  
Community Portfolio Manager  
Hawaiian Properties, LTD

NOT FOR RESALE

**AOAO Heights at Wailuna  
Board of Directors' Meeting Minutes**

September 25, 2023

The Lodge

98-1856 Kaahumanu St.

Pearl City, HI 96782

Present: President Sasha Mak                      Vice President Donna Kishi  
Treasurer Phyllis Villafana                      Director Laurie Kim  
Director Desiree Yamauchi                      Director Karen Goto  
Secretary Jennifer Jungel (phone)

Absent: None

Owners None

Present:

Owners Forum

I. Call to Order

Noting the presence of a quorum, President Mak called the meeting to order at 6:00 p.m.

II. Meeting Minutes

A. Board of Directors Meeting August 28, 2023

MOTION

Director Yamauchi moved to approve the Board of Directors meeting minutes of July 24, 2023. The motion carried.

III. Treasurers' Report

A. Financial Report

August 2023 – Treasurer Villafana gave a verbal report.

MOTION

Director Kishi moved to accept the August 2023 financial report subject to audit. The motion carried.

B. 2022 Audit

MOTION

By unanimous consent, the Board approved the 2022 Audit and tax returns.

IV. Property Manager's Report

A. Fence Report

The fence update was provided by Alpha Industries.



## B. Inspection

The property inspection report was presented to the Board.

## V. Committee Updates

### A. Architectural/Design Modification – Chair Yamauchi

#### 1. 1860N – Garage Door

##### MOTION

Director Yamauchi moved to approve the request to replace the garage door using the Wayne Dalton, model 9605 style ranch painted to match the current color of the home with white trim. The motion carried.

#### 2. 1820D – Gutter/Downspouts

##### MOTION

Director Yamauchi moved to approve the request to replace gutters and downspouts with 6-inch aluminum gutters. The motion carried.

#### 3. 1870M – Garage Door

##### MOTION

Director Yamauchi moved to approve the request to replace the garage door using Clopya, model M-1053, painted the same color as the house with white trim. The motion carried.

#### 4. 1870N – Paint/Siding/Chimney Cap/Garage Light Fixture

##### MOTION

Director Yamauchi moved to approve:

- Painting of the home H@W Green
- Replace the damaged siding like for like and painted H@W Green
- Replace chimney cap

Deny replacing the five exterior light fixtures.

The motion carried.

#### 5. 1830 – Photovoltaic System

##### MOTION

Director Yamauchi moved to approve the installation of a photovoltaic system with 24 PV panels and two batteries, upgrading to a new 200A underground meter, all conduits and wires will be painted the same color as the background color of the house. For – Vice President Kishi, Treasurer Villafana, Director Kim, Director Yamauchi, Secretary Jungel. Abstain – President Mak, Director Goto. The motion carried.

B. Communication – Chair Jungel

A verbal report was provided by Chair Jungel.

MOTION

Secretary Jungel moved to contract with Constant Contact up to \$15.00 per month.  
The motion carried.

C. Compliance – Chair Mak & Kim, Kishi

The committee did a property inspection earlier in the month. Pictures and descriptions were provided. Letters will be mailed to the various owners in violation.

D. Landscape – Chair Kishi – no report at this time

E. Special Projects – Chair Villafana

1. Fences – provided a verbal report

VII. Unfinished Business

A. Retaining/Rear Wall 1820K

MOTION

By unanimous consent, the Board approved the repair of the rear wall at 1820K.

VIII. New Business

A. Asphalt Warranty

The asphalt warranty from DC Asphalt was provided for review.

B. Asphalt Change Order #1

After the inspection of July 23, 2023, the work indicted on the change order #1 was not warranted, in the amount of \$7,825.00.

MOTION

By unanimous consent, the Board approved repairs for approximately 4,400 square feet at a cost of \$2,750.00 which will be charged to unit 1810D.

C. 2024 Operating / Reserves Budget

MOTION

By unanimous consent, the Board approved the 2024 Operating / Reserves Budget.

Per month:	Maintenance Fees	\$62,422
	Reserve Contribution	\$9,561
	Management Fee	\$1,986

IX. Next Meeting

The regular meeting is scheduled for the fourth Monday of the month.

Or upon the call by the President.

X. Executive Session

The meeting was moved into Executive Session to discuss personnel and legal matters at 7:25 p.m. and returned into regular session at 8:25 p.m.

XI. Adjournment

Hearing of no further business, the meeting was adjourned at 8:25 p.m.

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Secretary Jungel or Presiding Officer

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Date

Leslie Chang  
Recording Secretary  
Community Portfolio Manager  
Hawaiian Properties, LTD

NOT FOR RESALE

**AOAO Heights at Wailuna  
Board of Directors' Meeting Minutes**

October 23, 2023

The Lodge

98-1856 Kaahumanu St.

Pearl City, HI 96782

Present: President Sasha Mak	Vice President Donna Kishi
Treasurer Phyllis Villafana	Director Laurie Kim
Director Desiree Yamauchi	Director Karen Goto

Absent: Secretary Jennifer Jungel

Owners Fran/Shawn Kahawai

Present:

Owners Forum

I. Call to Order

Noting the presence of a quorum, President Mak called the meeting to order at 6:00 p.m.

II. Meeting Minutes

A. Board of Directors Meeting September 25, 2023  
Deferred

III. Treasurers' Report

A. Financial Report  
September 2023  
Deferred

IV. Property Manager's Report

A. Fence Report  
The fence update was provided by Alpha Industries.

V. Committee Updates

A. Architectural/Design Modification – Chair Yamauchi

1. 1860A – Wall

MOTION

Director Yamauchi moved to approve an interlocking pavenstone wall running the length of the property, approximately 66 feet by 2 feet and approximately 3 feet 8 inches from the zero-lot line at 1860A. The motion carried.

2. 1860N – Exterior Lights

MOTION

Director Yamauchi moved to approve five exterior light fixtures around the home of 1860N. The motion carried.

3. 1810J – Roof

MOTION

Director Yamauchi moved to approve the roof replacement at 1810J with Malarkey Highlander Silverwood Shingles. The motion carried.

4. 1820U – Rain Gutters

MOTION

Director Yamauchi moved to approve installing rain gutters at 1820U. The motion carried.

B. Communication – Chair Jungel

No report at this time.

C. Compliance – Chair Mak & Kim, Kishi

No report at this time.

D. Landscape – Chair Kishi

No report at this time.

E. Special Projects – Chair Villafana

1. Fences – provided a verbal report

VII. Unfinished Business

A. Fence Post 1830

The Owner took the responsibility of and paying directly for the repairs.

B. Retaining/Rear Wall 1820K

Approved September 25, 2023

VIII. New Business

A. Privacy/Rear Fence – 1870

Deferred – seeking additional proposals

B. Fence – 1870L

Deferred - seeking additional proposals

C. Tree Removal 1820 K,L,M,R  
MOTION

Vice President Kishi moved to approve the trim and/or removal of trees at the homes of 1820 K,L,M,R, by Nilo Landscape Company in the amount of \$3,979.06. The motion carried.

D. Records Retention  
MOTION

Vice President Kishi moved to approve the Records Retention as presented. The motion carried.

IX. Next Meeting

Scheduled for November 20, 2023  
Or upon the call by the President.

X. Executive Session

The meeting was moved into Executive Session to discuss personnel and legal matters at 7:12 p.m. and returned into regular session at 7:22 p.m.

XI. Adjournment

Hearing of no further business, the meeting was adjourned at 7:22 p.m.

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Secretary Jungel or Presiding Officer

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Date

Leslie Chang  
Recording Secretary  
Community Portfolio Manager  
Hawaiian Properties, LTD

**AOAO Heights at Wailuna  
Board of Directors' Meeting Minutes**

November 20, 2023

The Lodge

98-1856 Kaahumanu St.

Pearl City, HI 96782

Present: President Sasha Mak	Vice President Donna Kishi
Treasurer Phyllis Villafana	Director Laurie Kim
Director Karen Goto Secretary	Director Jennifer Jungel

Absent: Director Desiree Yamauchi

Owners None

Present:

Owners Forum

I. Call to Order

Noting the presence of a quorum, President Mak called the meeting to order at 6:00 p.m.

II. Meeting Minutes

A. Board of Directors Meeting September 25, 2023

MOTION

Vice President Kishi moved to approve the Board of Directors meeting minutes of September 25, 2023. The motion carried.

B. Board of Directors Meeting October 23, 2023

MOTION

Vice President Kishi moved to approve the Board of Directors meeting minutes of October 23, 2023. The motion carried.

III. Treasurers' Report

A. Financial Report

September 2023

Treasurer Villafana made a verbal report.

MOTION

Director Kim moved to accept the September 2023 financial report subject to audit. The motion carried.

IV. Property Manager's Report

A. Fence Report

The fence update was provided by Alpha Industries.

B. Inspection

The property inspection was provided.

V. Committee Updates

A. Architectural/Design Modification – Chair Yamauchi

1. 1810K – Painting

MOTION

By unanimous consent, the Board denied the painting request from 1810K using paint from HPM Supply.

B. Communication – Chair Jungel

Provided a verbal report.

C. Compliance – Chair Mak & Kim, Kishi

No report at this time.

D. Landscape – Chair Kishi

Provided a verbal report

E. Special Projects – Chair Villafana

1. Fences – provided a verbal report

VII. Unfinished Business

None

VIII. New Business

A. Privacy Fence – 1870

Deferred – seeking additional proposals

B. Fence – 1870L

Deferred - seeking additional proposals

C. Website

MOTION

By unanimous consent, the Board approved work to be done on the Heights at Wailuna website by Eien Design Studio in the amount of \$1,295 plus tax, to be coordinated by Jennifer Jungel.

IX. Next Meeting

Scheduled for January 22, 2024

Or upon the call by the President.

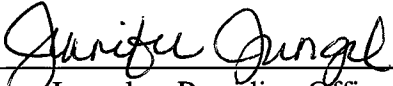


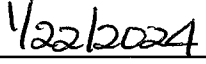
X. Executive Session

The meeting was moved into Executive Session to discuss personnel and legal matters at 7:17 p.m. and returned into regular session at 7:32 p.m.

XI. Adjournment

Hearing of no further business, the meeting was adjourned at 7:32 p.m.

  
\_\_\_\_\_  
Secretary Jungel or Presiding Officer

  
\_\_\_\_\_  
Date

Leslie Chang  
Recording Secretary  
Community Portfolio Manager  
Hawaiian Properties, LTD