

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

January 22, 2024

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
Director Desiree Yamauchi	

Absent: None

Owners None

Present:

Owners Forum

**Call to Order**

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

**Meeting Minutes**

A. Board of Directors Meeting November 20, 2023

MOTION

President Mak moved to approve the Board of Directors meeting minutes of November 20, 2023. The motion carried.

**Treasurers' Report**

A. Financial Report

October & November 2023

Treasurer Villafana made a verbal report.

MOTION

Treasurer Villafana moved to accept the October and November 2023 financial report, subject to audit. The motion carried.

**Property Manager's Report**

B. Inspection

The property inspection was provided by Manager Chang.

## Committee Updates

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

#### 1. Unit 41 / 1820U Siding and Paint

##### MOTION

Director Yamauchi moved to approve the siding like for like and paint the home grey.

#### 2. Unit 8 / 1810G Picture Window

##### MOTION

Director Yamauchi moved to approve replacement of the picture window and seven single hung windows on the second floor all with colonial grids. The motion carried.

#### 3. Unit 120 / 1840A Chimney Siding

##### MOTION

Director Yamauchi moved to approve replacement of the siding on the chimney like for like and painted the same color as the home. The motion carried.

#### 4. Unit 11 / 1810K Paint

##### MOTION

Director Yamauchi moved to approve the owner painting the house using Heights at Wailuna Blue from Sherwin Willams. The motion carried.

#### 5. Unit 64 / 1870Q Garage Door

##### MOTION

Director Yamauchi moved to deny the request of using “Cornerstone” style for the garage door. The motion carried.

#### 6. Unit 56 / 1860N Chimney Cap

##### MOTION

Director Yamauchi moved to approve the new chimney cap. The motion carried.

#### 7. Unit 47 / 1860D Siding

More information is required from the unit

### B. Communication – Chair Jungel

Provided a verbal report.

### 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

**Unfinished Business**

- A. Privacy Fence – 1870  
Deferred – seeking additional proposals
- B. Fence – 1870L  
Deferred - seeking additional proposals

**New Business**

- A. Gutter Repair 1870G  
Deferred, waiting for proposal from Tropical Gutters
- B. Reserve Study 2025  
MOTION  
Secretary Jungel moved to approve a Level 3 Reserve Study by Armstrong Consulting in the amount of \$1,650.00 plus tax. The motion carried.

**Next Meeting**

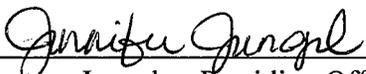
Scheduled for February 26, 2024  
Or upon the call by the President

**Executive Session**

The meeting was moved into Executive Session to discuss personnel and legal matters at 7:19 p.m. and returned into regular session at 7:35 p.m.

**Adjournment**

Hearing of no further business, the meeting was adjourned at 7:35 p.m.

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

  
\_\_\_\_\_  
Date

Leslie Chang  
Recording Secretary  
Community Portfolio Manager  
Hawaiian Properties, LTD

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

February 26, 2024

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	Secretary Jennifer Jungel
Director Desiree Yamauchi	

Absent: None

Owners Milton Nakamura

Present:

Owners Forum

**Call to Order**

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

**Meeting Minutes**

A. Board of Directors Meeting January 22, 2024

MOTION

Vice Kishi moved to approve the Board of Directors meeting minutes of January 22, 2024. The motion carried.

**Treasurers' Report**

A. Financial Report

December 2023

Treasurer Villafana made a verbal report.

MOTION

Treasurer Villafana moved to accept the December 2023 financial report, subject to audit. The motion carried.

**Property Manager's Report**

A. None

## **Committee Updates**

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

#### **1. Unit 10 / 1810J Roof**

#### **MOTION**

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

### **B. Communication – Chair Jungel**

Provided a verbal report.

### **C. Compliance – Chair Mak & Kim, Kishi**

Provided a verbal report.

### **D. Landscape – Chair Kishi**

Provided a verbal report.

### **E. Special Projects – Chair Villafana**

#### **1. Fences – provided a verbal report**

## **Unfinished Business**

### **A. Privacy Fence – 1870**

Deferred – seeking additional proposals

### **B. Fence – 1870L**

#### **MOTION**

By unanimous consent, the Board approved the fence at 1870L be repaired by JGA Builders, Proposal 35472, in the amount of \$1,900.00 plus tax.

### **C. Gutter Repair 1870G**

Deferred, Board to inspect gutters

## **New Business**

### **A. 2024 Reserves Projects**

Deferred

### **B. Architect**

#### **MOTION**

By unanimous consent, the Board approved the agreement with Don Shaw, AIA to represent the AOAO for Architect Design Review. The motion carried.

**Next Meeting**

Annual Meeting March 25, 2024

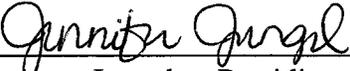
Board Meeting scheduled for April 22, 2024; or upon the call by the President

**Executive Session**

The meeting was moved into Executive Session to discuss personnel and legal matters at 7:47 p.m. and returned into regular session at 8:15 p.m.

**Adjournment**

Hearing of no further business, the meeting was adjourned at 8:15 p.m.

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

4/22/2024  
Date

Leslie Chang  
Recording Secretary  
Community Portfolio Manager  
Hawaiian Properties, LTD

**Heights at Wailuna**  
**Annual Owners Meeting Minutes**  
**March 25, 2024**  
The Lodge  
98-1856 Kaahumanu St.  
Pearl City, HI 96782

**Call to Order**

The annual meeting of the Association of Apartment Owners of Heights at Wailuna was called to order at 6:15 p.m.

**Quorum**

A quorum was established at 57.9413% of the owners present or by proxy.

**Proof of Notice**

Notice of this Annual Meeting was mailed to all owners of record on February 13, 2024, and the mailing will be made a part of the annual meeting file.

**Introductions**

Introductions were as follows:

Sasha Mak	President
Donna Kishi	Vice President
(Phyllis) Lynn Villafana	Treasurer (absent)
Jennifer Jungel	Secretary
Karen Goto	Director (absent)
Desiree Yamauchi	Director
Lauire Kim	Director
Vacant	Director
Vacant	Director
Jackie Garcia	Administrative Assistant, Hawaiian Properties LTD
Leslie Chang	Community Portfolio Manager, Hawaiian Properties, LTD

**Conduct of Business**

In accordance with Hawaii Revised Statutes 514-B121 this meeting will be conducted using the most recent edition of Robert's Rules of Order Newly Revised.

In order to accomplish our business fairly, it is necessary to ask for your assistance in the following the meeting rules where were included in your meeting packet.

If there is no objection, the meeting rules will be permanently adopted.

Hearing no objection, the meeting rules are permanently adopted.

### **Approval of Minutes**

Minutes of the 2023 Annual Association meeting was mailed to all owners for review and provided at check-in. Hearing no corrections or additions to the minutes, the minutes were approved as written.

In accordance with HRS 514B-122, The Board can be authorized to approve this annual meeting minutes. Hearing no objection, the Board is authorized to approve this annual meeting minutes.

### **Audit**

The 2023 audit has not been completed. Owners were invited to provide their names if they would like a copy of the audit when completed.

### **Explanation of the Ballot**

There are a total of four (4) vacancies on the Board. Three (3) vacancies for a three-year term ending in 2027 and one (1) vacancy for a one-year term ending in 2025.

Hearing no objection, the individuals with the highest votes will fill the three-year term and the candidates with the next votes will fill the one-year term.

Hearing no objection, the method of filing the vacancies will be permanent.

### **Nominations**

Hearing no objection, individuals requested to be nominated were placed on the ballot to save time.

There were no nominations from the floor.

### **Appointment of Tally Inspector**

None

### **Election of Directors**

Director Yamauchi moved and President Mak seconded to elect the board member by acclamation. The motion carried.

Donna Kishi	2027
Laurie Kim	2027

Vacant one (1) three year-term and one (1) year-term.

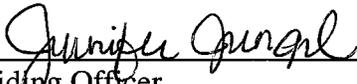
**New Business**  
**Tax Resolution**

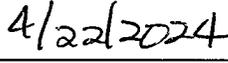
“Resolved, by the owners of the Association of Apartment Owners of Heights at Wailuna, that the amount by which members’ assessment in 2024 exceed the total expenses of the Association for the purpose of managing, operating, maintaining replacement of the common elements of the Association, shall be applied against the 2025 Operating Expenses”.

Hearing no objection, the resolution is approved.

**Adjournment**

There being no further business, the meeting was adjourned at 6:31 p.m.

  
\_\_\_\_\_  
Presiding Officer

  
\_\_\_\_\_  
Date

Leslie Chang  
Recording Secretary  
Hawaiian Properties

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

April 22, 2024

The Lodge

98-1856 Kaahumanu St.

Pearl City, HI 96782

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

Absent: President Sasha Mak

Owners Kim Nakamura, Lauryn Pang, Stephanie Choi,  
Present: Claudia Sullivan, Jennifer Jungel

Owners Forum

**Call to Order**

Noting the presence of a quorum, Vice President Kishi called the meeting to order at 6:25 p.m.

**Board Member Appointment**

MOTION

Vice President Kishi moved to appoint Jennifer Jungel to the Board of Directors until the next Annual meeting. The motion carried.

**Officer Appointment**

MOTION

Director Yamauchi moved to appoint Jennifer Jungel as Secretary. The motion carried.

**Meeting Minutes**

A. Board of Directors Meeting February 26, 2024

MOTION

Director Kim moved to approve the Board of Directors meeting minutes of February 26, 2024. The motion carried.

B. Annual Meeting March 25, 2024

MOTION

Director Yamauchi moved to approve the Annual Meeting minutes of March 25, 2024. The motion carried.

C. Organizational Meeting March 25, 2024

MOTION

Director Yamauchi moved to approve the Organizational Meeting minutes of March 25, 2024. The motion carried.

## **Treasurers' Report**

### **A. Financial Report**

January – February 2024

Treasurer Villafana made a verbal report.

**MOTION**

Vice President Kishi moved to accept the January and February 2024 financial report, subject to audit. The motion carried.

## **Property Manager's Report**

A. March 2024 Drive Thru report provided to the Board for review.

B. Violations provided to the Board for review.

## **Committee Updates**

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

1. Unit 106/1840Q Solar Fan/PV Panels/Attic Fans

**MOTION**

Director Yamauchi moved to approve the request to install solar fans, solar panels and attic fans. The motion carried.

2. Unit 57/1860P Damaged Chimney Siding

**MOTION**

Director Yamauchi moved to approve chimney siding repairs. The motion carried.

3. Unit 54/1860L Chimney Cap

**MOTION**

Director Yamauchi moved to approve replacing the chimney cap once the Application for Modifications is signed by the owner. The motion carried.

4. Unit 66/1870N Extension

Deferred

### **B. Communication – Chair Jungel**

Provided a verbal report.

### **C. Compliance – Chair Mak & Kim, Kishi**

Chair Kim provided a verbal report.

### **D. Landscape – Chair Kishi**

Chair Kishi provided a verbal report.

### **E. Special Projects – Chair Villafana**

No report

**Unfinished Business**

A. Privacy Fence – 1870

MOTION

By unanimous consent, the Board approved the fence repair at 1870 by JGA Builders.

B. Gutter Repair 1870G/1860R/1840Q

MOTION

Secretary Jungel moved to have Tropical Rain Gutters make repairs to the gutters at 1870G, 1860R and 1840Q. The motion carried.

C. 2024 Reserves Projects – Stamped Concrete

Deferred

**New Business**

A. Mailbox Repairs

Deferred

B. Stamped Concrete

See 2024 Reserve Projects; Unfinished Business

**Next Meeting**

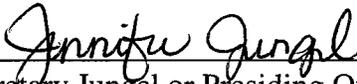
Board Meeting upon the call by the President

**Executive Session**

The meeting was moved into Executive Session to discuss personnel and legal matters at 7:46 p.m. and returned into regular session at 8:25 p.m.

**Adjournment**

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

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

  
\_\_\_\_\_  
Date

Leslie Chang  
Recording Secretary  
Community Portfolio Manager  
Hawaiian Properties, LTD

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

May 20, 2024

The Lodge

98-1856 Kaahumanu St.

Pearl City, HI 96782

Present: President Sasha Mak	Vice President Donna Kishi
Director Laurie Kim	Director Karen Goto
Director Desiree Yamauchi	Secretary Jennifer Jungel

Absent: Treasurer Phyllis Villafana

Owners None

Present:

Owners Forum

**Call to Order**

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

**Meeting Minutes**

A. Board of Directors Meeting April 22, 2024

**MOTION**

Secretary Jungel moved to approve the Board of Directors meeting minutes of April 22, 2024. The motion carried.

**Treasurers' Report**

A. Deferred

**Property Manager's Report**

A. May 2024 Drive Thru report provided to the Board for review.

B. Violations provided to the Board for review.

**Committee Updates**

A. Architectural/Design Modification – Chair Yamauchi

1. 1840/121 Air Conditioner/Garage Side Door

**MOTION**

Director Yamauchi moved to approve the air conditioner and garage side door at 1840/121. The garage door will be painted white. For – President Mak, Vice President Kishi, Director Goto, Director Yamauchi, Secretary Jungel. Recused – Director Kim. The motion carried.

2. 1870A/78 Garage Door

MOTION

Secretary Jungel moved to approve the replacement of the garage door at 1870A/78, painted Heights at Wailuna Green. For – President Mak, Vice President Kishi, Director Goto, Director Kim, Secretary Jungel. Recused – Director Yamauchi. The motion carried.

3. 1870K/69 Garage Door

MOTION

Director Yamauchi moved to approve the replacement of the garage door at 1870K/69 painted to the appropriate color. For – President Mak, Vice President Kishi, Director Goto, Director Kim, Director Yamauchi. Recused – Secretary Jungel. The motion carried.

4. 1820C/25 Painting

MOTION

Director Yamauchi moved to approve the painting of the unit at 1820C/25 using the Heights at Wailuna Blue. The motion carried.

5. 1860D/47 Chimney Repair

MOTION

Director Yamauchi moved to approve the chimney repair and painting the area with the Heights at Wailuna Grey. The motion carried.

6. Unit 66/1870N Extension

MOTION

Buy unanimous agreement, the Board voted to send a denial letter as the Board does not have the authority to approve any extensions that exceed 350 sq ft of living space.

B. Communication – Chair Jungel

Provided a verbal report.

C. Compliance – Chair Mak, Kim, Kishi

Member Kim provided a verbal report.

D. Landscape – Chair Kishi

Chair Kishi provided a verbal report.

E. Special Projects – Chair Villafana

Absent

**Unfinished Business**

A. Stamped Concrete - Entry

Deferred

**B. Mailbox Repairs**

**MOTION**

By unanimous consent, the Board approved the replacement of four mailboxes at 1860D, 1860L, 1860M, 1860N by JGA Builders at \$85.00 per box.

**B. Gutter Repair Zero Lot Line**

Deferred

**C. 2024 Reserves Projects – Stamped Concrete**

Deferred

**New Business**

**A. Blue Reflectors at Hydrants**

**MOTION**

By unanimous consent, the Board approved installing Blue Reflectors at each fire hydrant throughout the property by DC Asphalt Services, in the amount of \$1,750.00.

**B. 1830A Fence Slat**

**MOTION**

By unanimous consent, the Board approved the repair of the fence slat at 1820A by JGA Builders.

**Next Meeting**

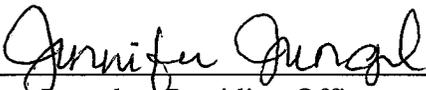
Board Meeting upon the call by the President

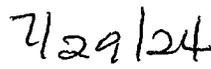
**Executive Session**

The meeting was moved into Executive Session to discuss personnel and legal matters at 7:30 p.m. and returned into regular session at 8:07 p.m.

**Adjournment**

Hearing of no further business, the meeting was adjourned at 8:07 p.m.

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

  
\_\_\_\_\_  
Date

Leslie Chang  
Recording Secretary  
Community Portfolio Manager  
Hawaiian Properties, LTD

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

June 24, 2024

The Lodge

98-1856 Kaahumanu St.

Pearl City, HI 96782

Present: Treasurer Phyllis Villafana                      Secretary Jennifer Jungel  
          Director Laurie Kim                                      Director Karen Goto  
          Director Desiree Yamauchi

Absent:    President Sasha Mak                                  Vice President Donna Kishi

Owners Lily Shimabukuro, Howard & Norma Lavy

Present:

Owners Forum

**Call to Order**

Noting the presence of a quorum, Secretary Jungel called the meeting to order at 6:21 p.m.

**Meeting Minutes**

A. Board of Directors Meeting May 20, 2024

MOTION

Secretary Jungel moved to approve the Board of Directors meeting minutes of May 20, 2024. The motion carried.

**Treasurers' Report**

A. Treasurer Villafana provided a verbal report for March and April 2024.

MOTION

Treasurer Villafana moved to approve the March and April 2024 financials subject to audit. The motion carried.

**Property Manager's Report**

None

**Committee Updates**

A. Architectural/Design Modification – Chair Yamauchi

1. 1870D/75 Chimney Repair

Director Yamauchi moved to approve the chimney repair at 1870D/75. Replacing stucco siding with Hardy plank, sealing the chimney and installing a false chimney cap. The motion carried.

2. 1870D/75 Windows

Director Yamauchi moved to approve replacement 23 single hung windows and two sliding doors with the colonial grids. The motion carried.

3. 1860E/48 Chimney Repair  
Deferred

4. 1820H/30 Concrete Repair  
MOTION

Director Yamauchi moved to approve the concrete repair to the sidewalk and concrete slab in the rear applying Polyurea. The color to be “natural” concrete gray. The motion carried.

5. 1860K/53 Painting  
MOTION

Director Yamauchi moved to approve the request to paint home with Heights at Wailuna Blue. The motion carried.

6. 1840A/120 Exterior Lights  
MOTION

Director Yamauchi moved to deny the owners request to retain the non-conforming lights. The motion carried.

- B. Communication – Chair Jungel  
Provided a verbal report.

- 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  
No report at this time.

### **Unfinished Business**

- A. Stamped Concrete - Entry  
Deferred

- B. Gutter Repair Zero Lot Line  
Deferred

- C. 2024 Reserves Projects – Stamped Concrete  
Deferred

**New Business**

A. Pressure Wash Wall

Deferred

B. Written Consent

MOTION

By unanimous consent, the Board approved mailing to all owners, the Written Consent concerning clarification of the By-Laws amendment regarding Improvements.

C. 1830F/122 Violation

MOTION

By unanimous consent, the Board approved waiving the fine of \$25.00 for the violation posted on March 18, 2024.

**Next Meeting**

Fourth Monday of the month

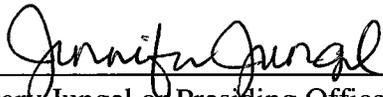
Or upon the call by the President

**Executive Session**

None

**Adjournment**

Hearing of no further business, the meeting was adjourned at 8:38 p.m.



Secretary Jungel or Presiding Officer



Date

Leslie Chang

Recording Secretary

Community Portfolio Manager

Hawaiian Properties, LTD

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

July 29, 2024

The Lodge

98-1856 Kaahumanu St.

Pearl City, HI 96782

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

Absent: None

Owners Milton Tanji for Kim Nakamura

Present: Fran Kahawai

Owners Forum

**Call to Order**

Noting the presence of a quorum, President Mak called the meeting to order at 6:02 p.m.

**Written Consent – By-Law Revision**

Ann McIntire, Attorney and Don Shaw, Architect were available to answer any owner questions. The Owners present did not discuss or have questions concerning the By-Law revision.

**Meeting Minutes**

A. Board of Directors Meeting June 24, 2024

MOTION

By unanimous consent, the Board approved the Board of Directors meeting minutes of June 24, 2024.

**Treasurers' Report**

A. Treasurer Villafana provided a verbal report for June 2024.

**Property Manager's Report**

Mr. Chang provided an update to the By-Law Written consent.

**Committee Updates**

A. Architectural/Design Modification – Chair Yamauchi

1. 1830D/124 Paint

Director Yamauchi moved to approve painting of unit 124 in Height at Wailuna Blue. The motion carried.

2. 1820M/32 Exterior Lights

MOTION

Director Yamauchi moved to approve the replacement of the exterior lights at 1820M/32. The motion carried.

3. 1860E/48 Chimney Repairs

MOTION

Director Yamauchi moved to approve the repairs to the chimney at 1860E/48 including the siding, eliminate the flue, add chimney cap, paint using Wailuna Green. The motion carried.

4. 1820J/31 Photovoltaic System

MOTION

Director Yamauchi moved to approve replacement of PV panels with nine new panels, microinverters and monitoring control unit. The motion carried.

5. 1840/121 Side Garage Door

Deferred

B. Communication – Chair Jungel

Provided a verbal report.

C. Compliance – Chair Mak, Kishi

No report at this time

D. Landscape – Chair Kishi

Verbal report provided by Chair Kishi.

E. Special Projects – Chair Villafana

No report at this time.

**Unfinished Business**

A. Stamped Concrete - Entry

Deferred

B. Gutter Repair Zero Lot Line

Deferred

C. 2024 Reserves Projects – Stamped Concrete

See item A.

D. Pressure Wash Wall

MOTION

By unanimous consent, the Board approved JGA Builders to pressure wash the CRM wall in the amount of \$2,275.00 plus tax.

**New Business**

A. Written Consent

See Managers' report.

B. Mailbox 1860K

MOTION

By unanimous consent, the Board approved replacing the mailbox at 1860K.

C. Reserve Study 2025

MOTION

By unanimous consent, the Board approved the 2025 Reserve Study.

**Next Meeting**

Fourth Monday of the month

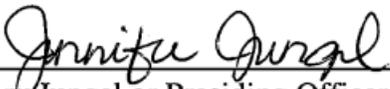
Or upon the call by the President

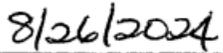
**Executive Session**

None

**Adjournment**

Hearing of no further business, the meeting was adjourned at 9:03 p.m.

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

  
\_\_\_\_\_  
Date

Leslie Chang  
Recording Secretary  
Community Portfolio Manager  
Hawaiian Properties, LTD

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

August 26, 2024

The Lodge

98-1856 Kaahumanu St.

Pearl City, HI 96782

Present: Secretary Jennifer Jungel                      President Sasha Mak  
          Director Laurie Kim                                 Director Karen Goto  
          Director Desiree Yamauchi                      Vice President Donna Kishi

Absent: None

Owners: None

Present:

Owners Forum

**Call to Order**

Noting the presence of a quorum, President Mak called the meeting to order at 6:02 p.m.

**Resignation**

It was noted that Phyllis Villafana resigned from the Board as of August 1, 2024.

**Meeting Minutes**

A. Board of Directors Meeting July 29, 2024

MOTION

By unanimous consent, the Board approved the Board of Directors meeting minutes of July 29, 2024.

**Treasurers' Report**

A. Financial Report May through July 2024

The Board reviewed the financial statements of May through July 2024

MOTION

Vice President Kishi moved to approve the financial statements of May through July 2024, subject to audit. The motion carried.

**Property Manager's Report**

Mr. Chang provided an update to the By-Law Written consent.

### **Committee Updates**

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

1. 1860H/51

MOTION

Director Yamauchi moved to approve the replacement of the utility door, damaged siding and chimney; to be painted Heights at Wailuna Blue at 1860H/51. The motion carried.

2. 1860M/55

MOTION

Director Yamauchi moved to approve 1860M/55 replacing the gutter of the non-zero lot side with 5-inch gutters. The motion carried.

3. 1860/43

MOTION

Director Yamauchi moved to approve the painting of the 1860/43 unit using the Heights at Wailuna Gray. The motion carried.

4. 1840/121

MOTION

Director Yamauchi moved to approve 1840/121 replacing the front door and front security screen door. The motion carried, with Director Kim abstaining.

#### **B. Communication – Chair Jungel**

Provided a verbal report.

MOTION

Secretary Jungel moved to approve the renewal for Constant Contact, Go Daddy and Website master in the 2025 budget. The motion carried.

#### **C. Compliance – Chair Mak, Kishi**

Verbal report provided by Chair Mak

#### **D. Landscape – Chair Kishi**

Verbal report provided by Chair Kishi.

#### **E. Special Projects – Chair Vacant**

No report at this time.

### **Unfinished Business**

#### **A. Stamped Concrete - Entry**

Deferred

#### **B. Gutter Repair Zero Lot Line**

Deferred

**New Business**

A. 2025 Operating/Reserve Budget

**MOTION**

By unanimous consent, the Board approved the 2025 Operating/Reserve Budget with an overall increase of 14.42%.

**Next Meeting**

Fourth Monday of the month

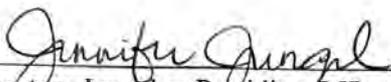
Or upon the call by the President

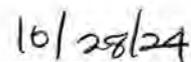
**Executive Session**

None

**Adjournment**

Hearing of no further business, the meeting was adjourned at 8:37 p.m.

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

  
\_\_\_\_\_  
Date

Leslie Chang, Recording Secretary, Community Portfolio Manager, Hawaiian Properties, LTD

**MINUTES**  
**AOAO HEIGHTS AT WAILUNA**  
**REGULAR BOARD OF DIRECTORS MEETING**

**THE LODGE**  
**98-1856 KAAHUMANU STREET**  
**PEARL CITY, HI 96782**  
**MONDAY 28 OCTOBER 2024**

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Regular Meeting of the Board of Directors of AOA Heights at Wailuna

**DIRECTORS PRESENT:**

President Sasha Mak  
Vice President Donna Kishi  
Secretary Jennifer Jungel  
Director Karen Goto  
Director Desiree Yamauchi  
Director Laurie Kim

BY INVITATION: Austin Mills, Community Portfolio Manager, Hawaiian Properties, Ltd.

**I. CALL TO ORDER**

Noting the presence of a quorum and hearing no objections, President Sasha Mak called the meeting to order at 6:10 PM.

**II. RESIGNATION**

It was noted that following this meeting, President Mak will resign as President but will remain on the Board as a Director.

**III. MINUTES**

All Board members present reviewed the minutes of the Regular and Executive Board of Directors Meetings dated 26 August 2024. President Mak moved to approve the minutes as submitted. Seconded by Secretary Jennifer Jungel. Motion carried unanimously.

**IV. TREASURER'S REPORT**

Financial Statements: The financial statements for the months of August 2024 through September 2024 were reviewed by all Board members present. President Mak moved to accept the financial statements, subject to audit. Seconded by Secretary Jungel. Motion carried unanimously.

**V. MANAGEMENT REPORT**

CPM Austin Mills provided a verbal report.

**VI. COMMITTEE UPDATES**

- A. Architectural/Design Modification – Chair Yamauchi
- a. Director Desiree Yamauchi moved to ratify the prior Board approval of the applications for modifications, additions, or improvements submitted by 1820V/42,

**MINUTES**  
**(CONTINUED)**

1840/121, 1810P/15, 1860N/56, 1870A/78, and 1870K/69. Seconded by Vice President Donna Kishi. Motion carried unanimously.

- b. Director Yamauchi moved to approve the installation of a privacy fence by 1830/128. Seconded by Vice President Kishi. Motion carried unanimously, with President Mak abstaining.
- c. Director Yamauchi moved to approve the chimney rebuild by 1860C/46, to be painted Heights at Wailuna Homewood. Seconded by President Mak. Motion carried unanimously.
- d. Director Yamauchi moved to approve the light fixture replacement by 1810E/6. Seconded by President Mak. Motion carried unanimously.
- e. Director Yamauchi moved to approve the PV installation by 1820U/41. Seconded by Vice President Kishi. Motion carried unanimously.
- f. Director Yamauchi moved to approve the PV installation by 1820D/26. Seconded by President Mak. Motion carried unanimously.

- B. Communication – Chairs Jungel & Goto  
Secretary Jungel provided a verbal update on the bi-monthly newsletter.
- C. Compliance – Chairs Mak & Kishi  
President Mak provided a verbal report.
- D. Landscape – Chairs Mak & Kishi  
Vice President Kishi provided a verbal report.
- E. Special Projects – Chair Mak  
President Mak provided a verbal report.

**VII. OLD BUSINESS**

- A. Stamped Concrete – Entry  
President Mak moved to approve the proposal from DC Asphalt for \$13,735. Seconded by Vice President Kishi. Motion carried unanimously.
- B. Zero Lot Line – Gutters  
Deferred; pending receipt of revised proposal.

**VIII. NEW BUSINESS**

- A. Water/Sewer  
In anticipation of future increases in utility costs, the Association will investigate the feasibility of submetering/individually metering homes.

**MINUTES**  
**(CONTINUED)**

**IX. EXECUTIVE SESSION**

President Mak adjourned into Executive Session at 7:31 PM to discuss legal matters. President Mak reconvened into Regular Session at 8:04 PM.

**X. NEXT MEETING**

The next meeting is scheduled for Monday 25 November at 6:00 PM and will be held at the Lodge, 98-1856 Kaahumanu Street, Pearl City, HI 96782.

**XI. ADJOURNMENT**

There being no further business to discuss and hearing no objections, President Mak adjourned the meeting at 8:04 PM.

Respectfully Submitted by:  
Austin Mills, Community Portfolio Manager  
**HAWAIIAN PROPERTIES, LTD.**  
Managing Agent for:  
**AOAO HEIGHTS AT WAILUNA**

**MINUTES**  
**AOAO HEIGHTS AT WAILUNA**  
**REGULAR BOARD OF DIRECTORS MEETING**

**THE LODGE**  
**98-1856 KAAHUMANU STREET**  
**PEARL CITY, HI 96782**  
**MONDAY 25 NOVEMBER 2024**

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Regular Meeting of the Board of Directors of AOA Heights at Wailuna

**DIRECTORS PRESENT:**

Secretary Jennifer Jungel  
Director Karen Goto  
Director Desiree Yamauchi  
Director Laurie Kim  
Director Sasha Mak

**NOT PRESENT:**

Vice President Donna Kishi

BY INVITATION: Austin Mills, Community Portfolio Manager, Hawaiian Properties, Ltd.

**I. CALL TO ORDER**

Noting the presence of a quorum and hearing no objections, Secretary Jennifer Jungel called the meeting to order at 6:00 PM and appointed CPM Austin Mills as Chair Pro Tem.

**II. MINUTES**

All Board members present reviewed the minutes of the Regular and Executive Board of Directors Meetings dated 28 October 2024. Director Laurie Kim moved to approve the minutes as submitted. Seconded by Director Sasha Mak. Motion carried unanimously.

**III. TREASURER'S REPORT**

Financial Statements: The financial statements for the month of October 2024 were reviewed by all Board members present. Secretary Jungel moved to accept the financial statements, subject to audit. Seconded by Director Mak. Motion carried unanimously.

**IV. MANAGEMENT REPORT**

CPM Austin Mills provided written and verbal reports.

**V. COMMITTEE UPDATES**

A. Architectural/Design Modification – Chair Yamauchi

- a. Director Desiree Yamauchi moved to approve the replacement of exterior light fixtures by 1870A/78. Seconded by Director Mak. Motion carried unanimously.
- b. Director Yamauchi moved to approve the window replacement by 1820D/26. Seconded by Director Kim. Motion carried unanimously.
- c. Director Yamauchi moved to approve the front screen door replacement by 1830/128. Seconded by Director Kim. Motion carried unanimously.

**MINUTES**  
**(CONTINUED)**

- d. Director Yamauchi moved to approve the chimney siding and trim replacement by 1870K/69. Seconded by Director Kim. Motion carried unanimously.
- e. Director Yamauchi moved to approve the gutter installation by 1860S/60. Seconded by Director Kim. Motion carried unanimously.
- f. Director Yamauchi moved to approve the PV system installation at 1820G/29. Seconded by Director Kim. Motion carried unanimously.

- B. Communication – Chairs Jungel & Goto  
Secretary Jungel provided a verbal update on the bi-monthly newsletter.
- C. Compliance – Chairs Mak & Kishi  
Director Mak provided a verbal report.
- D. Landscape – Chairs Mak & Kishi  
Director Mak provided a verbal report.
- E. Special Projects – Chair Mak  
Director Mak provided a verbal report.

**VI. OLD BUSINESS**

- A. Zero Lot Line – Gutters  
Deferred; pending receipt of revised proposal.
- B. Water/Sewer  
Deferred; pending receipt of additional proposals.

**VII. NEW BUSINESS**

- A. 2024 Audit & Tax Preparation  
Deferred, pending receipt of additional proposals.
- B. Approval of 2023 Audit & Unannounced Cash Verification  
Director Mak moved to approve the 2023 Audit & Unannounced Cash Verification. Seconded by Director Karen Goto. Motion carried unanimously.
- C. Dumpster Replacement  
Director Mak moved to approve the proposal from GOC Technologies to replace the Association’s dumpster. Seconded by Director Goto. Motion carried unanimously.

**VIII. EXECUTIVE SESSION**

CPM Austin Mills adjourned into Executive Session at 7:31 PM to discuss legal matters. CPM Austin Mills reconvened into Regular Session at 7:42 PM.

**MINUTES**  
**(CONTINUED)**

**IX. NEXT MEETING**

The next meeting is not yet scheduled and will be held at the call of the Vice President.

**X. ADJOURNMENT**

There being no further business to discuss and hearing no objections, CPM Austin Mills adjourned the meeting at 7:42 PM.

Respectfully Submitted by:  
Austin Mills, Community Portfolio Manager  
**HAWAIIAN PROPERTIES, LTD.**  
Managing Agent for:  
**AOAO HEIGHTS AT WAILUNA**

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