

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

**THE LODGE**  
**98-1856 KAAHUMANU STREET**  
**PEARL CITY, HI 96782**  
**MONDAY 24 FEBRUARY 2025**

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

**DIRECTORS PRESENT:**

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

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

**I. CALL TO ORDER**

Noting the presence of a quorum and hearing no objections, Vice President Donna Kishi called the meeting to order at 6:01 PM.

**II. MINUTES**

All Board members present reviewed the minutes of the Regular and Executive Board of Directors Meetings dated 25 November 2024. The minutes were approved as submitted by unanimous consent.

**III. TREASURER'S REPORT**

Financial Statements: The financial statements for the months of November 2024 through January 2025 were reviewed by all Board members present. Secretary Jennifer Jungel moved to accept the financial statements, subject to audit. Seconded by Director Karen Goto. 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 AC installation by 1850Q/95, subject to conditions. Seconded by Director Laurie Kim. Motion carried unanimously.

b. Director Yamauchi moved to approve the PV installation by 1850Q/95, subject to conditions. Seconded by Director Kim. Motion carried unanimously.

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

- c. Director Yamauchi moved to approve the repainting by 1810S/18, subject to conditions. Seconded by Director Kim. Motion carried unanimously.
- d. Director Yamauchi moved to approve the PV installation by 1870N/66, subject to conditions. Seconded by Director Kim. Motion carried unanimously.
- e. Director Yamauchi moved to approve the home extension by 1870N/66, subject to conditions. Seconded by Director Kim. Motion carried unanimously.
- f. Director Yamauchi moved to approve the window replacement by 1830D/124, subject to conditions. 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  
Nothing to report.

**VI. OLD BUSINESS**

- A. Zero Lot Line – Gutters  
Secretary Jungel moved to approve the proposal by Tropical Raingutter of Hawaii, Inc. to replace the zero lot line gutters at 24 units. Seconded by Director Yamauchi. Motion carried unanimously.
- B. Water/Sewer  
Deferred.

**VII. NEW BUSINESS**

- A. Ratifications: Director Yamauchi moved to ratify the prior Board approvals of the Design Modification Approvals (46/1860C gutters, 46/1860C Chimney, 17/1810R Gutters, 58/1860Q Paint, 43/1860 AC) and 2024 Audit & Tax Preparation. Seconded by Director Kim. Motion carried unanimously.

**VIII. EXECUTIVE SESSION**

Vice President Kishi adjourned into Executive Session at 7:39 PM to discuss legal matters. Vice President Kishi reconvened into Regular Session at 7:50 PM.

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

**IX. NEXT MEETING**

The next meeting is the Annual Meeting, scheduled for Monday 24 March at 6:00 PM and will be held at the Lodge, 98-1856 Kaahumanu St., Pearl City, HI 96782.

**X. ADJOURNMENT**

There being no further business to discuss and hearing no objections, Vice President Kishi adjourned the meeting at 7:50 PM.

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

**MINUTES**  
**AOAO THE HEIGHTS AT WAILUNA**  
**ANNUAL MEETING**

**THE LODGE**  
**98-1856 KAAHUMANU STREET**  
**PEARL CITY, HI 96782**  
**MONDAY 24 MARCH 2025**

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Annual Meeting of AOAO The Heights at Wailuna

**I. CALL TO ORDER**

Noting the presence of a quorum with 57.3478% of the Common Interest represented either in person or by proxy, and hearing no objections, Vice President Donna Kishi called the meeting to order at 6:16 PM.

**II. PROOF OF NOTICE OF MEETING**

Notice of the Annual Meeting was sent to all owners of record by the managing agent on 4 February 2025.

**III. MINUTES**

The minutes of the 2024 Annual Meeting were sent to all owners of record by the managing agent and distributed to all owners in attendance. There being no corrections or objections, the minutes were approved as submitted.

**IV. REPORTS OF OFFICERS**

The audit for year ending 31 December 2024 was not yet available and will be distributed by mail when ready.

**V. ELECTION OF DIRECTORS**

The following Directors were elected by unanimous consent:

Name:	Term Expires:
Jennifer Jungel	2028
Karen Goto	2026
Sasha Mak	2026

**VI. NEW BUSINESS**

A. Resolution on Assessments: “Resolved by the Owners of the Association, that the amount by which the member’s assessment in 2025 exceeds the total expenses of the Association for the purposes of managing, operating, maintaining, and replacing the common elements of the Association, shall be applied against the 2026 member assessments.” There being no objections, the resolution was approved.

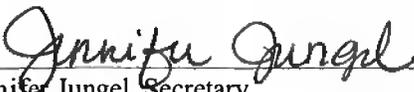
B. Annual Board of Directors’ Dinner: There being no objections, the Board was authorized to hold an annual dinner at the Association’s expense.

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

**VII. ADJOURNMENT**

There being no further business to discuss and hearing no objections, Vice President Kishi adjourned the meeting at 6:26 PM.

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

  
\_\_\_\_\_  
Jennifer Jungel, Secretary

  
\_\_\_\_\_  
Date

**MINUTES**  
**AOAO THE HEIGHTS AT WAILUNA**  
**ORGANIZATIONAL BOARD OF DIRECTORS MEETING**

**THE LODGE**  
**98-1856 KAAHUMANU STREET**  
**PEARL CITY, HI 96782**  
**MONDAY 25 MARCH 2025**

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Organizational Meeting of the Board of Directors of AOAO The Heights at Wailuna

**DIRECTORS PRESENT:**

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

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

**I. CALL TO ORDER**

Noting the presence of a quorum and hearing no objections, Vice President Donna Kishi called the meeting to order at 6:49 PM

**II. ELECTION OF OFFICERS**

The following officers were elected by unanimous consent:

President	Donna Kishi
Vice President	Sasha Mak
Secretary	Jennifer Jungel
Treasurer	Karen Goto

**III. ADJOURNMENT**

There being no further business to discuss and hearing no objections, President Kishi adjourned the meeting at 6:49 PM.

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

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

**THE LODGE**  
**98-1856 KAAHUMANU STREET**  
**PEARL CITY, HI 96782**  
**MONDAY 28 APRIL 2025**

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

**DIRECTORS PRESENT:**

President Donna Kishi  
Vice President Sasha Mak  
Secretary Jennifer Jungel  
Treasurer 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 Donna Kishi called the meeting to order at 6:03 PM.

**II. MINUTES**

All Board members present reviewed the minutes of the Regular and Executive Board of Directors Meetings dated 24 February 2025 and the Annual and Organizational Meetings dated 24 March 2025. President Kishi moved to approve the minutes as submitted. Seconded by Vice President Sasha Mak. Motion carried unanimously.

**III. TREASURER'S REPORT**

Financial Statements: The financial statements for the months of February 2025 through March 2025 were reviewed by all Board members present. Vice President Mak moved to accept the financial statements, subject to audit. Seconded by Secretary Jennifer Jungel. 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 repainting by 1870N/66, subject to conditions. Seconded by Vice President Mak. Motion carried unanimously.
- b. Director Yamauchi moved to approve the roof replacement by 1860N/56, subject to conditions. Seconded by President Kishi. Motion carried unanimously.

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

- c. Director Yamauchi moved to approve the PV installation by 1820D/26, subject to conditions. Seconded by President Kishi. Motion carried unanimously.
- d. Director Yamauchi moved to approve the repainting by 1810D/5, subject to conditions. Seconded by Vice President Mak. Motion carried unanimously.
- e. Director Yamauchi moved to approve the utility door replacement by 1870K/69, subject to conditions. Seconded by Vice President Mak. Motion carried unanimously with Secretary Jungel abstaining.
- f. Director Yamauchi moved to approve the roofing and skylight replacement by 1870T/61, subject to conditions. Seconded by Vice President Mak. Motion carried unanimously.
- g. Director Yamauchi moved to approve the utility door replacement by 1860J/52, subject to conditions. Seconded by Vice President Mak. Motion carried unanimously.
- h. Director Yamauchi moved to approve the repainting by 1810R/17, subject to conditions. Seconded by Vice President Mak. Motion carried unanimously.
- i. Director Yamauchi moved to approve the PV installation by 1860N/56, subject to conditions. Seconded by President Kishi. Motion carried unanimously.

B. Communication – Chairs Jungel & Goto  
Secretary Jungel provided a verbal update on the bi-monthly newsletter.

C. Compliance – Chairs Mak & Kishi  
Vice President Mak provided a verbal report.

D. Landscape – Chairs Mak & Kishi  
Vice President Mak provided a verbal report.

E. Special Projects – Chair Mak  
Nothing to report.

**VI. OLD BUSINESS**

A. Zero Lot Line – Gutters  
President Kishi moved to approve the proposal by Tropical Raingutter of Hawaii, Inc. to replace the zero lot line gutters at 98-1860C. Seconded by Vice President Mak. Motion carried unanimously.

B. Water/Sewer  
The Board decided not to pursue submetering at this time based on a cost/benefit analysis.

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

**VII. NEW BUSINESS**

A. Common Area Trees

The Board directed the Managing Agent to obtain quotes from arborists to provide a report on the condition of the common area trees and the possible effects of their removal.

B. 2026 Reserve Study

Director Yamauchi moved to approve the proposal from Armstrong Consulting for the 2026 Reserve Study. Seconded by Vice President Mak. Motion carried unanimously.

**VIII. EXECUTIVE SESSION**

President Kishi adjourned into Executive Session at 7:44 PM to discuss legal matters. President Kishi reconvened into Regular Session at 7:50 PM.

**IX. NEXT MEETING**

The next meeting is scheduled for Monday 19 May at 6:00 PM and will be held at the Lodge, 98-1856 Kaahumanu St., Pearl City, HI 96782.

**X. ADJOURNMENT**

There being no further business to discuss and hearing no objections, President Kishi adjourned the meeting at 7:50 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 19 MAY 2025**

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

**DIRECTORS PRESENT:**

President Donna Kishi  
Vice President Sasha Mak  
Secretary Jennifer Jungel  
Treasurer 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 Donna Kishi called the meeting to order at 6:01 PM.

**II. MINUTES**

All Board members present reviewed the minutes of the Regular and Executive Board of Directors Meetings dated 28 April 2025. Secretary Jennifer Jungel moved to approve the minutes as submitted. Seconded by Vice President Sasha Mak. Motion carried unanimously.

**III. TREASURER'S REPORT**

Nothing to report.

**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 siding replacement and painting by 1820P/36, subject to conditions. Seconded by President Kishi. Motion carried unanimously.
- b. Director Yamauchi moved to approve the fence construction by 1870N/66, subject to conditions. Seconded by President Kishi. Motion carried unanimously.
- c. Director Yamauchi moved to approve the roofing replacement by 1840L/110, subject to conditions. Seconded by President Kishi. Motion carried unanimously.

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

- d. Director Yamauchi moved to approve the door replacement by 1820J/31, subject to conditions. Seconded by President Kishi. Motion carried unanimously.
- e. Director Yamauchi moved to approve the repainting by 1870/69, subject to conditions. Seconded by President Kishi. Motion carried unanimously with Secretary Jungel abstaining.
- f. Director Yamauchi moved to approve the repainting by 1820J/31, subject to conditions. Seconded by President Kishi. Motion carried unanimously.
- g. Director Yamauchi moved to approve the PV installation by 1870R/63, subject to conditions. Seconded by President Kishi. Motion carried unanimously.

- B. Communication – Chairs Jungel & Goto  
Nothing to report.
- C. Compliance – Chairs Mak & Kishi  
Nothing to report.
- D. Landscape – Chairs Mak & Kishi  
President Kishi provided a verbal report.
- E. Special Projects – Chair Mak  
Chair Mak indicated that the Special Projects Committee would be disbanded.

**VI. OLD BUSINESS**

N/A

**VII. NEW BUSINESS**

- A. Violation & Fining Policy  
The Board determined the violation and fining policy is in need of an update. A draft will be prepared before being voted on and subsequently brought to the Owners for feedback.
- B. Monument Landscaping  
The Board will seek proposals for refreshing the landscaping in front of the Heights at Wailuna monument at the entry to the Association.
- C. Zero Lot Line – Gutters  
Director Laurie Kim moved to approve the proposals by Tropical Raingutter of Hawaii, Inc. to replace the zero lot line gutters at 1820J and 1850. Seconded by President Kishi. Motion carried unanimously.

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

**VIII. EXECUTIVE SESSION**

President Kishi adjourned into Executive Session at 7:14 PM to discuss legal matters. President Kishi reconvened into Regular Session at 7:19 PM.

**IX. NEXT MEETING**

The next meeting is scheduled for 23 June at 6:00 PM and will be held at the Lodge, 98-1856 Kaahumanu Street, Pearl City, HI 96782.

**X. ADJOURNMENT**

There being no further business to discuss and hearing no objections, President Kishi adjourned the meeting at 7:19 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 23 JUNE 2025**

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

**DIRECTORS PRESENT:**

President Donna Kishi  
Vice President Sasha Mak  
Secretary Jennifer Jungel  
Treasurer 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 Donna Kishi called the meeting to order at 6:00 PM.

**II. MINUTES**

All Board members present reviewed the minutes of the Regular and Executive Board of Directors Meetings dated 19 May 2025. The minutes were approved as submitted by unanimous consent.

**III. TREASURER'S REPORT**

Financial Statements: The financial statements for the months of April 2025 through May 2025 were reviewed by all Board members present. President Kishi moved to accept the financial statements, subject to audit. Seconded by Vice President Sasha Mak. Motion carried unanimously.

Maturing CD: Director Laurie Kim moved to reinvest the maturing CD at any eligible financial institution offering the highest rate, for the same terms. Seconded by Director Desiree Yamauchi. 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 Yamauchi moved to approve the window replacement by 1820D/26, subject to conditions. Seconded by Vice President Mak. Motion carried unanimously.

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

- b. Director Yamauchi moved to approve the utility door and siding repair by 1840C/118, subject to conditions. Seconded by Vice President Mak. Motion carried unanimously.

B. Communication – Chairs Jungel & Goto  
Secretary Jennifer Jungel provided a verbal report.

C. Compliance – Chairs Mak & Kishi  
Nothing to report.

D. Landscape – Chairs Mak & Kishi  
Nothing to report.

**VI. OLD BUSINESS**

A. Violation & Fining Policy  
Deferred pending draft of policy.

B. Monument Landscaping  
Deferred pending quotes from contractors.

C. Zero Lot Line – Gutters  
Deferred pending revised quote.

**VII. NEW BUSINESS**

N/A

**VIII. EXECUTIVE SESSION**

President Kishi adjourned into Executive Session at 6:54 PM to discuss legal matters. President Kishi reconvened into Regular Session at 7:00 PM.

**IX. NEXT MEETING**

The next meeting is scheduled for 28 July at 6:00 PM and will be held at the Lodge, 98-1856 Kaahumanu Street, Pearl City, HI 96782.

**X. ADJOURNMENT**

There being no further business to discuss and hearing no objections, President Kishi adjourned the meeting at 7:00 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 28 JULY 2025**

---

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

**DIRECTORS PRESENT:**

President Donna Kishi  
Secretary Jennifer Jungel  
Treasurer Karen Goto  
Director Desiree Yamauchi  
Director Laurie Kim

**NOT PRESENT:**

Vice President Sasha Mak

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 Donna Kishi called the meeting to order at 6:00 PM.

**II. MINUTES**

All Board members present reviewed the minutes of the Regular and Executive Board of Directors Meetings dated 23 June 2025. The minutes were approved as submitted by unanimous consent.

**III. TREASURER'S REPORT**

Financial Statements: The financial statements for the month of June 2025 were reviewed by all Board members present. Secretary Jennifer Jungel moved to accept the financial statements, subject to audit. Seconded by President Kishi. 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 siding replacement by 1830E/123, subject to conditions. Seconded by Director Laurie Kim. Motion carried unanimously.
- b. Director Yamauchi moved to approve the window replacement by 1820U/41, subject to conditions. Seconded by Director Kim. Motion carried unanimously.
- c. Director Yamauchi moved to approve the A/C install by 1870K/69, subject to conditions. Seconded by Director Kim. Motion carried unanimously, with Secretary Jungel abstaining.

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

B. Communication – Chairs Jungel & Goto  
Secretary Jungel provided a verbal report.

C. Compliance – Chairs Mak & Kishi  
Nothing to report.

D. Landscape – Chairs Mak & Kishi  
President Kishi provided a verbal report.

**VI. OLD BUSINESS**

A. Violation & Fining Policy  
Secretary Jungel moved to approve the draft of the revised House Rules, as amended, subject to legal review. Seconded by Director Kim. Motion carried unanimously.

B. Monument Landscaping  
Deferred pending receipt of proposals.

C. Zero Lot Line – Gutters  
Deferred pending receipt of proposals.

**VII. NEW BUSINESS**

A. Ratifications: Zero Lot Line Gutters, Document Digitization, Jennifer Jungel Reimbursement  
Director Yamauchi moved to ratify the prior Board approvals of the gutter replacement for 1840F, document digitization, and reimbursement to Jennifer Jungel for Constant Contact. Seconded by Director Kim. Motion carried unanimously with Secretary Jungel abstaining.

B. 2026 Reserve Study  
Secretary Jungel moved to approve the draft of the 2026 Reserve Study. Seconded by Treasurer Karen Goto. Motion carried unanimously.

**VIII. EXECUTIVE SESSION**

President Kishi adjourned into Executive Session at 7:01 PM to discuss legal matters. President Kishi reconvened into Regular Session at 7:11 PM.

**IX. NEXT MEETING**

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

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

**X. ADJOURNMENT**

There being no further business to discuss and hearing no objections, President Kishi adjourned the meeting at 7:11 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 AUGUST 2025**

---

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

**DIRECTORS PRESENT:**

President Donna Kishi  
Vice President Sasha Mak  
Secretary Jennifer Jungel  
Treasurer 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 Donna Kishi called the meeting to order at 6:00 PM.

**II. MINUTES**

All Board members present reviewed the minutes of the Regular and Executive Board of Directors Meetings dated 28 July 2025. Director Desiree Yamauchi moved to approve the minutes as submitted. Seconded by Secretary Jennifer Jungel. Motion carried unanimously.

**III. TREASURER'S REPORT**

Financial Statements: The financial statements for the month of July 2025 were reviewed by all Board members present. Secretary Jungel moved to accept the financial statements, subject to audit. Seconded by Director Laurie Kim. 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 Yamauchi moved to approve the roof replacement by 1810Q/16, subject to conditions. Seconded by Vice President Sasha Mak. Motion carried unanimously.
  - b. Director Yamauchi moved to approve the roof replacement by 1870S/62, subject to conditions. Seconded by Vice President Mak. Motion carried unanimously.
- B. Communication – Chairs Jungel & Goto  
Secretary Jungel provided a verbal report.

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

C. Compliance – Chairs Mak & Kishi  
Nothing to report.

D. Landscape – Chairs Mak & Kishi  
President Kishi provided a verbal report.

**VI. OLD BUSINESS**

A. Violation & Fining Policy  
Deferred pending legal review of proposed changes.

B. Zero Lot Line – Gutters  
Director Kim moved to approve the proposal from Tropical Raingutter for downspout repairs at 1820L. Seconded by President Kishi. Motion carried unanimously.

**VII. NEW BUSINESS**

A. 2024 Audit & Tax Returns  
Vice President Mak moved to approve the draft 2024 audit report, and distribute it to owners who requested a copy on their Annual Meeting proxy. Seconded by Director Kim. Motion carried unanimously.

B. Schedule Annual Meeting  
The Annual Meeting was tentatively scheduled for 23 February 2026 at 6:00 PM and will be held at the Lodge, 98-1856 Kaahumanu Street, Pearl City, HI 96782.

**VIII. EXECUTIVE SESSION**

President Kishi adjourned into Executive Session at 6:52 PM to discuss legal matters. President Kishi reconvened into Regular Session at 6:54 PM.

**IX. NEXT MEETING**

The next meeting is scheduled for 22 September at 6:00 PM and will be held at the Lodge, 98-1856 Kaahumanu Street, Pearl City, HI 96782.

**X. ADJOURNMENT**

There being no further business to discuss and hearing no objections, President Kishi adjourned the meeting at 6:54 PM.

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

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

**THE LODGE**  
**98-1856 KAAHUMANU STREET**  
**PEARL CITY, HI 96782**  
**MONDAY 22 SEPTEMBER 2025**

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

**DIRECTORS PRESENT:**

President Donna Kishi  
Vice President Sasha Mak  
Secretary Jennifer Jungel  
Treasurer 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 Donna Kishi called the meeting to order at 6:04 PM.

**II. MINUTES**

All Board members present reviewed the minutes of the Regular and Executive Board of Directors Meetings dated 25 August 2025. Director Desiree Yamauchi moved to approve the minutes as submitted. Seconded by Vice President Sasha Mak. Motion carried unanimously.

**III. TREASURER'S REPORT**

Financial Statements: The financial statements for the month of August 2025 were reviewed by all Board members present. Director Laurie Kim moved to accept the financial statements, subject to audit. Seconded by Secretary Jennifer Jungel. 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 Yamauchi moved to approve the A/C installation by 1860Q/58, subject to conditions. Seconded by Vice President Mak. Motion carried unanimously.
  - b. Director Yamauchi moved to approve the walkway extension by 1870M/66, subject to conditions. Seconded by President Kishi. Motion carried unanimously.
  - c. Director Yamauchi moved to approve the repainting by 1850W/101, subject to conditions. Seconded by Director Kim. Motion carried unanimously.

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

- d. Director Yamauchi moved to deny the patio cover installation by 1840P/107, due to the EPC and proposed materials. Seconded by Director Kim. Motion carried unanimously.
- e. Director Yamauchi moved to deny the siding replacement by 1810Q/16, due to an incomplete application. Seconded by Director Kim. Motion carried unanimously.

B. Communication – Chairs Jungel & Goto  
Secretary Jungel provided a verbal report.

C. Compliance – Chairs Mak & Kishi  
President Kishi provided a verbal report.

D. Landscape – Chairs Mak & Kishi  
President Kishi provided a verbal report.

**VI. OLD BUSINESS**

A. Violation & Fining Policy  
Deferred pending legal review of proposed changes.

**VII. NEW BUSINESS**

A. 2026 Budget & Reserve Study  
Secretary Jungel moved to approve the 2026 Budget & Reserve Study as submitted, with no increase in maintenance fees. Seconded by Director Kim. Motion carried unanimously.

**VIII. EXECUTIVE SESSION**

President Kishi adjourned into Executive Session at 7:07 PM to discuss legal matters. President Kishi reconvened into Regular Session at 7:29 PM.

**IX. NEXT MEETING**

The next meeting is scheduled for Monday 27 October at 6:00 PM and will be held at the Lodge, 98-1856 Kaahumanu Street, Pearl City, HI 96782.

**X. ADJOURNMENT**

There being no further business to discuss and hearing no objections, President Kishi adjourned the meeting at 7:29 PM.

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

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

**THE LODGE**  
**98-1856 KAAHUMANU STREET**  
**PEARL CITY, HI 96782**  
**MONDAY 27 OCTOBER 2025**

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

**DIRECTORS PRESENT:**

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

BY INVITATION: Austin Mills, Community Portfolio Manager, Hawaiian Properties, Ltd.  
Wilson Pablo, Manager, Hawaii National Landscape

**I. CALL TO ORDER**

Noting the presence of a quorum and hearing no objections, President Donna Kishi called the meeting to order at 6:00 PM.

**II. MINUTES**

All Board members present reviewed the minutes of the Regular and Executive Board of Directors Meetings dated 22 September 2025. Vice President Sasha Mak moved to approve the minutes as submitted. Seconded by President Kishi. Motion carried unanimously.

**III. TREASURER'S REPORT**

Financial Statements: The financial statements for the month of September 2025 were reviewed by all Board members present. Secretary Jennifer Jungel moved to accept the financial statements, subject to audit. Seconded by President Kishi. 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 roof replacement by 1840C/118, subject to conditions. Seconded by Vice President Mak. Motion carried unanimously.
  - b. Director Yamauchi moved to ratify the prior Board approval of the PV installation by 1850F/86, subject to conditions. Seconded by Vice President Mak. Motion carried unanimously.

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

- c. Director Yamauchi moved to approve the A/C installation by 1850V/100, subject to conditions. Seconded by Vice President Mak. Motion carried unanimously.
- d. Director Yamauchi moved to approve the A/C installation by 1820T/40, subject to conditions. Seconded by Vice President Mak. Motion carried unanimously.
- e. Director Yamauchi moved to approve the gutter and siding replacement by 1860N/56, subject to conditions. Seconded by Vice President Mak. Motion carried unanimously.
- f. Director Yamauchi moved to deny the chimney repairs by 1810G/8. Seconded by Vice President Mak. Motion carried unanimously.

B. Communication – Chairs Jungel & Goto  
Secretary Jungel provided a verbal report.

C. Compliance – Chairs Mak & Kishi  
President Kishi provided a verbal report.

D. Landscape – Chairs Mak & Kishi  
Nothing to report.

**VI. OLD BUSINESS**

A. Rules & Regulations Revision  
Deferred pending further review.

**VII. NEW BUSINESS**

A. Landscaping  
Wilson Pablo of Hawaii National Landscaping gave a verbal report.

B. Tree Removal  
Deferred pending receipt of additional quotes.

C. Curb Numbering  
Deferred pending receipt of additional quotes.

D. Environmental Protective Corridors (EPCs)  
The Board determined there was no action to be taken regarding the EPCs at this time.

E. Downspouts  
Vice President Mak moved to approve the proposal from Tropical Raingutter to clear the underground downspout clog at 1850J. Seconded by Director Yamauchi. Motion carried unanimously.

**VIII. EXECUTIVE SESSION**

President Kishi adjourned into Executive Session at 7:10 PM to discuss legal matters. President Kishi reconvened into Regular Session at 7:16 PM.

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

**IX. NEXT MEETING**

The next meeting is scheduled for Monday 17 November at 6:00 PM and will be held at the Lodge, 98-1856 Kaahumanu Street, Pearl City, HI 96782.

**X. ADJOURNMENT**

There being no further business to discuss and hearing no objections, President Kishi adjourned the meeting at 7:16 PM.

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

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

**THE LODGE**  
**98-1856 KAAHUMANU STREET**  
**PEARL CITY, HI 96782**  
**MONDAY 17 NOVEMBER 2025**

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

**DIRECTORS PRESENT:**

President Donna Kishi  
Vice President Sasha Mak  
Secretary Jennifer Jungel  
Treasurer 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 Donna Kishi called the meeting to order at 6:00 PM.

**II. MINUTES**

All Board members present reviewed the minutes of the Regular and Executive Board of Directors Meetings dated 27 October 2025. Secretary Jennifer Jungel moved to approve the minutes as revised. Seconded by Director Desiree Yamauchi. Motion carried unanimously.

**III. TREASURER'S REPORT**

Treasurer Karen Goto gave a verbal report.

**IV. MANAGEMENT REPORT**

CPM Austin Mills provided written and verbal reports.

**V. COMMITTEE UPDATES**

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

- a. Director Yamauchi moved to approve the gutter replacement by 1870S/62, subject to conditions. Seconded by Secretary Jungel. Motion carried unanimously.
- b. Director Yamauchi moved to approve the A/C installation by 1830D/127, subject to conditions. Seconded by Director Laurie Kim. Motion carried unanimously.

**B. Communication – Chairs Jungel & Goto**

Secretary Jungel provided a verbal report.

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

C. Compliance – Chairs Mak & Kishi  
President Kishi provided a verbal report.

D. Landscape – Chairs Mak & Kishi  
President Kishi provided a verbal report.

**VI. OLD BUSINESS**

A. Rules & Regulations Revision  
Secretary Jungel moved to accept the draft of the Rules & Regulations as prepared by the Association’s attorney, and to distribute it to owners for their feedback. Seconded by President Kishi. Motion carried unanimously.

B. Tree Removal  
Deferred pending receipt of additional quotes.

C. Curb Numbering  
Deferred pending further review.

**VII. NEW BUSINESS**

N/A

**VIII. EXECUTIVE SESSION**

President Kishi adjourned into Executive Session at 7:00 PM to discuss legal matters. President Kishi reconvened into Regular Session at 7:03 PM.

**IX. NEXT MEETING**

The next meeting is scheduled for Monday 26 January at 6:00 PM and will be held at the Lodge, 98-1856 Kaahumanu Street, Pearl City, HI 96782.

**X. ADJOURNMENT**

There being no further business to discuss and hearing no objections, President Kishi adjourned the meeting at 7:03 PM.

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