

## Kihei Akahi Timeshare Owners Association

Meeting Minutes: June 1, 2017



**Call to Order** - Paul Showstead-President (1505 CT)

**Roll Call** - Bill Feld-Secretary

Board Members in Attendance: Lane Durgin, Paul Showstead, Ed Norcutt, Don Swatman, Bill Feld

Members Absent (Excused): Susan Eisenberger, Mary Hyodo-Polk

Management: Kayc Reed & Matt Tarasenko

**Approval of April 6, 2017 Meeting Minutes -**

Motion to Approve: Lane

Second: Ed

Approved

**Treasurer Report** - Lane Durgin-Treasurer

- Nothing unusual to report concerning monthly finances
- Very good news...there has been more progress with collections on doubtful accounts
- Success also in sales/renting KTOA-owned weeks to generate extra money that was not anticipated (over \$20K)
- Also, \$27K was rolled over from 2016 and added to reserve account
- Additional funds are available to spend on further renovations

- Suggestion to put money into continuing renovations which include kitchen and bath in 305, bath only in 304, both vanity areas in 302, sunscreens in 4<sup>th</sup> floor units, and A/C in all units (the extent of which depends on electric usage data)
- The total cost of these renovations is estimated at \$67.5K
- This will leave \$117K remaining in reserves assuming no major unanticipated expenses
- It is expected that more revenue will be generated from further unit-week sales and the limited-time July/August promotion (2 weeks for \$1000).

Motion - Bill: Based on excellent financial report, to move forward with renovations in 302 (both vanity areas), 304 (bathroom only) and 305 (Kitchen and Bath), replace all sunscreens in 4<sup>th</sup> floor units and install A/C in all remaining units (contingent on reasonable electric/utilities results)

Second: Ed

Approved

#### **Management Report - Matt Tarasenko**

- Less usage during summer months provide opportunity to perform complete inventory checks, thorough cleaning (floors/upholstery) and minor repairs to units (e.g. tower fans, replacing springs on screen doors, relocating and replacing battery-operated vacuums, pillows, pillow cases, sheets as needed, etc...)
- Cleaning bugs from light fixtures in hallways and kitchen
- Feedback on A/C in 303 & 304 has been extremely positive from occupants. Units fit nicely and operate quietly. Too early to determine any difference in electricity usage. Relatively easy installation.
- Side Note/Comment: It is very disruptive to the cleaning process when 1-bed unit residents move horizontally between units during their stay
- Very positive feedback from owners on renovated units. Also, much easier to clean and more noticeable once cleaned compared with non-renovated units.
- The renovations and A/C have been well-received and reinforces that we are on the right path.

#### **Old Business**

1. Sales promotion (2 weeks for \$1000 in July/August only) has resulted in additional sales and revenue
  - Promotion info was circulated via Constant Contact email blasts
  - KTOA Classified
  - Newsletter
  - Word of mouth (owners share with friends & family members)

2. Revised Booking Protocol

- Revisions based on email info exchange between board members and management
- Review and discussion of Don's suggested revisions

Motion - Bill: Approve the Booking Protocol dated 18 May, 2017 with the following inclusions: 1) Add sentence in Paragraph 2 "Emails will be processed in the order received" and 2) End last sentence of Paragraph 6 after words "...illness or death."

Second: Ed

Abstain: Don

Approved

**New Business**

1. Idea presented to install a handle/bar with shelf in bathrooms. Determined that the rooms are already small and tight for room

**Director Comments (No Action Taken):** Great idea to write up and send out KTOA Spring 2017 Newsletter. Further discussion related to blanket for fire suppression for kitchen stove area in units that Matt will follow up on. Looking into LED lighting for kitchens. Matt will communicate with Don regarding LED & talk with electricians on feasibility of conversion also based on budget.

**Next Meeting:** Thurs June 22, 2017 @ 1500 CT

**Adjournment (1630 CT)**

Moved: Lane

Second: Bill

Approved