

**BANYAN HARBOR TIMESHARE ASSOCIATION  
BOARD MEETING  
Wednesday November 16, 2011 – 9:00am  
Banyan Harbor Unit A4**

**1. Roll Call**

Vice President Baker called the meeting to order at 9:00am.

**Board Members Present at Banyan Harbor**

Sharon Baker, *Vice President (Chair)*                      Stephanie Gonos, Secretary  
Ed Madamba, Treasurer    Deborah Rice, Director

Jim Solberg, *President, via conference call*

**Outrigger Lodging Services**

Rick Ball, *Vice-President, Outrigger Lodging Services*  
Lyle Otsuka, *General Manager, Banyan Harbor*  
Dale Verkaaik, *Controller / HR, Banyan Harbor*  
Tore Wistrom, *Consultant, Outrigger Lodging Services*

**Others in Attendance**

Penny Madamba (1111-G2), Harry Baker (AOAO Board), Meryl Ferrari (AOAO Board), Gus Enderlin (AOAO Board), Linda Garcia (AOAO Board) and Jill Briley (AOAO Board).

**2. Proof of Notice**

Lyle reported that notice was posted on 10/17/2011

**3. Approval of Meeting Minutes**

- a. **Board meeting minutes of September 8, 2011** – Sharon asked if there were any changes or corrections to submitted minutes, Hearing none, the following motion was made:

<b>MOTION:</b>	<b><i>To adopt the minutes as distributed.</i></b>
----------------	--

**MOVED BY:** Deborah Rice, Second: Ed Madamba  
**VOTE:** 4 for, 1 abstain  
**RESULT:** PASSED

**4. Management Reports**

- a. **Board President's Report** – Sharon reported property continues to look good and staff continues to do a great job. RCI comments continue to be consistently good.
- b. **Manager's Report** – Lyle once again acknowledged our great team of Banyan Harbor associates. He also briefly updated the Board Banyan Harbor continues to lead OLS guest comment scores in Year to Date scores. Lyle also distributed a summary of projects completed since the last Board meeting.

**5. Financial Reports**

- a. **September 2011 Financial** – Rick reviewed the financial results through September 2011. Revenues year-to-date exceed budget by \$7,265 due to increased late fee income and expenses were unfavorable to budget due to Electricity fuel surcharges, resulting in a total net surplus year-to-date of \$11,549.
- b. **Reserve Study** – Rick reviewed the reserve study highlighting 2011 projects. Current and future projects will focus on tub replacements and bathroom exhaust fans replacements. Carpet order due in December. We continue to monitor capital projects as to not over-extend ourselves, but to maintain the furnishings, fixtures and equipment of the units. The 20 year Reserve Study, which is reviewed by the Board quarterly continues to be a very good tool to show funding for anticipated future projects.
- c. **Collection** – Rick reported and reviewed a recapped summary of outstanding maintenance fees. Rick also reported we continue to work with owners to keep dues current and are aggressively pursuing foreclosure processing, and to convert foreclosed weeks into dues paying owners.

**6. Unfinished Business**

- a. **RCI Comment Cards** – RCI comments overall continue to receive high marks. Board discussion ensued regarding specific items.
- b. **Other** – Hearing no other unfinished business Vice President Baker moved on to new business.

**7. New Business**

- a. **Budget 2012** – Rick presented the 2012 budget reflecting an increase of 5.9% to offset increasing expenses in health care costs, workers compensation, payroll taxes, electricity, reserve for bad debt and an increase in AOAO maintenance fees. Otherwise staff has done a good job controlling operating expenses. After much discussion Vice President Baker called for a motion and a roll call vote.

<b>MOTION:</b>	<b><i>To adopt the 2012 budget as presented.</i></b>
----------------	--

**MOVED BY:** Stephanie Gonos, Second: Ed Madamba  
**ROLL CALL VOTE:** Jim Solberg (yes), Deborah Rice (yes), Ed Madamba (yes),  
Stephanie Gonos (yes) and Sharon Baker (yes).  
Vote Unanimous  
**RESULT:** **PASSED**

- b. **Timeshare Maintenance fee Payments, for Banked Weeks** – Rick reviewed the policy adopted by the Board back in 2003 and the letter to be mailed to all owners reiterating this policy of full payment of maintenance fee to bank timeshare weeks.

- c. **Audit Quote for 2011** – Rick reviewed the Audit Quote submitted by Terry Wong CPA Inc. Amount is same as last year (\$2,500 plus tax). Hearing no further discussion Vice President Baker asked for the following vote.

**MOTION:** *To adopt the proposed 2011 Audit quote.*

**MOVED BY:** Stephanie Gonos, Second: Ed Madamba  
**VOTE:** Unanimous.  
**RESULT:** **PASSED**

- d. **Other new business** – A few various items were discussed. Hearing no further business, meeting moved to Executive session to discuss collections and personnel matters.
- e. **Executive Session -**

**MOTION:** *To move into Executive Session (9:48am)*

**MOVED BY:** Stephanie Gonos, Second: Deborah Rice  
**VOTE:** Unanimous  
**RESULT:** **PASSED**

Board reconvened Into Regular Session at 10:05 am. Board reported Employee Christmas bonuses were approved.

- 8. **Adjournment-** Hearing no further new business the following motion to adjourn was made:

**MOTION:** *To Adjourn meeting at 10:05 am*

**MOVED BY:** Stephanie Gonos, Second, Ed Madamba,  
**VOTE:** Unanimous.  
**RESULT:** **PASSED**