

**BANYAN HARBOR TIMESHARE ASSOCIATION
BOARD MEETING
Friday February 18, 2011 – 9:00am
Banyan Harbor Unit A4**

1. Roll Call

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

Board Members Present at Banyan Harbor

Jim Solberg, *President* Bob Garcia, *Treasurer*
Sharon Baker, *Vice President* Ed Madamba, *Secretary* Stephanie Gonos, *Director*

Outrigger Lodging Services

Rick Ball, *Vice-President, Outrigger Lodging Services*
Lyle Otsuka, *General Manager, Banyan Harbor*
Stephanie Nakamatsu, *HR/Accounting, Banyan Harbor*
Tore Wistrom, *Consultant, Outrigger Lodging Services*

Others in Attendance

Gus Enderlin (AOAO Board), Harry Baker (AOAO Board), Meryl Ferrari (AOAO Board), Liz Nikolic (AOAO Board), Penny Madamba (I111-G2), Linda Garcia (AOAO Board) and Jill Briley (AOAO Board).

2. Proof of Notice

Lyle reported that notice was posted on 1/21/2011

3. Approval of Meeting Minutes

- a. **Board meeting minutes of November 17, 2010** – Jim asked if there were any changes or corrections to submitted minutes. Hearing none the minutes were approved as distributed.

MOTION: <i>To adopt the minutes as distributed.</i>
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MOVED BY: Stephanie Gonos, Second: Sharon Baker
VOTE: Unanimous
RESULT: **PASSED**

4. Management Reports

- a. **Board President's Report** – Jim reported he continues to be impressed by our staff, owner/rci comments and property improvements. He reiterated that our staff is the bread and butter of the property.
- b. **Manager's Report** – Lyle once again acknowledged our great team of Banyan Harbor associates and briefly updated the board of Banyan Harbors retaining the RCI Hospitality award and Banyans #1 ranking in OLS guest comment scores for the Month of December. He also asked Board members to please thank the staff throughout their visit. Lyle also distributed a summary of the projects completed this year.

5. Financial Reports

- a. **December 2010 Financial** – Rick reviewed the financial results through December 2010. Revenues year-to-date exceeded budget by \$13,082, and expenses were unfavorable to budget by \$45,432 due to a bad debt accrual of \$49,000, resulting in a net surplus year-to-date of \$897.
- b. **Reserve Study** – Rick reviewed the reserve study highlighting 2010 year end projects. Future projects will focus on new mirror / picture replacements, tub replacements, bathroom exhaust fans and interior door replacements. 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. Continental Central Credit, Inc., our collection company, is doing a better job collecting current accounts versus older accounts. It is hopeful that the Land court issue will be resolved so that foreclosed accounts can be recorded and taken off the books (a court hearing is to take place towards the end of April).

6. Unfinished Business

- a. **RCI Comment Cards** – Sharon commented the RCI comments are the best she has ever seen. Jim asked based on RCI comments if there might be a way to do a directional entrance sign as RCI comments dictated many of them are getting lost at night. Rick mentioned we will bring this up at the AOA meeting however a nice permanent sign was proposed to the Kauai County years ago and not approved.
- b. **Other** – Sharon thanked management for the installed mirrors in the 2nd bedroom and thinks they look great

7. New Business

- a. **Meeting dates for 2012** – Dates presented and after discussion the following motion was presented.

MOTION:	<i>To adopt the proposed 2012 meeting dates as presented.</i>
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MOVED BY: Bob Garcia, Second: Ed Madamba
VOTE: Unanimous
RESULT: PASSED

- b. **Annual meeting agenda** – Rick reviewed the annual agenda.
- c. **Refurbishing 2011** – Tore reported there is quite a bit of cracked kitchen tiles and rusted bath tub drains. We are focusing on these areas throughout 2011.
- d. **Other New Business** – Rick reviewed and updated board regarding owner correspondence received. Hearing no other new business, the meeting moved to Executive Session.
- e. **Executive Session** - Board moved into Executive Session at 9:45 am and reconvened into Regular Session at 10:05 am.

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

MOTION: *To Adjourn meeting at 10:06 am*

MOVED BY: Bob Garcia, Second, Sharon Baker
VOTE: Unanimous
RESULT: **PASSED**