

**BANYAN HARBOR TIMESHARE ASSOCIATION  
BOARD MEETING**

Thursday September 8, 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* Sharon Baker, *Vice President*  
Stephanie Gonos, *Secretary* Ed Madamba, *Treasurer*  
Deborah Rice, *Director*

**Outrigger Lodging Services**

Rick Ball, *Vice-President, Outrigger Lodging Services*  
Lyle Otsuka, *General Manager, Banyan Harbor*  
Tore Wistrom, *Consultant, Outrigger Lodging Services*

**Others in Attendance**

Penny Madamba (I111-G2), Bonnie Solberg (Owner, H015-Z1), Harry Baker (AOAO Board), Meryl Ferrari (AOAO Board), Gus Enderlin (AOAO Board), Ben Bregman (TS developer) and Jill Briley (AOAO Board).

**2. Proof of Notice**

Lyle reported that notice was posted on 8/10/2011

**3. Approval of Meeting Minutes**

- a. **Board meeting minutes of May 12, 2011** – Jim 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>
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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 visitor comment cards continue to have high ratings on our staff's efforts. Jim also noted RCI comments regarding the various upgrades like curved shower rods have been very positive. 90% of all comments have been positive and guest continually mention our staff's friendliness and Ohana (family) feeling.
- b. **Manager's Report** – Lyle once again acknowledged our great team of Banyan Harbor associates. He also briefly updated the Board, of Banyan Harbor attaining the #2 ranking in OLS guest comment scores for the Month of July and continuing to lead OLS in year to

date scores. Lyle also distributed a summary of projects completed since the last Board meeting.

## 5. Financial Reports

- a. **July 2011 Financial** – Rick reviewed the financial results through July 2011. Revenues year-to-date exceed budget by \$3,999 due to increased late fee income and expenses were favorable to budget by \$1,469, resulting in a net surplus year-to-date of \$5,468.
- b. **Reserve Study** – Rick reviewed the reserve study highlighting 2011 projects. Current and future projects will focus on tub replacements, bathroom exhaust fans and interior door replacements. Replacement carpet order will be forthcoming in the last quarter of 2011. 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 noted due to the timing of the meeting, versus the accounts receivable quarter, our review summary appears higher than normal. Rick also reported we continue to work with owners to keep dues current and are aggressively pursuing foreclosure processing to convert foreclosed weeks into dues paying owners. Ben reported the deregulation of land court will also assist in speeding up the foreclosure process.

## 6. Unfinished Business

- a. **RCI Comment Cards** – RCI comments continue to receive high marks. Jim commented again how well the units look.
- b. **Other** – Hearing no other unfinished business President Solberg moved on to new business.

## 7. New Business

- a. **Land Fronting Building B** – Tore Wistrom briefed the Board on the vacant property which is up for sale. Based on several reasons 1). Sale price/ value, 2). What the parcel can be used for and 3). Benefits to Banyan Harbor owners, it is not recommended the Board consider purchasing this parcel. It would also take a 75% approval from all ownership to move ahead with a purchase. After further discussions the Board decided not to pursue this purchase and asked Tore to inform the Association Board.
- b. **Allocations 2012** – Tore summarized the budget 2012 allocations mailed in advance and provided in the Board books and after discussion the following motion was presented.

<b>MOTION:</b>	<b><i>To adopt the proposed 2012 Allocations as presented.</i></b>
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**MOVED BY:** Sharon Baker, Second: Ed Madamba  
**VOTE:** 4 for, 0 against (Stephanie Gonos was excused earlier).  
**RESULT:** PASSED

- c. **Audit 2010** – Rick summarized the audit conducted by CPA Terry Wong who also held his pricing the same as the previous year. The audit provided a clean audit with no recommendations. After discussion the following motion was presented.

**MOTION:** *To adopt the proposed 2010 Audit as presented.*

**MOVED BY:** Sharon Baker, Second: Deborah Rice  
**VOTE:** 4 for, 0 against (Stephanie Gonos was excused earlier).  
**RESULT:** **PASSED**

- d. **Billing Cycle** – The Board was presented the collection challenges and costs to process quarterly billings and as discussed in the past, recommended we move towards a semi annual or annual billing. Discussion ensued and after discussion the following motion was presented.

**MOTION:** *To adopt a semi annual maintenance fee billing for 2012 year and to review moving to an annual billing in 2013.*

**MOVED BY:** Sharon Baker, Second: Ed Madamba  
**VOTE:** 4 for, 0 against (Stephanie Gonos was excused earlier).  
**RESULT:** **PASSED**

- e. **Other new business** – Deborah Rice asked if it would be ok to have a Board pot luck get together prior to the next meeting. Everyone agreed as long as business was not discussed and thought it would be a great social event.
- f. **Executive Session** - Board moved into Executive Session at 10:00 am and reconvened Into Regular Session at 10:35 am. It was announced future foreclosures would be processed by TSL (Timeshare Liquidators) at a revised price.

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

**MOTION:** *To Adjourn meeting at 10:38 am*

**MOVED BY:** Sharon Baker, Second, Ed Madamba,  
**VOTE:** 4 for, 0 against (Stephanie Gonos was excused earlier).  
**RESULT:** **PASSED**