

**BANYAN HARBOR TIMESHARE ASSOCIATION
BOARD MEETING
Friday May 29, 2009 – 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*,

Absent: Stephanie Gonos, Director

Outrigger Lodging Services

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

Others in Attendance

Ben Bregman (Timeshare Developer), Gus Enderlin (J114, AOA Board) and Harry Baker, (H121-T1 & T2, AOA Board and timeshare owner), Martha Teves F66 , Linda Garcia (78-01 & 02) , Meryl Ferrari, (B23 AOA Director).

2. Proof of Notice

Lyle reported that notice was posted on 4/23/2009

3. Approval of Meeting Minutes

- a. **Board Meeting, February 20, 2009 and Organizational** 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 February 20, 2009 Board of Directors minutes as distributed.</i>
----------------	---

MOVED BY: Sharon Baker, Second: Ed Madamba
VOTE: Unanimous
RESULT: PASSED

MOTION:	<i>To adopt the February 20, 2009 Organization minutes as distributed.</i>
----------------	---

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

4. Management Reports

- a. **Board President's Report** – Jim asked everyone to keep PeterGono's (board member Stephanie's husband) in their thoughts; Jim also asked everyone to keep Drake in their thoughts as well. Jim thanked the resort staff and appreciates the consistent RCI guest comments.
- b. **Manager's Report** - Lyle thanked the Board for their dedication to Banyan Harbor. He also thanked Rick Ball and Tore Wistrom for all of their assistance and support. Lyle also updated and thanked the board for sending a large basket of goodies to Drake Gampon during his hospital stay and thanked Rudy Notebo for stepping in during Drakes leave. Lyle acknowledged our great team of Banyan Harbor associates and submitted the following summarized report; Replaced as needed anti slip bath mats, Restock/ replace as needed dishware & glasses, Completed replacement of 40 timeshare water heaters (replaced shut off valve and converted all pipes to copper), Also installed plastic drip pans, Replaced Dining room fixtures (3 units), Replacing lampshades as needed, Replaced 42" flat screen unit A5, Replaced dryer lint traps as needed, Replaced black out drapes A4, Replaced 1 refrigerators (3 left to replace), Replaced 2 front load washer controller boards, Purchased replacement stock linen for units, Repairing worn tubs and retiling shower enclosures (6 units/ 4 done). *Future projects:* implement new property management system (current system designer no longer supports current DOS based system); begin installation of 32" HD Flat screen televisions in master bedrooms; begin installation of new dressers for master bedroom 32" flat screen TV's; begin interior unit door replacement project; order & install queen mattresses; replace as needed AC's, refrigerators, microwaves, sofa beds; research solutions to noisy bathroom fan motors; complete curved shower rod installation.

5. Financial Reports

- a. **Financial** – Rick reviewed financial results through March 31, 2009, revenues were slightly unfavorable to budget primarily due to less late fee income collected. To date expenses favorable to budget by \$4,249 with electricity favorable to budget by \$13,937.
- b. **Reserve Study** – Rick recapped 2009, 5 year and 20 year projects (as presented in board packets). Discussions on property wireless project tabled to new business.
- c. **Collection** –Rick provided an overview of receivable status. We have experienced a slight increase in owner delinquencies due to the worsening economy. Further discussion ensued.
- d. **RCI Comment Cards** – Jim reviewed the RCI comments with a few minor comments. Overall scores are very good.
- e. **Meeting dates for 2010**- Jim presented revised 2010 calendar (due to scheduling conflicts) for board discussion. Discussion ensued and the following motion was made:

MOTION: To revise the 2010 calendar board meetings to May 13, 2010 and September 9, 2010.

MOVED BY: Sharon Baker, Second, Ed Madamba
VOTE: Unanimous

RESULT: PASSED

Rick to present revised dates to AOA board for review and approval. Change affects AOA meeting dates as well.

- f. **Unfinished Business-** Rick reported website updated with newsletter, meeting minutes and a link to the Hawaii Revised Statutes 514. Jim asked for any other unfinished business. Hearing none, the meeting moved on to New Business.

6. New Business

- a. **High Speed Wireless Internet** – Rick reviewed the detailed wireless information forwarded prior to the board meeting. As this project potentially would benefit many owners at Banyan Harbor, it should be considered an Association capital project. After further discussion, the following motion was introduced:

MOTION: *To ratify original Board email vote as follows: guarantee payment to BestComm for Association property wireless system, in the event AOA chooses not to approve this project.*

MOVED BY: Ed Madamba, Second, Bob Garcia
VOTE: Unanimous
RESULT: **PASSED**

- b. **Computer Software replacement** – Rick and Lyle briefed board on the new Property Management Software. Bids received and final company selected is RDP out of Colorado. Their software is also utilized at another O.L.S. property for many years (the Carriage House in Las Vegas) and is robust enough to handle Banyan Harbors mixed use property. Lyle will finalize installation date with vendor.
- c. Rick reported that each year the board discusses and reviews the extension of Outrigger Lodging Services (OLS) Management Agreement and makes a motion to continue as a matter of formality. The board reiterated how please they have been with O.L.S.'s performance year after year. Following further discussions the following motion was presented.

MOTION: *To extend Outrigger Lodging Services Management Agreement.*

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

- d. **New Business-** Further discussion ensued regarding Timeshare newsletter mailings. Board agreed to utilize the website more, 3 times per year Newsletter mailings would be reduced to an annual and/or as needed. This would reduce 2 mailings per year at an estimated \$2,000 per mailing. Board agreed to do an annual timeshare newsletter and utilize the website more.

- 7. Adjournment-** Hearing no further business the meeting was adjourned at 10:12am. Sharon Baker moved; Second Bob Garcia.