

## KEALAKEKUA BAY ESTATES BOARD OF DIRECTORS MEETING, 13-OCT-2007

### MINUTES

Saturday Oct 13, 2007

Officers and Board Members in attendance:

Dick Kuehner, President  
Debra Newberry, Treasurer  
Steve Judd, Secretary  
Rick Down, Board Member

Meeting called to order at 9:02 AM

Welcome for Deb Newberry, appointed as treasurer to replace Ken Kjer, who has submitted his resignation.

MOTION by Steve Judd to accept Ken Kjer's resignation, Second Dick Kuehner, unanimous in favor. MOTION CARRIED.

Discussion of retaining a bookkeeper to manage the K-Bay accounts. Two bids were received and discussed.

MOTION by Steve Judd to retain Deb Sims as bookkeeper. 2<sup>nd</sup> Rick Down, unanimous in favor, MOTION CARRIED.

Discussion of changes to signatories to K-Bay checking account. All current board members will be added as signatories, Secretary will compose letter for bank to this effect and provide to President (Dick). Dick will get the necessary forms from the bank so everyone can sign.

Discussion of getting a post office box for K-Bay association mail. Dick will arrange for one at the Captain Cook post office.

Discussion of Chart of Accounts for tracking Association expenses.

Discussion of Association General Liability and Directors and Officers liability policies. The D&O policy had lapsed but this has been handled (by Dick) and we now have a current policy with a new agent.

Discussion of water charges for boundary irrigation. Part of the water is provided by the line to Lot 55. It turns out we have been paying the full water bill for this line, which now includes the lot owner's use. The lot owner has agreed to pay ½ of the accumulated charges since the house was occupied, which comes to \$750. We have installed a water meter on the irrigation line. The lot owner will get the water service put in his name and we will pay for our usage as recorded by the meter. Rick Down will read the meter and track our usage for this purpose.

Discussion of Gate Code / Clicker management – both Dick Kuehner and Steve Judd have the gate management software installed and can handle code changes and additions. Steve will update the gate contact info on the web site to reflect this. Dick has the extra clickers.

Discussion of landscape maintenance in the common areas and borders: The bougainvilleas are supposed to be pruned to 1' above the top of the fence pylons and about 1' deep on either side of the fence. The last round of pruning took off more than this. The landscape contractor has been contacted regarding this. Some of the

bougainvilleas are dwarf varieties and still need to be replaced with “full size” plants to fill in the gaps. It may be desirable to let the bougainvillea grow in more, to 2’ above the pylons and 2’ deep on either side of the fence. We still need to keep the plants bracketing the gate pruned more for visibility. We will put the maintenance contract out for a re-bid at the end of the current contract.

Discussion of the “edge spraying” policy inside the subdivision. The goal is to keep the edges of the roads cleared back approximately 3’. On occupied lots this should be the lot owners responsibility.

Neighborhood watch – We need to check with the Neighborhood Watch coordinator to verify that Nora Judd is the backup as she (Nora) has not received any notices in several months – either there have not been any or she isn’t on the list. Dick Kuehner had fruit stolen from his Mango trees and reported it to the police, this is the kind of thing that needs to be circulated to Neighborhood Watch.

Discussion of mowing on unoccupied lots: Scott Green, who formerly did the mowing on several of the unoccupied lots has left the business. There is a new person who is interested in taking on this business, if possible Scott should introduce the new person to his customers. If we can get a list of several area contractors interested in doing this, we can provide the list to the owners of those lots. Further discussion on a standard for unmowed lots – the consensus was that once the grass etc. gets to be 3’ tall or over the board should remind the owner to have the lot mowed.

Meeting adjourned at 10:13 AM