

**Kihei Commercial Roadways Association  
Board of Directors Meeting – November 7, 2019  
Teleconference Meeting**

**DRAFT**  
*Approved*  
3/17/20

**1. CALL TO ORDER**

Secretary/Treasurer Peter Cheng called the meeting to order at 2:03 p.m (HST). Debbie Anthony, Property Manager, JS Property Management, Inc. (JSPMI), acted as secretary pro tem for the meeting. Two (2) Board members Peter Cheng and Lee Monroe were present at the meeting to establish quorum.

**2. APPROVAL OF MINUTES**

**MOTION:** Peter Cheng moved to approve the March 5, 2019 Board of Directors meeting minutes and Lee Monroe seconded. The motion passed unanimously as follows: Peter Cheng–yes, Lee Monroe–yes.

**3. OLD BUSINESS - None**

**4. NEW BUSINESS**

**Roadway Parking Complaint** – The complaint was about overnight parking and a homeless van parking on Kahakulani Street. Presently, parking enforcement involves security checks 2 to 3 times per week of the no parking red painted curb area and a weekly drive through to check for abandoned derelict vehicles which is sufficient at this time. The Board determined the Association would prohibit overnight parking on all streets. JSPMI will prepare signage design, standard distribution/layout plan, and obtain concrete coring and installation costs to forward to the Board for review and approval.

**Reserve Study Approval** – JSPMI previously emailed the reserve study to the Board to review.

**MOTION:** Peter Cheng moved to approve the reserve study and Lee Monroe seconded. The motion passed by unanimous consent as follows: Peter Cheng–yes, Lee Monroe–yes.

**2020 Budget (including letter to owners)** – The budget was discussed.

**MOTION:** Peter Cheng moved to approve the 2020 budget and Lee Monroe seconded. The motion passed by unanimous consent as follows: Peter Cheng–yes, Lee Monroe–yes.

**2019 Audit & Tax Preparation Proposal** – The audit proposal was \$2,700 plus tax and tax preparation was \$525 plus tax. The Board requested information on the cost of the audits and tax returns done over the last five years and report back to the Board for their further review and approval of the proposal.

**JS Property Management Contract Extension & Amendment** – They requested an increase of 6% which is \$49 plus tax per month. The Board requested information on the history of management fees paid over the past 5 or 6 years. The Board will review the information provided prior to approving of the contract extension and amendment.

**Storm Drain Cleaning Proposals** – JSPMI submitted two proposals that were \$12,462 and \$12,395 to discuss as Jack Watkins had previously reporting that he had received the drainage complaint. The Board approved cleaning another blockage closer to Piilani Highway for about \$5,000 which was not done as there is a State of Hawaii easement issue in question. Also, the bigger issue was on reported on Kahakulani. Proposals to clean the area on Kahakulani were reviewed. Lee Monroe wants to do a site inspection of the drain on the north end of Kahakulani Street to determine the length of the line, volume of sediments, blockage and debris, etc. After the information is gathered, the Board will be notified for further review of the proposals and a vote if they are to be approved.

**Scheduling Annual Meeting (March 2020)** – The Board will check and email dates in March they are available and email in January to set the date.

**5. NEXT MEETING - The next Board of Directors meeting will follow the annual meeting.**

**6. ADJOURNMENT - The meeting adjourned at 3:20 p.m.**



Debbie Anthony, Recording Secretary  
Property Manager for Kihei Commercial Roadways Association  
Kathryn K. Sherman – JS Property Management, Inc. – Transcription Secretary