

**KAHANA FALLS  
ASSOCIATION OF APARTMENT OWNERS  
AND  
INTERVAL OWNERS ASSOCIATION  
REFURBISHMENT COMMITTEE**

**KAHANA FALLS  
MARCH 23, 2016; 9:00 A.M. (HST)**

**MINUTES**

**I. CALL MEETING TO ORDER / ROLL CALL INTRODUCTIONS**

Chairperson Martin Hewitt called the meeting to order at 8:12 a.m. (HST). The following persons were in attendance:

**Committee Members Present**

Martin Hewitt	Chairperson
Kevin Ramage	Member
Milton Jantzen	Member

**Guests Present**

Richard Roll  
Jesse Arman  
Katherine Ivey  
Karen Cornwell

**Management Present**

Joanne Hallert	Director of Resort Operations
Loren Gallagher	CEO of VRI/TPI
Gail Turner	Senior VP, HOA Accounting
Suzie Moore	Resort General Manager
Kristen Makinen	Administrative Assistant

Mr. Hewitt questioned the role of Maggie Troutman; it was determined she would be listed as an advisor and contacted as necessary.

**II. APPROVAL OF AGENDA**

A motion to approve the agenda, as revised, was made by Milton Jantzen and seconded by Kevin Ramage. The motion passed.

Joanne Hallert and Suzie Moore requested to add a new agenda item under new business, E: Inventory Management.

### **III. APPROVAL OF MINUTES**

The committee reviewed and discussed items within the prior meeting minutes.

A motion to approve the minutes of the September 22, 2015 meeting was made by Kevin Ramage and seconded by Milton Jantzen. The minutes were approved.

### **IV. NEW BUSINESS**

#### **Shower Remodel**

Suzie Moore discussed the proposed designs for the new showers; she was researching options with various consultants, contractors, vendors and considering different materials. She suggested looking for refurbishment options that can be built to fit the current footprint and avoid grout.

The board discussed baths versus showers and how to best accommodate the needs and preferences of the ownership.

Ms. Moore will report more specifically at the September meeting.

The committee directed management to include the financial impact of these remodels at the next meeting.

#### **Bathroom and Kitchen Remodel**

Again the board discussed keeping the existing footprint. Suzie Moore advised depending on the items included and the order completed, the footprint change may be more advantageous. Joanne Hallert suggested looking at the refurbishment in phases to ensure the remodel is planned with maximum efficiency.

The committee directed management to look into and present concepts for this remodel at the September meeting.

#### **General Refurbishment / RCI Rating**

The board discussed the hotel unit's lack of a lanai and space and how it affects the RCI rating. Suzie Moore advised that no less than 80% of those that stay in those units have complaints.

The board directed management to provide a number representing the rental income associated with the hotel units.

Ms. Moore presented a few of her thoughts on how to maximize space in the B unit, as well as different options for seating/dining.

Ms. Moore is looking into the patio furniture and possibly using two vendors to keep costs down.

**Dolphin Room/Front Desk Carpet**

Ms. Moore presented the numbers and textile samples for the board to review and discuss.

As the Dolphin Room carpet is in good condition, the committee shall recommend to the board holding off on that replacement while the front desk area will be completed immediately.

**Inventory Management**

Joanne Hallert suggested the committee recommend allowing Suzie Moore to take units off-line for remodeling work to be completed as high occupancy has delayed completion. Ms. Moore stated the work takes about four weeks to be completed. Ms. Moore addressed concerns regarding the timing of this pulled inventory and it was decided it would be handled at her discretion.

**V. CONTINUING BUSINESS**

**Elevators**

The committee discussed how owners and rental guests have responded to the notice about the elevator replacement. Ms. Moore stated they have had many requests for ground floor units; these units will be assigned to owners first, and will be assigned on a first come, first served basis.

**Living Room Flooring**

The board toured the refurbished unit.

The committee recommended the flooring and painting work should continue based upon a positive response to the new unit.

**VI. ADJOURNMENT**

The meeting was adjourned by Martin Hewitt at 10:41 a.m. (HST).

Submitted by:  
Trading Places International  
Its: Managing Agent

Approved by:  
Kahana Falls Management Committee

By: \_\_\_\_\_  
Joanne Hallert  
Director of Resort Operations

By: \_\_\_\_\_  
Martin Hewitt  
Chairperson