

**KAHANA FALLS  
ASSOCIATION OF APARTMENT OWNERS (AOAO)  
AND  
INTERVAL OWNERS ASSOCIATION (IOA)  
COMBINED BOARD OF DIRECTORS MEETING  
TRADING PLACES INTERNATIONAL  
LAKE FOREST, CA**

**TUESDAY, SEPTEMBER 20, 2016; 1:30 P.M. (PDT)**

**MINUTES**

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

The meeting was called to order by AOA/IOA President Richard Roll at 2:22 p.m. (PDT). Those in attendance were:

**AOAO Board Members Present**

Richard Roll	President
Milton Jantzen	Vice President
Katherine Ivey	Secretary
Jesse Arman	Treasurer
Karen Cornwell	Director
Kevin Ramage	Director
Martin Hewitt	Director

**IOA Board Members Present**

Richard Roll	President
Milton Jantzen	Vice President
Katherine Ivey	Secretary
Jesse Arman	Treasurer
Karen Cornwell	Director
Kevin Ramage	Director
Martin Hewitt	Director

**Management Present**

Joanne Hallert	Director of Resort Operations
Suzie Moore	Resort General Manager
Kristen Makinen	Administrative Assistant

**Guests Present**

Bernard Tan	Consultant
Jason Conway	Rentals

The board elected to review their 2017 meeting dates and to adjust September, as noted below:

March 22 & 23, 2017  
September 14, 2017

Board & Annual Owners Meeting at Kahana Falls  
Budget Meeting at Trading Places International

## **II. APPROVAL OF AGENDA**

Katherine Ivey suggested that the management committee add board goals to its March agenda.

Under Continuing Business the newly formed ADA Committee should be added to future agendas.

The agenda was approved as written.

## **III. APPROVAL OF MINUTES**

The minutes of the March 23, 2016 meeting shall be corrected to change “aesthetic” to “aesthetics”.

A motion was made by Martin Hewitt and seconded by Kevin Ramage to approve the minutes as amended. The motion passed.

The minutes of the March 24, 2016 organizational meeting shall be corrected where Martin and Milton’s names had been swapped.

A motion was made by Katherine Ivey and seconded by Milton Jantzen to approve the minutes as amended. The motion passed.

## **IV. REPORTS**

### **MANAGEMENT REPORTS**

#### **Action Items/Ongoing Activities**

The board reviewed and discussed the action item list.

#### **Onsite Management Report**

The board reviewed and discussed the onsite management report.

Suzie Moore discussed her housekeeping team and improvements in that department, the improvements of the front desk management by Sam Flores, improvements of the workspace for the employees and the general status of the resort.

#### **Occupancy Report**

The board reviewed and discussed the occupancy reports.

### **RCI Report**

The board reviewed and discussed the RCI report. Joanne Hallert commented on the system RCI uses to rate the resorts, such as assigning different weight based on amenities.

### **Inventory/Sales Report**

The board discussed this within the management committee.

### **Rental Report**

Bernard Tan and Jason Conway joined the meeting at 2:44 p.m. to present the Rental Report to the board, slightly adjusting the order of items on the agenda.

Mr. Tan and Mr. Conway provided a Power Point slide show to accompany their detailed explanation of how Trading Places has been marketing delinquent inventory to generate rental revenue.

The board requested that Mr. Tan and Mr. Conway join them again next September. The gentlemen left the meeting at 3:49 p.m.

## **FINANCIAL REPORTS**

### **July 2016 Financial Statements (Combined)**

A motion to accept the combined financial reports through July 31, 2016 was made by Katherine Ivey and seconded by Milton Jantzen. The motion passed.

### **Proposed Reserve Expenditures**

The board reviewed and discussed the proposed reserve expenditures and projections during the finance committee meeting.

### **Delinquency/Collection Report**

The board reviewed and discussed the delinquency report within the finance committee meeting.

### **Foreclosures**

The board discussed foreclosure earlier within the management committee meeting.

## **V. CONTINUING BUSINESS**

### **COMMITTEE REPORTS**

#### **Nomination Committee**

Kevin Ramage reported on the Committee Meeting, acknowledging receipt of a nomination form from Nathan Holstein.

### **Management Committee**

Karen Cornwell reported that the committee had agreed to extend a special offer to owners, which would be communicated via eblast. Associated costs would be absorbed by the association. The offer would be extended to friends and family.

A motion to officially form an ADA Committee was made by Karen Cornwell and seconded by Richard Roll. The motion passed.

The committee recommend to update the bank signature cards. They further recommended a review of these cards be added to the annual audit.

Motion to update the signatures on the signature card was made by Karen Cornwell and seconded by Katherine Ivey. The motion passed.

A motion to ratify the ADA study made by ARCOR was made by Karen Cornwell and seconded by Kevin Ramage. The motion passed.

### **Refurbishment Committee**

Martin Hewitt reviewed the discussion held in the committee meeting.

A motion to accept the bedroom furniture quote from Creative Design Concepts was made by Milton Jantzen and seconded by Kevin Ramage. The motion passed.

### **Finance Committee**

Jesse Arman commented on the delinquency rate having risen two percentage points, noted the \$205K favorable variance to budget for the IOA and AOA combined, and that the inflation rate had been set at 2.5% in regards to calculating reserves.

## **VI. NEW BUSINESS**

### **2017 BUDGET**

Richard Roll moved to approve the 2017 budget as presented and Karen Cornwell seconded. The motion passed.

### **2017 Cover Letter**

The cover letter will be written by Katherine Ivey.

### **2017 ABC Policy**

The board reviewed the assessment billing and collection policy.

Karen Cornwell moved to approve all billing pieces for 2017, including the cover letter, and Richard Roll seconded. The motion passed.

**ARDA-ROC Donation Letter**

The ARDA-ROC letter was approved for mailing with the 2017 billing pieces.

**2016 Audit Engagement**

A motion to accept and direct Richard Roll to sign the audit engagement letter was made by Jesse Arman and seconded by Kevin Ramage. The motion passed.

**VII. EXECUTIVE SESSION**

The board went into executive session at 4:12 p.m. (PDT).

The board exited executive session at 4:27 p.m. (PDT).

**VIII. ADJOURNMENT**

With no further business, the meeting was adjourned at 4:27 p.m. (PDT).

Submitted by:  
Trading Places International  
Its: Managing Agent

Approved by:  
Kahana Falls Resort AOA/IOA

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

By: \_\_\_\_\_  
Richard Roll  
President (AOAO & IOA)