

**KAHANA FALLS
INTERVAL OWNERS ASSOCIATION
AND
ASSOCIATION OF APARTMENT OWNERS
MANAGEMENT COMMITTEE MEETING
KAHANA FALLS RESORT**

WEDNESDAY, MARCH 22, 2017; 9:30 A.M. (HST)

MINUTES

I. CALL TO ORDER

Chairperson Karen Cornwell called the meeting to order at 9:16 a.m. (HST). The following persons were in attendance:

Committee Members Present

Karen Cornwell	Chairperson
Katherine Ivey	Member

Guests Present

Milton Jantzen
Jesse Arman
Kevin Ramage
Martin Hewitt

Management Present

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

Guest

Mike Fitzgerald

II. APPROVAL OF AGENDA

Karen Cornwell asked to add Timeshare Board Members Association and Board Goals to the agenda under New Business. Joanne Hallert requested to add Paradise Vacation Adventures (PVA) Proposal under New Business.

Milton Jantzen wished to discuss PVA adding sales to their job description; Joanne Hallert advised this topic would be discussed later in the board meeting.

A motion to approve the agenda as amended was made by Katherine Ivey and seconded by Karen Cornwell. The motion was approved.

III. APPROVAL OF MINUTES

The board reviewed the minutes of September 20, 2016.

A motion to approve the minutes of the September 20, 2016 management committee meeting was made by Katherine Ivey, duly seconded by Karen Cornwell and unanimously approved.

IV. NEW BUSINESS

Amendment to BOD Reimbursement Policy

Joanne Hallert presented a clarification to the board travel policy. The committee recommended the policy be updated as requested.

The committee decided to recommend that the expense form be updated to reflect a per diem meal tally rather than submission of receipts, addition of a fuel expense line item, and reformatting of subtotaled areas to make the form clearer.

Timeshare Board Member Association

Karen Cornwell informed the committee of the Timeshare Board Members Association meetings, the topics they covered and questioned the usefulness of these meetings.

Joanne Hallert stated she did not believe that this board would benefit from attending as they tend to be covering reviewed topics already. Notes from any other board members at other associations will be submitted to the committee for review per their request.

Board Goals

The committee discussed verbiage to utilize when updating the Board Goals in regard to long and short term goals and how current projects fit into either category. Katherine Ivey and Karen Cornwell will finalize the document for board approval. The committee will recommend the board adopt the new goals. The updated version will again be posted online for owners to view.

PVA Proposal

The committee discussed the PVA desk and PVA's proposal to reduce their current rent by 50% for 2018. This would provide additional funds to compensate the PVA agents. The committee also discussed additional suggestions, such as implementing social media into the scope of the desk. The committee will recommend that the board accept the PVA proposal and budget accordingly.

V. CONTINUING BUSINESS

Inventory Sales Report

The committee elected to table this discussion for discussion later in the day.

VI. EXECUTIVE SESSION

With no additional topics to cover within an executive session, the committee elected to approve the minutes from the previous session within their regular meeting.

A motion to approve the minutes of the September 20, 2016 management committee executive session was made by Katherine Ivey, duly seconded by Karen Cornwell and unanimously approved.

VII. ADJOURNMENT

With no further business for discussion, the meeting was adjourned at 10:04 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: _____
Karen Cornwell
Chairperson