

**APPROVED**

**KULEANA CLUB ASSOCIATION OF INTERVAL OWNERS  
BOARD OF DIRECTORS MEETING MINUTES**

Monday, July 8, 2024

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

The meeting was called to order by Gary Sullivan at 9:03 a.m. HI via Zoom conference call. The following persons participated in the meeting:

Board Members:

Gary Sullivan, President  
Blake Van Kampen, Secretary  
Devin Valentine, Director  
Brenda Brown, Director

Absent:

Dustin Schmitt, Vice President

VRI Americas and Resort Management:

Thom Rogers, Resort General Manager  
Debbie Wood, Area Vice President, Resort Operations  
Jessica Richens, Administrative Assistant

**II. APPROVAL OF AGENDA**

The Board approved the agenda by moving E. AOA Update to A. to be discussed before the proposed budget under VII. New Business.

**III. OWNER FORUM CORRESPONDENCE**

The Board discussed two owner instances, one where a claim had been filed with insurance regarding an owner falling in the tub and another with an aggressive owner trying to enter the check-in office during an altercation.

**IV. APPROVAL OF PREVIOUS MEETING MINUTES**

A. Approve March 25, 2024, Board Meeting Minutes

**MOTION:** Blake Van Kampen moved to approve the March 25, 2024 Board Meeting Minutes as presented. Motion was seconded by Brenda Brown and approved unanimously.

B. Approve March 26, 2024, Organizational Meeting Minutes

**MOTION:** Brenda Brown moved to approve the March 26, 2024 Organizational Meeting Minutes as presented. Motion was seconded by Blake Van Kampen and approved unanimously.

**APPROVED****V. REPORTS****A. Financial Statements- May 2024**

Debbie Wood reviewed the month end May 2024 financial statements. Debbie reviewed each line items on the Departmental Income Statement comparing budgeted to actual amounts focusing on property tax and bad debt. Total cash balance in the operating account at May month end was \$853,237 and \$663,682 in the replacement fund. Debbie reported the \$200,000 deposited for the refurbishment project has been paid and there is a remaining balance of \$375,000.

**B. Yearend 2023 Draft Audit**

The 2023 draft Audit was presented for Board review.

**C. Delinquency Report**

As of June 18, 2024, there were 219 total delinquent accounts to the Association that represents 13.9% of the total owner base.

**D. HOA Association Inventory**

There are 99 weeks owned by the Association.

**VI. ONSITE****A. Manager's Report**

Thom Rogers reported on the new rental program. Currently in June there was a net total of \$9,897 and for July an increase is also seen in rentals. Thom presented the Board samples of the new shutters and headboards for the bedrooms. Thom reported on unit 509 is down due to waiting for a sliding glass door replacement.

Thom discussed housekeeping issues and comment cards received on cleanliness of the units. The current housekeeping contractor has been reported for cleaning up the red first and leaving a soapy solution that makes the floors slippery, nothing being polished after completion, failure to return items left in the units, poor staging of units, damaged appliances and not reporting maintenance issues. Thom is providing a trial with another contractor in case the current housekeeping service does not meet the Boards standards.

Thom discussed issues with the safety bars in the bathtubs and the sturdiness as there is no support between the brick and fiber glass tub surround.

**MOTION:** Brenda Brown moved to take necessary action in the units with loose grab bars in the tubs and address them immediately as it is hazardous and a liability issue. Motion was seconded by Devin Valentine and approved unanimously.

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Thom stated that the pest issues in the 400 and 500 building is extremely bad this year. Thom is doing as much as he can inside the units and the AOAO sprays the exterior of the buildings quarterly.

B. Comment Cards

Informational only; no action taken.

C. Occupancy Report

Information only; no action taken.

**VII. OLD BUSINESS**

A. Refurbishment Update

Thom Rogers reported delivery for the refurbishment is on track for installation between October 26 and November 6, 2024.

**VIII. NEW BUSINESS**

A. AOAO Update

Gary Sullivan updated the Board on the ongoing projects by the AOAO which includes:

- Waterproofing flower boxes.
- Fumigating the 100 building August 21-23, 2024.
- Recarpeting the lobby hallway due to trip hazard.
- Tree Trimming.

Gary Sullivan also reported on the increase of insurance premiums. This year the premiums were \$162,368 and next year they will jump to \$318,926; this is all due to the wood structure of the buildings and the proximity to the ocean.

B. Proposed 2025 Budget

The Board reviewed the proposed 2025 budget with an increase of 7.4% in maintenance fees. The Board reviewed each line items focusing on property taxes, AOAO fees, rentals, and employee wages.

**MOTION:** Brenda Brown moved to approve the 2025 budget with an increase of 11.3% in maintenance fees making the one-bedroom units \$949 and the larger one-bedroom units \$1,067 per interval with a total budget amount of \$1,517,498. Motion was seconded by Blake Van Kampen and approved unanimously.

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C. 2025 ABC Policy

**MOTION:** Brenda Brown moved to approve the 2025 ABC policy as presented. Motion was seconded by Devin Valentine and approved unanimously.

D. Budget Mailing Inserts

The Board reviewed the Capital Vacations and TPI promotional items to include in the budget mailing. The Board declined both offers.

E. Resolution Authorization

**MOTION:** Blake Van Kampen moved to authorize Thom Rogers as Power of Attorney on behalf of the KCAIO, to sign, seal, execute, deliver, and acknowledge any legal documents to facilitate ownership title. Motion was seconded by Devin Valentine and approved unanimously.

**IX. OTHER**

A. 2024 Meeting Dates:

November 11, 2024- Board Meeting

B. Proposed 2025 Meeting Dates

March 31, 2025- Board Meeting

April 1, 2025- Annual Meeting

July 7, 2025- Budget Meeting

November 10, 2025- Board Meeting

**X. ADJOURNMENT**

The meeting adjourned at 11:20 a.m. HI.

DocuSigned by:  
BY:  DATE: 11/13/2024  
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Blake VanKampen, Secretary