

MAUI LEA TIME INTERVAL OWNERS ASSOCIATION
BOARD OF DIRECTORS REGULAR MEETING
January 29, 2015

I. Call to Order

President Bob Jacalone called the meeting to order at 9:30 a.m. at the Makena Beach & Golf Resort.

II. Establish Quorum

Members Present: Bob Jacalone, Bill Petro, Denise Smith, Paul DiMarchi, Loren Knott, CJ Law, Dick Endean.

Maui Hill Board: Dick Endean, Loren Knott, CJ Law, Alex Cordas, Carl Carlson.

Owners Present: Bev & Brian Born, Henry & Becky Biendarra, Rosemary Jacalone, Madonna Petro, Richard Werner, Todd Niehoff, Jim & Marie Drasal, Jim Barnhill, Tim Ohm, Jack & Marlene Silburn, Alvin Dykun, Dave Detz, Dean Buege, Stephen Bowen, Gerri Endean.

Maui Hill Owners: Bill & Mary Williams.

By Invitation: Henry Perez, ARDA Representative; Tom VonRosen, Owner Resales; Frank Robar & Mike Robar, Condominium Fiscal Management Inc., Co-Plan Manager; Dennis Costa, General Manager; Ruth Okada, Aston Hotels & Resorts, LLC, Co-Plan Manager.

Everyone present introduced themselves.

III. Waiver of Notice

The Board signed a waiver for all scheduled meetings. Notices are only emailed to the Board.

IV. Approval of Agenda

MOTION #1: Dick Endean moved to approve the agenda with following changes:

- **Move Discussion of ARDA membership and Contract Committee Report to the Executive Session**
- **Add Owner Resales to New Business**
- **Add Record Retention Policy to New Business**

The motion was seconded by Bill Petro and passed by unanimous consent.

V. Approval of Minutes

MOTION #2: Loren Knott moved to approve the minutes of the 11/17/14 Regular Conference Call meeting as circulated. The motion was seconded by Paul DiMarchi and passed by unanimous consent.

MOTION #3: Loren Knott moved to approve the minutes of the 9/15/14 Annual Owners meeting as circulated. The motion was seconded by Paul DiMarchi and passed by unanimous consent.

MOTION #4: Loren Knott moved to correct the 9/18/13 Regular meeting minutes as follows since Mickey Masdeo was not a Board member nor present at the meeting (deleted verbiage has been crossed out):

“President Elect – General discussion followed on a President Elect. CJ Law nominated Bob Jacalone as President Elect. Dick Endean nominated Paul DiMarchi as President Elect.

Vote:

**Paul DiMarchi as President Elect – DiMarchi, Endean
Bob Jacalone as President Elect – Law, Knott, Masdee, Petro, Jacalone**

Bob Jacalone was elected as President Elect.

The motion was seconded by Paul DiMarchi and passed by unanimous consent.

VI. Treasurer's Report

1. Financial – Bill Petro reviewed the 12/31/14 financials. General discussion followed.
2. Delinquencies & Collections – To be discussed in executive session.
3. Investments – Frank Robar reported that funds remain liquid in cash.

VII. Ad Hoc Committee

1. Unit Refurbishment
 - A. Status – To be reported under the Manager's Report.

VIII. Manager's Report

Dennis Costa distributed and reviewed his Manager's Report. During his report he provided an update on the unit refurbishment. The refurbishment is a 2 year project. Dennis thanked the Board and owners for their support.

IX. Ad Hoc Committee (cont.)

1. Unit Refurbishment
 - A. 10 year Plan – Dick Endean reported that the Committee has put together a 10 year plan to have funds available when the refurbishment is schedule in the future. Updated on what types of expenses would be included.
2. Energy Audit – Bob Jacalone explained what the Committee's task was noting the high cost of energy which needs to be addressed. Paul DiMarchi distributed a report and reviewed certain aspects of the report.
 - A. Fans for Testing Purposes – Fans have been installed in 3 units and comments are being collected.
 - B. Venting Hot Air – Heat accumulates from the roof because there is no insulation. The Committee is reviewing resolutions to reduce heat and is proposing performing a test by installing insulation in one unit and comparing heat in the unit to a similar unit without insulation.
 - C. A/C – The committee is also reviewing installation of an 18K BTU compared to a 10K BTU.

General discussion followed. The Committee will obtain proposals and present them to the Board for approval.

X. Standing Committee

1. Contract Committee – Deferred to Executive Session.
2. Budget Committee – The Chair of this committee is now Bill Petro with Denise Smith and Dick Endean as members.

XI. Manager's Report

There was nothing more to report.

XII. Unfinished Business

1. Timeshare Resales – Tom VonRosen distributed and reviewed the list.
2. Phone System / 911 Capabilities Without PBX) – Dick Endean reported that technology has changed and 911 access via cell phones is now possible. The PBX will continue to be repaired and maintained. This topic will be removed from the agenda.
3. ARDA Hawaii Membership \$2,500 – Henry Perez reported and reviewed the following:
 - Background information for ARDA
 - Who are members
 - What ARDA does for the industry
 - Explained ARDA ROC (Resort Owners Coalition)
 - ARDA now has an office on Maui (Dave Jergenson)General discussion followed. This will be discussed further in Executive Session.
4. Ratify Mai Tai Agreement – Deferred to the April meeting.

XIII. New Business

1. AOA Affairs – Since the AOA meeting is after the timeshare, Dick Endean did not provide an update.
2. Lobby Internet Kiosk – Dennis Costa reported that the front desk prints 2 to 3 boarding passes per day and during check out days 6 to 7. A proposal will be obtained and presented to the Board.
3. Owner Resale Ad – Deferred to the next meeting.
4. Record Retention Policy – Ruth Okada explained the change.

RESCINDED POLICY

MOTION #5: Loren Knott moved to rescind the following motion approved at the 2/1/13 meeting:

“Employ the same record retention policy that the AOA Maui Hill Board has approved, a copy of which is attached (see Record Retention).”

The motion was seconded by Paul DiMarchi and passed by unanimous consent.

POLICY

MOTION #6: Loren Knott moved to approve the following retention of record policy:

RECORD RETENTION POLICY (Excluding Human Resource/Personnel Records)

- **Permanent Records**
 - **Legal**
 - **Documents (Declaration, Bylaws, House Rules, Trade Name and Logo Registrations etc.) – including documents prior to restatements**
 - **Plans (As-builts, electrical, mechanical, etc.)**
 - **Budget**

- Income Taxes (State & Federal)
 - Audits & Cash Verifications
 - General Ledger
 - Minutes (Board & Annual)
 - Payroll Taxes (State & Federal) & W-2s
 - State General Excise Tax & Transient Accommodation Tax
 - List of Insurance Policies (to include the following: 1)Type of Coverage, 2) Carrier Name, 3) Policy Period, 4) Insurance Broker Name & Contact Information)
- Contracts – after warranty expires or 7 years after termination whichever is sooner
 - Leases – 7 years after termination
 - All other records will be retained for 7 years and/or 7 years after obligation is completed

The motion was seconded by Paul DiMarchi and passé by unanimous consent.

XIV. Next Meeting

1. Schedule Next Year's Meetings – The January meeting was tentatively scheduled for 1/22/16.
2. Board
 - A. Tuesday, 4/28/15 Vegas 9:00 a.m.
 - B. Monday, 9/21/15 Maui Following the Annual Owners Meeting
3. Annual – Monday, 9/21/15 9:30 a.m. (registration 9:00 a.m.)

The meeting was recessed at 11:05 recess and resumed at 2:13 p.m.

XV. Executive Session

MOTION #7: Paul DiMarchi moved to go into executive session. The motion was seconded by Bill Petro and passed by unanimous consent.

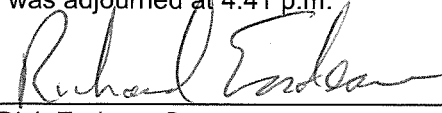
The Board went into executive session at 2:13 p.m. Upon coming out of executive session, the Regular meeting resumed at 4:41 p.m. During the executive session the Board discussed legal and personnel matters.

XVI. Adjournment


MOTION #8: CJ Law moved to adjourn the meeting. The motion was seconded by Paul DiMarchi and passed by unanimous consent.

The meeting was adjourned at 4:41 p.m.

Approved by:



Dick Endean, Secretary
Board of Directors


Ruth Okada
Recording Secretary

Attachment: Rescinded Record Retention Policy

Rescinded Record Retention Policy

**MAUI LEA
 RECORD RETENTION**

File Name	Current File	Storage
Annual Reports	2 years	Permanently
Articles of Incorporation, if any	Permanently	
As-Built Specification Plans	Permanently	
Assessment Information	1 year	7 years
Assessment Status	1 year	7 years
Bank Reconciliations	1 year	1 year
Budget	1 year	7 years
Canceled Checks and Bank Statements	1 year	7 years
Cash Disbursements Journal	1 year	7 years
Cash Receipts Journal	1 year	7 years
Certificates of Insurance	1 year	7 years
Committee Reports	1 year	3 years
Contracts	1 year after end of contract	7 years after end of contract
Correspondence: General Matters	1 year	3 years
Correspondence: Legal and Contract	1 year	7 years after end of contract
Declaration	Permanently	
Deeds	Permanently	
Duplicate Deposit Tickets	1 year	1 year
Employee Applications (only if not hired)	1 year	1 year
Employee Files	1 year	7 years after termination
Federal Income Tax Returns	3 years	Permanently
Monthly Financial Statements	1 year	7 years
General Ledgers	1 year	7 years
General Journals	1 year	Permanently
State and Federal Identification Numbers	Permanently	
Insurance Policies	1 year	Permanent
Open Insurance Claims	Until Settled	
Settled Insurance Claims	1 year	7 years
Investments Statements & Closed Passbooks	1 year	7 years
Supply Invoices	1 year	3 years
Unexpired Leases		Until Expired
Expired Leases		7 years
Open Legal Files	Until Closed	
Closed Legal Files	1 year	7 years
Mailing Lists	1 year	
Management Notices	1 year	3 years
Board Meeting Minutes	1 year	Permanently
Newsletters	1 year	3 years
Payroll Records	1 year	7 years
Plat of Survey	Permanently	
Proposals	1 year	7 years
Purchase Orders	1 year	3 years
Real Estate Taxes	1 year	7 years
Right of First Refusal Letters	1 year	Permanently
Rules and Regulations	Permanently	
State Income Tax Returns	3 years	Permanently
State and Federal Unemployment Taxes	3 years	Permanently
Unexpired Warranties		Until Expired
Expired Warranties		7 years
State and Federal Withholding Tax Returns	3 years	Permanently