

**Approved 5.6.2025**

**NAPILI VILLAS HOA, INC  
ASSOCIATION OF APARTMENT OWNERS  
BOARD OF DIRECTORS' MEETING  
Tuesday, February 4<sup>th</sup>, 2025**

**CALL TO ORDER**

President Terry Pennington called the Board of Directors Meeting of the Association of Apartment Owners of Napili Villas to order at 4:01 p.m. at Quam Properties office and Zoom.

**PROOF OF NOTICE**

A notice of Board meeting was sent to all owners on January 21<sup>st</sup>, 2025.

**DIRECTORS PRESENT:**

Terry Pennington, President; Steve Phillips, Vice President; Allie Stout, Treasurer, Art Pagnini, Secretary, Eddie Kramer, Director

**DIRECTORS ABSENT:** None.

**OTHERS PRESENT:**

Clifton Handy, Laura Howard, and Jim Cribben; Quam Properties Hawaii, Inc.

**OWNERS PRESENT:**

Sharon Atkinson, Scott Lau, Laurel Ashlock, Nancy Tanoue, Julien Michaud, Erik Stein, Debbi Tau, Cindy Ayers, Sue Chelseth, Tim Bruns, Annette Eberlein, Brady Williams, David Stern, Jo Petran, Kevin Sampson, Janice Jordan, Vanessa Brovelli, Paul Giragosian.

**APPROVAL OF MINUTES**

**Motion:**

To approve the Board of Directors meeting minutes dated November 5<sup>th</sup>, 2024, as presented.  
(Steve/Terry)

**CARRIED** unanimously.

**OFFICER REPORTS**

**President's Report**

Terry Pennington's report was deferred.

**Treasurer's Report**

Clifton Handy of Quam Properties reported the following:

The company prepared financial statements for the year ending December 31, 2024, had operating cash and equivalents of \$417,524 and reserves stood at \$602,761.

Total Expenses for the period were \$137,061 which was over budget by \$33,022 primarily due to higher current amount of insurance premiums accrued each month as premiums rose in August.

For the year end, total association expenses were \$1,149,712 which was over budget by \$242,243 primarily driven by the higher cost of insurance premiums. Landscape, Personnel,

Administrative were also over budgeted areas with and utilities having a surplus that helped offset some of the other higher cost categories.

The association covered the over budgeted expenses with the assessment to owners last year which has resulted in a net surplus for the year of \$521,674. The surplus on a cash basis has been used to pay insurance premiums in full. The increased fees for 2025 will be accumulated for the purpose of having majority of cash to pay upcoming insurance premiums in August 2025.

### Site Manager's Report

Jim Cribben reported:

- Maui Commercial Landscaping; continues to provide tree work around the property along with general upkeep.
- The quarterly applications for fertilizer and pest treatments are being applied to the grounds.
- There's been communication. I've received complaints about the noise from the blowers, and we are trying to minimize the amount of time that that's happening around property and this is being addressed.
- The workers are getting contacted to do work for some of the owners. I'm trying to stop that. And my email is available. If anybody needs to reach out about a concern on the property.
- The county finally removed all the heavy brush that were on the highway side of the property, and we are going to start to trim along the roadway, there to get the greenery below the roof line like the fire department requested.
- General maintenance on the property has been inspecting the ground lights and any issues that anybody sees. Please report them to me. That's really helps me out with broken sprinklers and things like that.
- I posted 2 new signs to the park about reminding people to always keep their dogs on leash. Please report to site manager any unleashed dogs.
- Damage to the dumpsters has occurred with the bins knocking the concrete corners off the off the enclosures. Maui Disposal customer service will come out to repair.

### **CONSENT AGENDA**

To Ratify the following items approved unanimously by the board via email consent:

- The Board has selected Allen's Plumbing for high-risk inspections at all units, bid price is \$9,108.00 plus tax.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

Hawaii revised statute 514B-138 provides that the Board of Directors for Association of apartment owners of Napili Villas may determine that certain portions of the apartments, or certain objects or appliances within the apartments, pose a particular risk of damage to other apartment or the common elements, if they are not properly inspected, maintained, repaired, or replaced by owners, and are designated as high risk components after notice to all apartment owners and an opportunity for owner comment, the undersigned being the directors of the Association, do hereby consent to the taking of the following actions, and do hereby adopt the following policy regarding high risk components.

The High Risk Inspection Policy adopted by the Board at this meeting is attached as an addendum to these minutes.

We have high risk components that if not properly maintained can create a leak of some sort or other damage to the property. Our insurance rates are in jeopardy of being raised once again, should we have a history of reported leaks. Let's try to keep our insurance as confiscatory as the price is to a minimum.

**NEXT MEETING DATES**

Annual Owners Meeting on March 29<sup>th</sup>, 2025, at Paki Maui and next Board of Directors Meeting is on May 6<sup>th</sup>, 2025 at 4 p.m. HST

**ADJOURNMENT TO EXECUTIVE SESSION**

President Terry Pennington called the board into executive session to discuss delinquent accounts at 4:23p.m HST.

**EXECUTIVE SESSION DECISIONS:**

Board has decided to move forward with sending 10-day demand letters to delinquent owners, and these same owners will be having liens placed on their properties so that the Association can ensure their position for their payment.

**ADJOURNMENT**

The meeting was reconvened to owner's forum at 4:43 p.m. HST and the meeting was adjourned at 4:44 p.m. HST.

Respectively Submitted by:  
Clifton Handy R(S)  
Association Manager

**ASSOCIATION OF APARTMENT OWNERS OF NAPILI VILLAS**  
**POLICY REGARDING HIGH-RISK COMPONENTS**

Hawaii Revised Statutes § 514B-138 provides that the Board of Directors for Association of Apartment Owners of Napili Villas (“Association”) may determine that certain portions of the apartments, or certain objects or appliances within the apartments, pose a particular risk of damage to other apartment or the common elements if they are not properly inspected, maintained, repaired or replaced by Owners, and are designed as “high-risk components”.

After notice to all apartment owners and an opportunity for Owner comment, the undersigned, being the directors of the Association (the “Association”) do hereby consent to the taking of the following actions and do hereby adopt the following Policy Regarding High-Risk Components (“Policy”):

1. The following portions of the apartments and/or limited common elements constitute high-risk components:

a. Water heaters;	b. Dish washers and laundry hookups
c. Toilet seals;	d. Faucets and shower fixtures
e. Angle stops and supply lines	f. Shut off valve
g. Pressure Regulator Valve;	h. Solar Water Panels (if applicable); and
i. Air gap	k.-Trap
2. At specified intervals as designated by the Board, the Association or representatives or inspectors as designated by the Association, may inspect the high-risk components after at least 48 hours’ notice to the owner, except in the case of an emergency for which no prior notice shall be required.
3. Owners shall be required to replace or repair the high-risk components pursuant to the reasonable standards and specifications established by the Board, regardless of whether or not the component is deteriorated or defective. The standards and specifications may require certain contractors with specific licensing, training or certification to perform the replacement or repair.
4. The imposition of requirements by the Board for high-risk components shall not relieve unit owners of obligations regarding high-risk components as set forth in the governing documents of the Association, including, without limitation, the obligation to maintain, repair, and replace the components.
5. If a unit owner fails to follow the requirements imposed by the Board pursuant to this Policy, the Association, after reasonable notice, may enter the unit to perform the requirements with regard to such high-risk components at the sole cost and expense of the unit owner, which costs and expenses shall be a lien on the unit.

**CERTIFICATE**

I, hereby certify that the foregoing is a true copy of the resolution duly adopted at a meeting of the Board of Directors duly held on February 2025 and duly entered in the book of minutes of the Association, and that this Policy is in full force and effect.

ASSOCIATION OF APARTMENT OWNERS OF NAPILI VILLAS

\_\_\_\_\_  
Authorized Signature

Napili Villas HOA  
Board of Directors Meeting  
February 4<sup>th</sup>, 2025

Terry Penington  
Printed Name

By Its: President  
Officer Position



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## Attention Napili Villas Residents:

### MANDATORY HIGH RISK COMPONENT INSPECTIONS

*This notice is to inform you that our contractor crew from Allen's Plumbing, accompanied by our site manager, Jim Cribben, will be conducting high-risk component inspections throughout the property. These inspections are essential to ensure the continued safety and proper maintenance of our facilities. Please take note of the date of your building inspection.*

### Beginning:

**Tuesday February 25<sup>th</sup>, 2025**

#### **Week of February 24<sup>th</sup> – March 2<sup>nd</sup>**

- Tuesday 25<sup>th</sup>: 8 & 10 Polohina Ln Bldg 1 & 2
- Wednesday 26<sup>th</sup>: 101 & 107 Punohu Ln Bldg 3 & 4
- Thursday 27<sup>th</sup>: 115 & 121 Punohu Ln Bldg 5 & 6

#### **Week of March 10<sup>th</sup> – March 16<sup>th</sup>**

- Tuesday 11<sup>th</sup>: 43 & 37 Polohina Ln Bldg 13 & 14
- Wednesday 12<sup>th</sup>: 16 & 22 Polohina Ln Bldg 15 & 16
- Thursday 13<sup>th</sup>: 28 & 32 Polohina Ln Bldg 17 & 18

#### **Week of March 3<sup>rd</sup> – March 9<sup>th</sup>**

- Tuesday 4<sup>th</sup>: 127 & 133 Punohu Ln Bldg 7 & 8
- Wednesday 5<sup>th</sup>: 135 & 139 Punohu Ln Bldg 9 & 10
- Thursday 6<sup>th</sup>: 130 & 49 Polohina Ln Bldg 11 & 12

#### **Week of March 17<sup>th</sup> – March 23<sup>rd</sup>**

- Tuesday 18<sup>th</sup>: 38 & 46 Polohina Ln Bldg 19 & 20
- Wednesday 19<sup>th</sup>: 6 & 12 Ki'Ohu'Ohu Ln Bldg 21 & 22
- Thursday 20<sup>th</sup>: 21 & 15 Ki'Ohu'Ohu Ln Bldg 23 & 24
- Friday 21<sup>st</sup>: 9 & 3 Ki'Ohu'Ohu Ln Bldg 25 & 26

### IMPORTANT NOTES

- ✓ **Components to be inspected:** Water Heaters, Dish Washers and Laundry Hookups, Toilet Seals, Faucets and Shower Fixtures, Angle Stops and Supply Lines, Shut Off Valve, Pressure Regulator Valve, Solar Water Panels (if applicable), and, Air Gap, P-Trap
- ✓ **Access requirements:** Residents must provide clear and unobstructed access to high-risk components located in the bathroom, kitchen, and laundry areas.
- ✓ **Responsibilities:** Property owners are responsible for notifying their tenants and their property managers about this mandatory inspection.

Mahalo for your Kokua! Any questions? Please contact **Jim Cribben** at **808-385-5734**.