



BOARD SHORTS AOAO KOKO ISLE NOVEMBER 2012



UPDATE! Effective September 1, 2012 Roland Merritt is no longer the Association's Resident Manager. Your Board of Directors has appointed a Resident Manager Search Committee to review resumes, interview qualified candidates and make a recommendation to the Board of the final candidates for interview by the entire Board. We hope to have a new Resident Manager working for the Association by the end of November.

In the meantime, please welcome Barbara Venable. She is Association's interim Resident Manager so that residents have someone to address their questions and concerns to. Office hours are Monday, Wednesday and Friday from 9:00 a.m. to 4:00 p.m. Also on Saturday from 9:00 a.m. to 12:30 p.m. To reach Barbara, please contact the Koko Isle Office at 395-3355 or please stop in the office to say "Hello." Please do not contact the cell phone number that was used and owned by former manager Roland Merritt.



CHAPTERS FROM THE RECENT BOARD OF DIRECTORS MEETINGS (SEPTEMBER & OCTOBER)

Chapter 1. Roadway Repairs: The Board is pleased to announce that Seal Master's of Hawaii will soon begin repairs to the Association's asphalt roadway aprons, carports and parking areas. Please stay tuned for important information regarding the repair schedule as well as what the Association can expect while the repairs are being completed.

Chapter 2. House Rule Language Revisions: At its meeting held on October 15, 2012, your Board agreed to revise some of the house rule language. Some of the changes to be aware of can be found under the Association's fining policy, use of premises, carports and pet policy. The Board emphasizes that each resident read and familiarize yourself with the amended rules and be sure to provide an updated copy to your tenants and/or rental agent if you rent your home out. A copy of the revised rules will be sent to each owner shortly under separate cover.



Chapter 3. Amendments to the Declaration Which Passed: In August 2011, your Board of Directors sent out a ballot with nine Declaration amendments to be voted upon by the owners. As of August 2012, five of those nine amendments passed. A recorded copy of these amendments will be sent to each owner shortly under separate cover. Upon receipt, please take a few moments to read through the amendments and ensure that you keep a copy with all of your other ownership documents.

Chapter 4. Alterations: During the past year, the Board has addressed many unapproved unit alterations. This happened because the unit owner failed to submit a Project Request Form (PRF) to the Board for approval OR submitted the PRF but never received approval to commence the alterations. Again we have to remind owners to refer to the House Rules, Section P which explains *in detail* the process for home renovations/alterations. (Further information may be found in the Association's Restated By-Laws and Restated Declaration.) Koko Isle governing documents are very clear that a PRF is needed before ANY work in a unit commences.



Making unapproved alterations to your unit without the appropriate approval can be quite costly to the unit owner. The Board of Directors has the authority and reserves the right to require any unit owner who alters their unit without the requisite approval to restore such unit to its original condition prior to such alteration(s).

PETS!

Owners and residents are reminded that pets ***must be in the control of their owner(s) at all times.*** Pets are allowed into the common areas only with a leash. The leash should allow for the owner to immediately and at all times control the pet. The Association continues to have incidents of loose dogs, dogs biting people and dogs biting each other while on the leash of their owner. Please be aware the Association has a zero (0) tolerance when it comes to pet violations especially those where a biting incident occurs and/or the pet is found loose on the property. Please refer to Section K of the House Rules for a complete list of the rules pertaining to pets.



PATIENCE PLEASE!

The Board wishes to remind everyone that your concerns and questions are of the utmost importance. Please know that the Board of Directors and Property Manager make every attempt to answer questions and concerns promptly. Sometimes there may be a delay in receiving and/or providing an answer to your specific question. You can be assured that your concern will be addressed in a timely manner. Thank you!

CONTACT INFORMATION & RESIDENT CONCERNS

Please contact our Interim Resident Manager in the Koko Isle Office at (808) 395-3355 with your concerns, questions or comments. If unable to address them she will forward to the BOD or appropriate party. In urgent situations you can also contact Property Manager Sara Smith-Kaya at (808) 566-4100. Other issues by Owners should be addressed to the BOD through Sara@TouchstoneProperties-Hawaii.com or mail to Touchstone Properties, Ltd. 680 Iwilei Rd. Suite #550, Honolulu, HI 96817.



Please REMEMBER to sign your letter with your name and unit number. The Board will not act on anonymous letters.



GRATITUDE AT THANKSGIVING AND ALWAYS

The holidays are fast approaching. At Thanksgiving and always, please remember that sometimes and maybe often we forget just how blessed we truly are. Take a moment to get away from the "To Do" list and complaints and reflect how lucky we are to live in Hawaii AND Koko Isle. Many are fortunate, not enough are.