

**ANNUAL ASSOCIATION MEETING
VILLAGES OF KAPOLEI ASSOCIATION**

Wednesday, July 23, 2003

Villages of Kapolei Recreation Center

ROLL CALL

Vice President Jamie Gentry stated that in accordance with the By-Laws of the Villages of Kapolei Association we have established a quorum; also, that the total number of members present in person or by proxy will be announced once everyone has checked in and those numbers become available.

CALL TO ORDER

Vice President Gentry called the Annual Meeting of the Villages of Kapolei Association to order at 7:02 p.m.

PROOF OF NOTICE OF MEETING

A notice of the Annual Meeting was sent to all owners of record on June 27, 2003, a copy of which will become a part of the Annual Meeting file.

INTRODUCTIONS

Vice President Gentry introduced the Board members present: Secretary/Treasurer Carol Smith, and Directors Carolyn Ancheta, Leo Domingo, Jeff Owens, Greg Peterson, and John Riggins.

He also introduced the following office staff: Warren Wegesend, General Manager; Claire Loo-Hoy, Office Manager; Trinh Bayron, Accounts Receivable Clerk; Ramon Aldana, Bookkeeper; Kim Kaoihana, Covenants Specialist; Debra Teixeira, Collections Clerk, and Chris Lewis, Recreation Director.

PARLIAMENTARY AUTHORITY

Vice President advised that if there were no objections, the most recent edition of *Robert's Rules of Order, Newly Revised*, would be the governing authority for this meeting. There being no objections, the meeting was governed accordingly.

CONDUCT OF BUSINESS

Vice President Gentry advised that in order to accomplish our business fairly, it is necessary to follow customary rules. The rules were announced and were adopted with no objections.

APPROVAL OF MINUTES OF PRECEDING MEETINGS

Vice President Gentry announced that the minutes of the Annual Meeting held on July 24, 2002 were sent to all homeowners of record through the Association's newsletter, and were made available at check-in. They were also made available at the Association office. He called for corrections to the minutes. Hearing no corrections or objections, he declared the minutes approved.

REPORTS

- A. PRESIDENT'S REPORT** -- Vice President Gentry read the Annual Report as written by President Osgood. His annual report will also be printed in the next newsletter.

- B. AUDITOR'S REPORT** -- Vice President Gentry reported that the 2002 audit has been completed and printed in the Association's newsletter and has been made available at check-in. Hearing no objections to the report, he declared the report approved.

ELECTION OF DIRECTORS

Vice President Gentry advised that the Board of Directors determined the election to be held by Mail Ballot and gave notice to all homeowners through its February 2003 issue of the Association newsletter.

He then announced that nominations from the general membership were: J.H. "Jamie" Gentry, Gregory Peterson, and Carol Smith. Their names appeared on the ballots listed in alphabetical order.

He advised that in accordance with the procedures adopted by the Board of Directors, the ballots were counted on July 22, 2003 by volunteers of the Hawaii State Teachers Association.

ANNOUNCEMENT OF ELECTION RESULTS

Secretary Carol Smith read the following results of the election:

<u>CANDIDATE</u>	<u># OF VOTES</u>
J.H. "Jamie" Gentry	288
Gregory Peterson	295
Carol Smith	281

Vice President Gentry declared himself (Jamie Gentry), Greg Peterson, and Carol Smith elected for 3 years. He congratulated the newly elected Directors and announced that there would be a brief organizational meeting of the Board of Directors immediately following this meeting.

NEW BUSINESS

- A. **RESOLUTION OF 2003 ASSESSMENTS** -- Vice President Gentry explained the resolution and the need for its adoption. He asked if there were any objections; hearing none, he announced that the following resolution is adopted:

RESOLUTION OF THE VILLAGES OF KAPOLEI ASSOCIATION FOR REVENUE RULING 70-604 ELECTION -- EXCESS INCOME APPLIED TO THE FOLLOWING YEAR'S ASSESSMENTS

"**WHERE AS**, the Villages of Kapolei Association is a Hawaii corporation duly organized and existing under the laws of the State of Hawaii; and

WHERE AS, the members of the Villages of Kapolei Association desire that the corporation shall act in full accordance with the rulings and regulations of the Internal Revenue Service;

NOW, THEREFORE, the members hereby adopt the following resolution by and on behalf of the Villages of Kapolei Association:

RESOLVED, that any excess membership income over membership expenses for the year ended December 31, 2003, shall be applied against the subsequent tax year member assessments as provided by IRS Revenue Ruling 70-604.

- B. **APPOINTMENT OF A NOMINATING COMMITTEE** -- Since there were no volunteers for this committee, the Board will defer this matter until their next meeting.
- C. **CERTIFICATES OF APPRECIATION** -- Vice President Gentry presented certificates of appreciation to Board members who completed a term of office this past year and to those community members who volunteered their time to serve on various committees.
- D. **ANNOUNCEMENT OF TOTAL QUORUM COUNT**
Vice President Gentry announced that there are 535 Class A members and 161 of the Class B members, represented in person or by proxy at this meeting. This represents 100% of the Class B members. These numbers satisfy the quorum requirements of Article I, Section 1.09(a) of our By-Laws.

HOMEOWNER COMMENTS

Vice President Gentry announce that the Board agreed to set time aside after the adjournment of this meeting to hear from owners regarding Association matters that do not fall under New Business. Anyone desiring to address the Board was encouraged to stay.

ADJOURNMENT

Vice President Gentry asked if there was any further business to be brought before the meeting. Hearing none, he declared the meeting adjourned. The meeting adjourned at 7:50 p.m.

Respectfully Submitted,

Claire Loo-Hoy
Office Manager

Approved: July 14, 2004