



BOARD SHORTS KOKO ISLE FEBRUARY 2013

Aloha Koko Isle Owners and Residents. In this edition we are pleased to share a number of issues on behalf of your Board of Directors.

WELCOME NEW RESIDENT MANAGER

First, please give a warm welcome and aloha to the Association's new Resident Manager, Thomas "Tom" Anderson. Tom comes to us with a wealth of knowledge about building maintenance, technical skills, administration skills and overall management of a condominium Association. Tom resides on site at Koko Isle and his office hours are Monday, Tuesday, Thursday and Friday from 7:00 a.m. to 4:00 p.m. Wednesday and Saturday from 7:00 a.m. to 11:00 a.m. All other times by appointment. Should you need to reach Tom, please call him on the Association's office phone at (808) 395-3355.

In addition to our new Resident Manager, the Association has hired a part time maintenance person to help with maintenance issues while employee Brett Borges recovers from an illness. Our part time temporary employee is Josh Francisco. He is a hard working individual who has already gone above and beyond in assisting the Association with its maintenance needs.



PROPERTY SECURITY!

Recently a flyer was distributed to all residents to report about property security and safety. Again we remind all owners and residents to be ever vigilant. Help each other out by reporting suspicious behavior whether at your residence or your neighbors. Always lock you home when leaving. Never leave your vehicle unlocked. Keep your carport light on at night. Thieves can get in and out of an unlocked car quickly. Report ALL suspicious activity to HPD and also call the Resident Manager to file a report. Association and resident safety/security is everyone's responsibility.

ALTERATIONS, ALTERATIONS, ALTERATIONS!



It seems that over the last few months, the Board has been constantly made aware of another owner that has gone ahead and made unapproved alterations to their unit. This is happening because the unit owner(s) fail to submit the requisite Project Request Form (PRF) to the Board for approval OR they have submitted the PRF but never received approval to commence the alterations.

In each issue of the Board Shorts the Board has 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 within a unit begins

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 configuration prior to such alteration(s).



ANNUAL MEETING 2013!

It's that time of year again. The Association's annual Meeting will be held on Monday, March 18, 2013. This year there will be four Director positions to be filled. Those with expiring terms are: Diane Ackerson, Johanna Mason, Cathy Painter, and Gene Vosberg. It is requested that when you receive your Annual Meeting packet you send in your proxy whether attending the meeting or not. This will help ensure a quorum is established and reduce costs to the Association by having to send out a second mail out for quorum purposes and to actually hold the meeting with a quorum.

REMINDERS! HOMEOWNER'S INSURANCE POLICY

Over the recent years, the Board has adopted a Resolution that requires every unit owner obtain and maintain their own homeowner's insurance policy (H06 or similar). By having your own insurance policy you are protecting your personal property and unit upgrades in the case of water or fire peril. Please remember that the Association master policy does not cover your home's upgrades, personal property, electronics, or anything else that the unit was not originally built with.

OWNER/RESIDENT REGISTRATION

Each owner is reminded that the Association **must have current contact information. This includes the name of each owner and a current owner contact number(s).** For those owners living off island or out of state, please be reminded that the law mandates that you must have a locally designated party residing within the state of Hawaii to handle the affairs of your unit whether rented out or not. This may be in the form of a rental agent or other locally designated contact person. Koko Isle AOA requests that you fill out a registration form by contacting the Resident Manager. Please be reassured that the information provided will remain confidential and it will be used exclusively for Association business purposes such as emergency situations. PLEASE KOKUA!!!!

PETS!

Owners and residents are reminded that pet owners must be in control of their pets 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 time control the pet. The Association continues to have incidents of 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 all the Association's pet rules.



CONTACT INFORMATION



Please contact our Resident Manager in the Koko Isle Office at (808) 395-3355 or via email at Kokolsle@kokoisleaoao.com with your concerns, questions or comments. If unable to address them he 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.