



Hawaii Condominium Bulletin

Minutes: Contents

by Steve Glanstein Professional Registered Parliamentarian

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This article is reprinted with the author's permission from the CAI Hawaii April 2019 Newsletter.

Introductions:

This explanation of minutes is based upon the current edition of *Robert's Rules of Order Newly Revised* 11th edition, (abbreviated RONR) pages 354-355 and 468-476.

This article was originally published in 1998 and was based upon the 9th edition of RONR. The 10th and 11th editions of RONR made only minor changes to the requirements for minutes. However, there has been an increased need to provide this information with updated references and a few examples to assist with appropriate drafting of minutes. This article is oriented towards Hawaii's Condominium and Community Associations which are required to conduct their proceedings in accordance with RONR.

Minutes Defined:

Minutes are the **official records** of the proceedings of a deliberative assembly. Hawaii's condominium property regimes, cooperatives, community associations, and the board of directors function as deliberative assemblies. Minutes may be circulated before approval. **However, the minutes do not become the official record of the proceedings until they have been approved.**

TIP: When the minutes are approved, the word "Approved" with the secretary's initials and date should be written at the bottom.

The actions of an organization start immediately when a motion is adopted and not when the minutes are approved. Notwithstanding any official approval, minutes may be amended even years later by the motion to Amend Something Previously Adopted.

There is no requirement that an individual be present at a specific meeting in order to be eligible to vote to approve that particular meeting's minutes. Even if the regular secretary was not present at a specific annual meeting, the secretary, if a voting member, may still participate and vote, if necessary, to approve the minutes.

RONR page 468 is definitive about the contents of minutes. It states in part, "In an ordinary society, the minutes should contain mainly a record of what was done at the meeting, not what was said by the members." The minutes are supposed to be a record of **what was done and not what was said!**

Minutes don't contain the following:

1. the engineer's opinion or report;
2. the lawyer's opinion or report;
3. the parliamentarian's opinion or report;
4. the community association manager's opinion or report;
5. the resident manager's opinion or report;
6. the secretary's opinion or report;
7. the treasurer's opinion or report;
8. the names of members speaking in favor of or opposed to a motion or their statements;
9. individual members' or non-members' demands for their, "remarks to be in the minutes", "remarks to be in the record"; or
10. post-meeting comments such as owners' forum remarks.

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Message from the Chair

Aloha!

Happy summer season!

The 2019 legislature has wrapped up; we are waiting now for word from the Governor of his intent to veto or sign into law any remaining bills. The deadline for the Governor to give notice of his intent to veto a bill is June 24, 2019. The deadline for him to sign or veto a bill is July 9, 2019. A bill not signed or vetoed by the July 9, 2019 deadline becomes law automatically without his signature. Look at our summary inside this bulletin for the list of condominium-related bills that have already been signed into law by the Governor and those remaining to be decided upon.

Also, in this edition of the bulletin, you'll find practical information on meeting minutes in an article written by a professional registered parliamentarian. You will find, for example, that the minutes must be a record of what was done and not what was said. You'll find examples of a good set of minutes as well as links to sample minutes. This fits in nicely with the excerpt from the Real Estate Commission's Core B 2015-2016 course on condominium governance concerning association meetings, elections and records.

Ask the Condo Specialist looks at a situation where owners seek to sell storage units appurtenant to their residential living unit. Can they do that?

As always, thanks for taking an interest in condominium education. Have a safe and enjoyable summer and we'll be back with another edition in September.

Laurie A. Lee
Chair, Condominium Review Committee



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TIP: The details of the officers' reports, resident manager's report, community association manager's report, etc. are rarely formally endorsed by an association or a board. Therefore, the minutes should simply state that the report was presented. Do not attach the report to the minutes unless it was formally endorsed.

Minutes don't need to contain the following:

1. an individual's apartment number, unit number, or address;
2. the name of the seconder, unless **specifically ordered** by the group; or
3. the name of every guest who attends the meeting, unless **specifically ordered** by the group.

Each of the above items has appeared in minutes of more than one Hawaii community association or board. Many of these items have caused some form of conflict at either an association annual meeting or a board of directors' meeting. This handout will describe a few situations where minutes have negatively impacted association management. It will also provide information for a good set of minutes, and provide internet links to a sample set of meeting minutes for a fictitious annual association meeting and board meeting.

Incorrect or Missing Minutes can have unforeseen consequences:

(Generic names are used to protect the well-intentioned guilty! Each of the examples below except for the last 2 items has been found in the minutes of at least one association this past few years.)

1. One set of annual meeting minutes included comments from the owners' forum. The minutes contained the statement, "John and Jane Doe donated their time to plant the new palm trees at the back of the building."

Although this statement seems very helpful for the association, it has created a documented history of work being done by individuals on the common area. Their license status is unknown. Were they considered employees? What if somebody is injured by an improperly placed palm tree? Since it was in the annual meeting minutes, it is now available to future purchasers, owners, litigants, etc.
2. Another set of minutes contained the following, mistakenly included under New Business: "Mrs. Roe requested clarification regarding the progress of the installation of a handicapped parking space on the premises. The president clarified that the association does not fall under ADA standards, but regardless is working to install a loading area suitable for handicapped vehicle requirements for the benefit of residents. Further, she noted that the main obstacle to the AOA's progress is finding sufficient space for a fully compliant parking/loading area."

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Regardless of whether the president's ADA statement is correct, issues are created if there is no loading area installed. Even the explanation about the "main obstacle" can be used against an association if it can be shown in the future that there was sufficient space in some other area.

3. A set of board minutes described in detail an owner's concern about black mold on the property. Even though the board investigated, there was nothing in the minutes to indicate that a complete investigation was done and the problem resolved.
4. A real court case occurred several years ago. The minutes of a meeting consisted entirely of the notes of a secretary, paraphrasing various statements and motions. The attorney's argument, even referencing Robert's Rules, failed to dissuade the court from using the paraphrased statements as if they were official action, even though the statements differed from the real decisions of the group.
5. Another case is developing where the board approved a contract in executive session but failed to keep executive session minutes substantiating their action. The new board is investigating and there is no substantiation that the contract was properly approved.

Minutes should contain the following basic information:

1. the name of the organization;
2. type of meeting, for example, annual, regular, special, etc.;
3. the date, time, and place, if not always the same;
4. the fact that the regular chairman and secretary were present, or the names of the persons who substituted for them; and
5. whether the minutes of the previous meeting were read and approved or first corrected and then approved with the corrections.

TIP: Make sure that the minutes include items that may be legally required (e.g. votes of board members at a regular board meeting). The attorney should be able to help in this area.

Minutes should contain the following information related to each subject matter:

1. all main motions or motions that bring a main question back to the organization (*Take from the Table, Rescind or Amend Something Previously Adopted, Discharge a Committee, and Reconsider*);
2. the disposition of main motions or motions that bring a main question back to the organization if one of these motions is temporarily disposed of (for example, postponed to the next meeting, referred to a committee, etc.), then any motions directly related to the original motion must also be included in the minutes;
3. other motions that were not lost or withdrawn in cases where it is necessary to record them for completeness or clarity;
4. formal notices of motions to be brought up at a future meeting; and
5. the motions *Point of Order* and Appeal (demand for enforcement of the rules and an attempt to reverse the chair's ruling, respectively), whether sustained or lost, including the reason for the chair's ruling.

TIP: Make sure that the **exact wording** of the adopted motion or a notice of motion is placed in the minutes. There are numerous examples of disputes that have occurred regarding the actual wording of a specific motion.

TIP: The *Point of Order* is one of the few motions where the minutes will have the chair's reason for a decision. Occasionally, a supportive opinion from the lawyer or parliamentarian becomes the basis for a chair's ruling. In these cases, some organizations include the document in the minutes because they relate to and form the basis for a particular ruling.

TIP: Sometimes a *Point of Order* motion is **used erroneously** to provide information, debate, or ask a question. **This is not** a true *Point of Order* motion. This type of information should not be in the minutes. (The proper motion for asking questions is a *Parliamentary Inquiry* or a *Request for Information*.)

Minutes are also subject to several additional rules:

1. When a count is ordered or the vote is by ballot, the number of votes should be entered. In the case of an election, all votes must be disclosed both to the membership and in the minutes, **including improper votes and votes received by individuals who were not elected.**
2. When the voting requires the entering of the votes in the minutes (such as a regular or special board meeting conducted for an organization complying with Hawaii Revised Statutes Chapters 421I, 421J, or 514B), then the names of those voting on each side should be entered in the minutes.
3. The name of a committee and the reporting member can be entered in the minutes when a committee report is provided. Do not attach or include the report as a part of the minutes unless **specifically ordered** by the group.

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4. A Planned Community Association [reference is made to Hawaii Revised Statutes Section 421J-5(f)] has additional rules regarding content of board minutes relating to the appointment of committees or subcommittees.
5. The name and subject of a guest speaker can be entered but no effort should be made to summarize the remarks.

Executive session minutes:

1. Make sure that executive session minutes are maintained with very tight secrecy and confidentiality.
2. Minutes should be taken of *all official board meetings*. The failure to take proper minutes of executive session meetings can lead to disputes about whether certain decisions were actually authorized. It can also be used to demonstrate that a board has a history of taking action that has never been properly authorized in an appropriate set of minutes.
3. Motions in executive session do not go in the minutes of the regular meeting unless the board, in executive session, specifically orders their release.

For example, a motion authorizing the hiring of a resident manager at a specific salary may be approved in executive session. However, the board, in executive session, could also authorize publication in the regular meeting minutes the decision to hire the resident manager, redacting any salary information.

Other examples which have actually occurred in Hawaii include motions authorizing settlement of a legal matter for not more than a specific amount or a confidential ADA settlement agreement. Disclosure of this information could damage the association or void an agreement.

4. Executive session minutes must have very limited distribution and the board should adopt a formal distribution policy. Here is a sample policy:
 - (a) Executive session minutes are not to be distributed in any other manner not specifically prescribed below. (This policy would prohibit e-mail, website, or snail-mail distribution.)
 - (b) Number the copies of the executive session minutes and distribute them for board approval in executive session only.
 - (c) Return all numbered copies to the secretary (if self-managed) or community association manager at the meeting immediately after their approval before anybody leaves.
 - (d) Destroy all copies except retain two originals. One original should be in a separately secured file with the secretary (if self-managed) or community association manager and another one at the attorney's office.
 - (e) Ensure that all executive session minutes are purged from any computer readable media and backup.
 - (f) The agreement by the community association management company to comply with these procedures should be in writing and filed with the association records.

A sample set of minutes in "Word" and "PDF" forms are available through the web-links: <http://tinyurl.com/Steveghi-Minutes-doc> and <http://tinyurl.com/Steveghi-Minutes-pdf>

The reader is urged to consult appropriate legal counsel for applicability of current laws to the minutes.

Steve Glanstein is a past president of the Hawaii Chapter of CAI as well as the Hawaii State Association of Parliamentarians. He has served in several positions including board member and Treasurer of the National Association of Parliamentarians. He has an extensive resume as a Professional Registered Parliamentarian for over 34 years and more than 1,800 meetings. He has served as an expert witness on parliamentary procedure for many years. He assists many associations in the State of Hawaii and is a frequent contributor for subjects on parliamentary procedure.

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2019 Legislative Session Update

These bills have been signed into law by the Governor.

ACT 007 (SB725) Requires Associations to hold ballots and proxies for 90-days (versus 30-days) after an association election.

ACT 014 (SB1288) Allows for electronic voting at annual meetings; this is voluntary, and associations are not mandated to use this system.

ACT 027 (SB1325) Allows associations to invest in government money market funds. This clarifies an established practice with many associations.

If you want to review the language of these measures, attached is the link to the State Legislature <https://www.capitol.hawaii.gov/login/login.aspx>.

The following bills have been passed by the 2019 Legislature and have been sent to the Governor for his review and approval. The deadline for the Governor to give notice of his intent to veto a bill is June 24, 2019. The deadline for the Governor to sign or veto a bill is July 9, 2019. If a bill is not signed or vetoed by the July 9, 2019 deadline, it becomes law without the Governor's signature.

SB272: This clarifies that condo unit owners can install photovoltaic windows under circumstances specified in the bill.

SB551: This bill allows power of sale foreclosures under certain circumstances as specified in the bill and affirms the legislature's prior intent in 1999 to allow associations to do non-judicial foreclosures based on express language in the statute despite the lack of express language in the condominium governing documents.

SB552: This bill extends the time by one year for developers to amend public reports that were created under HRS Chapter 514A so that condo units created by those public reports can be sold. Chapter 514A was repealed effective 1/1/2019 and only this provision for allowing amendments of the public reports created under that Chapter will be affected if this bill is signed by the Governor.

SB767: This bill would increase the handyman exemption, which is currently \$1,000 including Hawaii GET, to \$1,500 excluding Hawaii GET.

HB61: This bill clarifies Act 195 that was enacted last year to allow associations to establish priority of payments for any amounts over and above the regular monthly common area maintenance charges. Late fees, fines and legal fees cannot be included in the list of priorities.

This legislative summary was provided by the Hawaii Council of Associations of Apartment Owners, dba Hawaii Council of Community Associations.

Ask the Condominium Specialist

Q: The condominium units in my association include separate storage facilities as a part of the unit. Some owners are considering selling their storage units separate and apart from the living unit. Is that something that is allowed?

A: As you may know, the creation and operation of condominiums is subject to Hawaii's condominium statute, Hawaii Revised Statutes ('HRS') 514B and the project governing documents: 1) the declaration and declaration map; 2) bylaws; and 3) house rules.

Regarding the sale or transfer of storage facilities appurtenant to a unit (designated as a part of the condo unit), there is no statutory provision permitting such a sale. That leaves the governing documents as the relevant authority. While I am unfamiliar with any project documents that permit the sale of appurtenant storage units, you should ask your attorney to review your governing documents and provide you with an opinion as to whether such a sale is permissible.

Q: The board of my condominium association conducted unpermitted construction work on association property and was subsequently fined by the city. After being fined, the board hired a professional contractor to complete the work. All of us (we are all owners) are now being held responsible for paying our share for the penalty and the construction work. Is there any recourse available to the owners? No vote was taken of the owners to approve the work; it was solely the board's decision to conduct the unpermitted work.

A: HRS § 514B-106 (a) provides that officers and directors owe the association a fiduciary duty in the performance of their responsibilities. Owners rely on directors to act in their best interests; as fiduciaries, directors must act in good faith, follow the law and their association documents, act as a reasonably prudent person would under similar circumstances and put the interests of all owners ahead of their own.

In this case, the question is whether the board was acting in the best interests of the owners when they arranged to have unpermitted work done on the association property.

In terms of recourse, condominiums are self-governing entities and there is no government enforcement agency for condominium boards. To determine whether you have a private cause of action, you should consult with your attorney and ask for an opinion regarding whether your board met their fiduciary duty by its actions and whether it is worth the time, expense and distraction of seeking a legal remedy.

The information provided herein is informal and intended for general informational purposes only. Consult with an attorney familiar with the Hawaii condominium law for specific legal advice regarding a situation.

Condominium Basics

Introduction to Condominium Governance

The uniqueness of the condominium concept of ownership has caused the law to recognize that each unit owner must give up some degree of “freedom of choice he might otherwise enjoy in separate, privately owned property.” ASSOCIATION OF OWNERS OF KUKUI PLAZA, v. CITY AND COUNTY OF HONOLULU, Hawaii Intermediate Court of Appeals (1987).

This is an excerpt from the Real Estate Commission’s Core B 2015-2016 course on condominium governance.

Unit 2: Meetings, Elections & Records

Introduction to Unit 2

This unit describes the process by which an Association and its Board of Directors conduct the day-to-day operations of a condominium project. This is accomplished primarily through meetings at which decisions by each entity are made. Both the Act and the condominium project documents contain requirements specifying how meetings are to be conducted, the required notice for them, who can attend and how the results of the meetings are given to the unit owners. In addition, the Act has specific requirements regarding the records of meetings and other documents kept by the Board and the Association, and the rights of unit owners to access these records.

Lesson: Association Meetings

§514B-102 Association; organization and membership. a) The first meeting of the association shall be held not later than one hundred eighty days after recordation of the first unit conveyance; provided that forty per cent or more of the project has been sold and recorded. If forty per cent of the project is not sold and recorded at the end of one year after recordation of the first unit conveyance, an annual meeting shall be called if ten per cent of the unit owners so request.

Initial association meetings.

As soon as the first unit of a condominium is conveyed and recorded the clock starts ticking: within 180 days of that point, the association must hold their first meeting. However, if 40% of the project hasn’t been sold and recorded one year from the date of the recordation of that first unit’s conveyance, a meeting is not required unless 10% of the existing unit owners request one.

Meeting frequency.

§514B-121 Association meetings. (a) A meeting of the association shall be held at least once each year.

(b) Special meetings of the association may be called by the president, a majority of the board, or by a petition to the secretary or managing agent signed by not less than twenty-five per cent of the unit owners as shown in the association’s record of ownership; provided that if the secretary or managing agent fails to send out the notices for the special meeting within fourteen days of receipt of the petition, the petitioners shall have the authority to set the time, date, and place for the special meeting and to send out the notices and proxies for the special meeting at the association’s expense in accordance with the requirements of the bylaws and of this part; provided further that a special meeting based upon a petition to the secretary or managing agent shall be set no later than sixty days from receipt of the petition.

Associations must have—at minimum—one annual meeting. Special meetings may be called by:

- 1- The president of the Association
- 2- A majority of the board of directors, or
- 3- Petition by at least 25% of unit owners. (The Act contains specific requirements relating to the petition.)

During the annual meeting unit owners can discuss and decide on almost anything related to the business of the Association and/or the project. Typically, the topics covered are those that need to be decided by the Association each year, such as the election of directors, review of the financial reports, decisions on tax matters, reports of officers and committees, and—if proposed—the amendment of the condominium project documents. Special association meetings are called to consider specific issues which require membership approval but cannot wait until the annual meeting. So, discussion and decisions at special meetings are usually restricted to issues reasonably related to those specific issues.

Notice of Association meetings.

Section 514B-121 requires the notice of an Association meeting to contain specific information so that a unit owner knows in advance what will be discussed at the meeting. This includes all items on the meeting agenda, the general nature and rationale of any proposed amendment to

Condominium Basics

Introduction to Condominium Governance (cont. from page 6)

the declaration or bylaws, and any proposal to remove a member of the board, along with date and time of the meeting and the location where it will be held. Meeting notices shall be delivered to unit owners at least 14 days in advance of the meeting by:

- 1- Hand delivery
- 2- Mailed to unit's official mailing address
- 3- Sent via email if it's the owner's preference

All association meetings shall be held at the address of the condominium or elsewhere within the state as determined by the board. In the event of a natural disaster, such as a hurricane, an association meeting may be held outside the state.

Meeting procedure—Roberts Rules of Order

All association meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order Newly Revised. The declaration or bylaws may also provide for meetings to be conducted by any means that allow participation by all unit owners in any deliberation or discussion. {§514B-121(d)}

Association meetings: Voting and proxies

The Act specifies that each owner is entitled to vote according to the common interest stated for the owner's unit in the declaration. {§§514B-3, 514B-37, 514B-123}. Generally speaking, a unit owner who is present at the meeting is entitled to cast one vote on any issues that are required to be voted on. If a unit is owned by multiple owners, they are still entitled to only one vote and must agree on how their vote will be cast. Section 514B-123(a) of the Act provides for specific procedures in the event the owners of the unit cannot agree.

In many cases, however, unit owners do not attend the meeting and instead choose to cast their votes via proxy. A **proxy** is a written document by which a unit owner transfers their right to vote at the meeting to another person who attends the meeting. The person receiving the proxy can be anyone who will be representing the owner at the meeting. A unit owner may also transfer their right to vote at the meeting to the Board as a whole or to an individual board member.

Section 514B-123 of the Act contains specific requirements for the form of the proxy and the manner—including timeframes in which it is delivered to and received back from the owners—which the Association needs to follow. This section also sets forth the procedure to be followed if either the Board or an individual unit owner wishes to solicit proxies from other owners using Association funds. Proxies are valid for the meeting to which the proxy pertains and its adjournments (i.e., suspending a meeting until a later date).

Proxy-solicitation restrictions.

Managing agents, resident managers, and employees are not allowed to solicit the proxies of any unit owner for their own use or cast a proxy vote unless it's to establish a quorum. A board may not adopt a rule that prohibits soliciting proxies or distributing materials related to the common elements by unit owners at the project.

Cumulative voting.

§514B-124.5 Voting for elections; cumulative voting. (a) If the bylaws provide for cumulative voting for an election at a meeting, each unit owner present in person or represented by proxy shall have a number of votes equal to the unit owner's voting percentage multiplied by the number of positions to be filled at the election.

(b) Each unit owner shall be entitled to cumulate the votes of the unit owner and give all of the votes to one nominee or distribute the votes among any or all of the nominees. (c) The nominee or nominees receiving the highest number of votes under this section, up to the total number of positions to be filled, shall be deemed elected and shall be given the longest term.

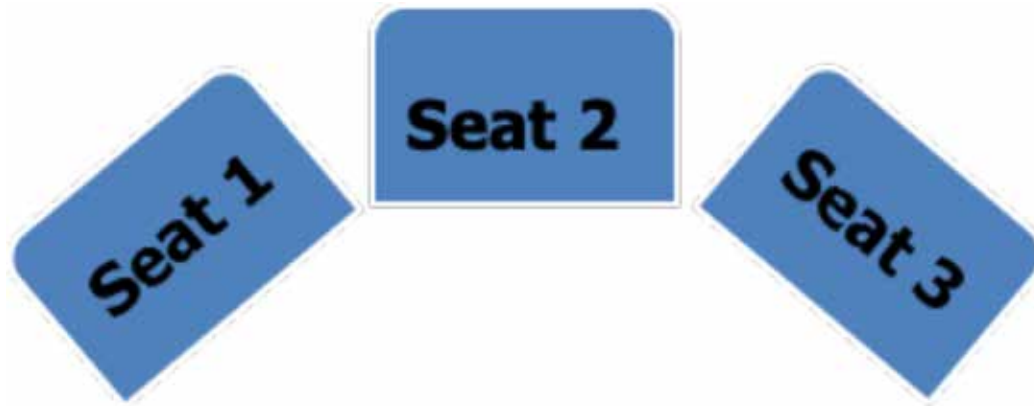
(d) This section shall not prevent the filling of vacancies on the board of directors in accordance with this chapter and the association's governing documents.

Under cumulative voting, each owner is entitled to vote his percentage common interest multiplied by the number of vacancies on the board. The resulting percentage may be divided among the candidates in any way the owner wishes.

Condominium Basics

Introduction to Condominium Governance (cont. from page 7)

For example, if the owner has a common interest of 2% and three vacancies exist on the board, the owner will have total of 6 votes to divide among the three candidates. The owner may give all of his votes to one candidate or divide them either between two candidates or among all three. Cumulative voting is intended to protect minorities. Since it is considered a non-standard form of voting and is not authorized by law, it is only permitted if authorized by the association's declaration or bylaws.



Quorum.

It is important to remember that before the Association can take any action at either a general or special meeting, there must be a quorum of owners present either in person or by proxy. A quorum is the minimum percentage of owners required to be present at a meeting in order for the owner's actions during the meeting to be considered valid and binding. If there is an insufficient number of owners, then the meeting is usually postponed to a later date so that more owners can be persuaded to attend the meeting or more proxies can be obtained to represent owners who cannot attend the meeting.

Interestingly enough, the Act does not prescribe a specific number of owners that constitutes a quorum at a meeting. Instead, it requires the bylaws of the project to set the amount. {Section 514B-108(b)} Most bylaws set the quorum at a “**majority of the unit owners**” which the Act defines as “being the owners representing more than fifty percent of the **common interests** of the project owners (514B-3),” which is not the same as fifty percent of the project owners.

For example, if 40 units in a 100-unit project have larger common interests than the other units and together they represent more than 50% of the total common interests of the project, the owners of those 40 units represent a “majority of the apartment owners.” That is so, even though those owners are less than a majority of the total number of owners or the total number of units.

The Act also requires the bylaws to specify what percentage of owners can adopt decisions binding on all unit owners. {§514B-108(b)(8)}. Again, most bylaws specify that if a quorum of owners is present at a meeting, in person or by proxy, decisions approved by a majority of those present are binding and valid. So, for example, if 51% of the owners are present in person or by proxy, a decision approved by 26% of them can be valid and binding.

Association meeting minutes.

Minutes of the Association's meetings must be approved at the next succeeding Association meeting, or within 60 days after the meeting if the owners authorize the board to approve them. In addition, owners must be provided with or notified of the availability of board approved minutes within 30 days after approval {§514B-122(a)}. Minutes must also be available within 7 days after approval, and unapproved final drafts available within 60 days after the meeting {§514B-122(b)}. An owner must be allowed to offer corrections to the minutes {§514B-122(c)}.

Mediation Case Summaries

From December 2018 through February 2019, the following condominium mediations or arbitrations were conducted pursuant to Hawai'i Revised Statutes § 514B-161 and subsidized by the Real Estate Commission. The Mediation Center of the Pacific conducted additional condominium mediations in the District Courts and mediation providers conducted community outreach in their respective communities as well.

Dispute Prevention and Resolution, Inc.

Owner vs. AOOU	Dispute over the share of common operating expenses owed.	Mediated; no agreement.
Owner vs. AOOU	Owners asked to remove unapproved modifications to their unit by the association; owners refused.	Mediated to agreement.
Owner vs. AOOU	Owner made improvements to the unit in 1996 with the approval of the association. Association now raising issues regarding ownership of the areas where the improvements were made.	Mediated; no agreement.
Owner vs. AOOU	Alleged improper meeting notices by board; restricted access to common areas; restrictions on use of units by owners; and neglect of maintenance of the property.	Mediated; no agreement.
Owner vs. AOOU	Dispute over installation of A/C unit. Owner believes installation of the unit had been approved; board says no approval was given.	Mediated to agreement.
Owner vs. AOOU	Dispute over water damage to ground floor unit caused by common element running under the unit.	Mediated to agreement.
Owner vs. AOOU	Owners allege board in violation of its fiduciary duty to the owners.	Mediated to agreement.

Maui Mediation Services

Owner vs. AOOU	Owner requested copies of documents from the AOOU and was refused. MMS contacted board president and advised of duty to provide documents; AOOU agreed.	Agreement reached.
Owner vs. AOOU	Dispute regarding the installation of hardwood floors in owner's unit; project documents prohibit hardwood floors.	No mediation occurred.
Owner vs. AOOU	Issue over elevator being down for repair; owner is wheelchair bound.	Owner withdrew request for mediation.

Condorama V

Condorama V was held on Saturday, April 13, 2019, at the Hawaii State Capitol Auditorium. One hundred and thirty-two people attended to hear speakers discuss topics on non-judicial foreclosure actions, covenant enforcement, effective association meetings and choosing the right insurance for your condominium association. The speakers were Melanie Oyama, Esq., Paul Ireland Koftinow, Esq., Steve Glanstein, Registered Parliamentarian and Sue Savio of Insurance Associates, Inc. Milton Motooka, Esq., moderated the discussion and Commissioner Laurie Lee welcomed the audience.

A YouTube video of the event has been posted on the REB website for viewing purposes at <http://cca.hawaii.gov/reb/>. Click on to the second bullet on the slider at our homepage.

2019 Real Estate Commission Meeting Schedule

Laws & Rules Review Committee – 9:00 a.m.

**Condominium Review Committee – Upon adjournment of
the Laws & Rules Review Committee Meeting**

**Education Review Committee – Upon adjournment of the
Condominium Review Committee Meeting**

Real Estate Commission – 9:00 a.m.

Wednesday, June 12, 2019*	Friday, June 28, 2019
Wednesday, July 10, 2019	Friday, July 26, 2019
Wednesday, August 7, 2019	Friday, August 23, 2019
Wednesday, September 11, 2019	Friday, September 27, 2019
Wednesday, October 9, 2019	Friday, October 25, 2019
Wednesday, November 6, 2019	Friday, November 22, 2019
Wednesday, December 11, 2019	Friday, December 20, 2019

All meetings will be held in the Queen Liliuokalani Conference Room of the King Kalakaua Building, 335 Merchant Street, First Floor.

*The June 12, 2019, committee meetings will be held on Hawaii Island at the West Hawaii Association of REALTORS®
75-5995 Kuakini Hwy., #221, Kailua-Kona, HI 96740.

Meeting dates, locations and times are subject to change without notice. Please visit the Commission's website at www.hawaii.gov/hirec or call the Real Estate Commission Office at 586-2643 to confirm the dates, times and locations of the meetings. This material can be made available to individuals with special needs. Please contact the Executive Officer at 586-2643 to submit your request.

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