



# MINUTES

## 2023 ANNUAL MEETING

### ASSOCIATION OF APARTMENT OWNERS OF POINCIANA MANOR

**DATE:** Thursday, March 9, 2023

**PLACE:** St. John Lutheran Church  
1004 Kailua Road, Kailua, Hawaii 96734

#### **ROLL CALL AND CALL TO ORDER:**

The 2023 annual meeting was called to order at 7:00pm by President Marion Douglas with a quorum as follows:

Owners present at meeting	12.81765%
Owners represented by proxy	<u>45.68898%</u>
Total Ownership Represented	58.50663%

#### **CONDUCT OF MEETING:**

Hearing no objections, the Chair informed the membership that in accordance with Article I, Section 11 of the Bylaws the Annual Association Meeting would be conducted in a fair, reasonable and business-like manner following the most current edition of Robert's Rules of Order, Newly Revised. The customary meeting rules were permanently adopted by the Association membership at its annual meeting held on March 6, 2014.

#### **MINUTES OF PRECEEDING MEETING:**

The Minutes of the Annual Association Meetings held March 10, 2022 were approved by unanimous consent.

#### **REPORTS OF OFFICERS AND COMMITTEES:**

- A. President's Report.** President Douglas provided a verbal summary of the activities and accomplishments of this year's administration.
- B. Auditor's Report.** A copy of the Independent Auditor's report for December 31, 2022 is being prepared by Ratna Nuti, CPA and will be provided to all present and all those who marked the box on the proxy form.

#### **APPOINTMENT OF TELLERS:**

Mary Trosper (344) and Ina Reis (343) volunteered and were appointed as tellers to collect the ballots and verify all voting results for this meeting.

## ELECTION OF DIRECTORS:

- A. Nominations.** Two positions on the Board were to be filled due to the normally expiring terms of Marion Douglas and Judith Stilgenbauer. Both Marion and Judith expressed a desire to continue if re-elected and Christopher Cassidy (362) and Polina Lowery (356) also expressed interest in serving. All four names were pre-printed on the ballots to save time. There were no further nominations off the floor.
- B. Voting.** Voting was conducted in accordance with Article II, Section 3 and Article I, Section 7 of the By-Laws, directors were elected by secret ballot and by cumulative voting with the following results:

Christopher Cassidy	11.82775%	
Marion Douglas	25.10840%	3-year term expiring in 2026
Polina Lowery	7.62840%	
Judith Stilgenbauer	22.13357%	3-year term expiring in 2026

## UNFINISHED BUSINESS:

There was no unfinished business carried over from the previous Association meeting.

## NEW BUSINESS:

- A. Resolution on Assessments.** By unanimous consent the following resolution was adopted:

*"Whereas the members of the Association desire that the Association act in full accordance with the rulings and regulations of the Internal Revenue Service; now, therefore, the members adopt the following resolution: Resolved, that any excess owner assessments not used by the Association in the current year for managing, operating, maintaining and replacing the Association's property be applied against the following year's assessments as provided by IRS Revenue Ruling 70-604."*

- B. Approval of Annual Meeting Minutes.** Beth Stone (213) moved to authorize the Board of Directors to approve the minutes of this Annual Meeting as recorded by the Managing Agent at its next regular meeting to be held within 60 days. Charleen Essling (310) seconded and the motion carried unanimously.
- C. Board Dinner.** The Board members serve in a voluntary capacity and contribute many hours in Board regular and special meetings and in committee meetings. The current Board asked the membership for authorization to hold an annual appreciation dinner at Association expense. Hearing no objections, the Board is authorized to have an annual dinner at Association's expense.

**ANNOUNCEMENTS:**

- A. Setting of Organizational Meeting of the Board.** The organizational meeting of the Board was set to immediately follow the annual meeting by unanimous consent.

**ADJOURNMENT:**

With no further business presented, The Chair adjourned the meeting at 7:52 p.m.

Approved as to form and content;

Rose Kauina, Secretary  
AOAO Poinciana Manor

By direction;

Cindy Kuhlman Low  
Recording Secretary  
for TOUCHSTONE PROPERTIES LTD., AAMC®  
as Agent for AOAO Poinciana Manor

Approved by the Board of Directors on: May 11, 2023