

**Lanai Condominium Association**  
**HOA Bi-Monthly Meeting – November 20, 2025**  
**Ohana Room and virtual**

**Meeting called to order by at 7:00:** Board members in attendance: Paul Bork, Maddie Casey, Matthew Lea, David Starkweather, Nat Hancock, Adam Lippert, Debbie Swanson. Sarah Weller and Collin Fowler from Associa were also present.

**HOA Minutes** – minutes from September bi-monthly meeting were approved. Minutes and all HOA related documents are available online at <https://lanaicondominium.com/documents/>

**Firefly AI-** being used tonight for minute taking. Meeting will be recorded and audio will be deleted once written minutes are approved.

**Financial Reports and Approvals**

Matthew presented the financial reports from September and October 2025. Highlights included that the reserves hit a record high of \$708,000 in September, demonstrating strong financial health. The first elevator invoice of \$175,000 was paid October, which reduced reserves to \$546,000. Financials were approved.

**2026 Budget presentation**

Matthew reported that the 2026 total budget is set at approximately \$863,000, including an operating budget around \$725,000 plus a \$138,000 reserve contribution, maintaining the current monthly dues with no increase to avoid burdening owners alongside the special assessment for the elevator project. The board intentionally balanced major capital projects like the elevator and fire panel replacements with stable dues, relying on strong reserves and special assessments to fund these. The special assessment billing will begin December 1 and is due December 31<sup>st</sup>. Extensive communication is planned including mailed notices, door slips, and e-blasts to ensure clarity and prevent payment errors, particularly regarding Town Square payment setups and associated fees. A budget ratification date is to be determined.

**Elevator Modernization Project**

The **project** is fully funded by reserves and special assessment, with work expected to cause a **10 to 12-week outage** starting in spring 2025, requiring thorough community preparation. A critical upcoming **January 15 board meeting** will focus on forming community guideline groups to address logistics during the elevator downtime, including package delivery and resident assistance, emphasizing collaborative planning.

Sandoval, the elevator contractor, will be asked to participate in the January meeting to provide detailed project updates and clarify timelines, helping residents better understand the schedule and challenges.

Communication gaps are being addressed proactively to ensure all residents, including those less engaged, are informed well in advance, as highlighted by an example of a resident unaware of the elevator outage.

## **Operational Improvements and Maintenance Oversight**

Associa's management team, led by new Associa-On-Call (AOC) head **Colin**, is increasing on-site involvement and communication to improve maintenance transparency and responsiveness.

- Hot water issues remain a top priority; a boiler part is arriving Monday to address ongoing temperature inconsistencies, with contingency plans for additional storage tanks if needed.
- The south wall requires a multi-phase approach according to the engineering company (Martin & Martin). Associa has received a quote for a short-term fix for an individual unit and Martin & Martin will be presenting the longer-term plan to the board. A retainer fee has been approved to engage with Martin & Martin.
- Garage door fob issues persist with ongoing vendor visits; residents are urged to report doors left open promptly to prevent security risks.
- Cleaning protocols are evolving to balance effectiveness and cost: Carpet cleaning has lacked a consistent schedule; discussions are underway to define roles between existing staff and external vendors aiming for twice-yearly deep cleans without overextending resources.
- Laundry machine maintenance, especially cleaning rubber gaskets, is recognized as important to resident health, with proposals for periodic deep cleans integrated into routine maintenance.

## **Community Engagement and Amenities Management**

Social Spaces committee announced key upcoming events and policy updates fostering community spirit and order:

- Lobby holiday decorating on November 30 and the annual holiday party on December 6 will offer refreshments and encourage community interaction.
- A new handbook paragraph will clarify personal property rules in common areas to prevent clutter and damage, addressing issues like unauthorized plants on rooftops.
- The bus tour on December 11 has expanded seating from 21 to 23 at no extra cost, encouraging higher participation.

**Bike room management** efforts are underway to address logistical concerns related to the elevator outage:

- A deadline of December 8 is set to remove abandoned bikes, after which the bike room lock will be changed to enhance security. Printed notices about bike registration and elevator outage will be distributed door-to-door to reach less engaged residents, addressing gaps in awareness.
- Residents are encouraged to label bikes using provided forms and stickers, with plans to redesign the bike room for better storage efficiency and safety.
- Consideration is being given to stroller storage solutions alongside bike storage improvements, reflecting family needs.

## **Sustainability and Recycling Initiatives**

The community is advancing composting and recycling efforts, integrating new services and improving communication:

- Composting service setup is imminent, with vendor contracts and account setups nearly complete; a grant application for **\$2500** may offset costs.
- Ridwell Group involvement in recycling has raised questions about service scope and guidelines; a presentation is planned for January to clarify composting and recycling protocols.
- The community is coordinating with Southwest Services, the recycling vendor, to understand pick-up criteria better and improve resident awareness of acceptable materials.

### **Communication and Resident Support Enhancements**

Multiple communication channels and initiatives are being enhanced to keep residents informed and engaged:

- Online tools like a Google form rental list launching in January will improve rental management and transparency.
- Parking and storage audits are underway to clarify ownership and usage of spaces, aiming to reduce disputes and improve record accuracy.

**Meeting adjourned 9:00pm**