

Poipu Kai
Association

1775 Poipu Road
Koloa, Kauai, HI 96756

Phone 808-742-2229
Fax 808-742-6427
www.certifiedhawaii.com/poipukai

General Information Poipu Kai Resort



2008 Edition

Poipu Kai Resort

Property Overview

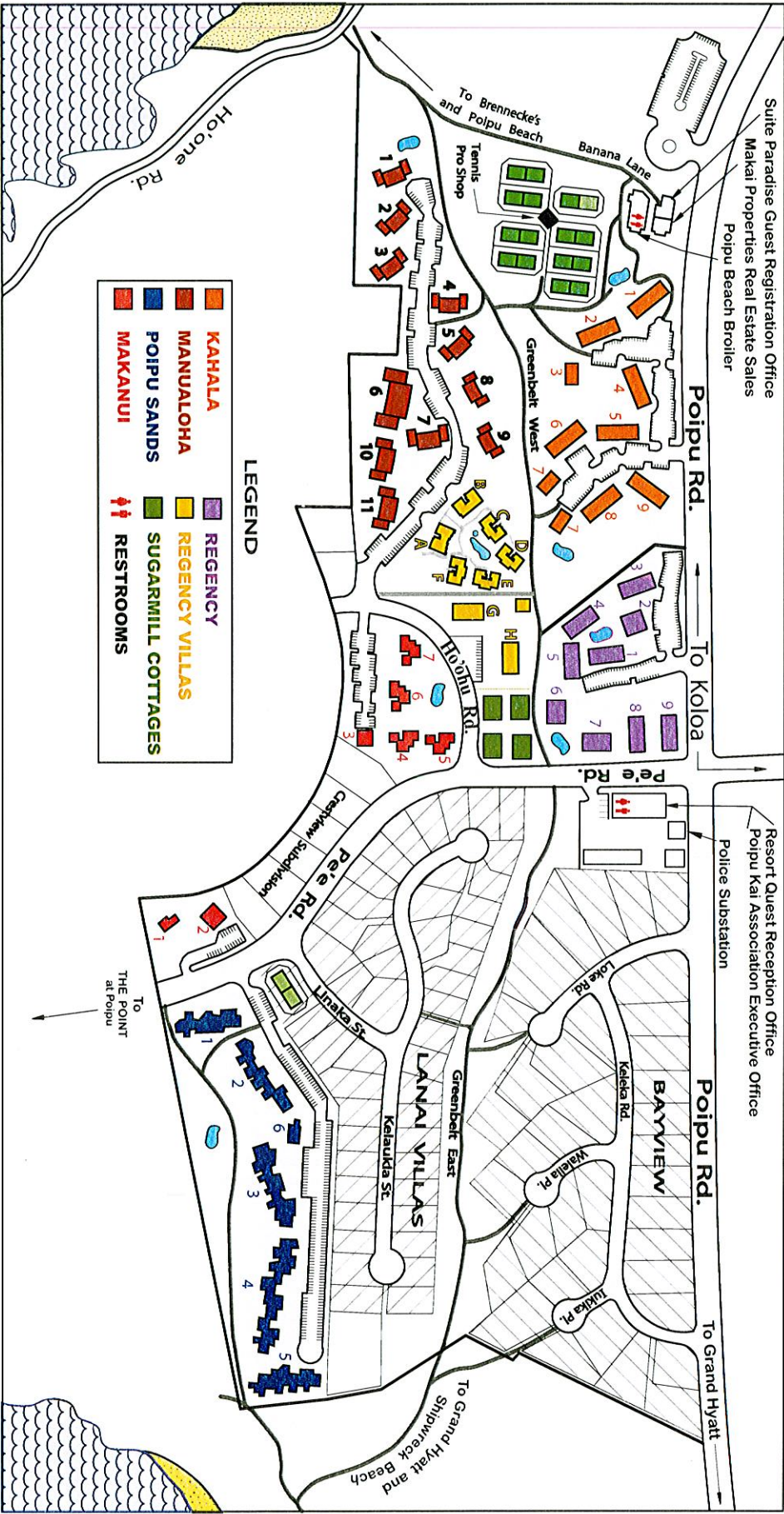
Location / Size / Acreage

- Poipu Kai Resort (PKR) is located in Kauai's South Shore Poipu area.
- Poipu Road borders the resort on the north. The PKR's eastern neighbor is the Grand Hyatt Kauai Resort & Spa, and the neighbor on the PKR's southeastern boundary is The Point at Poipu Resort. PKR's southeastern corner is near the western end of Shipwreck Beach. A map of the Poipu Kai Resort is provided on the next page of this information packet.
- Total property acreage is 84 acres.

Owners associations & number of units

The Poipu Kai Resort currently has six (6) condominium projects, three (3) housing developments, and a rental complex. They are as follows:

- **Kahala** is comprised of 82 condominium units located in the northwestern section of the resort.
- **Makanui** is comprised of 22 condominium units located in the south-central portion of the resort.
- **Manualoha** is comprised of 64 condominium units located in the southwestern section of the resort.
- **Poipu Sands** is comprised of 73 condominium units located in the southeastern portion of the resort.
- **Regency** is comprised of 73 condominium units located in the north-central portion of the resort.
- **Regency Villas** is comprised of 41 condominium units located directly south of **Regency**.



LEGEND

	KAHALALA		REGENCY VILLAS
	MANUALOHA		REGENCY VILLAS
	POIPU SANDS		SUGARMILL COTTAGES
	MAKANUI		RESTROOMS

POIPU KAI RESORT
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- **Bayview, Lanai Villas and Crestview** are housing developments located in the eastern portion of the resort; Bayview has 40 home lots, Lanai Villas has 48 home lots, and Crestview has 6 home lots.
- **Sugar Mill Cottages** is comprised of four individual buildings.

Each of the six condominium projects has their own Board of Directors. The homes and lots are individually owned, as is the Sugar Mill Cottages project.

The Poipu Kai Resort also includes assets owned by the Poipu Kai Association, the Poipu Kai Water Reclamation Corporation, and the Poipu Kai Resort Racquet Club. They are as follows:

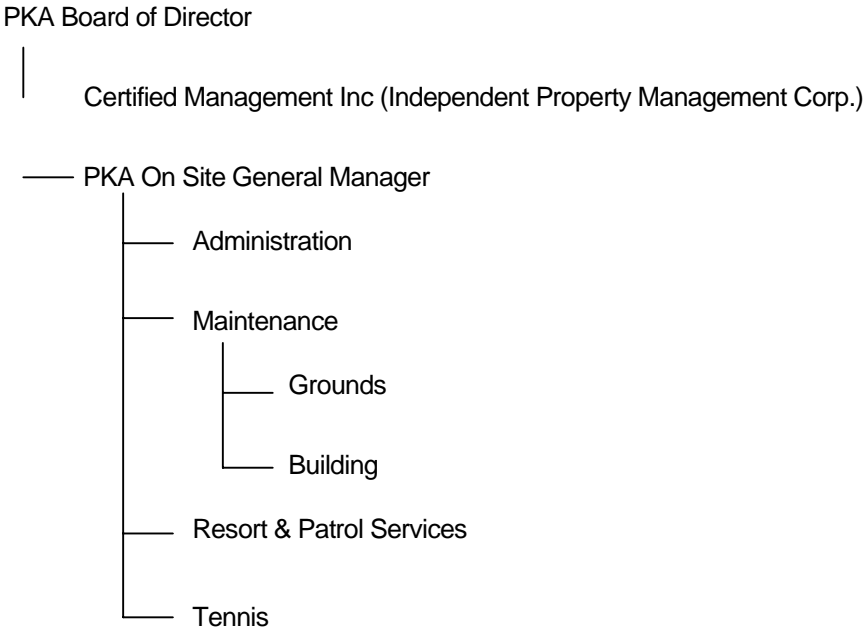
- **Poipu Kai Association** owns the land and three (3) buildings on the southeast corner of Poipu and Pe'e Roads, the greenbelt land between the Bayview and Lanai Villas developments from Pe'e Road east to edge of the resort, the roads within the Bayview and Lanai Villas developments, and the portions of Pe'e Road and Ho'ohu Road that are in the resort. One of the buildings houses the Poipu Kai Association executive office and a vacation rental firm (Resort Quest at Poipu Kai). Poipu Kai Association, Resort Quest at Poipu Kai and Suite Paradise use the second building for the storage of files, housekeeping supplies and maintenance operations. The Kauai Police Department uses the third building as their south shore sub-station.
- **Poipu Kai Water Reclamation Corporation** provides an on-property water treatment plant that services the members of Poipu Kai Association and The Point at Poipu Resort. The plant is in the southeastern corner of the resort, just northeast of Poipu Sands. Aqua Engineers, a Kauai company, is contracted to provide daily management of the water treatment plant.
- **Poipu Kai Racquet Club** consists of several buildings, a parking lot, eight (8) tennis courts, a swimming pool/ spa, and landscaped properties in the northwestern corner of the resort. One of the buildings houses a restaurant (Poipu Beach Broiler), an activities center (The Activities Hut) and administrative offices. A second building houses a real estate firm (Makai Properties) and a vacation rental firm (Suite Paradise). The third structure serves as a tennis pro shop.

The 355 condominium owners and 94 home or house lot owners in the Poipu Kai Resort are all members of the Poipu Kai Association. All unit owners are allocated one vote on matters affecting the operations of the Association including the election of Directors. In addition, the Poipu Kai Racquet Club is a member of the Poipu Kai Association and the Poipu Kai Association is a one-percent owner of the Racquet Club. The tennis courts, tennis pro shop, swimming pool and spa, and landscaped properties south of the tennis courts are limited common elements of the Racquet Club permanently assigned to Poipu Kai Association. Poipu Kai Association pays 50% of the costs of maintaining the Racquet Club's parking lot (including the landscaping around the parking lot).

Each of the above three organizations has its own Board of Directors.

PKA Department Overview

PKA Organization chart



General Manager

The General Manager is a full-time Poipu Kai Association employee who reports directly to the Poipu Kai Association Board of Directors.

The position is responsible for the administrative and property management functions for Poipu Kai Association. The “Manager” is responsible for the development of maintenance programs, scheduling of maintenance requests from property owners and supervision of staff employees and outside vendors. The incumbent is also responsible for enforcing Association House Rules to ensure the owner’s right to quiet enjoyment of the property is preserved.

Managing Agent

Certified Management Inc. (CMI)

CMI is an independent property management company employed by Poipu Kai Association. They act in a liaison capacity to the Board of Directors, site manager and owners in dealings with all vendors and other professionals doing business with the Association.

CMI provides full financial support to the Association to include collection of receivables, all Association financial disbursements and preparation of monthly financial statements. In addition they consult with the Association on all dealings with city, county, state and federal agencies or regulatory bodies.

Administration

General Manager Support

The Administrative Assistant is a full-time Poipu Kai employee. This position reports directly to the General Manager and provides direct support to the General Manager and the Board of Directors. The Administrative Assistant handles all office correspondence, confirms appointments, documents all maintenance requests, provides employee support services and performs other duties as requested.

Maintenance

Grounds & Landscaping

This department consists of (13) full-time employees. Each participating condominium association has one assigned full-time landscaper. There are two machine operators who provide mowing and edging services to Poipu Kai Association common property and for the other participating condominium associations. The other seven general landscape employees provide support services to all Resort common areas and assist with larger Resort landscape projects as assigned.

Building Maintenance

This department consists of (4) full-time building maintenance employees, (1) full-time custodial employee, (1) full-time mechanic and (3) full-time pool/irrigation maintenance employees. The Department is responsible for all routine facilities maintenance and may also be assigned specific Capital Expenditure projects for Poipu Kai Association and participating condominium associations.

Resort & Patrol Services

This department currently consists of (1) full time Supervisor and (5) full-time employees. The Patrol Service Department functions on a 24-hour a day, seven days a week schedule. Duties involve insuring a safe, secure and comfortable living environment for residents, visitors and staff by enforcing House rules and patrolling the entire Poipu Kai Resort Property.

Tennis

This department currently consists of (4) part-time employees and (1) on-call temporary employee. The Tennis Pro Shop is staffed daily from 8:00 a.m. – noon and from 2:00 p.m. – 6:00 p.m.

Staff is responsible for the daily operation of the facility, by monitoring court activity and maintaining the (6) hard surfaced courts and (2) synthetic courts.

Property Operations

Poipu Kai Association

The PKA Board of Directors holds four (4) scheduled meetings per year, which include a budget meeting on-island during October, and the annual member's meeting on-island during the latter part of April or early May. The PKA administrative staff, in conjunction with Certified Management Inc. prepares all meeting notices required by law, develops agendas with the Association's President, facilitates each meeting, and prepares meeting minutes with the Association's Secretary.

Poipu Kai Association, and its employees, provides various services to its members including PKA common element landscaping and maintenance services, road maintenance, tennis court operation, and swimming pool maintenance.

PKA provides trash removal for all Poipu Kai Resort entities except the Poipu Kai Racquet Club. PKA grounds maintenance personnel provide daily garbage pickup for condominiums and twice-a-week pickups for Bayview, Lanai Villas and Crestview homes. The trash is deposited into a PKA leased compactor, which is serviced and hauled by Garden Island Disposal. Garden Island Disposal also hauls property green waste.

Condominium Associations

Four (4) of the Poipu Kai Resort condominium properties and the Poipu Kai Racquet Club receive property management services from Poipu Kai Association; the Kahala and Regency Villas condominium projects are currently self-managed.

Each association's Board has regularly scheduled board meetings – most are held on Kauai, but some are teleconference meetings. In addition, each association has an annual owner's meeting that is held on Kauai during the last part of April or early May each year. Certified Management Inc. and the PKA administrative staff prepares all meeting notices required by law, develops agendas with the Association's President, facilitates each meeting, and prepares meeting minutes with the Association's Secretary.

The PKA Administration, Maintenance (to include grounds & landscaping) and Resort & Patrol Services staffs, described earlier, provide all of the daily support necessary to meet not only PKA's obligations with respect to its common elements and dedicated facilities, but also all of the daily operational needs of the Makaanui, Manualoha, Poipu Sands, Regency and Racquet Club condominium projects. The PKA General Manager provides daily overall management of these activities.

The arrangement described immediately above, as noted earlier, can be cancelled by PKA or by any one or more of the participating AOAOs, or may be entered into by the Kahala or Regency Villas AOAO's, upon reasonable notice. Although there is no firm policy concerning what constitutes "reasonable notice," such notice would necessarily be six or more months due to the significant impact such changes would generate.

During October of each year, the Board for each association reviews, modifies, and approves an operating budget for the following year. During the annual budget planning cycle, each association's expected incomes and expenses are defined so that owner maintenance fees for the following year can be established through Board action. Generally, income and expense budget line items are developed based upon the previous year's actual experience, as modified by known future rate increases, etc. Actual PKA staff expenses are distributed between the participating associations based on number of units, acreage, actual labor, and contractual agreements.

Housing Developments

In addition to the services received by the home and lot owners through their membership in the Poipu Kai Association, PKA and its employees provide various additional services as defined below:

- Maintenance and mowing of building lots with costs billed to the lot owner;
- Maintenance of coconut trees planted in the ten-foot (10') strip of land along both sides of the Lanai Villas streets owned by PKA;
- Administration of the television cable service contract including addition of additional outlets in the homes as well as interface with the cable company during periods of cable trouble.
- Maintain custody of home and automobile keys for any homeowners who desire to leave their keys with someone on site while the homeowners are off site.