



**OPERATIONS COMMITTEE
MEETING NOTICE & AGENDA**

The Operations Committee Meeting for One Kalakaua Senior Living will be held on:

DATE:	Monday, June 23, 2025
TIME:	2:30 p.m.
PLACE:	Game Room
ATTENDANCE:	Owners may attend in person
Note:	From 2:30 pm – 3:00 pm owners and residents (non-owners) may provide input on any aspect of the Resident Handbook and House Rules.

AGENDA

1. Minutes of Operations Committee Meeting on May 5, 2025 – Approval
2. Resident Handbook and House Rules – Input from owners and residents
3. Resident Handbook and House Rules – Review, Discussion and Recommendations. Major Topics: Fees and Rates, Food and Beverage, Resident Rights and Responsibilities
Other Topics: Pets, Dress Code
4. Other Concerns of Committee Members

NEXT MEETING

DATE: Monday, July 14, 2:30pm LOCATION: Game Room

THIS NOTICE SHALL BE POSTED SEVENTY-TWO HOURS PRIOR TO THE MEETING. ALL OWNERS OF RECORD MAY ATTEND THIS MEETING.



DRAFT MINUTES OF THE OPERATIONS COMMITTEE MEETING
ONE KALAKAUA SENIOR LIVING
Monday, May 5, 2025
ONSITE, GAME ROOM

CALL TO ORDER

Chair Williams called the meeting of the Operations Committee to order at 2:31 p.m.

ATTENDANCE

Members Present: Chair Jim Williams

BOD Member Paul Schwind

Owner Member Jane Uyehara (via zoom)

Owner Member Roy Yamauchi

Management Liaison Leina Ijacic, CEO/Administrator

Admin Support Lute Manumanu, Executive Assistant – HR

Guests:

Finance Chair Hank Miyamoto

Finance Consultant Walter Lieberman

NEW BUSINESS

1. **Minutes of Operations Committee Meeting on April 14, 2025** – There being no objections, Chair Williams announced that the minutes of the April 14, 2025 Operations Committee Meeting were approved as circulated.
2. **Interior Screens** – Guests Lieberman and Miyamoto provided samples of screens and frames from Screen & Things. Owner Member Yamauchi moved to recommend to the Board of Directors Screens & Things as the vendor of choice for residential units' interior window screens and exterior screen doors; also recommending the aluminum color frame and dark color screen. Motion passed unanimously.
3. **Strategic Planning Process** – Chair Williams provided an overview on what the Strategic Planning Process. Chair Williams moved to recommend to the Board of Directors the following:
 1. The Board authorizes the establishment of a Strategic Planning Leadership Group.
 2. The purpose of the Strategic Planning Leadership Group will be to develop and recommend to the Board of Directors a strategic plan for the Association.
 3. CEO/Administrator Leina Ijacic and Vice President Jim Williams shall serve as co-facilitators of the Strategic Planning Leadership Group.
 4. The Strategic Planning Leadership Group shall include the following membership:
 - a. Three or four owners nominated by the co-facilitators after consultation with the Board president and approved by the Board; and
 - b. Three or four senior staff nominated by the co-facilitators after consultation with the Board president and approved by the Board.
 5. All matter related to strategic planning identified by the Operations Committee, including preparation, strategic questions, and final product shall be referred to the Strategic Planning Leadership Group for consideration and disposition.
 6. The recommendations of the Strategic Planning Leadership Group shall be transmitted to the Board of Directors by November 30, 2025.Motion passed unanimously.

4. **Legal Status of OKSL as Assisted Living Facility** – Chair Williams provided an overview of the status of OKSL as an Assisted Living Facility as it relates to the Strategic Planning process.
5. **Evaluation of Annual Meeting by Board of Directors** – The committee discussed an evaluation of annual meeting. Chair Williams moved to recommend to the Board of Directors:
 1. Board President explicitly ask owners for feedback and questions regarding the conduct of the 2025 Annual meeting.
 2. The Board President, CEO/Administrator and Managing Agent meet at their earliest convenience to clarify roles and responsibilities regarding the annual meeting. The focus of this meeting should be the primary roles as follows:
 - a. The Board President chairs and conducts the meeting
 - b. The CEO/Administrator provides logistical support; and
 - c. The Managing Agent has primary responsibility for communication with owners, handling proxies, checking in owners and counting ballots.
 3. Any communication regarding an annual meeting prepared by OKSL should be reviewed by the Managing Agent for appropriateness and accuracy prior to publication and distribution.
 4. No less than 30 days prior to the 2026 annual meeting, the managing agent and Board representatives should conduct an informational briefing for owners to help interested owners understand the procedures followed at the annual meeting. The briefing also should address the owners' responsibilities.
 5. At the November Board of Directors meeting, the Managing Agent and President should present reports regarding preparation for and conduct of the 2026 annual meeting, including any recommendations that may require Board approval.
 6. The following specific recommendations should be considered for implementation:
 - a. During balloting on any matter, owners should be advised that they may fold their ballots once to protect the confidentiality of their ballot.
 - b. The Managing Agent and Board should consider specific actions to encourage owner participation in annual meeting (in person or by proxy). For example, volunteers could be used to contact out of state owners to encourage them to return proxies.
 - c. Staff members should be instructed that they should never participate in distribution, collection, or counting of any ballots at annual meeting.

Motion passed unanimously.
6. **Other Concerns of Committee Members** – None at this time.

DATE, TIME AND PLACE OF NEXT MEETING

June 23, 2025, 2:30 p.m. – Game Room

ADJOURNMENT

The meeting adjourned at 4:05 p.m.

Lute Manumanu

Recording Secretary, Executive Assistant – HR

Resident Handbook & House Rules - Key Topics for Discussion.

- Reorganization of the Handbook
- Discontinue OKEAF: we want our compensation package to be sufficient.
 - Separately budget for a holiday bonus into the Club Dues (no separate donations)
 - Angel Tree in lieu. pg. 49
- Changing the cost for the Declaration, Bylaws and Resident Handbook & House Rules (RHHR) from \$25 to no charge pg. 48
- Separate Forms and Acknowledgements - Policies (Non-Discrimination, Harassment, Adult Abuse) pg. 17 - 21
- Fees and Rates pg. 103 - 161
- Food & Beverage
 - Allowed to assign to other residents pg. 119
- Dress Code pg. 28 - 29
- Insurance Requirements
- Pet Policy



[External] HO6 Homeowner Policy coverages

From Allen Galiza <agaliza@atlasinsurance.com>

Date Fri 3/7/2025 2:31 PM

To Leina Ijadic <lijadic@onekalakaua.net>

**External Sender - From: (Allen Galiza
<agaliza@atlasinsurance.com>)**

This message came from outside your organization.

Aloha Leina,

I wanted to go back to our last meeting with regards to the HO6 requirements increases. While Atlas does not make any official recommendations, I consulted with our folks in the AOA and others about guidance for One Kalakaua's unit owners. I had recommended to at least increase the loss assessment. In fact, the current guidance for an AOA with \$50,000 deductibles below are becoming the norm:

- Dwelling: \$50,000
- Personal Property: Optional
- Loss of Use: \$14,000 or Actual Loss Sustained
- Personal Liability: \$400,000
- Medical Payments: \$5,000
- Loss Assessment: \$50,000

There are still instances where condo associations with high deductibles have not mandated increases for their individual HO6 owners. For best protection and coverages against large losses, please consider the above guidance.

As always, please feel free to call for any questions.

Mahalo,

Allen Galiza
Commercial & Personal Lines



201 Merchant Street, Suite 1100 Honolulu, Hawaii 96813

Direct Line: (808) 533-8774 | Fax: (808) 533-8777

Email: agaliza@atlasinsurance.com

Visit us on the web: www.atlasinsurance.com



IVY LIVING

— RETIREMENT LIVING —
ASSISTED LIVING | MEMORY CARE

respond to any emergencies and/or forward information to you. After your telephone service is connected, all telephone problems should be reported directly to the telephone company. Please note that you are responsible for your own telephone.

Appropriate Attire

As a courtesy to residents and guests, appropriate attire should be worn outside of your apartment. Nightclothes, slippers, and revealing attire should be confined to your apartment. This policy extends to your guests and overnight guests as well.

Newspaper Delivery Service

At The Ivy, residents who desire newspaper delivery directly to their apartments may contact the selected newspaper's circulation department. Payment for the service is your responsibility and is payable to your newspaper representative.

Pets

The Ivy is a pet-friendly community. Pets are welcome as long as you can comply with the Pet Policy outlined in the Pet Addendum in your Residence and Services Agreement. You are expected to provide regular veterinary care to your pet, including vaccines, flea prevention and general health maintenance. It is the responsibility of the resident and/or family to care for the pet which may include, but not be limited to, care of the litter box, grooming, exercise, transportation to the vet, etc. If you or your family cannot provide for the pet's daily needs, The Ivy can assist with pet care at an additional cost. To add these services, please contact Health Services.

We request that pet waste be picked up immediately and deposited directly in the dumpster.

Your visitors are welcome to bring their pets if they are on a leash, not disruptive to the community, and do not pose a sanitation problem.

Appendix B

PET ADDENDUM

The Ivy at Hawaii Kai consents to the Resident keeping in the Apartment the household pet. The only pets permitted are dogs, cats, fish, and birds unless authorized in advance by the Executive Director.

_____ Kind and breed (Breeds excluded are Pit Bulls, Rottweilers, and German Shepherds unless it is a service animal)

_____ Name

_____ Color

_____ Height
(Maximum height permitted is 18"), except for service animals.

_____ Weight
(Maximum weight permitted is 30 lbs.) except for service animals.

_____ Age

The Resident will provide the Community with a photograph of the Pet at the time this Addendum is executed.

- A. **Responsibility of the Resident.** The Resident will keep the Pet (unless it is a service animal) in the Apartment, except when walking the Pet, if applicable, or transporting it to and from the Apartment. The Resident will not allow the Pet (unless it is a service animal) in building lobbies or in common residential areas. The Resident will walk and curb the Pet only in areas designated for pets by the Community and will be responsible for cleaning up after the Pet. When the Pet is not in the Apartment, the Resident will keep it on a leash no longer than five feet in length or in a cage or other appropriate closed and ventilated container that is in the control of the Resident. If the Pet is a bird, the Resident will keep it caged both in and out of the Apartment. If the Pet is a dog or cat, the Resident will ensure that it wears a collar with appropriate identification (including the Resident's telephone number) at all times while it is out of the Apartment.

The Resident will comply with all vaccination and licensing requirements applicable to the Pet, showing proof of this upon request, and will comply with appropriate standards of care, treatment, and grooming. The Resident will be responsible for the health, welfare, and proper care of the Pet. The Resident will ensure that the Pet does not disturb the right of the other residents to the

peaceful enjoyment of their Apartments and of the common areas. The Resident will not leave the Pet unattended when the Pet is not in the Apartment.

The Resident will be liable for any personal injury or property damage caused by the Pet that is suffered by the Community, its employees or agents, other residents, guests, or invitees. The Resident will pay all costs and expenses, including reasonable attorneys' fees and court costs incurred by the Community in enforcing any liability of the Resident under this Addendum.

- B. **Term and Termination.** This Addendum will continue until the Resident Agreement between the Resident and the Community is terminated, unless either party terminates this Addendum for any reason by giving seven (7) days prior written notice to the other party. The Community may terminate this Addendum upon twenty-four (24) hours notice in the event the Resident breaches any of the Resident's obligations under this Addendum. In the event that the Pet is left unattended for more than twenty-four hours, or if the Community determines that the Resident, for any reason, is unable to care for the Pet, the Community reserves the right to arrange for the Pet to be delivered to:

Name

Address

Home telephone number

Work telephone number

or to such other individual or agency as the Community determines to be appropriate. The Resident will pay all costs of delivery, feeding, care, treatment, and housing for the Pet. The Resident acknowledges that the Resident has no right to keep a pet except to the extent expressly permitted by this Addendum, and that the Community reserves the right to withdraw its consent to the Resident keeping the Pet at any time by terminating this Addendum as permitted above.

This Addendum is effective as of the _____ day of _____, 20__ upon signing by both parties below.

THE IVY AT HAWAII KAI

RESIDENT/RESPONSIBLE PARTY:

(Signature and Title)

(Signature)

(Date)

(Date)