

Poipu Kai Association

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# General Information Poipu Kai Resort

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**2015 Edition**

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# Poipu Kai Resort

## Property Overview

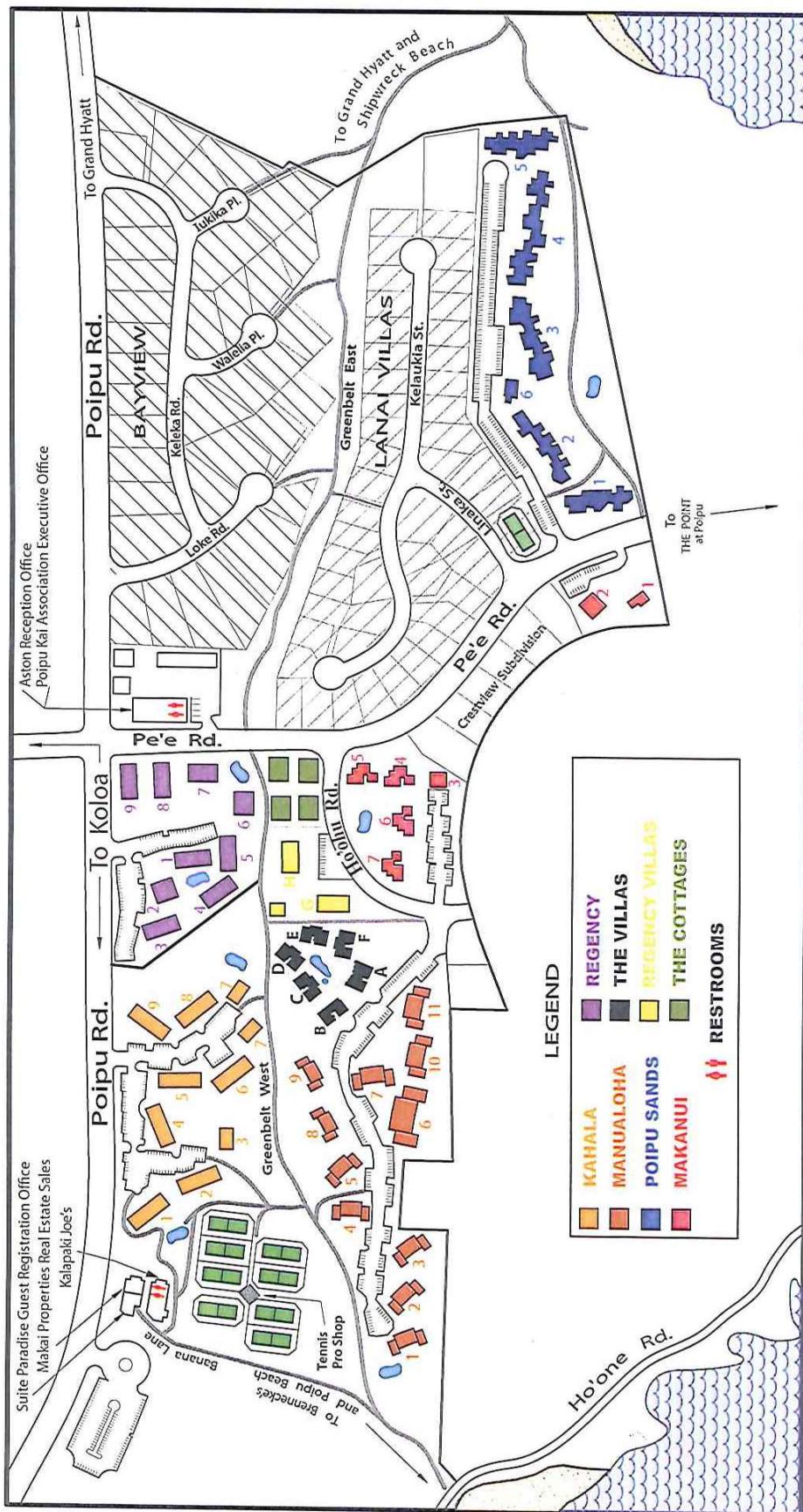
### Location / Size / Acreage

- Poipu Kai Resort is located in Kauai's South Shore Poipu area.
- Poipu Road borders the resort on the north. The resort's eastern neighbor is the Grand Hyatt Kauai Resort & Spa, and the neighbor on the resort's southeastern boundary is The Point at Poipu resort. The resort's southeastern corner is near the western end of Shipwreck Beach. A map of the Poipu Kai Resort is provided on the next page.
- Total property acreage is 63 acres.

### Owners Associations & Number of Units

The Poipu Kai Resort currently has seven (7) condominium projects and four (4) housing developments,. 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 14 condominium units located directly south of **Regency**.
- **The Villas at Poipu Kai** is comprised of 27 condominium units located directly south of **Regency**.



- **Bayview, Lanai Villas and Crestview** are housing developments located in the eastern portion of the resort; Bayview has 40 home lots, Lanai Villas has 50 home lots, and Crestview has six (6) home lots.
- **The Cottages at Poipu Kai** is comprised of four (4) small homes.

Each of the seven (7) condominium projects has their own Board of Directors. The homes and lots are individually owned.

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 (Aston at Poipu Kai). Poipu Kai Association, Aston at Poipu Kai and Suite Paradise use the second building for the storage of files, housekeeping supplies and maintenance operations.
- **Poipu Kai Water Reclamation Corporation** provides an on-property sewer treatment plant that services the members of Poipu Kai Association and The Point at Poipu resort. The plant is located on Lanai Villas lot 13 which is owned by the Corporation and 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 sewer treatment plant.
- **Poipu Kai Racquet Club** consists of several buildings/structures, a parking lot, eight (8) tennis courts, a swimming pool and spa, and landscaped properties in the northwestern corner of the resort. One of the buildings houses a restaurant (Kalapaki Joe's), a leasable room (The Lanai Room) 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.

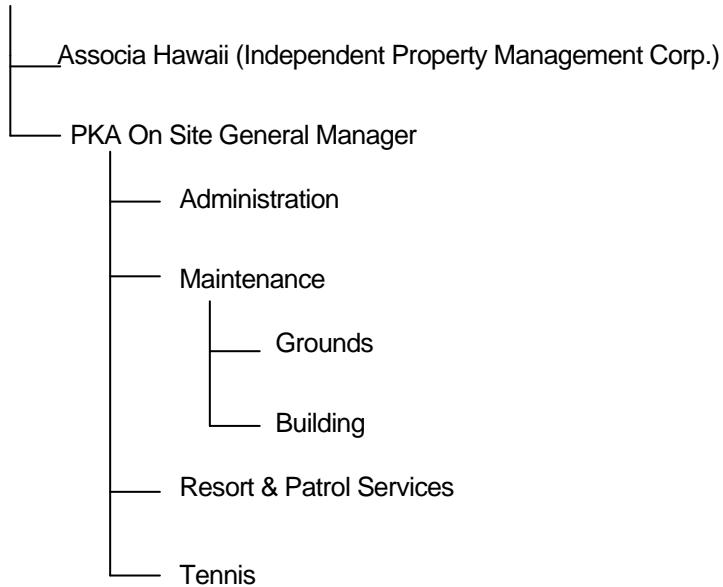
The 355 condominium owners and 100 home or house lot owners in the Poipu Kai Resort are all members of the Poipu Kai Association. All unit owners are allocated one vote on matters affecting the operations of the Association including the election of Directors. In addition, the Poipu Kai Racquet Club is a member of the Poipu Kai Association and the Poipu Kai Association is an eighteen-percent owner of the Racquet Club. The Lanai Room, tennis courts, tennis pro shop, swimming pool and spa, and landscaped properties south of the tennis courts are Racquet Club limited common elements 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 Organization Overview

## PKA Organization Chart

### PKA Board of Director



## 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 General 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 General Manager is also responsible for enforcing Association House Rules to ensure the owner's right to quiet enjoyment of the property is preserved.

## Managing Agent

### Associa Hawaii

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

Associa Hawaii 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 county, state and federal agencies or regulatory bodies.

## Administration

### **General Manager Support**

The Administrative Assistant is a full-time Poipu Kai Association 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 full-time employees. Each participating condominium association has at least one assigned full-time landscaper. There are two machine operators who provide mowing and edging services to Poipu Kai Association common property and Poipu Kai Resort condominiums that have hired Poipu Kai Association for this service. The other general landscape employees provide support services to all Resort and participating condominium association common areas, and assist with larger Resort landscape projects as assigned.

### **Building Maintenance**

This department consists of full-time building maintenance employees, a full-time custodial employee, a full-time mechanic and 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 a full time Supervisor and several full-time employees. The Patrol Service Department functions on a 24-hour a day, seven days a week schedule. Duties involve patrolling the entire Poipu Kai Resort enforcing House rules and supporting resident's, visitors, and staff as needed.

## Tennis

This department currently consists of part-time employees and an 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. The PKA administrative staff and Associa Hawaii personnel prepare all meeting notices required by law, develop agendas with the Association's President, facilitate each meeting, and prepare 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, Crestview and The Cottages at Poipu Kai 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

Five (5) of the Poipu Kai Resort condominium properties, the Poipu Kai Racquet Club and Poipu Kai Water Reclamation Corporation receive property management services from Poipu Kai Association. Regency Villas has a property manager, and The Villas at Poipu Kai condominium project is currently managed by the property developer; neither receives services from the PKA staff other than common element landscaping, maintenance services and garbage removal.

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 April each year. Associa Hawaii and the PKA administrative staff prepare all meeting notices required by law, develop agendas with the Association's President, facilitate each meeting, and prepare meeting minutes with the Association's Secretary.

The PKA Administration, Maintenance and Resort & Patrol Services staffs, described earlier, provide daily support necessary to meet not only PKA's obligations with respect to its common elements and dedicated facilities, but also the daily operational needs of the Kahala, Makanui, Manualoha, Poipu Sands, and Regency condominium projects as well as the Poipu Kai Racquet Club and Poipu Kai Water Reclamation Corporation properties. 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 Villas at Poipu Kai and/or Regency Villas upon reasonable notice. Although there is no firm policy concerning what constitutes "reasonable notice," such notice would necessarily be three 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.

The PKA Executive Office also maintains custody of automobile keys for condominium associations that require owners, through their parking policies, to leave automobile keys with onsite personnel when the owner is parking their automobile(s) on condominium property during periods when the owner is offsite.

## 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 and Internet web-access cable service contract and interface with the cable company during periods of cable trouble.