

**MINUTES OF THE BOARD OF DIRECTORS' MEETING
OF MAKAHA VALLEY PLANTATION
OCTOBER 24, 2008
ON SITE -Kiana Cabana**

OWNER'S FORUM

At 6:31 p.m., Chairperson Marjorie Collier welcomed all owners in attendance and opened the floor for those present to address the Board. The Chair thanked everyone for their comments and closed Owner's Forum at 7:15 p.m.

CALL TO ORDER

The regularly, scheduled meeting of the Makaha Valley Plantation Board of Directors was called to order at 7:16 p.m. by the President Collier.

ESTABLISH A QUORUM

A quorum was established.

Members Present: President Marjorie Collier, Vice President Robin Heath, Treasurer Greg Solokowski and Director Jim Sherman.

Members Absent: Directors Frank Mead, Keith Marini and Lester Eldridge

By Invitation: Ralph Ahles, Management Executive, Hawaiiana Management Co., Tiso Maanaina, AOA Security Supervisor (SO)

APPROVAL OF MINUTES

On motion of Director Sherman, the minutes of the regular Board of Directors meeting of August 18, 2008 were unanimously approved as corrected.

REPORTS

- A. Security – Security Chief Tiso Maanaina provided the board with a 24 month summary of incidents including the month of September, 2008. SO Tiso also reported that several security employees have left for better pay and/or career advancement.
- B. Treasurer – Director Sokolowski reviewed and moved to accept the August and September, 2008 financial statements subject to audit. The motion carried unanimously.
- C. General Manager's Report – A General Manager's report for the period covering August 7th to October 14th had been distributed to the Board prior to the meeting. The following items were discussed in further detail:
 - (1) Repairs to fire damaged unit – Commercial Works still waiting on a building permit to start the repairs due to a delay in the permitting process at the Building Department of the City and County of Honolulu.

- (2) Water Meter Connections to Neighboring Property – Clean Sewer Lines inspected the connections and found no ties to the neighboring property.
- (3) Laundry Service – It was noted that Web Laundry Service has raised the fee on its washing machines by \$.25 per run.

D. COMMITTEES

1. Security – Committee Chairperson Marini – No report.
2. Documents – Committee Chairperson Collier – No report.
3. Personnel - Committee Chairperson Sherman reported that the committee is looking into pay raises for the staff.
4. Budget/Financial – Committee Chairperson Sokolowski – Report was deferred to New Business.
5. Communications – Committee Chairperson Heath reported that the owners' forum was held last month with the majority of concerns for administration to handle at the site office. Mr. Heath suggested that the owners' forum be continued to be held sometime during the month the board does not meet. Mr. Heath further reported that the website is still being worked on. Director Sherman volunteered to have his company host the website and assist in placing material on the site.
6. Building and Grounds – Committee Chairperson Marini – No Report.

UNFINISHED BUSINESS

- A. Water Intrusion Repairs – ME Ahles reported that he contacted Shibata Contracting who is interested in submitting a proposal to repair front exteriors of units experiencing water leaks. A proposal from Commercial Works has already been received and another from Jim Miller Contracting is pending.
- B. Sentricon Termite Service Renewal – On **motion** of Director Sherman with a second by Treasurer Solokowski, the Board unanimously approved to renew its service contract with Diversified Exterminators at a cost of \$15,917.27.

NEW BUSINESS

- A. 2009 Proposed Budget Review – Treasurer Solokowski presented the Board with a proposed 2009 operations and reserve budget with no maintenance fee increase. On **motion** of Treasurer Solokowski with a second by Director Sherman, the Board unanimously approved the proposed budget for 2009 with **no increase in maintenance fees**.

- B. Tree and Shrub Purchase – A proposal for the purchase of 3 large foxtail palms, 2 manila palms and bougainville plants along with rental of a truck to haul the material was submitted by GM Otis King for use around the property. On motion of Director Sherman, the Board unanimously approved to proceed with the purchase at a cost not-to-exceed \$1,150.00.
- C. Air Condition Exterior Covers – Management received a proposal for a metal exterior covering over air conditioning units that are permitted on units. The proposal will be emailed to the whole board for their review and approval at the next regularly scheduled meeting.

EXECUTIVE SESSION

At 7:59 p.m. President Collier announced that the board needed to go into executive session to discuss several legal and personnel issues. At 8:05 p.m. President Collier announced that the board was back in regular session.

D. Appeals

102A – House Rule Violation Fine/Inappropriate items on lanai – Management will send a letter to the owner stating that the Board has reviewed the appeal and will not waive the fine.

113A – House Rule Violation Fine/pet off leash – Management will send a letter to the owner stating that the Board has reviewed the appeal and will not waive the fine.

118B – Late Charges & Legal Fees – Management will send a letter to the owner stating that the Board has reviewed the appeal and will reduce the late charges by \$200.

DATE, TIME & PLACE OF NEXT MEETING

The next regularly scheduled Board of Directors meeting will be held on Monday, December 15, 2008, 6:30 p.m. on site at the Kiana Cabana.

ADJOURNMENT

There being no further business to conduct, President Collier adjourned the regular meeting of the board at 8: 45 p.m.

Submitted by:



Ralph Ahles, Management Executive
Hawaiiana Management Company