

MAKAHA VALLEY PLANTATION
M I N U T E S

REGULAR MEETING of the BOARD OF DIRECTORS of the Association of
Apartment Owners of MAKAHA VALLEY PLANTATION

DATE: Tuesday, January 22, 1985

PLACE: Rocana Hotel Conference Room

PRESENT:
President Hoolae Papa,
Vice President Frank Swan,
2nd Vice President Ron Melchin,
Parliamentarian Charles Loomis,
Treasurer Gil Patterson, and
Secretary Linda Powers

EXCUSED:
Assistant Treasurer Charles
Houtchens, and 2nd Assistant Secretary
Maybelle Yeomans

BY INVITATION:
Andy Kubo & Clifford Wakataki (NM&F),
Brian Sugimoto (Okano & Wong),
Managers Wally Sevedra & Arthur Keys,
Owners John & Kathy Stewart (90A),
Owners Mr. & Mrs. Cramer (93A),
Klaus Springer (23C),
Wolfgang Burgel (13A), and
Ron Harris (64C)

CALL TO ORDER:
Having a quorum present, President
Papa called the meeting to order at
10:45 A.M.

MINUTES:
2nd Vice President Melchin moved and Parliamentarian Loomis
seconded approving the minutes of the Regular Meeting of December
18, 1984. The motion passed unanimously. Secretary Powers
moved and 2nd Vice President Melchin seconded approving the
minutes of the Executive Session of the Regular Meeting of
December 18, 1984. The motion passed unanimously.

CORRESPONDENCE
Letter from Tenant Robert Bridgewater (195A). Secretary Powers
was directed to respond quoting Association policy.

Letters from Tenant Pete Souza (193C) and Owner John Neufeld
(101C). Treasurer Patterson moved and Vice President Swan
seconded forwarding both letters to the Association Attorney and
that he negotiate settlement. The motion passed unanimously.

COMMITTEE REPORTS

A. Grounds and Architectural. Chairman Swan reported that the
grounds were in good shape except where children's running is
wearing the grass out. Sanding and painting the stairwells is to
begin in February.

B. Rules, Administration and Security. Chairman Powers requested
and it was the consensus of the Board that discussion be referred
to Unfinished Business and New Business.

MANAGING AGENT'S REPORT:

Due to delays at Bank of Hawaii, the financial reports given to
the Board are rough. Final copies are to be mailed this week.

RESIDENT MANAGER'S REPORT:

Resident Manager Sevedra reported that the new man is helping
them to get caught up. He further reported a hot water leak in
754, for which he borrowed a backhoe from HCC to look for it.
After searching for 3 days and not finding it, he thinks that
because those pipes run along an old stream bed, the heavy rains
created what looked like a leak. He also said that we had 19
roof, lanai and stairwell leaks. It was the consensus of the
Board that the coconut trees be trimmed provided the Resident
Manager can employ a trimmer as an independent contractor and
who can produce proof of insurance.

UNEFINISHED BUSINESS:

A. Procedures.

1. Treasurer Patterson moved transferring the Payroll Account from Central Pacific Bank to an interest-bearing account at Bank of Hawaii, that management of the new payroll account be handled by NM&F, who shall receive the monthly statements and cancelled checks and who will cut all checks on this account, that all checks be forwarded to the Treasurer who will affix one signature and obtain the signature of a second Board member, and that the Treasurer will be furnished a complimentary copy of the monthly bank statement from the managing agent. Vice President Swan seconded. The motion passed unanimously.

2. Treasurer Patterson moved the Board continue with the process of setting up an interest-bearing account at Bank of Hawaii to be called Maintenance Reserve Account, that this account shall be managed by the managing agent who shall receive the monthly statements and cancelled checks and who shall cut all checks written on this account, that all checks cut shall be sent to the Treasurer who will affix one signature and obtain the signature of a second Board member, and that the Treasurer shall be furnished a complimentary copy of the monthly bank statement from the managing agent. Vice President Swan seconded. The motion passed unanimously.

B. HCC Agreement. Vice President Swan moved and Secretary Powers seconded approving the Association's Agreement with HCC provided it be amended with a hold-harmless and co-insurance clause and provided the Association Attorney approves it. The motion passed unanimously.

C. Rental Agents Proposal. Vice President Swan moved and Treasurer Patterson seconded the rental of 20 additional guest parking stalls. The motion passed unanimously.

D. CMC. It was the consensus of the Board that action against CMC be deferred until the matter can be discussed with the legal committee.

NEW BUSINESS:

A. Jacuzzi Heat Pumps. Treasurer Patterson moved and Secretary Powers seconded authorizing Treasurer Patterson to purchase and secure financing for heat pumps at both Jacuzzis. After discussion the motion passed unanimously.

B. Foreclosure Procedure. It was the consensus of the Board that with regard to delinquencies NM&F should send out the first late notice on accounts less than 30 days past due, that a demand letter should be sent by our Attorney on all accounts more than 30 days past due, and that a lien letter should be filed on all accounts more than 60 days past due, provided only that the Treasurer together with the managing agent and attorney can negotiate a payment schedule to assist delinquents in becoming current.

C. Ratify Treasurer. Vice President Swan moved and 2nd Vice President Melchin seconded ratifying the appointment of Gilbert Patterson as Director and Treasurer to fulfill the unexpired term of Rosemary Gordon. The motion passed unanimously.

D. Annual Meeting. It was the consensus of the Board that an Annual Meeting Committee be formed with Vice President Swan, Treasurer Patterson and Secretary Powers to coordinate and plan for the Annual Meeting to be held at Sheraton Makaha Resort, Makaha Terrace, Thursday, March 28, 1985, 5:30 PM.

E. 1984 Audit. It was the consensus of the Board that an Audit Committee be formed with President Paea, and Treasurer Patterson and that the committee be authorized to hire Donald Kong to perform the audit pending the results of a meeting with President Paea, Treasurer Patterson, Attorney Sugimoto and Accountant Kong.

F. Quarterly Reconciliation. Vice President Swan moved and

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Treasurer Patterson seconded the hiring of Donald Kong to reconcile the Association's bank records quarterly. After discussion the motion passed unanimously.

G. Equipment Maintenance Item. Vice President Swan moved and Secretary Powers seconded establishing a new budget item to be called Equipment Maintenance and given account number 8230, that it be budgeted for \$322 per month, and that Operating Reserve be lowered by \$322 per month. The motion passed unanimously.

H. Eviction. Secretary Powers moved and Treasurer Patterson seconded directing Secretary Powers to write a letter to Rental Agent Helen DeAngelo requesting that she evict the tenant in 76C due to continuing violations of the house rules. The motion passed unanimously.

I. Car Wash. It was the consensus of the Board that the hours of the car wash be 10 AM to 3 PM, that the hoses be removed and users be informed that they must bring their own, and that no radios or tape players be played in the area.

NEXT MEETING:

The next meeting of the Board of Directors will be held on February 19, 1985 at 10:30 A.M. at Makaha Valley Plantation 61A

ADJOURNMENT:

Having no further business to review and hearing no objections, at 2:45 P.M. President Faoa adjourned the meeting.

Respectfully submitted,



LINDA POWERS
Secretary
Board of Directors

