

ASSOCIATION OF APARTMENT OWNERS  
MAKAHA VALLEY PLANTATION

Minutes--Board of Directors Meeting

DATE: JANUARY 25, 1994

PLACE: CONFERENCE ROOM, WAIANAE SATELLITE CITY HALL

PRESENT: Cecil Bindel, Tom Youngblood, Wayne Thompson,  
Melody Murphy, Blythe Thomas

BY INVITATION: Charles Houtchens, Resident Manager, Emerald  
Souza. Asst. Manager, Peggy Hoots, Administra-  
tive Assistant, Marie Calder-Clayton, Hawaiiana  
Management Company

Flora May Majewski- 031-A	Bonnie Harwick-141-A
Dorothy Smith-034-A	Ruth Swinney-118-A
Marcy White-083-A	Natalie Robinson-083-A
Barbara Van Blyenburg-196-A	Deborah Bouno-129-C
M/M Cliff Weber-163-A	James Jones-002-B
Jerald Hatt-186-A	Betty Thomas-181-A
Aldene Doherty-184-B	Tom Powers-088-A
Bette Larrabee-050-A	Dale Fajardo-148-B
David Duke-002-B	

A quorum being present, President Bindel called the meeting to order at 7:04PM.

The minutes of the meeting of Nov. 11th and 21st were approved unanimously as distributed.

CORRESPONDENCE

None

REPORTS OF THE OFFICERS

President Bindel opened the meeting with a short prayer.

Report of the Vice President Tom Youngblood attached, RE: HUD.

Report of Treasure Murphy attached.

Resident Mgr. Charles Houtchens informed us of the resignation of a long time employee, Sgt. Owen Jackson. He also reported that a security guard fell and hurt his back while on the job. Mr. Houtchens informed the Board, "That on a real quiet night we can get by with two security guards."

## UNFINISHED BUSINESS

1) BUDGET COMMITTEE: Committee member Dale Fajardo reported on the purchase orders, cash controls, and legal bills. The purchase order system is working out ok with our office staff. Mr. Fajardo discovered a few duplicate charges levied against the Plantation by the law firm representing MVP. We have been able to recover some of the funds.

Committee Member Ms. Larrabee reported on the situation with the company credit cards. The cards have been recalled and are currently in the office, 5 Eagle Hardware cards, 2 Office Depot cards, 1 Unocal Gas card, 1 Gas Express card, and the Costco membership card. With the purchase order system in place and operating correctly, we should have no problem canceling these credit cards. the Costco card will expire later this year.

Ms. Larrabee brought out the fact that the Association has been paying \$1,800.00 a year for the mail out of the Homeowners coupon booklets. In the contract with Hawaiiana it states that Hawaiiana will mail out the coupons at no extra cost to the Association. Marie Calder-Clayton stated that there was an addendum made a few years back, and she will look into the situation further.

David Duke reported the employee evaluation system is in effect as of January 1st. The job descriptions for each position is still being developed and will be ready in the near future.

MOTION It was moved by Wayne Thompson to authorize the Budget Committee to review the records at Hawaiiana when they feel it is necessary.

There being no objection, by unanimous consent, the motion was carried.

2) Marie informed the Board that the Association will be receiving \$11,000.00 on a lien for past maintenance fees due on a foreclosed unit.

3) SECURITY COMMITTEE Wayne Thompson 130-B, Wally Saverda 134-A, Keith Mirini 79-C, and Terry Valdez 41-C, have been appointed by President Bindel to assist our security guards in training, etc. Mr. Mirini and Mr. Valdez are both police officers with HPD. This group is looking forward to working closely with the security staff and giving them support where they may request it.