

MAKAHA VALLEY PLANTATION
BOARD OF DIRECTORS' MEETING
TUESDAY, JANUARY 25, 2000 – 7:00 P.M.

A G E N D A

- I. CALL TO ORDER
- II. ESTABLISH A QUORUM
- III. HOMEOWNER'S FORUM
- IV. SECURITY REPORT
- VI. COMMITTEE REPORT – As Required
- VII. APPROVE MINUTES OF THE NOVEMBER 23, 1999 BOARD MEETING
- VIII. TREASURER'S REPORT
 - A. Delinquency Report
- IX. MANAGEMENT EXECUTIVE REPORT
- X. MANAGER'S REPORT
- XI. UNFINISHED BUSINESS
 - A. Renovation Project - Status – Engineering Forensics
 - B. Temp Hire Maintenance Work
 - C. Bids for Sauna Repair
 - D. Irrigation System Design
- XII. NEW BUSINESS
 - A. Coconut Trees Bids
 - B. Cost to Extend Part Timer to Full Time
 - C. Annual Meeting Mileage Payment to HMC, Ltd. AA's.
 - D. Wash House – Water Heating Upgrade
- XIII. EXECUTIVE SESSION (As Required)
- XIV. DATE, TIME AND PLACE OF NEXT MEETING
Tuesday, February 22, 2000, 7:00 p.m., Waianae Satellite City Hall
- XV. ADJOURNMENT

MINUTES OF THE BOARD OF DIRECTORS' MEETING
OF MAKAHA VALLEY PLANTATION
TUESDAY, JANUARY 25, 2000
7:00 P.M., WAIANAE SATELLITE CITY HALL

CALL TO ORDER

The regularly scheduled meeting of the Board of Directors of Makaha Valley Plantation was called to order at 7:02 p.m., by President Larrabee.

ESTABLISH A QUORUM

A quorum was established.

Members Present: Betty Larrabee Greg Sokolowski
 Bobbie Castro Alvin Silva (Arrived 7:15 p.m.)
 David Duke

Present by Invitation or as Guests: Peggy Hoots, Manager
 Jim Coupland, Hawaiiana Management Co., Ltd.
 Rene Henderson, Burns Security Int'l Svcs. (Dptd 7:19 p.m.)
 Jeff Smith, Engineering Forensics, Hawaii (Arrived 7:10 p.m.)
 Guests (See Sign-In Sheet attached)

President Larrabee turned the Chair over to Director Sokolowski, to give him the opportunity to run a meeting.

HOMEOWNERS FORUM

- A. Dave Sharp, 23 C – Thankful for everything the Board has been doing.
- B. Rick Buscemi, 182B – The wooden shutters do not look good as the paint does not cover them.
- C. Les Rhea, 195A – Shutters; No way to completely cover them.
- D. Loretta McDaniel, 182A – Her wood jalousies are in bad shape. She feels the Association should be responsible for her two shutters that are rotting away.
- E. Mr. Houser, 29 – Using Thompson Water Seal on his wooden jalousies worked well for him.
- F. Jerry Hatt, 186A – He feels the wooden jalousies will fill up with enough coats of paint.

The Board asked the residents to take their write-ups to the office, not to the contractors.

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SECURITY REPORT

Rene Henderson, Burns Security International Services – She provided the audience various statistics on how things are going at MVP, including there being 129 visitors per day for a total of 3,245 visitors to date in January. She departed at 7:19 p.m.

APPROVE MINUTES

There being no corrections or changes, the minutes of the November 23, 1999, Board meeting were approved as presented, following a motion to approve by President Larrabee, a second by Vice President Castro and a unanimous vote to approve.

TREASURER'S REPORT

- A. Treasurer Duke gave the Treasurer's Report. He stated the delinquencies would be covered in Executive Session. The Cash and Reserves for the end of December 1999 are \$1,476,612.87. Cash in the checking account was \$73,058.68. The Association is in fairly good financial condition. There are still a number of projects to be completed over the next few years, such as completing the driveway and parking areas, and heat pump additions. The December Operating Statement was accepted, subject to audit.
- B. Delinquency Report – The Delinquency Report was distributed prior to the meeting by the Management Executive. Deferred to Executive Session.

MANAGEMENT EXECUTIVE REPORT

The Management Executive stated that most of his report will be covered under the specific agenda item however, several items were covered.

- A. The Office received a Makaha Visionaries Newsletter. It came with a Proxy for the Annual Meeting. This is not illegal, but it was not put out by the Association. That mail out will be on February 11, 2000. Peggy Hoots has received a number of complaints from residents as they thought the Association did this mail out. The Management Executive will include a letter on this Newsletter and Proxy when the Association mail out takes place.
- B. Several memos were sent to the Board, including one explaining the Reserves transfers in December and why they were done. Steve Glanstein's letter covered Annual Meeting voting procedures. In addition, there is one on the Web Contract and one on the cost of changing one employee from Part Time to Full Time.

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MANAGER'S REPORT

The Manager's report was distributed prior to the meeting. A copy of this report is on file in the manager's office and Hawaiiana Management Company, Ltd.

The Manager reported the following significant items:

- A. Many favorable comments were received about the Christmas decorations.
- B. The Association is cleaning up along the fence toward the Towers with in-house maintenance people.

UNFINISHED BUSINESS

- A. Renovation Project Status – Engineering Forensics, Hawaii – Jeff Smith, President Engineering Forensics, Hawaii, provided the Board a status report on the Renovation Project. He also provided the Board a letter on his responses to some of the concerns expressed by the Board. Shioi Construction is asking for a sixty-day (60) extension to the contract. This is based on ten (10) weather days with the rest as a result of Change Orders. All roofs that have been inspected, have passed. He asked that residents not approach contractor personnel asking them questions or telling them how to do the work. The Manger was directed to put out a flyer on not bothering the contractors, to all residents. It is also to be put on the video bulletin board.

Mr. Smith fielded a number of questions from the Board and Residents. He answered most.

The owner of 22-A stated her gutters and downspouts vibrate in the wind. Jeff Smith said he would investigate the situation.

- B. Temp Hire Maintenance Workers – Deferred to Executive Session.
- C. Bids for Sauna Repairs – Two bids were received, one from Viking Recreation and one from Tropical Design. The Board directed that a policy on using the sauna be developed and provided to the Board for their approval.

Treasurer Duke moved to approve the repair of the sauna, but hold off the actual repair until the end of February, with Viking Recreation communicating the cost of the rest of the job, with a cap of \$1,500.00. Vice President Castro seconded the motion. The motion passed unanimously.

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UNFINISHED BUSINESS, Cont.

- D. Irrigation System Design – The request for proposals are not quite ready to go out. Vice President Castro moved to grant the Management Executive the authority necessary to solicit appropriate bids for this system. Treasurer Duke seconded the motion. The motion passed unanimously.

NEW BUSINESS

- A. Coconut Tree Trimming Proposals – Two companies provided proposals; Glads and Fred Lau Hawaiian Landscape Company, Inc. Treasurer Duke move to accept the Fred Lau proposal to trim all the coconut trees for \$5,518.00, plus tax. Director Sokolowski seconded the motion, which then passed unanimously.
- B. Cost to Extend One Part Time Office Person to Full Time – The monthly cost to convert one part-time person to full time is \$1,030.56 per month. Vice President Castro moved to authorize one part-time office employee being converted to full-time. President Larrabee seconded the motion and the motion passed unanimously.
- C. Annual Meeting Mileage Payment to HMC, Ltd. AA's – The Management Executive stated the \$10.00 approved for the 1999 Annual Meeting was supposed to be \$15.00 per driver. He stated he made a mistake and the 2000 Annual Meeting mileage should be \$15.00. President Larrabee moved to approve the \$15.00 rate. Vice President Castro seconded the motion. The motion passed unanimously.
- D. Wash House – Water Heating Upgrade – Jeff Smith, Engineering Forensics, Hawaii, was unable to provide a cost estimate to do all the drawings and an estimate on how long it will take. He needs the information the Management Executive requested from HECO. Mr. Smith recommended Shioi Construction be the contractor to do the job, because it will save time and money. He also recommended the Association upgrade all Wash Houses now, even though only four (4) will have new equipment added. He estimates a cost of \$25,000.00 to \$30,000.00 per Wash House to make them ready to receive the new equipment. This cost does not include any new heat pumps and water storage tanks. When asked by the Board, he felt this project could be completed by July 1, 2000, if the HECO information is received soon.

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EXECUTIVE SESSION

The Board adjourned to Executive Session at 8:34 p.m. to discuss possible legal issues.

The Board reconvened to the Regular Board meeting at 9:59 p.m.

The following are the results of the Executive Session:

1. Board approved the latest payment to Shioi Construction.
2. The Board questioned two other Change Order costs; one for roof vents and another for painting changes.
3. The Board approved the filing of a Deficiency Judgement against the owners of 164B.
4. Board approved the offer to turn over 160B to the Association in lieu of the maintenance fees owed.

DATE, TIME AND PLACE OF NEXT MEETING

The next regularly scheduled meeting of the Board of Directors will be held on Tuesday, February 22, 2000, at 7:00 p.m., Waianae Satellite City Hall.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:00 p.m.

Submitted by:

Approved by:



Jim Coupland
Recording Secretary



Alvin Silva
Secretary