

**MINUTES OF THE BOARD OF DIRECTORS' MEETING
OF MAKAHA VALLEY PLANTATION
January 26, 2005
MAKAHA Valley Plantation-Kiana Cabana**

OWNER'S FORUM

At 6:30 p.m., the owners present were allowed to voice their concerns.

CALL TO ORDER

The regularly, scheduled meeting of the Makaha Valley Plantation Board of Directors was called to order at 7:38 p.m. by the Chair, President Monty Glover.

ESTABLISH A QUORUM

A quorum was established.

Members Present: Monty Glover Greg Sokolowski
 Bobbie Castro Frank Mead
 Bob Cunningham Jim Sherman

Members Excused: Marjorie Collier

By Invitation. Otis King, General Manager, Shirley Landford, Office Manager
 John Martinez, AKAL Security
 Sheryl Brown, CMCA®, Sr. Mgmt. Exec., Hawaiiana Management Co.

Approve Agenda

The Chair declared approved as revised.

APPROVAL OF MINUTES

The minutes of the December 1, 2004 regular Board meeting were approved as revised to remove "arrived at" after Director Sokolowski's name under "Establish A Quorum".

REPORTS

A. Security. AKAL Security Supervisor Martinez provided information on gang activity; reminding that security is everyone's responsibility and to report all suspicious activity. Gang issue deferred to security committee.

B. Treasurer

1. Financial Statement for November and December 2004 – Presented. Director Sokolowski moved to accept the November 2004 financial statement subject to audit; defer December 2004 financial to the next board meeting. The motion passed with unanimous consent.

2. Delinquent Accounts – Director Sherman moved to transfer all accounts from the current collection attorney, Anne Anderson, to the newly appointed collection attorney paralegal, Mariano Cortes of Oliver, Lau, Lawhn, Ogawa & Nakamura. Motion passed with unanimous consent.

C. General Manager's Report.

1. Illumination of Front Entry – Director Castro requested installation of additional accent lighting at the front entry. Director Mead suggested additional accent lighting and propane tiki torches at the pool area; deferred to the grounds committee.
2. Ala Mahiku Pool – The GM reported that the large table with a plexi glass top was removed due to irreparable damage. The board unanimously agreed to allow the GM to purchase a large picnic table to replace the damaged table, at Sam's Club.
3. Pool Furniture – Purchase of pool furniture had previously been approved; the board instructed the GM to make the purchase immediately and have the furniture in place within one week. Director Mead instructed that security staff be informed to pick up the furniture when securing the furniture.
4. Landscaping – Director Mead pointed out that the time lapse between mowing and weedeating was too far apart by the time both projects were completed for each area. The board instructed a more efficient work schedule be implemented to address this issue.
5. Gate Arm Poles – The chair informed the board that adolescents have been observed swinging on the pool handrails and poles, causing them to become loose; additionally, the railing and poles have begun to rust. The board instructed the GM to purchase replacement railings and poles, and ensure that all end caps are tightly sealed. ; GM reported that the end caps would be sealed.

D. Committees

1. Security – Director Cunningham reported the committee was researching control of pedestrian entry at the front gate; suggested that residents take pictures of any observed suspicious activity.; encouraged owners to attend the Waianae Neighborhood Board meeting to be held at the Makaha Resort on Tuesday, February 1st, as the chief of police and all lieutenants will attend to address crime in the area.
2. Grounds - The Chair appointed Director Mead as liaison to the committee; requested anyone interested to contact Director Mead. The GM was directed to post a solicitation of committee members on the in-house information channel. Director Mead recommended pruning the plumeria trees to reduce the height and breadth and moved to authorize the GM to contract a professional consultant to advise on appropriate

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pruning procedures. The Chair directed the GM to provide a bid from HNL to perform this service, available for the Feb meeting. Director Mead withdrew the motion pending a consultant proposal. Director Mead noted that one area of bougainvillea had been hedged but the cuttings had not been removed from within the bushes; also, paint had been splattered all over the shrubs.

3. House Rules – Director Castro moved to adopt the revised HR as presented. The motion passed by unanimous consent. Board unanimously agreed to allow one hour for attorney John Morris to review revisions, before mailing to all owners, no later than mid February.
4. Personnel - Director Sokolowski reported that all grounds maintenance would be performed by association personnel as of February 1, 2005; job descriptions, maintenance schedules, inventory logs had been completed and under review by the committee and use logs had been implemented. The GM reported that safety training is conducted once a month; staff initially trained in proper operation of the new grounds equipment, with additional training for maintenance of same scheduled.
 - a. Uniform Shirts – Deferred for logo.
 - b. Relandscape – GM has requested that re-landscape be outsourced. The board unanimously agreed to outsource the re-landscape project.
3. Budget & Finance. There was no report.
4. Communications – Logos were presented and discussed; issue to remain with the committee. Sales of advertisement to professional vendors on channel 2 was discussed; SME was instructed to check liability with insurance carrier and association attorney.
5. Community Advisory – Director Collier announced a “potluck” meeting will be held in February 27th, 5:30 p.m., 2005 at the Kiana Pool cabana.

UNFINISHED BUSINESS

- A. Fence at Area 665 – Referred to building and security committees to determine if the area can accommodate chain link fence lined with bougainvillea.
- B. Security Equipment/Exit Gate - Director Sherman moved to relocate the two existing gate arms to the guard shack. Director Sherman voted aye. The remaining directors present voted “nay”. Deferred to security committee.
- C. Maintenance Shed Re-Build – Director Castro moved to authorize up to \$1000.00 to hire Don’s Ohana Drifting draw plans and pull a permit for construction of shed. The motion passed with unanimous consent.
- D. Stairwell 143-144 Rebuild - The GM reported that construction was in progress.

- E. Refurbishment of Picnic Area Grills – Director Castro moved to authorize up to \$800 allowance for construction per grill, to be built on the same location of the old grills on the existing concrete pad, to be constructed exactly as detailed on the approved design plan. The motion passed with unanimous consent.
- F. Repaving Project – Committee chair Mead reported that the RFP had been sent to vendors for bidding, due Feb 24, 5 pm, with bids to be opened on Feb 25.
- G. Association Documents Amendment to Confirm Number of Directors/Restatement of Docs – Deferred.
- H. Web/Laundry Service Contract – The GM was instructed to obtain a proposal from WEB as soon as possible, and to also solicit bids from other vendors.
- I. Submetering & Irrigation – The GM reported that Brownie and Lee has advised that the board of water supply may require the association to install up to eight additional backflow valves to meet current code. Director Sokolowski moved to allocate funding in the amount of \$14,000 for the installation of additional valves if required. The motion unanimously passed.
- J. Roofline Lighting – The GM reported that the additional roof line lighting project was ongoing. Tabled.
- K. Incorporation of Association – Director Castro moved to incorporate the association as advised by the association attorney. The motion passed with unanimous consent.

EXECUTIVE SESSION

The board entered executive session at 9:30 p.m. and reconvened into regular session at 10:49 p.m.

RATIFICATION OF ACTIONS TAKEN DURING EXECUTIVE SESSION

The board unanimously ratified the following actions taken during executive session:

1. Employee Raise – Ratified email decision to approve raise for lead maintenance person.
2. Delinquencies – Deferred until after accounts are transferred to Mr. Cortes.
3. Delinquent Account Actions – The board unanimously authorized the president and treasurer to make decisions on collection of accounts where there is minimal risk of financial loss.
4. Appeal of fine – A non-owner resident requested waiver of fines for parking in the stall of a vacant unit. The board unanimously denied the appeal, as all appeals must be made by the unit owner of record.

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NEXT MEETING

The next regularly scheduled Board of Directors meeting will be held on Thursday, February 24, 2005, 6:30 p.m. at the Kiana Cabana on site. The 2005 annual meeting is scheduled for February 26, 2005.

ADJOURNMENT

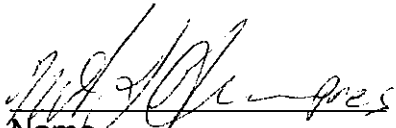
There being no further business to conduct, the meeting was adjourned at 9:50 p.m.

Submitted by:

Hawaiiana Management Company

Makaha Valley Plantation

Agent for Makaha Valley Plantation
Sheryl Brown, CMCA®
Senior Management Executive,
Hawaiiana Management Company, Ltd.
Recording Secretary


Name

Acting Secretary

Owners Forum 6:30

230 – Thajnks for the work.