

**MINUTES OF THE BOARD OF DIRECTORS' MEETING  
OF MAKAHA VALLEY PLANTATION  
October 26, 2005  
ON SITE -Kiana Cabana**

**OWNER'S FORUM**

At 6:35 p.m., the Chair opened owner's forum to allow those present to address the board and closed it 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 Chair, President Monty Glover.

**ESTABLISH A QUORUM**

A quorum was established.

Members Present: Monty Glover Jim Sherman Bob Cunningham  
Bobbie Castro Frank Mead (via tel con)  
Greg Sokolowski (arrived 7:15 p.m.)

Members Excused: Marjorie Collier

By Invitation. Tiso Maanaina, AOA Security Supervisor  
Jeremy Elgen, Securitas Supervisor  
Ray Ramirez, President, Securitas  
Otis King, General Manager  
Shirley Landford, Administrative Assistant  
Sheryl Brown, CMCA®, Senior Management Executive, Hawaiiana Management Co., Ltd.

**RESIGNATION OF DIRECTOR**

The Chair acknowledged Vice President Bobbie Castro's announcement of her resignation from the board of directors due to the sale of her unit, effective immediately. The Chair stated the Board will be soliciting candidates to fill the vacant seat and serve until the next annual meeting of the association of apartment owners in 2006. The Chair requested any interested owners submit their resume detailing the candidate's qualifications, reason(s) for volunteering to serve with the board and goals desired to achieve for the association. The Chair stated that resumes must be submitted no later than November 15, 2005.

**APPROVAL OF AGENDA**

Director Sokolowski moved to approve the agenda as presented. The motion passed by unanimous consent.

**APPROVAL OF MINUTES**

The minutes of the regular Board of Directors meeting of August 21, 2005 were approved as presented.

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**REPORTS**

- A. Tenant Communications Committee – The committee chair was not present and there was no report.
- B. Security. The Chair introduced Tiso Maanaina, recently hired in the new position of association security supervisor, stating the association security supervisor will direct all security operations including supervision, training and instruction of the contracted security staff. Mr. Maanaina presented a brief security report and responded to board member questions.

The Recording Secretary noted the following comments as a matter of record:

1. Director Sokolowski expressed appreciation to the Securitas supervisor and his staff for their professionalism in swiftly establishing security operations for the property and commended them on how well they were performing.
2. Director Cunningham congratulated GM Otis King, Association Security Supervisor Tiso Maanaina and Maintenance Supervisor Kellii Harris for an outstanding job during a recent incident on property that required the assistance of HPD. Director Sokolowski added that office administrator JoLynn Mehrtens also assisted until the situation was resolved, standing in for Securitas staff at the front entrance security booth while they assisted HPD. Director Sokolowski commended and thanked JoLynn for her contributions and support.
3. The Chair joined Directors Sokolowski and Cunningham in their thanks and congratulations, and for the board, again commended Otis, Tiso, Kellii and JoLynn for their superior efforts and willingness to serve and support the association during a time of need. The Chair also recognized the Securitas officers, thanked and commended them for quick, professional mobilization of security services for the property.

All present gave a hearty applause in appreciation for the staff and security personnel.

Director Cunningham announced the resignation of Martha Reamey as Chair of the security committee, stating until another member is appointed, he would assume the Chair.

C. Treasurer

1. Financial Statements for August & September 2005 – Director Sokolowski provided a brief report, noting that a portion of reserve funds had been utilized for the repaving project. The August & September 2005 financial statements were accepted subject to audit.
2. Delinquent Accounts – Deferred to Executive Session.
3. General Manager's Report – Presented. The GM reported on the following items:
  - (a) Construction of all new BBQ grills had been completed (a total of nine stations containing two grills in each unit).
  - (b) Front entry security gate will be relocated November 1<sup>st</sup>.
  - (c) Asphalt repaving project was nearing completion.
  - (d) Emergency call boxes had been installed at each pool, to be connected for service on November 1<sup>st</sup>.

- (e) The second floor of the association office had been renovated to house the security operations computer equipment and create potential work and storage space.
- (f) Termite Bait Station Monitoring Contract – The GM reported he had negotiated a price reduction of the renewal contract from Diversified Exterminators from approximately \$17,000 to \$15,201 (10% discount plus reimbursement of \$1368 for services charged but not performed). Director Cunningham moved to accept the revised proposal as presented. The motion unanimously passed.

### **PRESENTATION OF CERTIFICATE OF LANDSCAPE TRAINING**

The regular order of business was suspended briefly to allow GM Otis King to present to maintenance supervisor Kelii Harris, a certification for in landscape and irrigation maintenance from the University of Hawaii.

#### **D. Committees**

- (a) Security – Chair Cunningham reported he would be heading communications for the civil defense unit for the Leeward area. He informed the board that civil defense was willing to send a representative to speak to the board and/or residents about civil defense procedures.
- (b) Grounds - Committee Chair Mead had nothing new to report and stated he was very pleased that Kelii Harris had attended the University of Hawaii landscape class. The Chair announced that some of the large trees planted next to the parking lots, identified by the association arborist to be causing damage to the parking lots and in ground plumbing/sewer lines, must be removed. The Chair stated that more appropriate trees having a less aggressive root system will be planted, most likely in greater number, to replace those removed.
- (c) Documents – The Chair was excused from the meeting and there was no report. Deferred.
- (d) Personnel - Deferred to Executive Session.
- (e) Budget & Finance – Chair Sokolowski moved to approve the 2006 draft budget pending minor adjustments and requested the board's authorization to approve the final revised draft. The SME explained the revisions were reallocation of salaries and additional projected staff positions, updating the capital expense project list to indicate renovation of the front entry from 2007 to 2006 and amortization of the existing association loan to correct the projected operating expenses at loan payoff. The motion unanimously passed.
- (f) Communications – Chair Glover stated he would soon publish a newsletter and asked for owner input. Chair Glover also discussed the progress with development of the new association website, noting the website address had not changed; the community forum section being still active and online. A sample report capable of being generated by security staff at the guard booth was reviewed. The Chair noted the new data base contains many new features that will enhance security operations, such as tracking visitor passes, which will allow the guards to better monitor visitor pass abuse.

(g) Tenant Communications – No report

(h) Paving Committee – The chair noted the work project should be completed by Nov 30<sup>th</sup> at which time the committee will be disbanded. The Chair thanked Directors Mead and Sherman and GM Otis King for their work on the committee. The Chair also recognized the office staff for the great job with communications to the residents throughout the process. The Chair also noted the GM had locked their bid pricing in March 2005 which the contractor honored even though the work did not begin until August. Director Sokolowski also recognized and praised the office staff for their hard work and excellent communications with residents throughout the repaving project. Director Sokolowski also commented that [office] staff seems to have “gelled” and the office is operating really well.

### **UNFINISHED BUSINESS**

- A. Structural Investigation for Water Intrusion (Smith Hawaii) – The Chair reported the investigation should be completed by next week.
- B. Sub-metering & Irrigation – Completed. Tabled.
- C. A/C Guideline – SME reviewed the attorney opinions regarding board authority to allow a/c unit installations and the removal of the wood jalousies for the chosen location. Director Sherman moved to approve the a/c unit installation policy guideline and specifications as presented. The motion unanimously passed.

The Chair reviewed a/c unit enclosure choices – rounded or square with lattice or slats. Director Sokolowski moved to approve the rounded cover constructed with lattice. The motion unanimously passed.

The board discussed organization of cover construction and installation with owners desiring to install a/c units. The SME suggested the office maintain a record of owners requesting covers, collect payment, order and schedule group installations; owners not able to accommodate the scheduled installation would be responsible to schedule the work individually or wait for the next scheduled dates of installation. The board agreed with the process as described by the SME and voted unanimously to adopt and implement this procedure.

The Chair stated the association will proceed immediately to install pvc for a/c condensate drain lines, to be attached along the building exterior and painted to match the building exterior. The Chair stated the guideline will require professional installation of all a/c units and the appropriate plans and permits for 220 electrical service lines.

### **NEW BUSINESS**

- A. Owner Correspondence – The board reviewed owner correspondence as detailed on a confidential memo distributed to the directors. The board reviewed each correspondence identifying it only by the number as listed below and rendered the following decisions:
- (1) Return correspondence to the agent; the appeal is not generated by the unit owner.
  - (2) Waive the \$50 fine.

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- (3) Suspend eviction of the one resident by status as caregiver of the co-residents; suspend all fines; subject to immediate reinstatement should there be any further resident complaints or house rule violations by that resident which will also result in immediate demand for eviction.

Director Sokolowski moved to approve all decisions as stated in items 1 - 3. The motion unanimously passed.

- B. Annual Meeting – Scheduled for Saturday, March 25, 2006 at Makaha Resort; parliamentarian scheduled to attend.
- C. Pest Control – Director Mead move to accept bid from Terminix in the amount of \$11,881.30. The motion passed by unanimous consent.
- D. AKAL Invoices – The Chair stated that OT was charged but no time log was attached to the invoice, typically provided with all billings. The GM stated an email was sent to AKAL addressing items owed to association that were either never replaced or compensated from previous notifications before AKAL cancelled their contract and for items noted upon their departure to include one missing computer monitor and other miscellaneous damaged equipment. The board voted unanimously to withhold any further payments until all items had been returned or equally compensated to the association.

**EXECUTIVE SESSION**

The board entered executive session at 8:02 p.m. and reconvened into regular session at 8:30 p.m.

**RATIFICATION OF ACTIONS TAKEN DURING EXECUTIVE SESSION**

The board unanimously ratified all decisions taken during executive session regarding personnel monetary considerations.

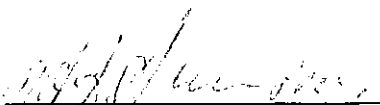
**NEXT MEETING**

The next regularly scheduled Board of Directors meeting will be held on Wednesday, January 25, 2005, 6:30 p.m. at the Kiana Cabana on site.

**ADJOURNMENT**

There being no further business to conduct, the meeting was adjourned at 8:55 pm.

Submitted by:



Marjorie Collier  
Secretary, Board of Directors  
AOAO Makaha Valley Plantation  
Exec Session

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