

MINUTES OF THE BOARD OF DIRECTORS' MEETING
OF MAKAHA VALLEY PLANTATION
Wednesday, October 27, 2004
MAKAHA Valley Plantation-Kiana Cabana

OWNER'S FORUM

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 7:00 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 (via telecomm)
Bob Cunningham Marjorie Collier

Members Excused: Jim Sherman

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

Director Sokolowski moved to approve the agenda as revised to delete "item B" and add "ratification for approval of additional cameras" under "New Business". The motion was approved by unanimous consent.

APPROVAL OF MINUTES

The minutes of the August 25, 2004, regular Board meeting were approved as revised to reflect correct spelling Director Collier's last name. .

REPORTS

- A. Security. Guest John Martinez stated that car theft and vandalism had declined; a meeting had been held with shift supervisors to address security staff gathering at the guard office; drug testing had been recently conducted for AKAL staff; resident altercations were moving off property as a result of the new surveillance cameras and that the electronic check stations were now working, but may have to be relocated due to potential recurring malfunctions caused by on site equipment electrical interference. The board requested that AKAL security staff pick up litter while conducting rounds of the property.

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B. Treasurer

1. Financial Statement for August 2004 – Presented and accepted subject to audit.
2. Delinquent Accounts – Deferred to executive session.
3. Reserves – Director Sokolowski reviewed reserve accounts.

C. General Manager's Report. Presented.

D. Committees

1. Security – There was no report. The board requested that all security issues be addressed to the committee chair via the association office. The board also instructed that reflective stripes be painted at the exit gate driveway by the security teeth; requested a bid for additional cameras by order of priority and deferred action on existing parking stickers until the next meeting pending issuance of new bar codes and proper operation of all new security equipment.
2. Grounds - There was no report. Director Sokolowski requested that the grounds committee assist with monitoring the monthly service of the termite bait stations. The committee chair agreed to ask for volunteers.
3. House Rules – Committee Chair Collier stated that the draft of revised rules was near completion.
4. Personnel
 - a. Job Descriptions/OSHA Compliance - Committee Chair Sokolowski requested finalization of job descriptions for all staff; confirmed that OSHA compliance was in progress; requested that OSHA training be permanently and routinely scheduled with 'sign off' sheets for employees for attendance and completion of each training session with a file copy in the association employee files.
 - b. Uniform Shirts – Director Sokolowski moved to approve substitution of the existing uniform attire with polo and t-shirts for all staff. The motion unanimously passed.
 - c. Preventive Maintenance Plan – The board instructed the GM to finalize and present the schedule for the next board meeting.
 - d. Tool/Equipment/Supply Inventory & Use Logs – The GM reported that the tool/equipment list was completed and the supply/inventory list was in progress.
3. Budget & Finance. There was no report.
4. Communications – There was no report.

5. Community Advisory – There was no report.

UNFINISHED BUSINESS

- A. Replace adjoining fence at the 665, area – Pending sample of material from Allied Fence.
- B. Split Air Conditioning Units – Deferred for legal opinion and additional bids.
- C. Installation of Security Gate Arms & Bar Codes – In progress.
- D. Enclosure of Wash Houses – The board instructed the GM to complete enclosure of area 665 and table the project for remaining laundry rooms.
- E. Maintenance Shed Re-Build – Director Sokolowski moved to authorize the ME to obtain the drawings for the maintenance building from Engineering Forensics and to obtain a bid from Jim Miller for the work. The motion unanimously passed.
- F. 143/144 Stairway Re-Build – Director Sokolowski moved to accept the bid from Jim Miller in the amount of \$6125.00 plus tax to rebuild the stair structure. The motion unanimously passed.
- G. Realtor Parking Pass – Tabled.
- H. Refurbishment of Picnic Areas – The board set a completion date for refurbishment of all picnic tables and construction of all new grills by January 15, 2005. The board further instructed that one two sided grill and one picnic table be completed in area 886 and all costs for materials forwarded to President Glover by November 17, 2004. The board further instructed that the appropriate sprinkler heads be installed in the area to direct water away from the picnic tables and/or move the tables.
- I. Office Extension – Pending.
- J. Pedestrian Entry at Front Gate – Deferred to the security committee.
- K. Parking Lot Re-Paving Project – The board instructed the ME/GM to obtain additional bids for consultants to write specs and oversee the project.
- L. Pole Light Fixture Upgrade – Deferred, with only the repositioning of the pole light at the front exit to direct light away from exiting vehicles only, by December 1, 2004.
- M. Exterior Paint Project – Director Castro moved to obtain three bids from consultants to write specs and oversee the project as soon as possible, with the bids forwarded by email. The motion unanimously passed.
- N. Purchase of Scaffolding – Deferred pending opinion from insurance carrier regarding coverage and rates for on site usage and written confirmation from the vendor that the scaffolding chosen meets OSHA requirements.

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- O. Personalized Garden Areas – The board instructed the GM to notify all “garden owners” to remove all personal landscape materials wherever planted on the common area landscape and clean any other personal items from under the stairwell by December 1, 2004.
- P. Submeters – Deferred for response from Brownlie and Lee.
- Q. Irrigation for Phase V – Bid due from Brownlie and Lee by November 1, 2004.
- R. Sale of Association Unit – Deferred. The board instructed the ME to have Foster Realty email a CMA for distribution to the members, for present market information in consideration of a sales price reduction for the unit, as requested by the agent.

NEW BUSINESS

- A. Ratification of Additional Cameras – Director Sokolowski moved to ratify installation of additional cameras as agreed via email vote, preceding this meeting. The motion unanimously passed.
- B. Appeals – The board unanimously denied all appeals requests except one, pending confirmation of the issue.
- C. Annual Meeting Procedures – The board instructed that the notice, agenda and instructions for solicitation of proxies be run on the in-house channel and that the ME/GM confirm reservation of the meeting room at the Makaha Resort.
- D. Association Documents Amendment to Reduce Number of Directors – The board instructed the ME to have association attorney Anne Anderson proceed with finalization of the documents, and to have them mailed to all owners as soon as possible.
- E. Unit Owner Request for One Additional Pet Cat – The board unanimously approved the owner’s request upon condition that the cat not be replaced.
- F. Video of Lateral Lines – Director Castro moved to accept the bid from Clean Sewer Lines pending a revised bid to include excavation of four locations to perform the work, with a final vote via email upon receipt of same. The motion unanimously passed.
- G. Video/Cleaning of Vertical Stacks – The board acknowledged prior approval to video/clean a random number of vertical stack lines to determine the condition of the pipes.

EXECUTIVE SESSION

The board entered executive session at 10:00 p.m. and reconvened into regular session at 10:25 p.m. There were no actions taken.

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NEXT MEETING

The next regularly scheduled Board of Directors meeting will be held on Wednesday, December 1, 2004, 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 10:25 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

M. Collier

Secretary

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