

**MAKAHA VALLEY PLANTATION  
ASSOCIATION OF APARTMENT OWNERS  
REGULAR MEETING OF THE BOARD OF DIRECTORS**

**AGENDA**

October 28, 1997, 7:15pm, Wai'anae Community Center

**TO BE PRESENT:** President, Bette Larrabee; Vice-President, Dale Fajardo; Secretary, Alvin Silva; Treasurer, David Duke.

**GUEST:** Property Manager, Jim Coupland; Manager, Jack Custer; Administrative Manager, Peggy Hoots.

**CALL TO ORDER:**

**APPROVAL OF MINUTES:** For September 24, 1997.

**CORRESPONDENCE:**

**REPORTS: PRESIDENT:**

VICE-PRESIDENT:

SECRETARY:

TREASURER: Budget report.

PROPERTY MANAGER: Cash flow and delinquencies.

MANAGER:

OFFICE MANAGER: Statistics and accident free winner.

- OLD BUSINESS:**
1. Parking lot Study is being evaluated.
  2. Custodial and Maintenance contract bids are being negotiated.
  3. Security evaluation (cameras, etc.) bids are being evaluated.
  4. Heat Pump Feasibility Study is being evaluated.
  5. Architect Feasibility Study has been amended to include foundation and repair cost estimates. Board needs to ratify additional cost.
  6. By-Laws final draft being made and sent to homeowners in November.
  7. Pressure regulator valves on hold.
  8. Coconut Tree Trimming bids being evaluated.
  9. 754 wash-house area paving is completed.
  10. Window tinting being evaluated.
  11. New pet policy is in force.
  12. Tennis court flood wall and storm flood drainage evaluation on hold.

- NEW BUSINESS:**
1. Backflow water valve testing.
  2. Bus route changes.
  3. Waste Management Contract.
  4. Special Board Meeting for 1998 Budget is November 10.
  5. Computer Maintenance Contract.
  6. Lanai/Balcony evaluation.

**OPEN DISCUSSION:** (as time permits)

**NEXT MEETING:** November 25, 1997.

**ADJOURNMENT TO EXECUTIVE SESSION FOR PERSONNEL MATTERS AND FINE APPEALS**

**MAKAHA VALLEY PLANTATION  
ASSOCIATION OF APARTMENT OWNERS  
REGULAR MEETING OF THE BOARD OF DIRECTORS**

**APPROVED MINUTES**

October 28, 1997, 7:00 p.m., Wai`anae Community Center

**PRESENT:** Bette Larrabee, President; Dale Fajardo, Vice-President; Alvin Silva, Secretary; David Duke, Treasurer; Bobby Castro, Director.

**GUEST:** Jim Coupland, Property Manager; Peggy Hoots, Assistant Manager; Norman Brester, Burns Security.

**CALL TO ORDER:** A quorum being present, Ms. Larrabee called the meeting to order at 7:06 p.m.

**VACANT POSITION:** Ms. Larrabee announced that the Board is ready to consider candidates to fill the vacant board position of Mr. Bindel. The three homeowners that are interested in the position are, Bobby Castro, Don Hibbard, and Greg Sokolowski. All three had a few minutes to give their background and reason for wanting to be a board member.

**ADJOURNED:** Ms. Larrabee adjourned the meeting at 7:15 p.m. to go into executive session to select the new board member.

**CALL TO ORDER:** Ms. Larrabee called the regular meeting back to order at 7:25 p.m. All board members were present.

**NEW DIRECTOR:** In executive session, the board had debated over the three applicants for the vacant board position. After discussion, the board unanimously selected Ms. Bobby Castro to fill that position. She will continue in her position until the next annual meeting. Ms. Larrabee asked Mr. Hibbard if he would consider being assistant secretary to Mr. Silva, and Mr. Sokolowski to chair a committee. Both mentioned that they would consider the offer.

**APPROVAL OF MINUTES:** IT WAS MOVED BY MR. DUKE AND SECONDED BY MS. LARRABEE THAT THE MINUTES FOR THE AUGUST 26, 1997, BOARD MEETING BE APPROVED. APPROVED 4-0, MS. CASTRO ABSTAINED.

**CORRESPONDENCE:** Mr. Silva thanked Mr. Hibbard for his letter and offer to assist and improve the minutes of monthly board meetings. Details of his assistance will be discussed later.

The Board received a letter endorsed by many homeowners concerning the overall operation of the office and its' personnel. On the advice of our attorney, personnel matters should never be discussed in a public forum. Since Ms. Hoots was in attendance, and her position was part of the subject, she was given an opportunity to respond. She appreciates the support of the homeowners and the board and wants to work with everyone. With the study and everything that needs to be done, she feels we all have a lot to gain and we will move forward as a community. If someone more qualified than she is hired for the manager position, she is willing to work with that person.

**REPORTS:** **PRESIDENT:** Ms. Larrabee confirmed the annual meeting date of March 14, 1998, at Hawaiian Isle Sea Food Restaurant.

**VICE-PRESIDENT:** Mr. Fajardo mentioned that the board will be having a seminar retreat on November 15 and 16. We will be doing long range planning and trying to develop a vision for the Plantation and the future.

## MVP BOD REGULAR MONTHLY MEETING MINUTES FOR OCT. 28, 1997

**SECRETARY:** Mr. Silva mentioned that the studies that have come in are being evaluated. The architect study has been expanded to include structural foundations. The litigation we had between Glad's Landscaping will be cleared up this week and then our coconut trees will be trimmed. I have also been trying to catch up on our deferred minutes.

**TREASURER:** Mr. Duke announced the board budget meeting has been set for November 10, 1997, 7:00 p.m., at the Wai'anāe Gym arts and craft's room. This will be one of the most difficult budgets that the board is going to have to consider. We are really shocked by what is coming out of the studies that we are having. Preventive maintenance has not been done over the last 10 to 12 years so all of our flat roofs will have to be replaced. Our reserves still are in tact and slowly growing. By the end of the year we should be close to \$600,000.

**DIRECTOR:** New director Bobby Castro just said high to everyone.

**PROPERTY MANAGER:** Mr. Coupland reported this has been a tough cash flow month with \$49,000 in payments. Delinquencies at present are \$161,941 that is up from \$149,200 at the end of last month. Some of this will be paid because of a check for \$3,000 that came in today and our delinquencies should improve before the end of the month.

**ASSISTANT MANAGER:** Statistics and accident free winner report is enclosed.

**OLD BUSINESS:**

1. Parking lot Study received and being prioritized..
2. Custodial and Maintenance contract bids are being negotiated by our attorney.
3. Security evaluation (cameras, etc.) bids have been deferred.
4. Heat Pump evaluation and Solar Feasibility Study final draft is being produced.
5. Architect Study has been amended to include foundation and repair cost estimates.

**MR. SILVA MOTIONED AND MR. DUKE SECONDED, THAT THE BOARD RATIFY ITS' DECISION: TO EXPAND THE ARCHITECT STUDY TO INCLUDE EVALUATION OF OUR BUILDINGS STRUCTURAL FOUNDATION FOR THE COST OF \$3,985 PLUS TAX AND EXPENSES, WHICH WOULD INCLUDE A BALLPARK FIGURE FOR REPAIR COST. APPROVED 4-0, MS. CASTRO ABSTAINED.**

6. By-Laws final draft and cover letter is being made and should be ready to send to homeowners by the end of November.
7. Pressure regulator valve replacement has been deferred.
8. Coconut Tree Trimming bids have been evaluated and we are in the selection process.
9. 754 wash-house area paving is completed and looks great for an in house job..
10. Window tinting being evaluated.
11. New pet policy is in force.
12. Tennis court flood wall and storm flood drainage evaluation on hold.

**NEW BUSINESS:**

1. Backflow water valve testing needs to be done every year as required by the Board of Water Supply.

**MR. DUKE MOTIONED AND MS. LARRABEE SECOND THAT WE SELECT DIVERSIFIED PLUMBING TO DO OUR BACKFLOW VALVE TESTING FOR \$585. APPROVED 5-0**

**MVP BOD REGULAR MONTHLY MEETING MINUTES FOR OCT. 28, 1997**

2. Bus route changes have been proposed by the city transit company that would increase service to the upper Makaha valley area. Over a year ago, the board sent a letter requesting equitable service for our residents. It looks as if we will have some changes. The Wai'anae Neighborhood Board will have to approve the changes.

3. Waste Management Contract has been changed and accepted. With the modifications that Ms. Hoots suggested, it will save the Association approximately \$10,000 per year.

4. Special Board Meeting for 1998 Budget is November 10.

5. Computer Maintenance Contract for our office computers is up for renewal. Our office staff are satisfied with the work that Jay Foster has been providing.

**MR. DUKE MOTIONED AND MR. SILVA SECONDED THAT THE COMPUTER MAINTENANCE CONTRACT WITH JAY FOSTER BE ACCEPTED FOR A COST OF \$1,041.67. APPROVED 5-0**

6. Lanai/Balcony evaluation should be an on going process to ensure homeowners are repairing their portion. Ms. Hoots was instructed to have maintenance evaluate all lanais / balconies.

**ANNOUNCEMENTS:** Our insurance broker, Mr. Horner, has written a pamphlet that explains in laymen's terms what insurance coverage the Association has. He also explains what damage is covered and what you should have to protect your investment and personal property. A copy can be obtained from the MVP office.

**ADDITIONAL NEW ITEM:** Mr. Silva mentioned that he has been planning phase 2 of the plantation lighting up-grade, and would like to purchase up to 10 kits to modify our pole lights to high pressure sodium (HPS) lighting. The 10 kits will be installed at the front gate area to test their effectiveness and acceptability. The 35 watt HPS bulbs will be two to three times brighter than our current lighting, and have an orange to pink glow. This lighting is the same as most street lights except at a much lower wattage. We will save by eliminating most of our inefficient halogen lights, cutting down on maintenance replacement of bulbs, and a \$35 rebate on each fixture from HECO.

**MR. SILVA MOTIONED AND MS. CASTRO SECONDED TO SPEND \$1,000 TO PURCHASE UP TO 10 KITS TO MODIFY OUR POLE LIGHTS TO HIGH PRESSURE SODIUM. APPROVED 5-0**

**DISCUSSION:** It was mentioned that the pound limit mentioned in the new pet policy may be in conflict with our By-laws. The board will research this again to be sure.

We should consider re-landscaping in our plans to change plants to low maintenance type. The board is considering this for long term planning.

Some children have been beating plants to death. Security will be alerted to keep a watch on this problem.

**NEXT MEETING:** November 25, 1997.

**ADJOURNMENT TO EXECUTIVE SESSION FOR PERSONNEL MATTERS AND FINE APPEALS AT 8:55 P.M.**

**APPROVED NOVEMBER 25, 1997.**

  
**ALVIN P. SILVA**  
**SECRETARY, BOD**