

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

AGENDA

November 25, 1997, 7:00 p.m., Wai'anae Community Center

TO BE PRESENT: Bette Larrabee, President; Dale Fajardo, Vice-President; Alvin Silva, Secretary; Bobby Castro, Director.

TO BE ABSENT: David Duke, Treasurer.

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

CALL TO ORDER:

APPROVAL OF MINUTES: For October 28, 1997.

CORRESPONDENCE:

REPORTS: PRESIDENT:

VICE-PRESIDENT:

SECRETARY:

TREASURER: Budget report.

PROPERTY MANAGER: Cash flow and delinquencies.

ASSISTANT MANAGER: Statistics and accident free winner.

SECURITY:

- 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 till next year.
 4. Heat Pump evaluation and Solar Feasibility Study final draft is being produced by Notkin.
 5. Architect Study foundation field work to start December 1st.
 6. By-Laws final draft and cover letter is complete and waiting for final board approval.
 7. Pressure regulator valve replacement has been deferred till next year .
 8. Coconut Tree Trimming has started and should end this week.
 9. Window tinting being evaluated.
 10. New pet policy is in force.
 11. Tennis court flood wall and storm flood drainage evaluation deferred till next year.
 12. Bus route 51 changes will be voted on at the December 2nd Neighborhood Board meeting.
 13. High pressure sodium light fixture installation will start next weekend.

- NEW BUSINESS:**
1. Ratify bonus to employees for thanksgiving.
 2. Approve funds for employee Christmas party.
 3. Change in date for December meeting.

OPEN DISCUSSION: (as time permits)

NEXT MEETING: December 16, 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

November 25, 1997, 7:00 p.m., Wai`anae Community Center

CALL TO ORDER: A quorum being present, Ms. Larrabee called the meeting to order at 7:07 p.m.

PRESENT: Bette Larrabee, President; Alvin Silva, Secretary; Bobby Castro, Director.

ABSENT: Dale Fajardo, Vice-President; David Duke, Treasurer.

GUEST: Jim Coupland, Property Manager; Peggy Hoots, Assistant Manager; Ken Mesa, Burns Security.

APPROVAL OF MINUTES: Ms. Castro motioned and Ms. Larrabee seconded to approve the minutes for October 28, 1997. Approved 3-0

CORRESPONDENCE: No correspondence for this month

REPORTS:

PRESIDENT: Ms. Larrabee mentioned that the new coupon book for 1998 maintenance fees will be mailed out tomorrow by Hawaiiana Management. She also talked about the meeting that mostly all board members attended. The meeting was sponsored by the Condominium Association Institute (CAI) and was titled "Happy birthday to your 25 year old building." The gathering had many speakers from various fields and encompassed many of the problems that old buildings have. We are not the only association experiencing major problems with our buildings. Many vendors were also invited to make their services available to various associations. The office will have available for viewing, handouts that we received from this meeting.

There is a bill that will be introduced again to the legislators. This bill will require that banks to pay Associations up to 6 months of maintenance fees when they foreclose on a property. It usually takes 6 months to process a foreclosure and the association is not able to collect any fees during this time. Banks are obviously against this bill because they will end up paying for this.

SECRETARY: Mr. Silva concurred with the value of the CAI meeting and had met various vendors that we may need services from in the near future.

By-Law changes are on hold because of a fax from American Savings Bank. The Fax was not specific, but indicated that a problem exists in certain paragraphs of our By-laws. These problems may prevent them from approving homeowner loans for MVP. Our attorney is trying to trace the source of the fax and clarify the problem.

DIRECTOR: Ms. Castro also concurred with the value of the CAI meeting. What she thought was very interesting was that the two projects that presented their problem elimination process, went through the process that we are going through now. Mainly having specialist and engineers come in to do studies of our various problems and coming up with definite solutions before spending money for major repairs. She also mentioned that the project manager has well-qualified supervisors that work on their own and do not have to be supervised or told how to do every detail of a job. "Our Resident Manager should not be out showing the guys which branch to cut; This should be left up to the maintenance chief."

PROPERTY MANAGER: Mr. Coupland reported our cash flow was positive this month at almost \$18,000, but this will be absorbed by the Board of Water Supply bill that came in today. Reserves are currently at \$593,293 plus change. Our checking account went down to \$12,000 this month and delinquencies were up to \$170,000.

MVP BOD REGULAR MONTHLY MEETING MINUTES FOR NOV. 25, 1997

INTERIM MANAGER: Statistics and accident free winner is enclosed.

SECURITY: Last week a car theft occurred from the back gate area between 5:00 a.m. and 6:00 a.m. The back gate and 668 areas are prime for auto break-ins' and theft. Cpt. Mesa requested to conduct an identification check on exiting vehicles between 10:00 p.m. and 6:00 a.m. This is the prime time for car break ins and theft of a vehicle. This action would be a deterrent and slow vehicles exiting late at night and early morning to give security a better chance of identifying a suspicious person.

Discussion followed and the board agreed to try this procedure until the next board meeting. Reaction and if this procedure is helpful will determine if it should continue.

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 till next year.
4. Heat Pump evaluation and Solar Feasibility Study final draft is being produced by Notkin.
5. The Architect Study of our foundation and field work to start December 1, 1997.
6. By-Laws final draft and cover letter is complete and waiting for final board approval.
7. Pressure regulator valve replacement has been deferred till next year.
8. Coconut Tree Trimming has started and should end this week.
9. Window tinting being evaluated.
10. New pet policy is in force but a question on the weight requirement is not clear if it is legal.
11. Tennis court flood wall and storm flood drainage evaluation deferred till next year.
12. Bus route 51 changes will be voted on at the December 2nd Neighborhood Board meeting.
13. High pressure sodium light fixture installation at the front gate will start in about 3 weeks.

NEW BUSINESS:

1. Ratify bonus to employees for thanksgiving. It was suggested that the bonus be added to the Christmas party fund. We could provide more for a party so that it could be held off property with entertainment. All agreed to this idea.

2. Approve funds for employee Christmas party.

Ms. Larrabee motioned and Mr. Silva seconded that the Association allocate \$300 to provide our current in house employees with a year end party off property. Approved 3-0

3. Change in date for December meeting has not been confirmed. Ms. Hoots will inquire what location is available for an earlier meeting date for December.

NEXT MEETING: Not yet confirmed for December 16, 1997.

ADJOURNMENT TO EXECUTIVE SESSION AT 8:30 p. m.

MINUTES APPROVED MARCH 3, 1998



ALVIN P. SILVA
SECRETARY, BOD