

ASSOCIATION OF APARTMENT OWNERS MAKAHA VALLEY PLANTATION

MINUTES - Board of Directors Meeting

Date: November 26, 1991

Place: Makua Room, Sheraton Makaha Resort

Present: Charles Houtchens, Tom Youngblood, Blythe Thomas, Virginia Eskola, Dick O'Donnell

By Invitation: Marie Calder-Clayton, Management Executive: Emerald Souza, Assistant Manager: Hope Cosper - Administrative Assistant: Peter Chiswick - Energy Unlimited: Betty Thomas - 181A: Gil Patterson - 69C: Betty O'Donnell - 196A: Tom Powers 88A: Cecil Bindel - 10C: Bob Eskola - 87C: M/M Cliff Weber - 163A: Jerald Hatt - 186A

A quorum being present, President Houtchens called the meeting to order at 7:00 PM.

The Minutes of the meeting of October 29 were approved unanimously as distributed.

Correspondence

- 1) Koopman/Rahal - 8B - Information - Items already covered
- 2) Letter requesting anonymity - Information - Items covered

Reports of the Officers

Reports of President Houtchens, Treasurer Eskola and Investigative Chairman Eskola are attached.

Unfinished Business

1) Energy Unlimited - In response to Investigative Chairman Eskola's report, Mr. Peter Chiswick of Energy Unlimited responded to questions regarding Heat Pumps raised by the Board and the owners present. Moved by Tom Youngblood that we accept the proposal of Energy Unlimited to install the heat pump system with the following contingencies: 1) review of the financial details and 2) review by the committee of other installations by this company. Carried unanimously.

2) ARP - Investigative Chairman Eskola's report on the Administration/Registration/Processing Fee (ARP) was studied and questions answered. Moved by Charles Houtchens that we implement the complete ARP guidelines as set out in Mr. Eskola's report, excepting for persons registering for one (1) month or less. Aye - Houtchens, Thomas, Eskola, O'Donnell. Nay - Youngblood. Carried.

New Business

1) Accident-Free Days Winner for October was Hope Cosper.

2) Telephone Vote to install Electronic Bulletin Board for just slightly over \$2000.00 was ratified unanimously.

3) Telephone Vote to give the employees a \$10.00 food gift certificate for Thanksgiving was ratified unanimously.

4) Pool Key Card Locks - Discussion of the manufacture and distribution of these locks as approved at the October meeting - letter going out to owners and rental agents on the island immediately. Locks on pools to become effective December 16, 1991.

5) Owner Jerald M. Hatt, 186A, requested permission to advertise and deliver Christmas Trees for the Sixth Grade students of Ma'ili Elementary School. Moved by Charles Houtchens that we permit Mr. Hatt to advertise and deliver Christmas trees on Makaha Valley Plantation for the Sixth Grade students of Ma'ili Elementary School. Discussion followed. Aye - Thomas, Nay - Eskola, O'Donnell. Abstain - Houtchens, Youngblood. Motion failed.

Next meeting will be held on Tuesday, January 28, 1992, in the Makua Room, Sheraton Makaha Resort & Country Club at 7:00 PM.

The Board went into Executive Session at 9:20 PM to discuss employee problems.

The meeting was adjourned at 9:30 PM.

W. Blythe Thomas, Secretary

Report of the President

November 1991

Later on in this meeting, the Board will be discussing the proposal of Energy Unlimited. In my opinion, a decision by this Board should be made tonight. We have been running on only one hot water heater in the 755 area for approximately one month. The problem heater has been giving intermittent trouble for the past five years, and finally died. We priced a heater to replace the dead one, and it will cost in excess of \$2600.00, plus installation. Last week, we had problems with a heater in the 687 area. Our maintenance staff was unable to find out the exact cause of the trouble, so we had the gas company come out. After a loss of one night, that heater became operational again. The gas company repairmen were surprised that these heaters were still in operation. The 18 hot water heaters we have on the Plantation are almost all 17 years old. Since the life-expectancy of these heaters is only 12 years, I'm becoming quite concerned. Mr. Eskola has done an extensive investigation on the possibility of replacing our gas heaters with heat pumps. Also, he has investigated the different companies and their formative type of system. Mr. Eskola will be reporting on this during the Committee Reports.

Parking collections for the month of October were \$4180.50.

As a matter of information, I have been advised that Lyn Shafer and Condominium Management Consultants have had a lien filed by the Federal Government for non-payment of taxes.

Since this will be the last Board Meeting for 1991, I wish to thank everyone for their consideration, their help and most of all their presence. I would like to wish all the members of the Board and all the homeowners a Happy Thanksgiving, and, a very Merry Christmas and a Super-Happy New Year. I will be seeing you all in 1992.

Charles Houtchens, President.

3. I phoned Ewa Beach Locksmiths. Thomas Carrion was extremely reluctant to come out this far. After talking to him for a few minutes, he finally agreed to come out to look over the job. After his survey, he agreed to supply the necessary locks and keys for \$2720.00 for both pools.

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ADMINISTRATION/REGISTRATION/PROCESSING FEE

We have increasing operating and administrative costs, due to the continuous changing of tenants, issuance of parking decals, the institution of a Violations File, etc., and in order to alleviate some of these costs, We propose the following:

A \$25.00 Administration/Registration/Processing Fee (ARP) to be paid at the time of admittance to Makaha Valley Plantation, by all residents. The ARP Fee is to be maintained in a separate account.

ARP should include some of the following:

1. Registration of Rental/Lease Agreements and registration of tenants.
2. Check of Auto Registration and Insurance.
3. Issuance of Auto Parking Decals.
4. Issuance of Moped and Motorcycle Decals.
5. Issuance of House Rules Booklet and explanation of Basic Rules.
6. Check and record name, address and telephone number of Rental Agent.

In order to protect the residents, a 'Violations File' has been instituted, which requires the transfer of the Front Gate Log entries to the computer each morning.

We feel the ARP Fee is justifiable and minimal. We have an opinion from our attorney that this is a perfectly legal fee.

Respectfully submitted,

Robert E. Eskola.

TREASURER'S REPORT

October, 1991

Total Receipts for October, 1991		\$ 123,858.51
Operating Expenses October, 1991	103,459.30	
Major Improvements October, 1991	17,952.20	
Total Operating Expenses for October, 1991		121,411.50
Total Operating Surplus/(Deficit)		2,447.01
Total Association Cash & Reserves		241,067.65

Virginia Eskola,
Treasurer.

INVESTIGATORS REPORT - November 1991

REPLACEMENT OF WATER HEATERS

In my investigation of the possibility of replacing our present water heaters, I found that heat pumps would be more efficient and cost-effective replacement. The suppliers I contacted were:

- 1) Hi-Grade Tech of Hawaii Inc.
- 2) Western Pacific Mechanical Inc.
- 3) Energy Unlimited

The most impressive thing about installing heat pumps is that their cost will be **LESS** than our present cost of propane for the existing water heaters. In other words, we will be getting **NEW WATER HEATERS** and **SAVE MONEY** at the same time.

Due to the fact that my investigation revealed our water heaters presently are overdue in their life-expectancy of 15 years, (ours are 17 years old), I recommend that we install heat pumps as soon as possible.

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SWIMMING POOL GATE KEY LOCKS

Having been appointed to procure three bids for pool locks, I followed the process as described:

1. Phoned Ray's Locks in Waianae and was told he doesn't do this type of work and no one in the area could do it.
2. Phoned Waikiki Lock and Key. They do this kind of work, but wouldn't come out to Makaha. He knew of one man in Ewa Beach who might do the job for us, and he was the only certified Master Locksmith on the island.