

**MINUTES OF THE BOARD OF DIRECTORS' MEETING  
OF MAKAHA VALLEY PLANTATION  
November 30, 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 7:06 p.m.

Director Mead was dialed in on the conference phone for the meeting.

**CALL TO ORDER**

The regularly, scheduled meeting of the Makaha Valley Plantation Board of Directors was called to order at 7:12 p.m. by the Chair, President Monty Glover.

**ESTABLISH A QUORUM**

A quorum was established.

Members Present:	Monty Glover	Jim Sherman	Bob Cunningham
	Marjorie Collier	Frank Mead (via tel con)	
	Greg Sokolowski		

By Invitation.	Tiso Maanaina, AOA Security Supervisor
	Jeremy Elgen, Securitas Supervisor
	Kelii Harris, Maintenance Supervisor (Standing in for GM, excused)
	Shirley Landford, Administrative Assistant
	Sheryl Brown, CMCA®, Senior Management Executive, Hawaiiana Management Co., Ltd.

**APPROVAL OF AGENDA**

Director Cunningham moved to approve the agenda as revised to add "Election of Officer of the Board of Directors" after "Approval of Minutes" and Appeal "7" under "New Business, Item A, Owner Correspondence". The motion passed by unanimous consent.

**APPROVAL OF MINUTES**

The minutes of the regular Board of Directors meeting of October 26, 2005 were approved as revised to correct the next meeting date and to replace the word "heading" with "handling" under "Committees – Item D, Security".

**ELECTION OF OFFICER OF THE BOARD**

Director Sherman nominated Director Cunningham to the office of vice president, vacant by the resignation of Director Bobbie Castro. The members voted unanimously in favor of the nomination. Director Cunningham accepted his election to the office. The Chair announced that Director Cunningham had been elected to serve as vice president of the board of directors until the 2006 annual meeting.

**REPORTS**

- A. Security. The Chair requested that security reports be distributed prior to the meeting to allow Director Mead to receive a copy. Director Sokolowski noted the number of citations had increased after the hire of Securitas Security, with the largest number of violations cited for vehicle parking infractions. The Chair requested all future reports detail the total number of citations issued to reflect the number of warnings or "fine" citations issued.
- B. Treasurer
1. Revised 2005 Budget – Director Sokolowski moved to adopt the revised budget as presented. The motion unanimously passed.
  2. Delinquent Accounts – Deferred to Executive Session.
- C. General Manager's Report – Previously distributed. Maintenance Supervisor Harris reported on the following items:
1. Front entry – A bid had been received bid from Akahi Landscape to provide drawings for a new design plan; deferred for clarification if the cost includes design for pedestrian walkway.
  2. Asphalt repaving – Deferred pending completion of final punchlist.
  3. Emergency call boxes – Maintenance Supervisor Harris reported the call boxes had been installed with electric service connected; the call box for the Kiana pool was reported to be working well but old components for electrical hookup for the unit at the Ala Mahiku pool may require replacement; call box not working properly.
  4. Rerouting of Pool Drains – Maintenance Supervisor Harris stated the work to reroute the drain line for the pool was not necessary; he researched the prior work reported to have been completed by Clean Sewer Lines to reroute a drain to properly redirect pool water into a sewer drain and found that it had not been done. Mr. Harris stated he had confirmation from the department of health that it was not necessary to drain the pool into a sewer line provided the water could be disbursed into the ground.
  5. Pool Salt Water Conversion – Maintenance Supervisor Harris recommended the board accept the bid from Aloha Salt Pools in the amount of \$6978 plus tax to convert the pools only; vendor stated the smaller wading pools and Jacuzzi do not need conversion because the cost of chemicals is negligible compared to the cost of conversion. Director Sherman moved to approve the saltwater conversion by Aloha not to exceed \$8,000. The motion passed by unanimous consent. The board instructed the pool draining for the cleaning and any needed repairs for the Ala Mahiku pool be coordinated with the salt water conversion.
- D. Committees
- (a) Security – Chair Cunningham reported all equipment moved and working well.
  - (b) Grounds - Committee Chair Mead had nothing new to report.

- (c) Documents – The Chair stated that fines were escalating to large dollar amounts rapidly, and requested the committee revisit the fine process. Committee Chair Collier asked owners Heather Waites and Carol Cunningham to serve on the committee; the owners accepted appointment to the committee.
- (d) Personnel - Deferred to Executive Session.
- (e) Budget & Finance – Alread
- (f) Communications – Chair Glover stated the web site is up.
- (g) Paving Committee – Already discussed.

### **UNFINISHED BUSINESS**

- A. Structural Investigation for Water Intrusion (Smith Hawaii) –
  - 1. Director Sherman moved to approve the funding of additional \$16,000 to complete structural repairs to the building.
  - 2. Unit repairs – The board agreed that interior repairs be bid out.
- B. Sub-metering & Irrigation – Completed. Tabled.
- C. A/C Guideline –
  - 1. A/C guideline – Deferred pending specs for drip lines. A C covers will be constructed in house.

### **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) Director Sherman moved to allow fines to remain. The motion passed by unanimous consent.
  - (2) Director Sherman moved to deny request for waiver of legal & late fees. The motion passed by unanimous consent.
  - (3) The correspondence was returned as it was not submitted by the unit owner.
  - (4) Director Sherman moved to reduce the fine by one half from \$200 to \$100. The motion passed by unanimous consent.
  - (5) Director Sherman moved to allow fines to remain. The motion passed by unanimous consent.
  - (6) Director Collier moved to allow fines to remain. The motion passed by unanimous consent.
  - (7) Director Collier moved to reduce fines from \$150 to \$75. The motion passed by unanimous consent.

### **EXECUTIVE SESSION**

The board entered executive session at 8:28p.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 matters.

**NEXT MEETING**

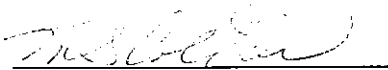
The next regularly scheduled Board of Directors meeting will be held on Wednesday, January 25, 2006, 6:30 p.m. at the Kiana Cabana on site.

**ADJOURNMENT**

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

Submitted by:

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



Marjorie Collier  
Secretary, Board of Directors  
AOAO Makaha Valley Plantation