

**MINUTES OF THE BOARD OF DIRECTORS' MEETING
OF MAKAHA VALLEY PLANTATION
December 1, 2004
MAKAHA Valley Plantation-Kiana Cabana**

OWNER'S FORUM

At 6:30 p.m., 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 7:26 p.m. by the Chair, President Monty Glover.

ESTABLISH A QUORUM

A quorum was established.

Members Present: Monty Glover Greg Sokolowski (arrived at
 Bobbie Castro Frank Mead (via telecomm)
 Bob Cunningham Marjorie Collier
 Jim Sherman

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

The Chair declared approved as presented.

APPROVAL OF MINUTES

The minutes of the October 27, 2004, regular Board meeting were approved as presented.

REPORTS

A. Security. AKAL Security Supervisor Martinez reported the location and identity of persons suspected of recent illegal activity on the property. The Chair requested a list of suspicious behaviors/activities to be posted on the in-house channel with a phone number for reporting.

B. Treasurer

1. Financial Statement for October 2004 – Presented. Director Sokolowski moved to accept the October 2004 financial statement subject to audit. Director Mead abstained from voting; all other directors present voted "aye". Passed by majority vote. BOD directed ME to determine reason for additional payment on loan and reason for application of monies to interest instead of principal.

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2. Delinquent Accounts – Deferred to executive session.
3. Reserves – Director Sokolowski reported on current reserves.

C. General Manager's Report. Presented.

D. Committees

1. Security – Director Cunningham discussed sites for potential additional cameras. The Chair requested that additional lighting to enhance property security also be considered.
2. Grounds - Steve Deleconio reported that the items noted on his report have not been addressed and/or completed. The Chair dissolved the committee and announced that it would be reorganized in 2005.
3. House Rules – Committee Chair Collier reported that final draft is pending input from security.
4. Personnel - Director Sokolowski announced that one position has been eliminated and one person terminated.
 - a. Job Descriptions/OSHA Compliance – Director Sokolowski reported that job descriptions had been received and are under review/revision. Inventory logs have been completed; supply/use logs are being developed. The chair directed the GM to have Atlas provide written documentation that scaffolding is OSHA compliant by 12/7/04 or cancel the order and select another vendor. The BOD instructed that a daily work tool kit be issued to maintenance staff by “sign out” and re-collected at the end of the day; large equipment/tools to be locked up with sign out/check in by lead staff member.
 - b. Uniform Shirts – Deferred for logo.
 - c. Preventive Maintenance Plan – In process.
3. Budget & Finance. There was no report.
4. Communications – There was no report.
5. Community Advisory – Director Collier announced a “potluck” meeting will be held in February 2005 at the Kiana Pool cabana.

UNFINISHED BUSINESS

- A. Fence at Area 665 – By majority consent, the board agreed cement tile construction were the best materials for the project. The board instructed the GM to provide costs of materials, labor, plans/permitting. Deferred to building committee.

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- B. Split Air Conditioning Units – Deferred for legal opinion and additional bids due by January 2005 meeting.
- C. Installation of Security Gate Arms & Bar Codes – The GM reported that installation was completed and problems encountered being resolved by the vendor.
- D. Enclosure of Wash Houses – Tabled.
- E. Maintenance Shed Re-Build – Deferred for bids due by Jan 05.
- F. 143/144 Stairway Re-Build – The GM reported that work would be scheduled upon receipt of the building permit, projected to be available within two weeks.
- G. Refurbishment of Picnic Areas – The Chair reported that the construction of the prototype grill was completed at a cost of \$660.00. The GM confirmed that no permit was necessary for grill construction. The Chair noted that the prototype grill differed from the original design of a “back to back” grill to a “side by side” construction. The board instructed that the cement foundation slab should be larger and include a barrier against hot coals, embers and sparks. Director Sherman volunteered to provide a design for further constructions. Deferred.
- H. Office Extension – Deferred.
- I. Pedestrian Entry at Front Gate – Deferred to the security committee.
- J. Parking Lot Re-Paving Project – Deferred pending review of bids and a list of areas requiring immediate repair.
- K. Pole Light Fixture Upgrade – The GM reported that the pole light upgrade would not be completed until the following Friday.
- L. Exterior Paint Project – Deferred pending results of structural assessment.
- M. Purchase of Scaffolding – Addressed in committee report.
- N. Personalized Garden Areas – The GM reported the project would be completed by Friday, December 3, 2004. The board retracted the previous decision to remove all unauthorized landscape areas and agreed to only remove the ones located in the termite barriers or bordering against the building structures.
- O. Sewer Line Cleanout – Deferred pending the sewer line video report.
- P. Logos – The GM reported several entries had been received. The board instructed that the entries be posted on the in-house channel. The Chair appointed Directors Collier, Sherman and himself, the GM and ME to an annual meeting committee to coordinate all meeting events, including announcement/award of logo contest.

- Q. Sale of Association Unit – Director Mead moved to reduce the listing price to \$100,000 based on current marketing information and listing response. The motion unanimously passed.

NEW BUSINESS

- A. Appeals – Deferred to exec session.
- B. Documents Restatement – The SME reported that association attorney Anne Anderson had been instructed to restate the association documents but would not initiate the work pending results of the vote to confirm the number of directors for the board.
- C. Association Documents Amendment to Confirm Number of Directors – The SME reported the ballot had been mailed but there were no results to report as yet.
- D. Property Security – Roofline lighting – Previously addressed in security committee report. The board instructed the GM to assess sites and costs to determine if the project could be completed by association staff or outsourced.
- E. Web Contract – The board unanimously agreed to solicit a bid from Web for contract renewal to include increased percentage of association profit, larger annual bonus and placement of one larger capacity washer & dryer for each washhouse. The board also instructed the GM to have Web reset all dryer times and costs for 25 cents per quarter hour.
- F. Heat Pump Maintenance Contract – Recently received bids for maintenance of the heat pumps were distributed and deferred pending member review and email vote by the board to select a vendor, with ratification of the decision at the next board meeting.
- G. AKAL contract – A recently received bid for contract renewal with AKAL Security Services was distributed and deferred pending review and email vote by the board, with ratification of the decision at the next board meeting.
- H. Ainascape Contract – Director Collier moved to cancel the Ainascape contract for mowing the grass, with a termination date of 1/31/05. The motion was unanimously approved.

EXECUTIVE SESSION

The board entered executive session at 10:40 p.m. and reconvened into regular session at 11:10 p.m.

RATIFICATION OF ACTIONS TAKEN DURING EXECUTIVE SESSION

The board unanimously ratified actions taken during executive session:

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1. Appeals - Appeal actions for denial of waiver of fine for \$50.00, reduction of fine to \$100.00 and confirmation of requested eviction.
2. Personnel – Elimination of the staff position for resident maintenance manager with termination of the current employee with benefits severance package; termination of one employee currently on TDI for reason of no vacant return position; distribution of employee Christmas bonus'.

NEXT MEETING

The next regularly scheduled Board of Directors meeting will be held on Wednesday, January 26, 2005, 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 11: 10 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