

ASSOCIATION OF APARTMENT OWNERS - MAKAHA VALLEY PLANTATION

MINUTES - Board of Directors Meeting

Date: December 12, 1989.

Place: Waianae Public Library Meeting Room

Present: Charles Houtchens, Blythe Thomas, Loretta McDaniel, Tom Youngblood.

By Invitation: Marie Calder, Property Manager, Hawaiiana Management Co.; Ron Wallwork, Resident Manager; James Morrow, Director of Security; Henry Vincent III, Jardine, Emmett, Chandler Hawaii Inc.; Betty Thomas-181A; Dorothy Smith-34A; M/M Cliff Weber-163A; M/M Ozzie Ford-160A; Tom Powers-35A; Robt. Houser - 29; Sandy Grant-192A; C. Grant/A. Epperson-153A; M/M William Stuart-184C.

A quorum being present, President Houtchens opened the meeting at 7:02 PM

The Minutes of the Meeting of October 24th were approved unanimously.

Correspondence

Oahu Refuse Systems - Increase of fees by 54% - \$803.02 per month  
Loomis - Resignation of Vice-President Loomis as sold unit - Mr. Houtchens expressed the Boards' regret at losing Mr. Loomis.  
M/M L. Rhea-195-A; M/M Bob Weaver-97-A; M/M Paul Angelan-119-A; Thanks to Board for its work  
Pacific Vending - laundry aids for laundromats - to New Business  
Daniel Sullivan - Report of Audit of Front Office - to Unfinished Business

Reports

President Houtchens' report is attached.  
Treasurer McDaniel's report is attached.  
Resident Manager Wallwork's report is attached.  
Security Captain Morrow's report is attached.

Pres. Houtchens interrupted the usual order of business to permit Henry Vincent III, of Jardine, Emmett, Chandler Hawaii Inc., our insurance agents, to speak. Mr. Vincent gave a summary of our insurance, explained some of the items, and answered questions of both the Board members and the guests.

Unfinished Business

Auditors Report - Results of the audit of the Front Office by Auditor Sullivan. This was a first for the Plantation, and resulted in some good information from Mr. Sullivan. He suggested a deposit be collected on rental parking spaces, as some of our tenants fail to pay their rental on their last month, (possibly leaving around the 10th or 15th of the month). He felt we may be losing as much as 10% of our rentals. Several other recommendations were also made, and which will be followed.

1990 Budget - A ratification of the telephone vote accepting the 1990 budget was completed.

New Truck - moved to Executive Session to get a dollar figure.

New Business

Parking Fees - Moved by Tom Youngblood that this be postponed until February 1990 - Carried unanimously.

Parking Fee Deposit - Moved by Tom Youngblood that effective January 1, 1990, we collect a deposit of one months' parking rental in addition to the first months' parking rental. The deposit will be refunded when decal is surrendered. This will be non-interest bearing and non pro-rated and tenant must sign a parking rental agreement. Carried unanimously.

Golf Cart - Mr. Youngblood moved that in consideration of donated golf carts we offer Mr. Powers one free parking stall from 1 Jan 1990 to 1 Jan. 1991. Carried unanimously.

Pacific Vending - Moved by Mrs. McDaniel that Mr. Wallwork contact Pacific Vending to see what they can offer and if we could possibly get a free coin-changer also.

Next Meeting Tuesday, January 23rd, 1990, 7:00 PM, Waianae Public Library.

The Board went into Executive Session to discuss on-going litigation and the recommended amount for a truck at 8:40 PM

The meeting was re-called to order at 8:55 PM.

The meeting adjourned at 8:58 PM.

REPORT OF THE PRESIDENT-DEC. 1989

The 707 area of Kiana Place has now been repaired, resealed and restriped. In my opinion, the job is not only well-done, it looks very good too. I'm very confident that we have selected the right contractor. After the office area was resealed, restriped and numbered, due to the changing of the parking lines, some of the oil spots showed when tires turned on them. The contractor immediately re-did the whole area, at no cost to us. I would personally like to thank Joe Pelletier. We're happy to say that the contractors started the 757 area yesterday, and when they are finished this week, all of Kiana Place will be completed.

Ron and I spent a complete day looking for a pickup truck, with no success. Mr. Wallwork has continued the search, but to this time the right truck with the right price has not come along.

I'd like to compliment our staff, particularly Ron, Emerald, Liz and Jim who did such a superb job of decorating at the Gate and Front Office. I really believe that this is a spectacular display, and if you haven't seen it yet, I would invite you to come over and take a look.

I would like to congratulate Paul Bailey, our sprinkler expert, who won the November drawing in Accident-Free Days. I would also like to congratulate Emerald Souza, who won the October drawing - her second win. It has been decided that after a second win, the participants name will not be entered in the drawing for a year, or until all employees have won at least once.

TREASURER'S REPORT - OCTOBER 89

Total Receipts for October 1989.....\$ 115,077.48  
 Total Operating Expenses for October 1989..... 85,343.67  
 Total Association Surplus..... 29,733.81  
 Total Association Reserves..... 145,085.59

Loratta McDaniel, Treasurer.

Report of the Resident Manager  
 December 1989

A - Grounds

- 1) The decorative lights placed at the front entrance by the landscaping service are not exactly what we thought they would be - much smaller and dimmer than we anticipated, but the price was right.
- 2) Resealing and restriping of area 707 and the office area has been completed. We are presently in the process of doing area 757, plus making all asphalt repairs and root pruning all areas where the trees are tearing up the parking stalls and roadways. This work should all be completed by December 15th - weather permitting.

B - Equipment

- 1) A brand new heater has been installed at the quiet pool jacuzzi, and is now maintaining the correct temperature. Also, we have installed a 15-minute timer switch at the same jacuzzi, due to people leaving the pool area and leaving the jacuzzi running for long periods of time with no one around. Hopefully, the battle of the jacuzzi is over.
- 2) We are still looking for a truck, but have not found the right one yet.

C - Buildings

- 1) Roof leaks repaired to date:

| Area | Units   | Nbr |  | Area | Units   | Nbr |  | Area | Units   | Nbr |
|------|---------|-----|--|------|---------|-----|--|------|---------|-----|
| 754  | 047-052 | 6   |  | 754  | 053-056 | 4   |  |      |         |     |
| 755  | 057-060 | 4   |  | 755  | 061-066 | 6   |  | 755  | 067-074 | 8   |
| 718  | 075-082 | 8   |  | 718  | 089-092 | 4   |  | 718  | 093-098 | 6   |
| 757  | 007-012 | 6   |  | 757  | 023-028 | 6   |  |      |         |     |
| 687  | 119-126 | 8   |  |      |         |     |  |      |         |     |
| 688  | 153-158 | 6   |  | 688  | 159-162 | 4   |  |      |         |     |
| 664  | 173-180 | 8   |  | 664  | 191-196 | 6   |  |      |         |     |

Total - 90

- 2) Lanai Leaks Repaired to Date

Units 171-A: 172-A: 181-A: 182-A: 074-A: 074-B.

Total - 6

3) Units Reported but Not Yet Repaired.

Units 048-B: 095-C: 114-B: 168-A: 179-B

Total - 5

The roof and lanai leak problems appear to be getting better. I think we are finally making progress.

Merry Christmas and a Happy New Year

Ron Wallwork,  
Resident Manager.

SECURITY REPORT-DEC. 1989

Nov. 9 - Vehicles in 707 area cited and given 15 days to correct.

Dec. 6 - Units 101-B, 102-A, 102-B, 104-C, 107-B, 108-A, 113B and 114C fined \$25.00 for failure to clean parking stalls - given 10 days to comply or an additional charge to clean the stall will be added to the amount of the fine.

Dec. 9 - Fined Unit 18-B \$25.00 for reckless driving and speeding. Tenant almost hit a pedestrian on her way off property.

Dec. 11 - Additional citations given in 707 area for new oil spills - tenants given 15 days to comply.

Lanai violations are being monitored more closely and 30 violations have been corrected.

James Morrow,  
Director of Security.