

MAKAHA VALLEY PLANTATION  
M I N U T E S

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SPECIAL MEETING of the BOARD OF DIRECTORS of the Association of Apartment Owners of MAKAHA VALLEY PLANTATION

DATE: Thursday, February 28, 1985

PLACE: National Mortgage & Finance Conference Room

PRESENT: President Hoolae Paoa,  
Vice President Chuck Loomis  
Asst. Vice President Ron Melchin  
Treasurer Gil Patterson,  
Secretary Linda Powers and  
Asst. Secretary Maybelle Yeomans

EXCUSED: Assistant Treasurer Charles Houtchens

BY INVITATION: Cliff Wakataki, Calvin Taniguchi and  
Andy Kubo (NM&F)  
Donald Kong, CPA

CALL TO ORDER: Having a quorum present, President Paoa called the meeting to order at 10:35 A.M.

PURPOSE OF MEETING:

The call of this special meeting was at the request of President Paoa for the purpose of discussing the 1984 audit and current accounting procedures, approving the retention of Okano & Wong to recover insurance monies, ratifying the Proxy form, and discussing a special assessment.

A. 1984 Audit. Asst. Vice President Melchin moved Association Accountant Donald Kong proceed with testing and attest to those months which can be proven. Vice President Loomis seconded. After discussion the motion passed unanimously.

B. Accounting Procedures. Attached to these minutes and becoming a part hereof are copies of letters to National Mortgage & Finance dated January 6, 1985 and February 12, 1985, and NM&F's response to those letters dated February 25, 1985.

It was the consensus of the Board that the following be done:  
1. Reports of cash receipts and disbursements be sent to the Treasurer.

2. Copies of Bank Statements and Reconciliations of Association accounts with Central Pacific Bank and Bank of Hawaii be sent to the Treasurer.

3. Copies of the Disbursements Journal be mailed to all Board members.

4. Copies of the Income/Expense Report be mailed to all Board members.

5. Copies of the Delinquency List be mailed to all Board members.

6. Delinquency letters sent to owners should contain the name of the month for which they are delinquent and a reminder that payments received by the bank after the tenth of the month are delinquent and subject to the late fee.

7. NM&F shall be responsible for mailing the first and second delinquency letters and that pursuing delinquencies should be a top priority.

8. NM&F shall report to the Board concerning discrepancies between the records and owners' proofs of payment so that the Board might authorize adjustments to the records.

9. NM&F shall produce a Cash Flow Forecast and send it to all Board members prior to the next Board meeting

C. Retain Okano & Wong. Asst. Secretary Yeomans moved and Asst. Vice President Melchin seconded approving a retainer of \$2000 to Okano & Wong to proceed in the Association's action to recover from CMC's insurance. After discussion the motion passed unanimously.

D. Ratify Proxy. Asst. Secretary Yeomans moved the ratification of the proxy form mailed to the membership and that the Board make notification at the Annual Meeting that all proxies made out to the Secretary or left blank shall be used only to establish a quorum.

Treasurer Patterson seconded. The motion passed unanimously.

E. Special Assessment. Treasurer Patterson moved and Asst. Vice President Melchin seconded approving an assessment of approximately \$100 per unit to cover the Association's shortfall and to be presented to the members for approval at the Annual Meeting. During discussion President Paoa questioned the legality of such an assessment given the likelihood that the Association may not be short if delinquencies are collected, Asst. Secretary Yeomans inquired about borrowing money from National Mortgage, and Vice President Loomis and Secretary Powers expressed the desire to defer this until the Board has more information. The vote was as follows: Treasurer Patterson and Asst. Vice President Melchin -- Aye. Vice President Loomis and Secretary Powers -- Nay. The motion was defeated. Vice President Loomis moved and Secretary Powers seconded the Board's considering approving a special assessment to be presented at the Annual Meeting only after the Board receives and studies a cash flow forecast. The motion passed unanimously.

NEXT MEETING:

It was the consensus of the Board that the next regular meeting be held at the Rocana Hotel conference room March 20, 1985 at 10:30 A.M.

ADJOURNMENT:

Having no further business to review and hearing no objections, at 1:15 P.M. President Paoa adjourned the meeting.

Respectfully submitted,



LINDA POWERS  
Secretary  
Board of Directors

211