

ASSOCIATION OF APARTMENT OWNERS  
MAKAHA VALLEY PLANTATION  
SPECIAL BOARD OF DIRECTORS MEETING

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MEETING OPEN:           APRIL 1, 1995  
                                  MVP OFFICE  
                                  9:00 AM

PRESENT:               PRESIDENT WAYNE THOMPSON  
                             VICE-PRESIDENT CECIL BINDEL  
                             SECRETARY ALVIN SILVA  
                             TREASURER DAVID DUKE  
                             DIRECTOR BETTE LARRABEE

NEW BUSINESS: 1. HAWAIIANA CONTRACT  
                          2. OAHU GAS SERVICES CONTRACT  
                          3. RESIDENT MANAGERS APARTMENT  
                              DEPOSIT AND RENT

4) TRUCK INSURANCE

ADJOURNMENT 5) R/m DUTY HRS AND CONTRACT

**MAKAHA VALLEY PLANTATION  
ASSOCIATION OF APARTMENT OWNERS  
SPECIAL MEETING OF THE BOARD OF DIRECTORS**

**MINUTES**

April 1, 1995, 9:00am, MVP office.

**PRESENT:** President, Wayne Thompson; Vice-President, Cecil Bindel; Secretary, Alvin Silva; Treasurer, David Duke; Director, Bette Larrabee.

**GUEST:** Mr. Paul Giorgione, 14-A.

**CALL TO ORDER:** A quorum being present, President Thompson moved the meeting to Mr. Bindel's Apartment 10-C, with his permission. Meeting called to order at 9:30am.

**OLD BUSINESS:** 1. Hawaiiana Management Contract. Mr. Thompson wanted to have the contract approved but it was amended recently. He suggested that board members take it home to review and get back with comments as soon as possible. We could save \$450 if we approve and sign the contract to start on Monday, April 3, 1995. OPEN

2. Oahu Gas Service Contract. We have been without a contract for a long time and we need someone to service our tanks and valves on a regular basis. This is a very reliable company and the contract will be for three years. A MOTION was made to approve the contract with Oahu Gas Service, Inc. APPROVED

**NEW BUSINESS:** 1. Resident Managers Apartment Deposit. Mr. Thompson suggested that the association initially pay the deposit of \$770 and the resident manager will repay the loan with installments to the association. Miss. Larrabee suggested to make a promissory note listing the details of the loan including how much and how often he will make payments. AGREED

2. Purchase Order System. Mr. Duke suggested that we continue the present procedures on the purchase order system until the resident manager passes probation. AGREED

3. Staff Changes. Mr. Silva suggested that any changes in the staff be directed through the board until the new resident manager passes his probation. AGREED

**MVP SPECIAL MEETING OF THE BOARD OF DIRECTORS, APRIL 1, 1995.**

4. Letter to K-Kap Lawn Services. Mr. Thompson read the draft of the letter to K-Kap indicating our dissatisfaction with the appearance of the grounds. They will be given thirty days to improve the area and will be working closely with the new resident manager. If the grounds do not improve, their contract will be canceled. AGREED

5. Lanai Violations. Mr. Thompson mentioned that the security staff are passing out warnings of violation of the house rules concerning lanai(s) and are receiving a lot of flack for doing so. Some citations have also been passed out with some residents complying and others are not. OPEN

6. Oil on asphalt parking stalls. Residents charged for oil stains in parking stall, are trying to clean it themselves with soap, scraper and brush. This practice damages the asphalt so Mr. Thompson suggested we purchase a torch that will liquefy the oil thus making it easier to soak it up with oil absorbing pads. The little that remains will soak in to the asphalt helping to preserve it. This torch will also be used by maintenance for soldering and other uses. The cost of the torch is approximately \$140. AGREED

7. Workers Compensation Claim. Miss. Larrabee suggested that we make sure a file is started immediately by the office when an employee has an injury and that all information is complete and accurate. Mr. Thompson mentioned that we do have procedures for filling out injury forms and forwarding them to Hawaiiana Management. Mr. Duke mentioned that one claim has not been payed by the insurance company going back to 1992. Mr. Thompson said that this was a recurring injury and that the insurance company had lost the original CA-1 Form. Hawaiiana Management needs to follow up on this case. OPEN

8. Standard Operating Procedures. Mr. Silva suggested that every one work on making a folder that covers all standard operating procedures for all areas of operation at MVP. This will ensure consistency and that any one can follow these procedures when a primary employee is not available or leaves employment. Miss. Larrabee has a list of job duties and procedures from about a year ago. She will provide them as a starting point for developing a S.O.P. Mr. Thompson suggested bringing it up in the next regular meeting to ask for volunteers for a personnel committee to help in this mater. OPEN

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9. Eviction of tenant. Miss. Larrabee is concerned that a tenant has not been evicted as yet for making a threat on two owners. Mr. Thompson said the tenant was supposed to be moved out already but he had not reserved his new place in time and the apartment was given to someone else. Mr. Duke suggested that we proceed with eviction if the owner or agent does not remove the tenant from MVP. It was mentioned that the tenant is also waiting to go to court on this charge. The resident manager will be informed of this matter. OPEN

10. Letter from Mr. Coupland to Mr. Nakamura. Mr. Nakamura is asking MVP to pay for more legal fees. Mr. Coupland sent a letter to him asking for explanation of these charges. OPEN

**MEETING ADJOURNED TO EXECUTIVE SESSION AT 10:20AM.**

**MINUTES APPROVED APRIL 25, 1995**

  
**ALVIN P. SILVA**

**SECRETARY**