

ASSOCIATION OF APARTMENT OWNERS - MAKAHA VALLEY PLANTATION

MINUTES - Board of Directors Meeting

Date: April 24, 1990.
Place: Makua Room, Sheraton Makaha Resort
Present: Charles Houtchens, Tom Youngblood, Blythe Thomas, Loretta McDaniel, Sandy Grant

By Invitation: Marie Calder, Management Executive, Hawaiiana Management Co.; Ron Wallwork, Resident Manager; James Morrow, Director of Security; Betty Thomas-181A; M/M Cliff Weber-163A; M/M S. Goren-147C; Irene Houtchens-47A; M/M Frank Sherry-76C; Maesie Ferrari-40A; Tom Powers-88A; Mark Fox and Thad Flores-133B.

A quorum being present, President Houtchens called the meeting to order at 7:00 PM.

The Minutes of the meeting of March 27 were approved unanimously.

Correspondence

- 1) Letter from Dept. of Housing & Urban Development - Information only
- 2) Letter to Burns Security - in response to decision reached at March Meeting.
- 3) Letter from M/M R. J. Melchin-61A - Moved to New Business

Reports

Reports of President Houtchens, Secretary Thomas, Treasurer McDaniel, Resident Manager Wallwork and Security Director Morrow are attached.

Report of Research Committee

Mrs. Weber reported on some research she and Mr. Weber had done on the issuance of Decals, the possibility of an orientation and issuance of a card which would show the items for which the Plantation is responsible, a list of the rental agents with telephone numbers and the most-often disobeyed rules. This will be discussed under Decals in Unfinished Business.

Unfinished Business

- 1) Parking Fee Increase - It was agreed that the parking fee must be increased. Ms Calder reported that of the ten properties which she manages, parking fees ran from a low of \$55 per month to a high of \$85 per month, and that these are normally increased on an annual basis. Moved by Mr. Youngblood that we raise the parking fees to \$40.00 per month, per stall, effective June 1, 1990. Carried unanimously.
- 2) Decals - A long discussion re "Decals", "Orientation", and "Guest Registration" was held. Due to the lateness, Mr. Houtchens postponed further discussion indefinitely.
- 3) Guest Parking - Shown on the Agenda in error.
- 4) Unit 104C - Mr. Houtchens reported that there is a fairly obvious construction failure, and that our attorney advised that we were definitely liable. Mr. Wallwork had been able to get only one bid. Moved by Blythe Thomas that we accept the bid of \$650.00, or less if possible, to repair this unit. Carried unanimously.

New Business

- 1) Accident-Free Days - Security Director Jim Morrow was the winner of the Accident-Free Days for March 1990.
- 2) Ratification of Telephone Votes - Ratification was received for the expenditure for the following telephone votes:

Golf Cart Purchase, Fager for Security Lieutenant, Tree Trimmer, Truck Repair, Dumpster at Hale Molokai, New Office Carpet, and purchase of a Condo Unit for the Resident Manager.
- 3) Melchin - 61A - The letter from M/M Melchin requested permission to instal a portable awning on their Unit 61-A. It was agreed that this should be allowed, but that it would require a uniform design. The Board suggested we have M/M Melchin supply either a design, or if possible, have one of more awning suppliers attend the next meeting to speak to the Board. Secretary Thomas was requested to advise M/M Melchin of this decision.
- 4) Condo Purchase - Discussion of purchase of an "A" unit for the Resident Manager was held. Realtor Tom Powers recommended to the Board that the purchase should be made as soon as possible, as prices are climbing very rapidly. It was agreed unanimously that Mr. Youngblood should handle the financing. Further checking to be done as soon as possible.

The next meeting of the Board is scheduled for the Makua Room at the Sheraton Makaha Resort & Country Club at 7:00 PM on Tuesday, May 22, 1990.

The Board went into Executive Session at 9:02 PM.

The Meeting resumed at 9:10 PM.

The meeting adjourned at 9:11 PM.

PRESIDENT'S REPORT - APRIL 1990

Some of our golf carts are used many hours each day. Some of these carts are also getting beyond repair. Mr. Thomas and I heard that the East Course might have some used carts for sale, so we went over and found they had five available. We were advised that these carts were for sale at \$500 each, but that if we bought more than one, we could probably get them a bit cheaper. The manager at East Course was not available at the time, so we asked Ron to meet with the manager and negotiate. He did negotiate - he got the price down to \$1000 for three carts, and they threw in an extra motor. Ron had already ordered a motor for one of our carts, at a cost of over \$300, so he cancelled the order. This made the price of \$1000 for three carts and a motor a very good deal, particularly since these carts are an essential at the Plantation.

As you know, any motor vehicle is bound to have problems. The pickup which we purchased a few months back was a good deal - the mileage was very low and the body in new condition. Unfortunately, the vehicle had sat in storage for over a year, and the heat and humidity of Hawaii is not beneficial to non-use. We have now had to replace all three of the fuel pumps, plus a complete tune-up, at a total cost of just over \$1500.

On Sunday, April 1st, we changed our refuse pickup to Ilima Disposal Service. Dahu Refuse moved their dumpsters out on the day before that, and they also removed the dumpster from Hale Mololokai. When Sunday arrived, the residents of Hale Mololokai started bringing their refuse to the dumpsters on the Plantation. They did not know what was happening and they were very upset. Evidently, the Plantation had been paying for their pickup for a long period of time, although the previous board had passed a motion to discontinue all services to Hale Mololokai. In order to prevent any damages which might have been caused by irate residents at Hale Mololokai, I authorized Mr. Thomas to arrange with Ilima Disposal to put a dumpster on the Hale Mololokai property until such time as we can come to some arrangement, and at which time the dumpster will be returned to the Plantation. I called the other Board members to let them know what had happened and advise them of the decision I had made. We are presently pursuing the membership of Hale Mololokai to see what arrangements can be made. Also, Ilima is doing their best to get brand new dumpsters of the proper size, which were delayed in shipment from Seattle. These will be painted brown.

At our last meeting, this Board accepted the bid of Emerald Isle Plumbing for replacement of all the hot and cold water stack valves at a cost of \$13,557. In checking into this more closely, we discovered that we actually did not have this large a number of valves. The new bid is now estimated to be less than \$9000.

Under New Business, ratification will be requested on the telephone votes accepted on the previous items.

At our last meeting we discussed possible structural defects causing problems at Units 13B and 104C. Upon cutting out a piece of the sheetrock at 13B, we found that the problem was a water leak and there was no problem which was not visible to the naked eye. The repair cost for this will be around \$150, which is about the same as any of the other water leak problems. Unit 104C does, however, have a construction problem, and we have been unable to come up with any further estimates, beyond the original one for \$650. I believe this is quite reasonable.

I would like to personally commend Mr. Thomas for the long hours he has spent in research and gathering information on the computer and fax machine. He drove many miles to look at machines and compare prices, and to finally come up with such a fantastic deal. We approved \$4700 for the two items and at this point, I believe he has purchased the fax machine and the computer complete, the computer desk, along with new carpet for the office at less than what we started with. To say the least, we not only have beautiful machines, but a beautiful office of which our homeowners can be proud. Thanks, Blythe.

Charles Houtchens, President.

SECRETARY'S REPORT - APRIL 1990

Since our last meeting, I have been working on the purchase of the Fax Unit and the computer. I was authorized to spend whatever was required up to \$1200 for a fax unit and up to \$3500 for a computer.

I received three bids for a Sharp Model FO-220. This unit is big enough to handle our requirements, but does not cost what a larger model would. The larger, more expensive models are normally used by organizations who plan to "resell" the fax service - that is, send messages for a profit.

I received three bids for this unit and accepted the lowest one from Security Alarm Shop. The total cost, including tax, was \$702. I did the programming of the fax machine, thus saving the setup charges. The installation cost of the dedicated telephone line was \$76.00, making the total cost \$778.00.

I visited and received written bids from 5 different organizations for the computer. Bids ranged from \$2588.50 to \$2921.88. However, the bid from Computerland, which was \$20.00 above the lowest bid, threw in a System Saver unit, which cost \$99.00. Since the System Saver does just that, I felt that \$20 for a \$99 item was well worth the cost, so the purchase was made from Computerland. I have purchased some of the startup supplies, such as paper and labels, and have presently on order ribbons and disks. We purchased a computer desk from Radio Shack for \$104.16, including tax. I will be able to give you the final cost figure at our next meeting, but I am very confident that it will be well under the \$3500.

I would also like to thank a very close friend, Mrs. Kathy Ditmore, of Makakilo. Kathy was a computer instructress in Washington, D. C., and presently instructs a couple of times a week here in Hawaii. Kathy went with me on the final purchase, just to ensure I knew what I was doing. Incidentally, Kathy is President of ADAO Palehua Nani in Makakilo.

W. Blythe Thomas, Secretary.

TREASURER'S REPORT - APRIL 1990

Total Receipts for March 1990.....	\$ 104,527.92
Operating Expenses for March 1990.....	108,927.54
Major Improvements (Seal Masters).....	7,695.00
Total Operating Expenses for March 1990.....	116,622.54
Total Operating Surplus/(Deficit).....	(4,399.62)
Total Association Reserves.....	<u>160,949.56</u>
Transferred to Checking from Reserves.....	12,094.62

Loretta McDaniel, Treasurer.

Report of the Resident Manager
April 1990

A - Grounds

- 1) The new 17-foot tree pruner has been purchased and we will begin a monthly program of tree trimming. Also there are a few "garbage" trees and dead trees which should be removed.
- 2) As you know, we have changed trash removal companies and have had a few small problems. The brand new 6-yard dumpsters have not arrived from Seattle as was promised, so we are using some 4-yard dumpsters. This is a temporary situation and the new ones should be here any day.

Equipment

- 1) We have purchased three used golf carts from Makaha East Course and what a deal we got !! Three carts and a used cart motor (worth \$200.00), for a grand total of \$1000.00 - super deal - included three chargers as well.
- 2) The blower motor has finally been replaced at the Fun and Sun pool jacuzzi - after waiting over two weeks for delivery from the mainland. Everything is back to normal again.

Buildings

- 1) On May 1st, we will start replacing both hot and cold water supply valves located under the buildings. The old gate valves, which are rusted and corroded will be replaced with new modern ball valves, made of brass and teflon. Bear with us - we will try to make this changeover as painless as possible.
- 2) The MVP Administration Office is finally getting a face-lifting - paint, carpet, etc. The painting was done in-house with some old paint we had on hand, and the carpet was the result of many hours of shopping by yours truly - we can't have our new computer sitting in a funky setting. After all, this is a high-class complex !!
- 3) Our Maintenance Crew is finally seeing some daylight at the end of the tunnel where the leaking lanais are concerned. We are winning the war at last. Complaints of leaks are getting fewer and fewer. Catching up on the interior repairs will take awhile, but we're working on it.

Ron Wallwork,
Resident Manager.

SECURITY REPORT-APRIL 1990

I have only three items of significance for this month.

March 29 - A vehicle was broken into and the stereo stolen.

March 31 - Two vehicles had damage done to the door and ignition locks but nothing missing.

A vehicle had its sunroof damaged and the stereo stolen.

James Morrow,
Director of Security.