

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

AGENDA

April 25, 1995; 7pm, Wai'anae Satellite City Hall

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

GUEST: Property Manager, Jim Coupland; Resident Manager, Thomas Lauro; Administrative Assistant, Peggy Hoots.

CALL TO ORDER:

APPROVAL OF MINUTES: March 28, 1995 and April 1, 1995.

CORRESPONDENCE: Letter from 84C, payment plan.

REPORTS:

- PRESIDENT:
- VICE-PRESIDENT: Up-date on special assessments.
- SECRETARY:
- TREASURER: Financial procedures
- DIRECTOR:
- PROPERTY MANAGER:
- RESIDENT MANAGER: Drug testing
- COMMITTEES: Neighborhood Security Watch.

OLD BUSINESS:

1. Hawaiiana contract.
2. Worker compensation claim from 1992.
3. Non-skid steps for quiet pool.
4. Jacuzzi resurfacing.
5. K-Kap Lawn Service.

NEW BUSINESS:

1. Petty cash.
2. Signs that are needed.
3. Bill for 102A, dry wall repair.
4. Radios.
5. Refuse.
6. Accident free winner for the month of March is Siu Pale.

NEXT MEETING: May 23, 1995; 7pm, Wai'anae Satellite City Hall.

ADJOURNMENT TO EXECUTIVE SESSION

**MAKAHA VALLEY PLANTATION
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MINUTES

April 25, 1995; 7pm, Wai'anae Satellite City Hall

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

GUEST: Property Manager, Jim Coupland; Resident Manager, Thomas Lauro; Administrative Assistant, Peggy Hoots.

CALL TO ORDER: A quorum being present the meeting was called to order by President Thompson at 7pm.

APPROVAL OF MINUTES: March 28, 1995 and April 1, 1995. APPROVED 5-0

CORRESPONDENCE: Letter from 084C, Payment plan. Deferred to Executive Session.

REPORTS: PRESIDENT: Letter formulated by Mr. Coupland concerning law suit from Mr. Houtchens, clarifies the reason for the law suit is for the way and/or reason he was relieved of his position. This suit does not affect the physical property or home owners and we have insurance to cover the law suit. **MOTION** was made to accept this letter that will be sent to prospective buyers. APPROVED 5-0

VICE-PRESIDENT: Up-date on special assessments. Mr. Bindel gave his report on the success of our special assessment and delinquent maintenance fees' collection. Some delinquencies are very old and may not be collectable because of foreclosures. Our current attorney is doing very well at collecting as much a practical.

SECRETARY: We are looking for ways to cut down on the amount of paper we are using to save money and to be more efficient.

TREASURER: Mr. Duke mentioned that our finances are very good and stabilizing. We have been putting \$20,000 per month into a special insurance fund so that we should have \$100,000 available as a deposit for our insurance in June. We received \$224 in commission on a pay phone that previously was not giving any commission. An article was read concerning reserve funds and that they should not be spent frivolously. Higher reserves may raise value of property. Financial procedures will continue as before when we had a Resident Manager.

PROPERTY MANAGER: We had a \$700 negative cash flow in March but \$23,000 went to reserves so we are in good shape. **MOTION** was made to reimburse Hawaiiana staff \$15 each, for mileage to and from the annual meeting up to four workers. Total of \$60. APPROVED 5-0

MVP REGULAR MEETING OF THE BOARD OF DIRECTORS, APRIL 25, 1995.

RESIDENT MANAGER: Mr. Lauro would like to require rental agents to screen prospective new tenants to avoid having problematic tenants move in to MVP. It is hoped this will improve the quality of tenants at MVP. He would also like to have a drug testing policy for employees to ensure the safety of MVP. K-Kap is still not doing a very good job with our landscaping and suggests canceling contract and seeking bids. We are planning to upgrade our payroll system and put it on our computer to be more accurate and efficient. Maintenance is currently checking our sprinkler system to ensure all areas are being watered. Front entrance has been spruced up adding new flowers, palms and grass. **MOTION** made to allow the Resident Manager to spend \$300 to acquire a drug testing policy from an attorney who specializes in this subject. **APPROVED 5-0**

N.S.W. M.V. COMMUNITY PATROL: Mrs. Silva voiced her concern over the continuing confrontation they are having with security. Mrs. Silva and Mr. Lauro will be getting together to work out these problems. Everyone is invited to attend the weekly meetings currently on Wednesdays at 7:30pm. Call 695-8157 for location.

COMMITTEES: Miss. Larabee mentioned that she has started a personnel committee. The members selected are Mrs. Maggie Webber, Mrs. Evlin Houser. Three other owners have not confirmed as yet. They will be working on job descriptions for all positions.

OLD BUSINESS: 1. Hawaiiana contract is tabled so that changes can be compiled. A special meeting will be scheduled to approve this contract. **OPEN**

2. Worker compensation claim from 1992 was paid by the insurance company once they received a copy of the claim form. It seems that the original was lost. **CLOSED**

3. Non-skid steps for quiet pool. **MOTION** made to allow the resident manager to seek bids to have the quiet pool steps coated with a non-skid product, not to exceed \$500. **APPROVED 5-0**

4. Jacuzzi resurfacing has been completed and we have a 25 year warranty. **CLOSE**

5. K-Kap Lawn Service contract will be canceled and we will be looking for a new company. Any company interested in submitting a bid should contact the Resident Manager. **OPEN**

NEW BUSINESS: 1. Petty cash of \$300 in quarters is kept at the office for exchanging dollars so that residents can use our washers and dryers instead of going off property to do laundry. **CLOSED**

2. Signs that are needed. The resident manager will be working on deciding how many and getting bids for new signs including our main front entrance sign. **OPEN**

MVP REGULAR MEETING OF THE BOARD OF DIRECTORS, APRIL 25, 1995.

3. Bill for 102A, dry wall repair. This bill will not be paid because the board did not approve the repair before it was started. **CLOSED**

4. Radios. We have a total of fourteen radios. Eight are very old and five of them are out for repair. The cost for repairing these old radios is very high. The board agreed to allow the resident manager to seek three bids on acquiring two new radios. **OPEN**

5. Refuse. The contract with BFI will end in November and we will be seeking bids. **OPEN**

6. Accident free winner for the month of March is Siu Pale.

DISCUSSION: Mr. Lauro said that residents are asking to borrow tools from MPV. We may be liable if someone is hurt while using our tools. **MOTION** is made to not lend out any tools to any resident. **APPROVED 5-0**

NEXT MEETING: May 23, 1995; 7pm, Wai'anae Satellite City Hall.

ADJOURNMENT TO EXECUTIVE SESSION AT 9PM

MINUTES APPROVAL DATE: May 23, 1995


ALVIN P. SILVA

SECRETARY