

**MINUTES OF THE BOARD OF DIRECTORS' MEETING
OF MAKAHA VALLEY PLANTATION
April 27, 2005
MAKAHA Valley Plantation-Kiana Cabana**

OWNER'S FORUM

At 6:46 p.m., the owners present were allowed to voice their concerns. Owner's forum was closed at 7:25 p.m.

CALL TO ORDER

The regularly, scheduled meeting of the Makaha Valley Plantation Board of Directors was called to order at 7:34 p.m. by the Chair, President Monty Glover.

ESTABLISH A QUORUM

A quorum was established.

Members Present: Monty Glover Greg Sokolowski (arrived at 6:55 p.m.)
 Bobbie Castro Frank Mead
 Marjorie Collier Bob Cunningham

Members Excused: Jim Sherman

By Invitation. Otis King, General Manager, Shirley Landford, Administrative Assistant
 Sheryl Brown, CMCA®, Sr. Mgmt. Exec., Hawaiiana Management Co.

Approve Agenda

The agenda was revised to add item "F" under "Old Business", and was adopted by unanimous consent.

APPROVAL OF MINUTES

The minutes of the April 27, 2005 regular Board meeting were approved as presented.

REPORTS

A. Security. AKAL Security Supervisor Martinez provided a verbal report to the board, covering the following issues:

1. Procedures – A new form to note persons in each pool area will be utilized to ensure security staff document the number, location and activities of all residents in the pool area; security reports will be written in designated areas throughout the property through the midnight shift, creating more visibility of security throughout the property, allowing for more coverage by eliminating "lost" time of reports when reports are written at the security office; implementation of three patrol routes with each employee identifying the route being conducted, allowing for accountability of security personnel at all times; "lockout" of staff from the security office except for security shift supervisors; supervisors to utilize the security office at a minimum. Mr. Martinez also stated the staff will be taking breaks only at the picnic table

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on the lanai by the association office or at the maintenance building during inclement weather; all staff to maintain a work log noting dates and times of specified routes; distribution of a training manual to all staff and incorporation of on site association training to be conducted by the GM and SME. The board requested information for a new choice of uniform for the AKAL staff. Mr. Martinez informed the board that for every eight hour shift worked, each staff member will be allowed two ten minute breaks and one twenty minute break for lunch. Director Mead briefly discussed use of a sheriff or HPD officer to perform part time patrols.

B. Treasurer

1. Financial Statement for March 2005 – Presented. The board unanimously accepted the March 2005 financial statement subject to audit.
2. Delinquent Accounts – Deferred to executive session.

C. General Manager's Report. – presented. The following issues were discussed:

1. Uniform Shirts – Ordered.
2. Picnic Area Grills – Construction of the new grills still in progress; three areas completed. Tabled.
3. Water Leak (2 – 8 & 10 Gallon) – Identified and resolved. The GM's monthly report noted that Daniel Dias, owner of A-1 Budget Plumbing had spent about four hours on site to assist with leak source identification, at no cost to the association, by request of the SME.
4. Entry Sign – Bidding in progress.

D. Committees

1. Security – Director Cunningham resigned as Chair and indicated that unit owner #29 , Martha Reamey, will serve as Chair. The Chair committee reported on the following issues:
 - (a) Fence/Landscape at Area 665 - Recommendation to table until new owner of neighboring property assumes control. (g) visitor passes to be redone with bar codes, (f) curfew of 10 pm for residents. Meet 2nd Wed of the month; requests owners also present solutions with presenting problems. Monty – table a-f; submit written report the Monday of the COW with recommendations.
 - (b) Exit Spikes – The Chair requested the board members meet at a site location where the exit spikes are installed to listen to noise
 - (c) Gate Arms – The Chair stated new proposals have been submitted by Security Resources for the board to consider.
 - (d) Visitor Passes – The Chair recommended that visitor passes be revised to include bar codes for automatic entry through the gates.

(e) Curfew – The Chair recommended a curfew of 10:00 p.m. for all residents. The board unanimously agreed to implement a curfew compliant with the state laws for all residents 18 years or younger.

(f) Roof Line lighting – Deferred.

Director Cunningham stated that a security committee meeting will be held the second Wednesday of each month.

The Chair instructed the security committee chair to provide the SME with a written report to include recommendations to the board, the Monday preceeding the scheduled board meeting on Wednesday of the the following week.

5. Grounds

(a) Training - Committee Chair Mead moved to authorize the GM to choose one staff person to attend the landscaping classes at a cost of approximately \$450.00, with that employee signing an agreement to repay the entire cost of tuition should he/she voluntarily leave employment within one year. The motion unanimously passed.

(b) Free Topsoil – The GM reported that a few yards of the free topsoil had been delivered.

6. House Rules – Committee Chair Collier distributed a final draft of the House Rules. Director Sokolowski moved to adopt revised HR as presented, including changes just discussed to incorporate a curfew, unit modification guidelines, revised visitor pass and house rule enforcement procedures. The motion unanimously passed.

7. Personnel - Deferred to executive session.

8. Budget & Finance. No report.

9. Communications – No report.

10. Community Advisory – No report. The Chair dissolved the committee and appointed Director Mead to chair a new “Tenant Communications” committee. Director Mead scheduled a committee meeting for May 16, 10:00 a.m. at the Kiana pool cabana.

UNFINISHED BUSINESS

A. Maintenance Shed– Deferred.

B. Repaving Project – GM stated there is a new start date of July 18, 2005 with completion by November 18, 2005.

C. Amendment to Confirm Number of Directors/Restatement of Docs – Deferred. The SME was instructed to email a new list to the board of those owners that have not responded and the GM to redistribute the owner phone number contact list.

- D. Submetering & Irrigation – The GM reported the last phase was in progress.
- E. Computer for Guard Shack – Director Castro moved to approve bid for computer as presented. The motion unanimously passed.

NEW BUSINESS

- A. Modification Request, Unit 99A – Director Collier moved to approve the owner's request as presented to install a stack washer/dryer unit and relocate the kitchen sink. The motion unanimously passed.

RECESS

The meeting was recessed at 8:45 p.m. and reconvened at 8:49 p.m.

GUEST SPEAKER

At 8:49 p.m., Mike Smith of Smith Hawaii presented his bid to evaluate an existing water leak issue in one of the buildings. Mr. Smith explained the nature of the water intrusion, citing movement of the buildings, swelling of the wood with expansion and contraction of various construction components, soil conditions, etc. Mr. Smith further explained that stability of the buildings was dependent upon the siding, much of which had little bracing supports. Mr. Smith stated it would cost \$26,000 to investigate, create specifications and administer repairs to one building; by comparison, the original bid was \$65,000 to assess all structures. At 9:20 p.m., Mr. Smith concluded his presentation.

OLD BUSINESS – CONTINUED

- F. Structural Issues/Water Penetration – Director Sokolowski moved to accept the original bid from Smith Hawaii at a cost of \$65,000 to assess all building structures to identify, write specifications and oversee project repairs. The motion unanimously passed.

NEW BUSINESS – CONTINUED

- B. Request for Vehicle Detail to Clean Water Spots – The board unanimously agreed to allow \$100.00 for an auto detail to remove water spots caused by association sprinklers, with a receipt for the work.
- C. Request for Letter of Guarantee of Structural Damage Repairs – The board unanimously agreed that the board would not issue any letter regarding repairs pending completion of the initial investigation by Smith Hawaii.
- D. Petition Letter – The board unanimously agreed to respond to the unit owner that presented the petition.
- E. Owner Complaint of Loud Cell Phone Use – The SME was instructed to investigate the resident history and take the appropriate action.

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The board entered executive session at 9:47 p.m. and reconvened into regular session at 10:00 p.m.

NEXT MEETING

The next regularly scheduled Board of Directors meeting will be held on Wednesday, May 25, 2005, 6:30 p.m. at the Kiana Cabana on site.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 10:27 p.m.

Submitted by:
Makaha Valley Plantation



Marjorie Collier
Acting Secretary

Hawaiiana Management Company
Agent for Makaha Valley Plantation
Sheryl Brown, CMCA®
Senior Management Executive,
Hawaiiana Management Company, Ltd.
Recording Secretary